
Lower Saucon Township
Parks & Recreation Board Agenda
April 4, 2022 @ 6:30 p.m.

- Call to Order
- Roll Call
- Approval of: March 7, 2022 Minutes
- Presentations: None
- Citizen Non-Agenda Items
- Updates: None
- Special Event Applications: None
- Old Business
 - Grant Wishlist
 - Polk Valley Park Snack Stand
 - Pickleball Update
- New Business
 - Northampton County Grant Availability for Parks
- Adjournment

Next Meeting: May 2, 2022 at Easton Road Fields

PARKS AND RECREATION WISH LIST

PARK NAME	WISH LIST ITEM	COMMENTS	APPLICABLE GRANTS AVAILABLE	DATE SENT COUNCIL	GRANT APPLICATION DATE
Polk Valley Park	Replace split rail fencing around athletic fields				
Polk Valley Park	Pave the Dog Park Parking Lot				
Polk Valley Park	Install exercise station near walking trail	(something like what we did at Town Hall Park)			
Polk Valley Park	installing a permanent restroom	with running water or at least a composting toilet			
Reading Trailhead	small pavilion				
Reading Trailhead	small playground complex				
Reading Trailhead	resurface trail				
Reading Trailhead	installing a permanent restroom	with running water or at least a composting toilet.			
Town Hall	Pave Nature Trail	not pervious			
Town Hall	replace or remove stage near pavilion				
Town Hall	touchless sink and toilet fixtures				
Southeastern	touchless sink and toilet fixtures				

February 4, 2019 – Parks and Rec

Polk Valley Park – David said we talked about a snack stand building at Polk Valley where the different groups could make some food. They realize there's no running water or connection to the sewer line, so this might help those groups to be able to maintain their organization; and quite frankly, if you are at that park long enough, you need some water. It would be nice to have something there as it would benefit everyone and it would make the park a little bit nicer. He thinks the Planner was going to look at it. Once there's a little building there, the organizations themselves will take care of the maintenance of it. Bill Ross asked about composting toilets like they have at Lutz-Franklin. From all the youth sports he attended up there, on a day when there's a big crowd, if it's gets hot and crowded, the portable toilets aren't that good. David said there is water at Polk Valley Park. Bill said when we purchased the property, did we have an option for the Orban House (down below the fields) if they move out of it. David didn't know that answer. Bill said if we did, that could be the answer to the facilities building space for the youth organizations and perhaps offices for the sports groups. Long-term planning would be something we'd want to focus on. David said let's start with the snack stand. Katrina Schreefer asked Diane Palik to find out from Leslie where we stand on that as there was a motion last year sent to Council recommending a snack stand and they didn't hear anything back

February 3, 2020 – Parks and Rec

Improvements to Polk Valley Park – David Spirk talked about getting a snack stand at Polk Valley Park. They are looking at to build something just below the play area/picnic area/pavilion area. They are looking to sell drinks and small snacks, not a cooking facility. At this time, they are not looking for electric or water. Jason Banonis asked if there have been conversations with the youth organizations as to their level of interest is and their funding. Dave Spirk said that all the organizations are interested, but feels that they could get a lot of the materials and labor donated. Katrina Schreefer asked if any grants could be used towards it. If funding were available, it would help to pay for planning. Jason Banonis will discuss with Jim in terms of what would be needed in terms of approvals and design and report back to them at the March meeting. He asked Dave Spirk if a snack stand was ever part of the plan of Polk Valley Park. Dave Spirk said that a community center with a gym originally was called in the master plan. Although they weren't thinking along the lines of something that big at this time, maybe they could get water and sewer at the park instead of composting toilets due to the cost of the toilets. Bill Ross said that until the new pump station would be completed, it would be at least 2 years, and then nothing could be done until the Township updates their 537 Plan. Dave Spirk suggested that a master plan would give them a greater possibility of receiving money than to build a small snack stand. Katrina Schreefer agreed and said that each year they would then apply for a different layer of the master plan. Jason Banonis asked Dave Spirk what size they are looking to have for a snack stand. Dave

Spirk said 12' x 15'. Jason Banonis suggested that they invite representatives from the various youth sports (soccer, lacrosse, and baseball) to have them comment on what they would like to see. (It was brought up as a side note that since baseball doesn't utilize those fields that maybe repurposing the fields to be used for other sports may be beneficial. Baseball does not use the fields near as much as

soccer does.) Jason Banonis will reach out to the representatives since he has contact information for them to see if they can come to the March meeting.

February 5, 2020 – Council Meeting

They inquired about constructing a snack stand at the PVP which would benefit the youth organizations at the park. Their idea is a building roughly 12'x15' and there is a well on the property, although they are not necessarily committed to having running water. There is electricity located at the pavilion so they are hoping we would support them in furthering that. They don't know if there will be any requirements for design and if we could get grant money in the design for it. They expect they can get a lot of materials and labor donated. That's something to look into as to getting the proper design approvals and funding for it. Mrs. Yerger said even a sketch plan would be helpful. Mrs. deLeon said we talked about this in the past and she didn't know if there was a well there. Once it passes and we have a stand, what requirements by the State or whatever for the food. Mrs. Huhn said it was discussed and they can't actually, without running water, cook food or have a grill. Mr. Banonis said their idea is not to have hot prepared foods. It would be more water, Gatorade, snacks, at most maybe a hot dog roller. Mrs. deLeon said there might be all kinds of licenses and insurance. She asked if the building would be donated. Mr. Banonis said they believe the materials and labor would be donated. Mrs. Huhn said we can reach out to Dave Spirk, as she asked Brenda to look up what was discussed the past year and the last thing was Dave was going to come up with a design to give to Zoning. We will see if he can do something like that. Mr. Banonis suggested that Saucon Lacrosse, Baseball and Soccer be invited to the next meeting for input as they are stakeholders in that

March 2 2020 – Parks and Rec

Snack Stand at Polk Valley Park – Jason Banonis said that it was discussed and Council said that it is something that Council is interested in. They would like to know where it's going to go, what it's going to look like and who is going to be responsible for it. He said that Leslie was going to look into whether or not there was funding was available for it, a grant of some kind. He will talk to her this week about it. Brenda Detweiler mentioned that Roger Rasich looked into whether there were wells to support water for a snack stand and he believes that they are just test wells, not to support water for a snack stand. Tom Butera said they could always add water at a later date, it could be done in steps. He will see if Dave Spirk comes back with drawings they had discussed in the past. Frank Thompson asked who would be responsible for the snack stand. Tom Butera said that the idea was that the youth athletic team groups would step up and take care of it. They would use it for that day and it would be their responsibility to clean it and leave it as they found it. It would maintain itself just by the groups using it. As far as maintaining the building (painting, roof repair, etc), it would fall on the township. Jason Banonis brought up that last meeting, they had discussed utilization of Polk Valley Park. He talked with the president of the Saucon Valley Diamond Sports. They do use the baseball fields from time to time for practices in the spring. They would not be interested in the snack stand because they are not holding their games there. Bill Ross said that it would be mostly soccer and lacrosse that would be looking to participate in the snack stand. Jason Banonis suggested bringing them to the next meeting to see what it is that they would want in the building. Bill Ross thinks their water lines run close to the entrance of Polk

Valley Park. The last house on Polk Valley Road before the entrance is the last house that they serve, so they'd have to extend it from there, which is a significant run. Frank Thompson said maybe the township can drill a well. Tom Butera said then they would need electric. They will need to do in phases. Frank Thompson asked if they should invite the sports groups. They discussed possibly the May meeting in hopes that they have more information from Dave Spirk at the April meeting.

October 5, 2020 – Parks and Rec

Snack Stand at Polk Valley Park – David Spirk asked if teams were using Polk Valley Park. Brenda Detweiler said that she was not sure, as she is not in the loop on the field rentals. Jason Banonis said that he knows that Little League Baseball is not using Polk Valley for practices or games. He believes soccer is using it for practices and games, as well as the Saucon Creek Parks. Bill Ross said that soccer is playing, but there are fewer teams than in the past. He believes that 13 year & older groups are playing up at Polk Valley Park. Jason said that he knows that staff is looking into getting a historic barn relocated from the Landfill over to Polk Valley Park, but realizes that nothing will really be done with that until the new year.

