

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

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

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

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

Jennifer provided an update on pickleball. She reached out to the resident who was interested in doing research. Jennifer did some of her own research said Quakertown has a very nice set up in one of their parks. She said more communities are playing this now. She said there is a U.S. Pickleball Association and they provide grants if you have a place to play. She said it is Places 2 Play and there are grants available to buy equipment. She said she would like to look into residents helping to form a taskforce and get some ideas, and also thinks it is a nice sport that all ages can play. Dave and Krista 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 1<sup>st</sup>. 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.