April 12, 2022 Parks and Rec

Snack Stand at Polk Valley Park – Dave asked Jason if he had any insight to the stone building the Landfill may be donating to the Township. Jason said he received information today in regard to estimates for relocating the building. Two of the companies said they are not interested; one company said if it was even possible due to wires, roads, etc. the price would start at \$500,000; another company said if they were to dismantle it, the estimate to start without even looking at the building would be \$500,000. Based on that, it seems to be a tremendously heavy lift. He doesn't foresee the Township footing the bill and he doesn't know the Landfill would be willing to foot the bill. As much as he's a preservationist and he likes the historical structure he doesn't know that ½ million dollars to preserve a building that's otherwise in disarray is worthwhile to relocate to Polk Valley. He doesn't think it's going to be a viable option. There's desire to have a snack stand up there, but they may need to go in a different direction than having the structure relocated because of the cost. Dave said ½ million dollars doesn't make sense. He joked if the Township is willing to spend ½ million dollars on it, let's have them build a \$450,000 building and save them \$50,000. Dave would like to make a suggestion they ask the Township to explore, with Hanover Engineering, the possibility of building a snack stand somewhere in the size of 12' x 15' or 12' x 20' out of concrete block. Just a simple structure with a peaked roof. A little pad in front of it just off one of the paths. He believes they are interested in the spot below and to the right of the existing play area and picnic area. It is where the 3 paths come together, to the right of the path in the elbow. They would extend a path off of the elbow of the path. They would like to have electricity, but no heat. The block structure could be painted. As time moves forward, they could do more things to it. Big enough, but not too big that they'd have to put in a retention pond or other stormwater management system. His motion is to ask Council to ask Hanover Engineering to explore a small building. If they get the green light, they would get all the players in the park system together and figure out what each can donate. Someone can donate the block, another can donate the plywood and the shingles, etc. They can get ownership from the teams and make it a community driven concentric. Distill it to make a motion to ask Council to direct Hanover Engineering to study the possibilities of a snack stand at Polk Valley Park. Bill Ross seconded the motion. He added if anyone has time to check out the Community Park on Preston Lane in Upper Saucon, they have a nice brick/block combination kitchen, snack stand, and

bathroom. He thinks they have composting toilets there. It's a nice structure and may be something they want to look at as a model. Jason asked if he knew the size of the building. Bill thinks it may be larger than 12' and longer than 20', probably closer to 35' – 40' because they have a bathroom built in there as well. Jason asked if they are looking to have a bathroom as well. Dave said the Township has a compost bathroom at Kingston Park and it's a stand-alone unit/pre-cast concrete. He believes it might be cheaper to buy another pre-cast unit than to try to build it all in one structure. He thinks Polk Valley Park has sewer there because the sewer plant is right down the road. Bill said he was correct. Dave said there is water at Polk Valley Park so the composting toilet as a stand-alone unit would be more cost effective method. The consultants could look into it. If Jason could reiterate to Council & Hanover Engineering, perhaps that could get the ball rolling in the right direction. Jason asked Brenda to add it to the Council agenda for the 4-21-21 meeting. Motion passed 7-0

April 21 2021 Council Meeting

DISCUSSION ON SNACK STAND AT POLK VALLEY PARK Mrs. Yerger said the Parks & Recreation Board is requesting Council evaluate the placement of a snack stand at Polk Valley Park. A map is included showing a proposed location by the previous Township Planner. Currently there is no water or electric at Polk Valley Park. The Manager will review the information with Council. Mrs. Huhn said we provided you with some of the discussion that was held with the Parks & Recreation Board in previous years. This has been in discussion since 2015 – 2016. They have often requested to install a snack stand at Polk Valley Park. They understand there is no running water and no electricity. They talked about in the past about having donations of building materials and they would work on having something installed on behalf of the sporting groups. The drawing in your packet was previously done by Boucher & James, our Township Planner. At that time, we had been looking at a concession stand and a restroom combination. Back at that time we were looking at the composting toilets which really grew in cost. We do have the composting toilet out at Kingston Park, then they started to get rather expensive. That part of it was put aside for the time being, but the sporting groups are still looking to having some sort of concession stand and the location is behind the ballfield, down the existing path at the upper parking lot at Polk Valley. Mr. Banonis said he can speak to this a little bit, as it came up at the Parks and Rec meeting we had on April 12th. What was discussed was exploring with Hanover Engineering the feasibility of this. The Parks & Recreation board members were envisioning in their mind was a block building, 12' x 20' with composting toilets. He said he would bring it to Council's attention and he's not sure if we can state a position on it knowing about all of the logistics involved. Certainly the lack of water, accessibility to electricity and the cost of the composting toilets are an issue but maybe something can be worked out. The goal or the hope of the Parks & Recreation Board was to have a structure that would be used by the various youth sports organizations for generating some revenue through some non-perishable concession sales. They are not proposing to have any cooking equipment, a kitchen or anything like that. He's not sure if they would be considering anything like a hot dog roller they would take with them, he just doesn't know. Maybe it's something we can talk to Hanover to find out what would be involved, the cost and certainly he thinks that the hope and goal of the Parks & Recreation committee is to have the youth sports organizations would be using this, do the fundraising to help with the cost of it and also the hope is to have building materials donated by local contractors and businesses to make this a reality. He doesn't know if this is something that's going to be feasible. He doesn't know if anybody on Council can say if it's going to be feasible or not. We're going to have to defer to some expertise from Hanover. Mrs.

Huhn said she can work with Brien and we can look at some options. In a brief conversation with our Director of Public Works, he also mentioned maybe it's something, and we can talk to Parks & Recreation about this as well, maybe not a block building, but maybe something more in the type of a shed which would have a door or window opening to sell concessions. Maybe something not so permanent that they can move around if need be. There are some options we can discuss.

Mrs. Yerger said we need to sort of figure out who would be involved with the stand and get some ideas on what their thoughts are, how would this operate, who would be responsible for opening and closing. She understands there is a storage shed there for youth and has no problem with that at Polk Valley Park, but how would they take care of the garbage disposal, things like that, just in general.

Mrs. Huhn said if Council is in agreement, you can make a motion and she will work with the Township Engineer and Parks & Recreation and Public Works and put together some ideas. Mr. Carocci said that sounds good.

MOTION BY: Mr. Banonis moved to authorize staff and the Township Engineer to review the proposed location and possible designs for a snack stand at Polk Valley Park.

SECOND BY: Mr. Carocci

Mr. Bryan Evans said another suggestion to the shed, a trailer might be another option and it could even be something that it's there and if there's an event at Town Hall Park it could be moved over there like that bike fest and some other things. Mrs. Huhn said they will work with the sports groups too. Mrs. Stauffer said there is no water, where is the closest water hookup? Mrs. Huhn said the dog park. Mrs. Yerger said there's obviously no electricity at the dog park. Mrs. Stauffer said are there any facilities that residents can, would this be available to residents as well or primarily with the vision of mostly the sports teams during sporting events. Mrs. Huhn said she believes Park & Recreation is promoting it for the sports teams especially if it would be their building and they would be taking care of it. We'd have to look at how they'd like to do that. Mrs. Stauffer said having extra facilities is a great idea. Even having something in the future for residents to utilize as well could be beneficial for Polk Valley. ROLL CALL: 4-0 (Mrs. deLeon – Absent)

May 3, 2021 – Parks and Rec

Snack Stand at Polk Valley Park – Dave said thanks to Jason for bringing the snack stand issue up. We'd really like to see some traction being done with it. If any component, that people think we want water, we want electricity, we want or require bathrooms, he'd like to start with baby steps so if we just get a rectangular building and then later as time moves forward we could do more. There is water in that park, there are wells. The wells were sunk when the park was built. There is not municipal water or sewer. We don't even have to approach that yet, just concentrate on a building, a shell, a roof that can be locked and opened for the various athletic programs and quite frankly anyone who wants to use that park, any group, and that's the goal just to get things rolling. Dave said he's assuming Hanover Engineering (HEA) has not really gotten anywhere yet on this. Jason said HEA is going to be looking at this to see what is there and what may be available and what may be needed depending on the level of this. He understands there is water in the park, but the water is over by the dog park. Just to have a basic structure without any amenities to it is much easier. Sandy Yerger raised some questions which are valid and among them is who is going to be using this, how is it going to operate it and who will be

responsible for opening and closing it and taking care of garbage and things like that. Those questions are going to have to be addressed to Council's satisfaction. He thinks it's a good idea to have this and will help our youth sports and it might be helpful to start engaging them now to demonstrate their commitment and interest in this. Hearing from them would be beneficial to Council. This won't be brought up at the next Council meeting, but the next time he gets word of this at the meeting in June or after that, HEA may have some questions and it would be helpful to have someone from P&R come to the Council meeting and explain what Parks & Recreation Board Minutes May 3, 2021 5 the hope is and have the sports organizations and other stakeholders come forward and say to Council exactly what the value is. Dave said he agrees. That's the way to go and the ownership we talked about with the various sports groups donating time and effort as well as having them lead the charge to get donations and materials is the way to go. A lot of parks in the valley, some have nothing, it's not a big lift to say we have a building that is utilized and shared by the sports organizations and/or other organizations in the municipality. He asked Bill Ross what fields are there no buildings and/or are there buildings in shambles and not taken care of. Bill Ross said it's hard to say as there are so many different degrees of parks within the Lehigh Valley. A lot really only have one or two fields, they don't have a lot of facilities. The bigger parks have about eight fields so there are a lot of facilities there. Polk Valley Park is more in line with those type of facilities when you consider we have three fields there for multi-sports and Polk Valley doesn't have those facilities. Dave said we have three fields, two baseball fields and a dog park on 48 acres. Bill said it's a really sizeable facility compared to others and very spread out as you really aren't looking at a lot of conjunction except in the parking areas. It is trailing in facilities for comfortable sized parks. Krista said do they call them snack stands. When we use that term, it's under the assumption food is going to be served. What about food service guidelines? What happens if we offer electricity and someone brings a hot dog machine and everyone gets sick? Does that put the Township at risk? Would it be safer to call it something else? She fully supports this, she's just concerned with food safety guidelines. Bill said at this point, it isn't even something we could consider as the structure we are looking at wouldn't have electricity, or wouldn't have any running water. It would just be a place where you could sell bottles of water and pre-packaged snacks. Down the road, we could consider that if we add electricity to it. Right now that's putting the cart before the horse. It's not something that is even conceivable right now. Dave said it's a great question. We have youth basketball, wrestling, he owns a restaurant, and there's something called Serve Safe kitchens. At these youth events, you have food prepared at someone's home, it's donated and sold. If that was a prerequisite and the State Health Department says you can't do this at any youth basketball game or tournament or baseball, there wouldn't be a hot dog sold across the State. Krista said that's very helpful as she has a food background, and she's wondering how are you going to get someone who will take over the food responsibility. Dave said theoretically the hot dog sales and even potato chips and soda are technically donations. He's been through it, we've had questions like this and he's been the President of the Wrestling Club since Diane gave it up, and we'll have events where we have 300 or 400 people in the gym and serve them all day long, 10 hour events. The snack stand at Dimmick Park is the hub of the park. It's one of the greatest meeting spots for the Hellertown-Lower Saucon community and the snack stand, we call it the Field House, and he agrees we shouldn't call it the snack stand. Krista said if we can change the name, she would feel more comfortable. Dave said he would call it something like the Field House or the Polk Valley Building, whatever. Dave said he wants to impress upon everyone, let's just get a building up, a shell of a building. Once we do that, people will start to congregate around it, it's a meeting place for the parents, they get to know each other and it builds community bonds. Jason said he's going to suggest in

addition to the structure, that electricity be provided as well and he says that for a few reasons. There are tournaments or times when this building may be used that Parks & Recreation Board Minutes May 3, 2021 6 operations that will start before daylight and end after darkness and there should be lighting on the exterior of the building for security reasons. We don't want people breaking in. There should be lighting on it so anyone like the police or the public that goes by sees any bad operators, we want to offer them a cover of darkness there. In addition, there should also be lighting inside for the people that are working inside so they can see what they are doing and a few outlets are going to have to be required by building codes. Does that lead itself to some prepared foods, perhaps it's a hot dog maker or a crockpot. This isn't going to be a commercial kitchen and he doesn't think people are going to be going there for a gourmet meal, they are going to go to the Steel Club for that. We have to provide that as a basic element for the building. Water and sinks and sewage - that leads to a whole other level of complexity which may not be feasible for this building. If he was to add, it's not for him to make this decision, it's for the P&R to do that, but it would be his recommendation to at least include electricity in some form to allow for the basic lighting and electrical means. Dave said he agrees too, he just doesn't want to see us take a bigger bite than the Township would like to handle. If you think the Council really is not going to make a big difference if we ask for this 12'x20' building and have basic electricity in it, if you think that's inconsequential to the whole idea of Council approving it and helping it go forward then he'd make that motion. We don't have to make a motion again. We already asked can HEA do a feasibility study and he would ask as Jason as the liaison, as you negotiate with HEA as to what they should be doing, that we just want a simple building, four walls with a light and some outlets. Krista said she talked with Tom Carocci this week and he mentioned the Township getting \$1.7 million for COVID relief and is that something that would be appropriate to cover the electrical costs? Jason said he doesn't think so. He can't rule it out but the COVID money came with very strict limitations on what it can be used for and what it can't be used for. He doesn't recall anything within those restrictions leaving it open enough for a structure like this in a public park or electrifying it or things like that. He'd have to look again. They are related to emergency expenditures or hardships that the Township faced as a result of COVID. This structure didn't exist before COVID and doesn't exist now. He doesn't think we can say it's a hardship not to have this structure. Krista said what about the lack of rentals that were not able to be approved over the last summer. Jason said pavilion rentals did continue, people were just choosing not to use them as they weren't having gatherings. They were available on a limited basis. Dave said if it's on the Council agenda, he'd be happy to sit in on the next Council meeting when it's discussed. If Diane or Jason can let him know when HEA has something or if it's on the May 19th agenda, he'd be happy to join that meeting.

September 13, 2021 Parks and Rec

Snack Stand at Polk Valley Park – Refer to minutes from 3 – 5 years ago. Block structure to start. Dave said no electricity or water. Jason said I thought you wanted electricity from existing electricity for crock pots, hot dog roller, etc. He said water may be down the road. No further discussion.

Needed for Concession Stand Approval

- Would need proof of insurance
- Security deposit required
- Township would have to decide if there would be a fee charged
- Township would have to approve operating hours
- Township would have to approve items that are sold
- A Concession Stand Agreement between the organization and Township would have to be signed setting down terms and conditions for use and to hold harmless and indemnify the Township
- If concession stand must be licensed by State of Pennsylvania, proof of license must be submitted. If Chapter 46 of PA Food Code provisions for food establishments apply, they must be followed
- Trash must be bagged and disposed of in park dumpster
- Staging for equipment must be reviewed and approved by Zoning Officer and Director of Public Works
- Equipment used for cooking (i.e. propane tanks, etc.) must be reviewed and approved by Township Fire Marshall



LOWER SAUCON TOWNSHIP

3700 Old Philadelphia Pike
Bethlehem, PA 18015
610-865-3291

Memo

To: Council
From: Parks & Recreation Board
CC: Jack Cahalan
Date: August 5, 2014
Re: Recommendations Regarding FBLA Request to Locate Concession Stand at Polk Valley Park for Soccer/Lacrosse Seasons – 2014-2015

At their last meeting held on August 4, 2014, the Parks & Recreation Board reviewed and discussed a request from the Future Business Leaders of America (FBLA) club at the Saucon Valley High School to locate a concession stand at Polk Valley Park on week-ends during the Fall 2014 soccer season and to sell food and beverages from the stand. The Board noted that:

- Matt Cherry, the President of the FBLA, stated that the club has over 100 student members and they have previously operated an Alex's Lemonade Stand in Hellertown's Grist Mill Park along the Saucon Rail Trail as a fundraiser for the organization.
- The club will be utilizing the concession stand (i.e. "Coke Wagon" -see attached photo) that is owned by the Saucon Valley Booster Club. The FBLA would like to park the stand at Polk Valley Park on Saturdays and Sundays during the Fall 2014 soccer season which runs from September through October.

The Parks and Recreation Board voted 4-0 to recommend the approval of this request subject to the following suggested conditions:

- The approval would only be for the Fall 2014 soccer season at Polk Valley Park.
- The appropriate organization (Saucon Valley School District; Saucon Valley Booster Club; FBLA) would need to submit proof of insurance coverage to the Township.
- The Township may want to consider the payment of a refundable security deposit of \$150 to cover any potential damages to the park.

- The Township may want to consider whether a fee should be charged for this use. The Parks & Recreation Board recommends that this fee be waived since it is a school-based non-profit organization.
- Township would have to approve the operating hours which would have to conform to the park rules and regulations.
- The Township would have to approve items that are sold at the concession stand.
- A Concession Stand Agreement between the organization and Township would have to be signed setting down the terms and conditions for this use and holding harmless and indemnifying the Township.
- If the concession stand is required to be licensed by State of Pennsylvania, proof of this license must be submitted to the Township. If Chapter 46 of PA Food Code provisions for food establishments apply to the concession stand, they must be followed.
- Trash must be bagged and disposed of in the park dumpster.
- The location for concession stand must be reviewed and approved by Zoning Officer and Director of Public Works.
- The equipment used for cooking at the concession stand (i.e. propane tanks, etc.) must be reviewed and approved by Township Fire Marshall.

SCALE

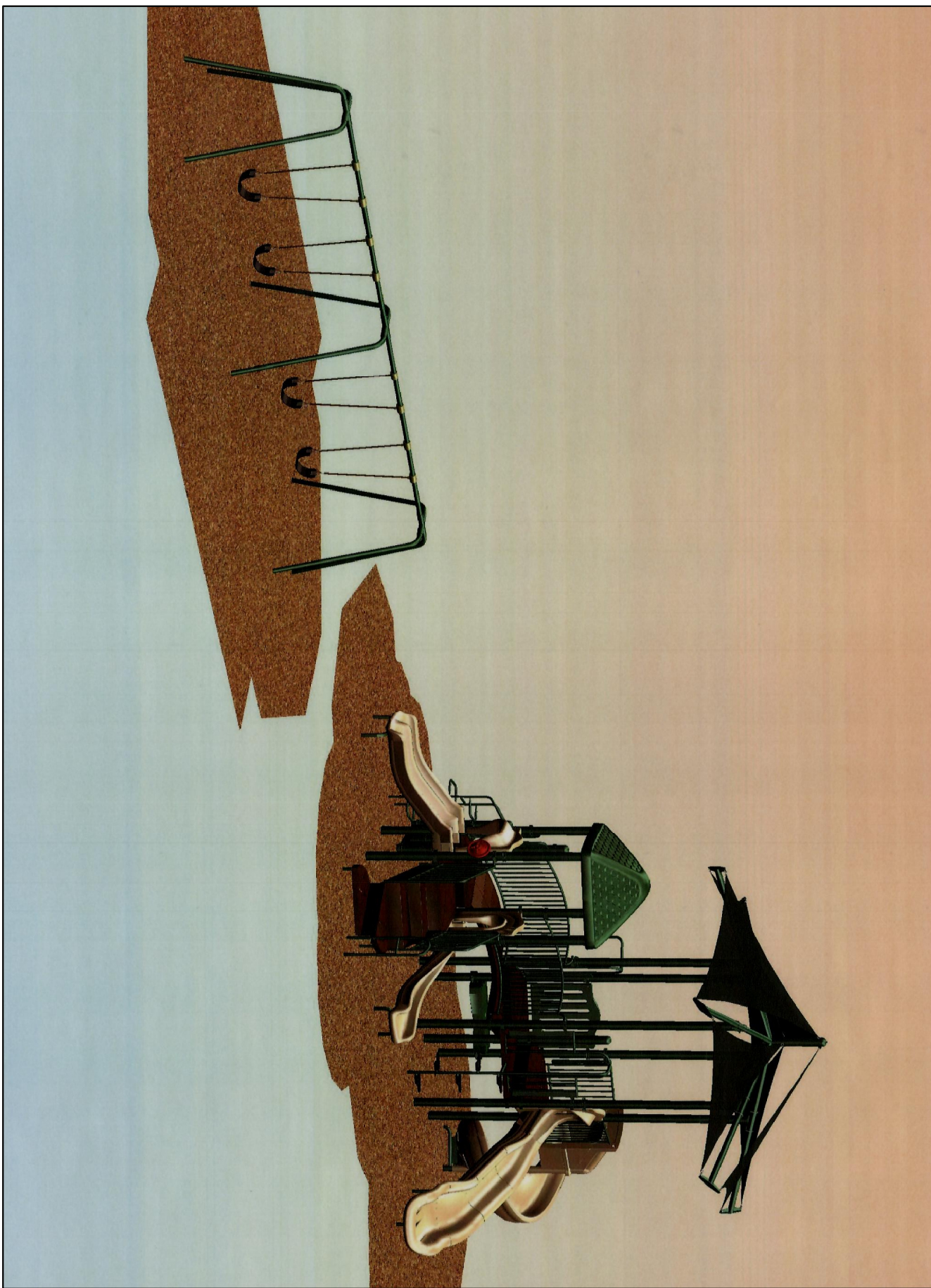
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<h1 style="text-align: center;">POLK VALLEY PARK</h1>			
DRAWN BY: RGT		PROJECT NO. LS14-24	
CHECKED BY: JAM		DATE: 04-29-14	
SCALE: 1" = 20'		SHEET NO. 1 OF 1	
LOWER SAUCON TOWNSHIP NORTHAMPTON COUNTY PENNSYLVANIA		252 BROOKHEAD ROAD, SUITE 100 BETHLEHEM, PA 18017-8937 (610) 691-5644	



POLK VALLEY PARK
N.T.S.

PLAYGROUND RENDERING





LOWER SAUCON TOWNSHIP

3700 Old Philadelphia Pike
Bethlehem, PA 18015
610-865-3291

Memo

To: Council
From: Parks & Recreation Board
CC: Jack Cahalan
Date: 8/21/2015
Re: Recommendation for Proposed Concession Stand at Polk Valley Park

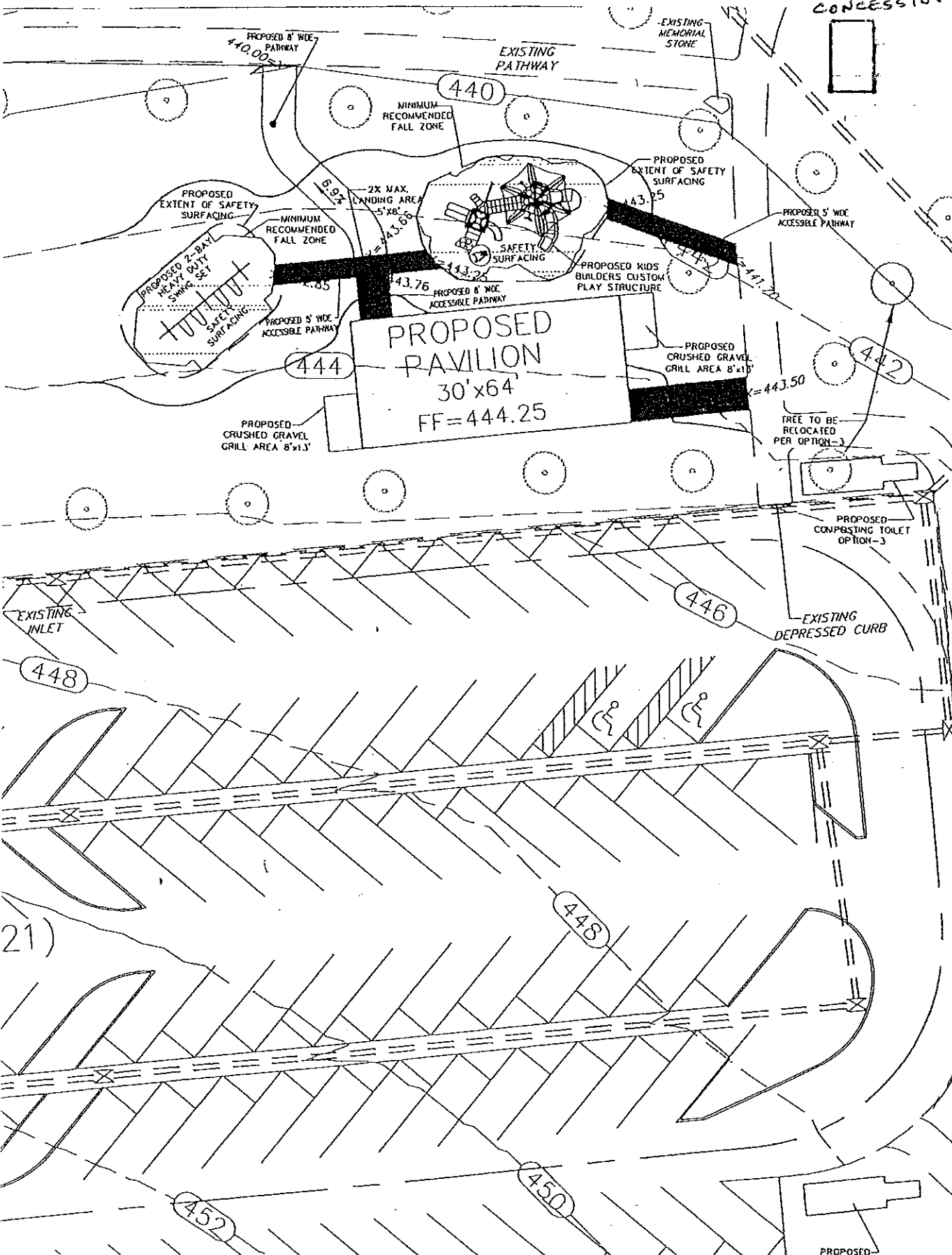
At the last meeting of the Township Parks & Recreation Board on August 3, 2015, the Board discussed the concept of installing a concession stand at Polk Valley Park that could be used by the sports organizations utilizing the fields to sell concessions to those attending the events at the park. The concept was for a concrete block building with a steel roof, approximately 12 x 20 feet in size, located in an acceptable location that was accessible from the fields and the upper parking lot, which could be undertaken as a volunteer construction project perhaps using donated materials. The facility would be manned by volunteers from the sports organizations under a concession agreement with the Township.

Prior to sending their recommendation to the Township Council for your consideration, the Board asked if I would solicit the opinion of the youth sports organizations that utilize Polk Valley Park and determine if they would support the need for a concession stand at Polk Valley Park. Their responses are attached.

Since a permanent restroom facility is a future improvement planned for the park, the Parks & Recreation Board also recommends that consideration be given to consolidating both the concession stand and restrooms in one building as indicated in the attached drawings.



PROPOSED LOC. of
CONCESSION STAND



21)

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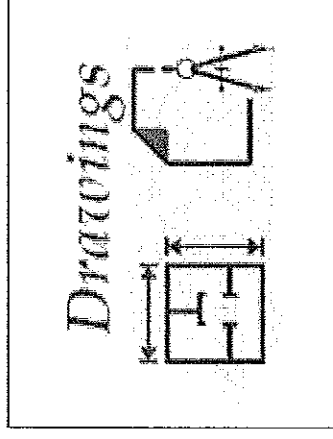
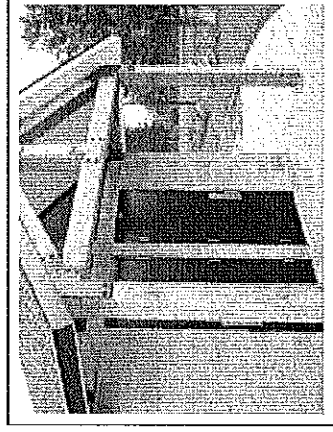
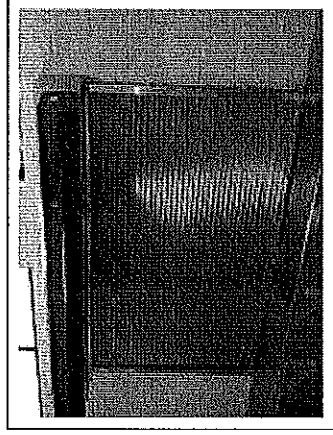
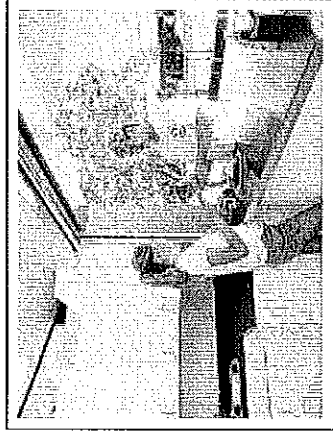
ROMTEC

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Model 2035, Single User: Sierra II Pioneer Stretch w/Concession & Storage



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Romtec 2035

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DESCRIPTION: When Mother Nature is making mischief, you'll be happy to have Romtec's Sierra Stretch Pioneer

http://www.romtec.com/restrooms-concession/standard_restrooms-concession/model_2035/

restroom-concession building. Two, cantilevered roof extensions shelter the restroom entrances and patrons at the concession counter. This standard model includes a central mechanical/storage room, where you can keep custodial or maintenance supplies separate from concession supplies. Two, private ADA-compliant restrooms can be designated for women's and men's or unisex use. CMU block construction provides durability and will meet codes in all 50 states (UBC/ANSI) with our stamped and sealed plan sets. Our kit includes easy installation instructions, or Romtec can supply your building turnkey.

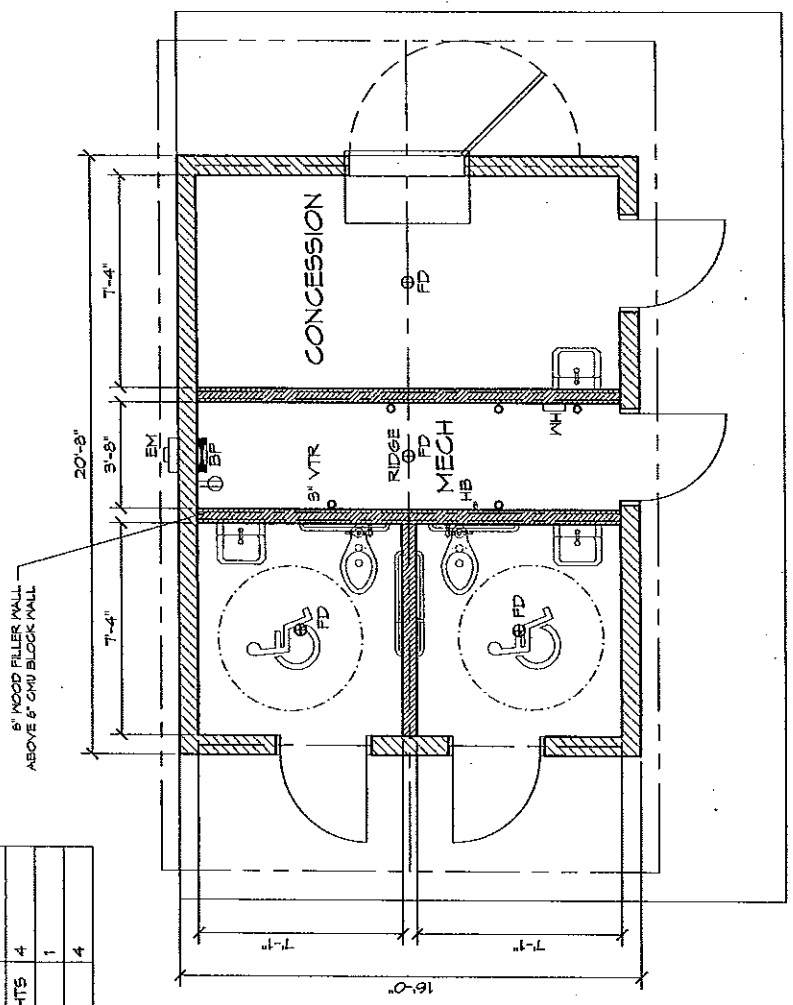
FEATURES:

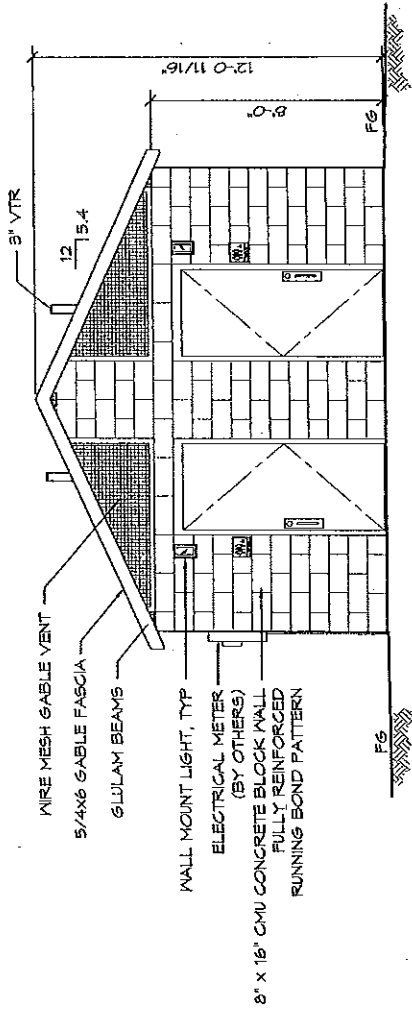
- Floor plan: 16'-8" x 22' exterior, 7'-4" x 8' restroom interiors (2)
- Concession room: 15'-4" x 8' interior
- Storage/mechanical room: 15'-4" x 3'-4" interior
- Roof extensions at building ends (2): 19'-8" x 7'-6"
- ADA porcelain china or stainless steel plumbing fixtures
- ADA grab bars, mirror, available restroom accessories
- Complete restroom-concession electrical fixture package
- Reinforced concrete restroom-concession foundation and slab
- Walls of reinforced concrete (2035) or tilt-up SIPs (2035ES)
- Available exteriors: concrete, masonry, stucco, wood
- SIP roof w/ vaulted ceiling, FRP interior, 6/12 roof pitch
- Metal or composition restroom roofing in choice of colors
- Passive ventilation system in each room
- Acrylic restroom-concession windows
- Powder-coated steel doors with ADA pull handle & deadbolt
- Available drinking fountain
- Available stainless steel concession counter/roll-up window
- Available hand-wash sink in concession room
- Available concession room tile floor, if required by health code
- Available hand dryers, water heater (tank or tankless), HVAC

WALL TYPE SCHEDULE

- 8" CMU BLOCK WALL REINFORCED & GROUT FILLED
- 6" CMU BLOCK WALL REINFORCED & GROUT FILLED

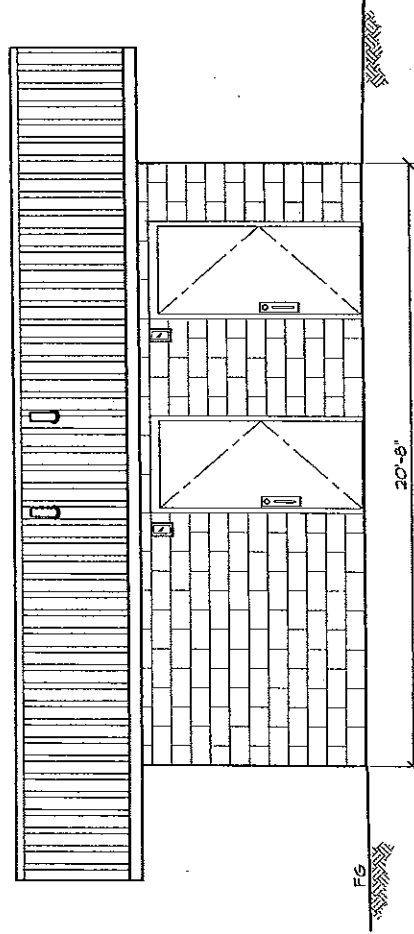
LEGEND		
SYMBOL	DESCRIPTION	AREA/ QUANTITY
---	GABLE VENT	4
	EXTERIOR WALL LIGHTS	5
	INTERIOR WALL LIGHTS	2
	INTERIOR CEILING LIGHTS	4
?	ELECTRICAL OUTLET	1
⊙	FLOOR DRAIN	4





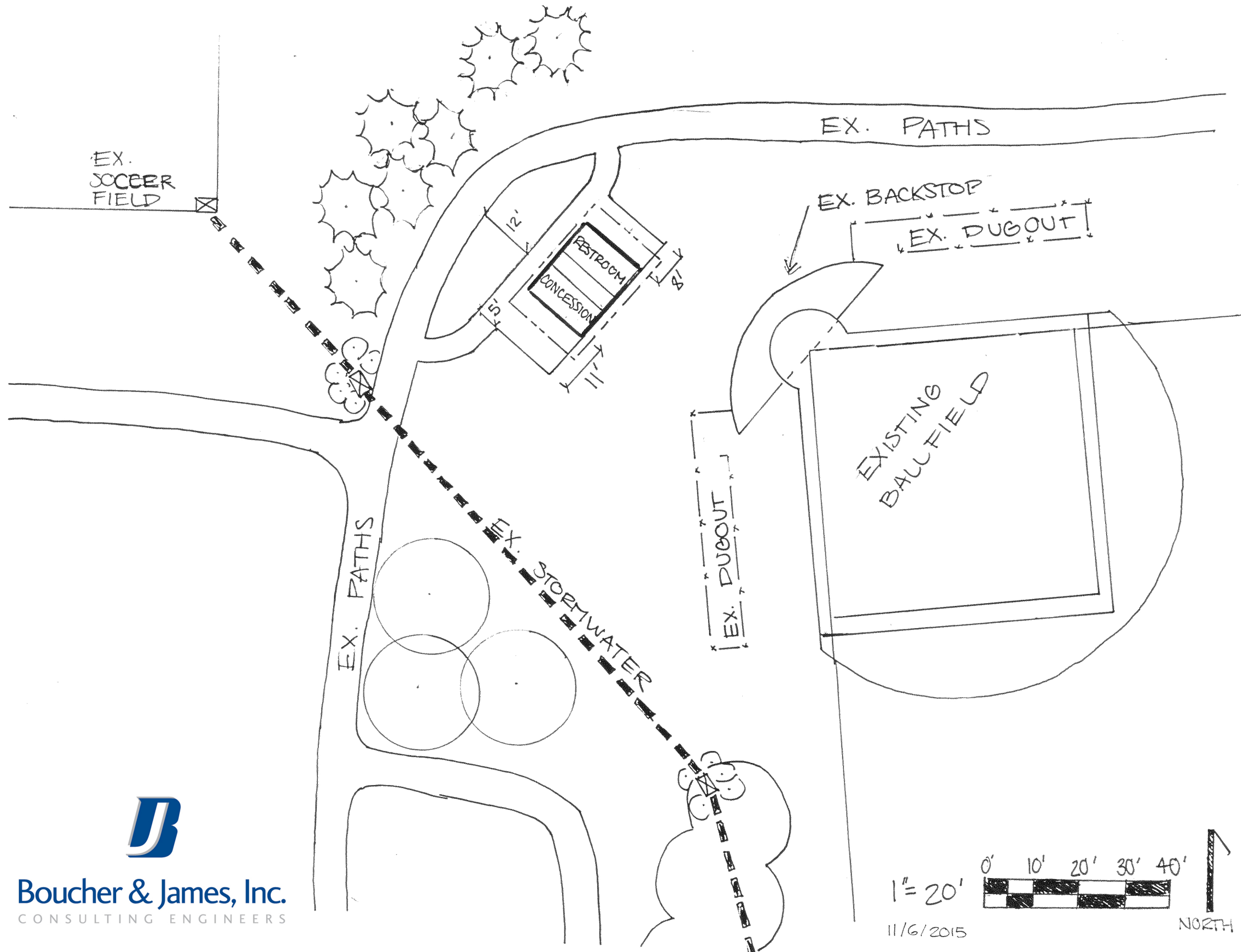
1 WEST ELEVATION

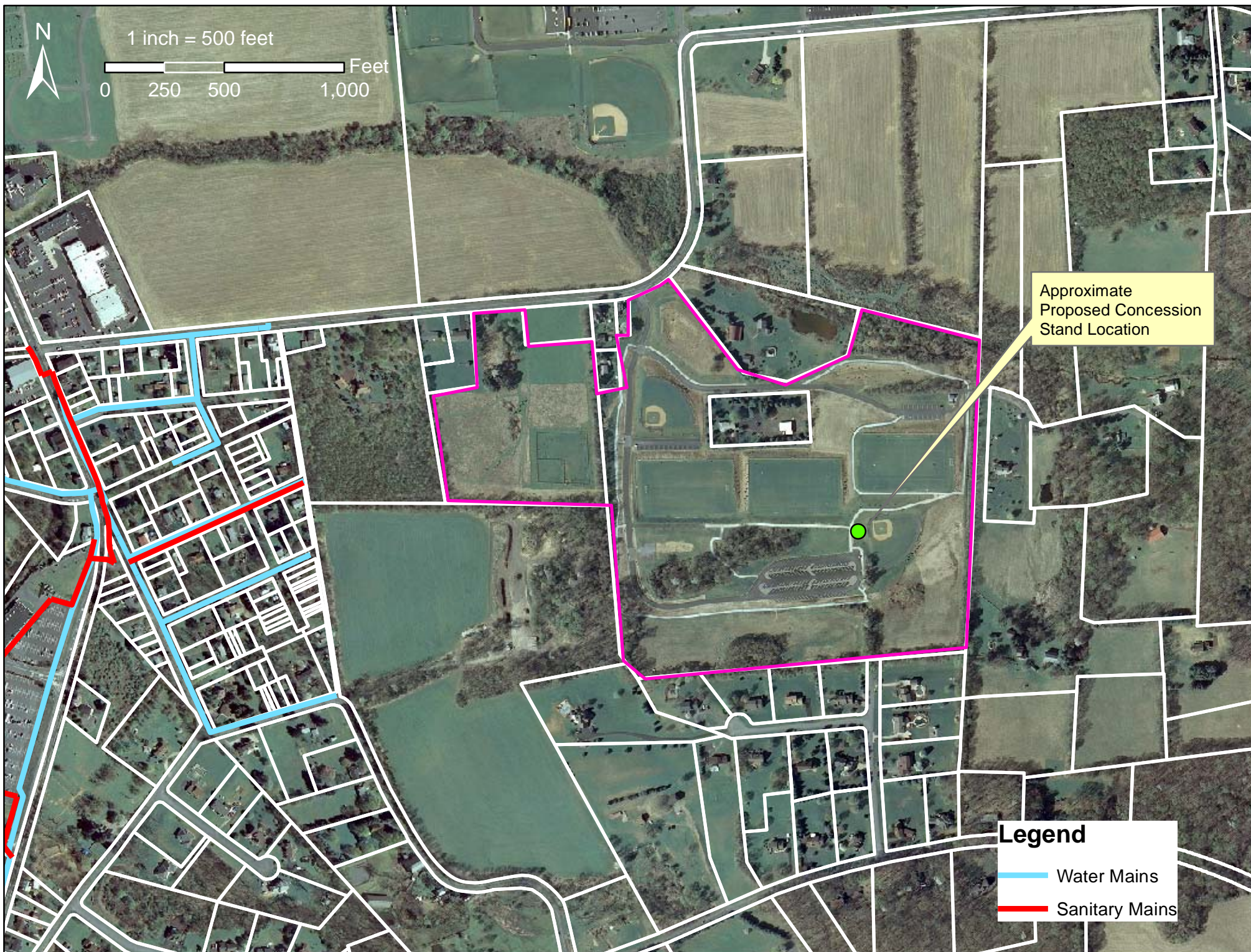
SCALE: 1/4" = 1'-0"



2 SOUTH ELEVATION

SCALE: 1/4" = 1'-0"





Recommendation for Concession Stand at Polk Valley Park

On Wed, Aug 5, 2015 at 2:30 PM, Jack Cahalan <manager@lowersaucontownship.org> wrote:
Bryan

At the last meeting of the Lower Saucon Township Parks & Recreation Board meeting on August 3, 2015, the Board discussed the concept of installing a concession stand at Polk Valley Park that could be used by the sports organizations utilizing the fields to sell concessions to those attending the events at the park. The concept was for a concrete block building with a steel roof, approximately 12 x 20 feet in size, located in an acceptable location that was accessible from the fields and the upper parking lot, which could be undertaken as a volunteer construction project perhaps using donated materials. The facility would be manned by volunteers from the sports organizations under a concession agreement with the Township.

Prior to sending their recommendation onto the Township Council for their consideration, the Board asked if I would solicit the opinion of your organization and determine if SV Soccer would support the need for a concession stand at Polk Valley Park.

Jack Cahalan
Township Manager

SV Soccer

From: Bryan Belyea (Gmail) [mailto:belyeapower@gmail.com]
Sent: Wednesday, August 05, 2015 3:39 PM
To: Jack Cahalan
Subject: Re: Concession Stand at Polk Valley Park

It sounds like a great Idea - we have our monthly meeting next Wednesday where I can bring this up if you'd like - I can then get back to you with what the thoughts were.

Does that work for you?

Regards,
Bryan Belyea

SV Lacrosse

From: Chris Tanis [mailto:chris@beyondpay.com]
Sent: Thursday, August 06, 2015 11:07 AM
To: Jack Cahalan
Subject: Re: Concession Stand at Polk Valley Park

We would certainly support the building of a concession stand provided we get to use it during our season to raise funds. I can't commit financial or volunteer support without discussing with the board -- our next meeting will be in early September, but we will certainly do all we can to help get it done.

Thanks,
Chris

HLSLL

Jack,

HLSLL is not against the idea. However, we have a concession stand at Dimmick Park we run as a league. We use the Polk Valley field as practice fields and play our games at Dimmick Park. If we were able to fix up the baseball fields, we could potentially leverage the park for baseball tournaments.

We support any decision by the township. However, we would like to understand the commitment from our league. We have a number of projects pending and struggling to find volunteers.

Thank You,

Scott Druckenmiller
HLSLL \ SVDS President



Town Hall Playground

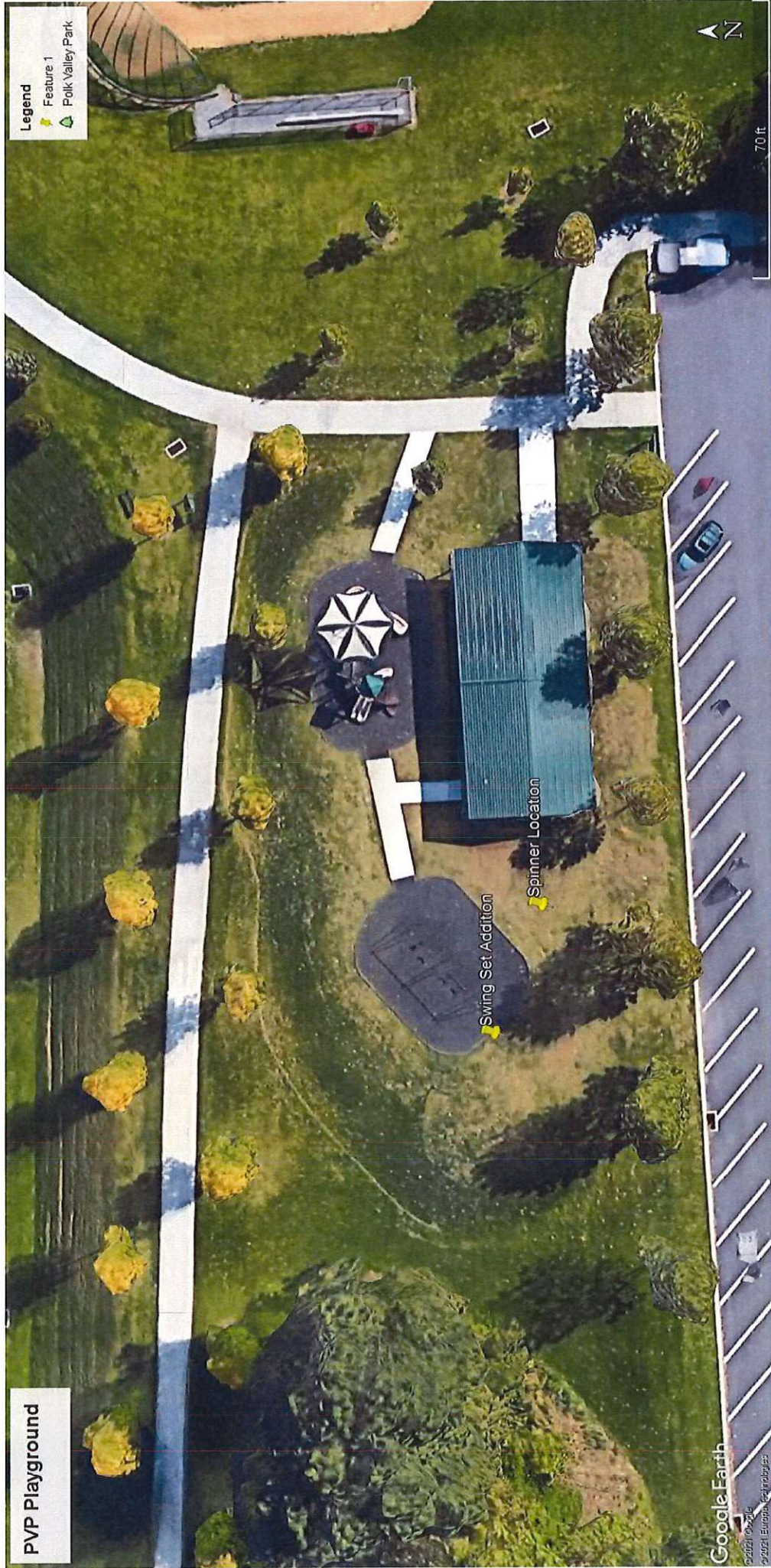
Legend

- Feature 1
- Polk Valley Park

Swing Set Location
Spinner Location

PVP Playground

Legend
Feature 1
Polk Valley Park



1. **Meeting Called to Order** – The meeting was called to order by David Spirk at 6:32 p.m. at Town Hall.
2. **Roll Call – Present** – Members: David Spirk, Chairman, Tom Butera, Vice Chairman, Keith Meier (phoned in), Frank Thompson, Niloofar Aflatooni, and Krista Baum; Staff Liaison: Stacy Werkheiser and Carol Schneider; Council Liaison: Jennifer Zavacky. **Absent** – Member: Bill Ross; Jr. Council Members: Colin Griffith and Mason Simms.
3. **Approval of February 7, 2022 Minutes** – Frank Thompson moved for approval of the February 7, 2022 minutes, second by Tom Butera. Motion passed 6-0. (Bill Ross – Absent)
4. **Presentations** – None
6. **Citizen Non-Agenda Items** – None
7. **Updates** - None
7. **Special Event Applications**
 - Saucon Valley Youth Lacrosse Club @ Polk Valley Park – June 5, 2022 – It is on a smaller scale this year, and Jennifer explained some of the history as she used to be on the board. It is a large task on the volunteers as most of them are also coaching. They have this event now when all teams are home on this particular day. Dave asked if there were vendors, and Jennifer said not that she is aware. She asked if they ever put a snack stand at the park. Dave said not yet. Jennifer thinks if there was a physical structure for a snack stand, maybe they would bring more back. Dave said the snack stand was something they have been trying to work on for a few years, and they want to try to make it happen. Dave asked for any feedback or questions from the Board on this event. Dave moved to approve the SV Youth Lacrosse Club Application, second by Frank Thompson. Motion passed 6-0. (Bill Ross – Absent)
8. **Old Business**
 - **Quote for Arborvitaes at Steel City Park (\$125.00/per tree)**: Stacy added the only item she is aware of is the arborvitaes along the fence. Roger had obtained quotes a while back. Roger gave her a verbal quote based on the quote he had received several months back. It will be \$125.00 per tree. Stacy also relayed that Roger said if the tree quote went up, Public Works could put them in to offset the price increase.
Dave moved to approve the purchase of arborvitaes at \$125.00 per tree, not to exceed \$1,500.00, this is acceptable to the Parks and Recreation Board. If Public Works has to put them in due to price increase, that is fine. Dave confirmed this is a recommendation to Council. Krista asked if there is a bid requirement. Dave said he believed the bid threshold is under \$5,000.00. Second by Tom Butera. Motion passed 6-0. (Bill Ross – Absent)

Frank Thompson was reviewing the minutes and received clarification regarding the Graybar Donation of Lights for the Town Hall basketball courts. A motion has to be presented to Council to vote on this donation. Jason gave an update at the last Council meeting in his report. Stacy will forward the motion to Council.
9. **New Business**
 - **Meeting Dates for 2022** – Board reviewed the dates and there were no conflicts.
 - **Park Locations for Meetings** – The board chose the following parks for the following meetings: May – Easton Road Fields, June – Town Hall, August – Heller Homestead, September – Polk Valley Park. Easton Road was proposed for May as this will be an area of focus over the next year.
 - **Approval of Revisions to Park Maintenance Policy** – Roger from Public Works provided an updated policy. Updates made on last page, Letter “T”, Volunteers/Organizations. Dave explained the

1 volunteers in Hellertown take care of the base paths, line the fields with lime, raking and dragging the
2 dirt to be sure it is smooth before and after each game, and at Polk Valley Park, it was determined a
3 long time ago that Public Works would do it. In order to keep the fields maintained, it really needs
4 to be done before and after each game. Dave said many teams preferred not to use these fields because
5 they didn't stay as nice as Dimmick Fields. Jason proposed for families/volunteers to do some of the
6 work between games. Dave said there were times when some even cut the grass because depending
7 on weather, the grass grows more than other times. It is hard to field the ball in long grass, and the
8 ball can also hop in a way that can be dangerous if the field is not smooth. This would be for soccer
9 as well. Jennifer also mentioned there is a certain mix that has to be used, and when she talked to the
10 softball coach, they want to be sure it is done right. Frank asked who the volunteer should contact
11 regarding doing the work and the process. Dave said they would email the Township Staff. Jen
12 suggested to consider listing a timeframe, maybe on an annual basis. Carol stated that they come in
13 and complete the contracts for the ballfields, and that would be a perfect time.

14 Dave suggested to amend Letter "T" in the Maintenance Policy for Township Park to add the word
15 "annually". Letter "T", to read: "Volunteers/Organizations wishing to donate time, services, or
16 material *annually* will need to provide the following:" Jennifer asked once this update is complete,
17 can someone notify the organizations of the updates made. Dave said as Carol sends out regular
18 notices for rain, she can do that as well. Jen said she isn't sure if lacrosse would do this, but it would
19 be good to notify them if they would want to fix up fields since they are allowed to do it now. Krista
20 asked if there needs to be a discussion about liability if people are using that on the Township property.
21 Dave said he thought he saw something about proof of insurance – it is noted as the last item. Frank
22 Thompson moved to recommend to accept the rules with the one change off the word "annually" on
23 Section T. Second by Krista Baum. Motion passed 6-0. (Bill Ross – Absent)
24

25 Dave said he would like to discuss the snack stand at Polk Valley Park and place it on the April agenda
26 as Old Business. Jennifer asked for some background and history. Dave provided the background.
27 He and Tom were on the original plan design of Polk Valley Park, and they have tried over the years
28 to have a snack stand there. He said it a huge difference maker for attendance. Someone asked if
29 bathrooms were included in design. Dave said in the original design, where one would park, above
30 the first field coming from the road, that is where the Community Center would go. He doesn't recall
31 if there was snack stand. Dave said it never went anywhere in past, but last year it started to go
32 somewhere. They proposed a snack stand to be placed where all the paths meet, and that it had no
33 water or sewer. There is a well there that is not being used. The proposal was to build this block
34 structure that would allow people to open a window, set up coolers, ice, sell drinks, and sell hot dogs
35 on a roller. Dave was looking for approval to build it out of block and see if they could get donated
36 blocks and labor. He said that is where it was left. He was hoping it was something the Board could
37 work on. Krista said she had a suggestion for raising money and getting the town involved. She had
38 an idea from a program in Brigantine. The community would buy sharks made of wood that had a
39 coating and she can find out the exact material, and they are decorated and hanging all along the fence.
40 She was thinking to do something similar but sports related. Dave said they were hoping to get all the
41 sports groups together and see how they wanted to do this. Fundraise together? Separately? First,
42 Council approval is needed for the build and there is planning that needs to be done. Dave said it can
43 be discussed more at next meeting. Dave asked Stacy and Carol to find out what can be found on the
44 prior discussions on the snack stand. Stacy will review the prior minutes. Krista thought she recalled
45 Jason asking Council last year about covering electric. Dave said he does recall that too since Jason
46 was at a meeting last year. Tom said electric would be needed to run an electric roller and would be
47 nice to have.
48

49 Jennifer provided an update on pickleball. She reached out to the resident who was interested in doing
50 research. Jennifer did some of her own research said Quakertown has a very nice set up in one of their
51 parks. She said more communities are playing this now. She said there is a U.S. Pickleball
52 Association and they provide grants if you have a place to play. She said it is Places 2 Play and there
53 are grants available to buy equipment. She said she would like to look into residents helping to form
54 a taskforce and get some ideas, and also thinks it is a nice sport that all ages can play. Dave and Krista
55 agreed, and felt it was a great idea and should be added to the Old Business agenda items. Dave and

Jen discussed the details on what is needed for a pickleball court, and Jen said everything (engineering and space needed) can be found on the US Pickleball site. Dave said he will review the site, and we can discuss it further to determine where it can go? Krista said they are rather small as she sets one up in her driveway, but if there are multiple, they would have to determine where.

Jennifer also mentioned an email she received regarding DCNR grants that are due April 1st. Is there anything that we would want to consider applying for? Krista also mentioned there are Northampton County grants as well. Jennifer read through a list of items that Roger from Public Works shared with Cathy. Many ideas were discussed. Jennifer also mentioned a Tree Revitalize Grant and asked if that could apply to what is going to be done at Steel City, or any other park that they could plant trees or beautification. Dave said he thinks we should focus on snack stands and bathrooms for now, and make it a park-wide bathroom enhancement. They discussed how old the faucets are in some areas. Dave said about looking at a grant to update the fixtures (mostly the faucets), and toilets and if there are any urinals to all touchless. The new building with bathroom at Polk Valley with a snack stand. Dave also mentioned at the rail heads there are port-o-johns, and Public Works suggested we do something like at Kingston Park. Board all agreed that money would come from fundraising, grants, Council, and volunteers working together. Dave moved to recommend a Bathroom Build and Beautification/Upgrade Grant to include all new touchless fixtures, faucets, toilets, and railhead bathrooms (waterless) and the Polk Valley Park new bathroom/snack stand. Second by Tom Butera. Motion passed. (Bill Ross – Absent)

Jennifer asked for clarification. Dave said they recommend council to ask for this grant to be put on the agenda and this is the subject matter would have the most impact.

Stacy shared that Cathy wanted to mention that there are always new grants that are available and to ask the Board to get a wish list together. Dave asked if Stacy can email the list that Jennifer read from Roger in Public Works who offered some great ideas. This topic should remain on the agenda as Old Business going forward. Niloo added that as the parks are visited by the Board, they can add items to the wish list.

Krista added that Lori V. asked her to look at the open scholarships that they have at the County, so she will reach out to her as well to see if there are any grants available applicable to Parks and Recs. Krista asked this be added to the agenda for next month and she will report back.

Tom added that when we have the wish list finalized, they will prioritize the items and add to the list as needed and then be able to discuss as the grants become available, and Jennifer added we keep track of the grants applied for as well. Dave said Roger is a great resource to recommend some enhancements as he knows these parks best.

10. Public Comment - None

11. Adjournment

Motion to adjourn by Frank Thompson at 7:22 p.m. Second by Tom Butera. Motion passed 6-0. (Bill Ross – Absent)

12. Next Meeting: Monday, April 4, 2022 @ 6:30 p.m. @ Town Hall.