



Board of Parks and Recreation

South Whitehall Township
Lehigh County, Pennsylvania
January 13, 2020

BOARD MEMBERS IN ATTENDANCE:

Katrina Idleman, Secretary; Mark Ackerman, Dave Keppel, Keisha Champagne

BOARD MEMBERS ABSENT:

Bill Glose, Gregg Spence, Steve Walck

STAFF IN ATTENDANCE:

Mike Kukitz, Park and Recreation Manager, Randy Cope, Director of Township Operations

OTHERS IN ATTENDANCE:

Diane Kelly, SWT Commissioner; Mike Lilly

Minutes – March 9, 2020

AGENDA ITEM #1 - CALL TO ORDER

Park and Recreation Manager Mike Kukitz called the meeting to order at 7:05pm.

ACCEPTANCE OF MINUTES

It was suggested that the board move directly to correspondence and to wait for Mark A. to arrive before voting to accept the January 13, 2020 meeting minutes.

AGENDA ITEM #3 - CORRESPONDENCE

A. Mike K. reported that:

- a. Crackersport Road and Eck Road Warehouse Facilities Open Space fee was received in the amount of \$491,520.50
- b. Springhouse Middle School Requested the township waive the fee for three pavilion rentals for summer STEM camps. Requests have been granted.
- c. DEP has informed us that the playground application has been accepted and is complete. Randy C. added that we anticipate receiving the permit in late April or mid-May.
- d. Lehigh County Conservation District Needs in Covered Bridge Park was received in January. In February we received a completeness letter stating that we have met all needs from the January letter for our approved E&S plan.
- e. We received a fully executed agreement from DCNR for the Jordan Creek Greenway-Segments 35-45. The RFP has been approved and we will be going out to bid within the next week with an early May deadline for consultants.
- f. We received a fully executed agreement for our Kohler Ridge grant application and are currently waiting for DCNR to review and approve the RFP.

AGENDA ITEM #2 - ACCEPTANCE OF MINUTES

- A. Acceptance of the January 13, 2019 Meeting Minutes
Accepted by Mark Ackerman and seconded by Katrina Idleman

AGENDA ITEM #4 – OLD BUSINESS

- A. Projects Update reported by Mike K:
 - a. Grove Street Playground Update - The new custom panel and baby swings for the playground have been installed.
 - b. Covered Bridge Park Playground – To be discussed later in meeting
 - c. Vistas Park – We are looking to possibly apply this year for a DCNR grant to complete to put the Penn Praxis plan that was put into created a few years ago creating a ‘big backyard’ theme for residents.
 - d. Kohler Ridge – waiting for DCNR to approve the drafted RFP
 - e. Jordan Creek Greenway – looking forward to starting the process of designing and permitting the trail from Wehr Mill Road to Cedar Crest Boulevard.
- B. Information about becoming a Volunteer in the Park (VIP) will be provided to all volunteers who come out to help during our April 25th community Earth Day event. A formal Friends of SWT Parks is in the beginning stages and still being discussed internally by staff.
- C. The Open Space Fund Report looks consolidated because several accounts were closed as we paid the remaining \$87,000 owed for the Jordan Creek Greenway project. One error to note, the 30 West project has an outstanding balance of \$22,500 and will be added back on to the spreadsheet. The Crackersport project funds will be added as well.
- D. A meeting was held with all youth groups expressing our concern with overbooking of public, township owned fields. They all seemed responsive and should be submitting more ‘real’ schedules than what has been submitted over the past few years. We will start to prepare all ball fields for the community beginning next week.

AGENDA ITEM #5 - NEW BUSINESS

- A. Directors Report – Mike K reported on monthly highlights:
 - a. Covered Bridge Park Playground Update
 - i. Mike K. informed the board that both he and Randy C. are continuing to work with Playworld on the design and updated color scheme for the playground. An updated rendering was provided to the board for review and comment. Mark A. made a motion to approve and proceed with the Covered Bridge Park playground project, seconded by Kiesha C. Passed unanimously. Randy C. informed the board that because we are in the flood plain, we have applied for a permit which we expect to receive in May. This was a general/small project permit through DEP.
 - b. Newly created partnerships with the Lehigh Valley Zoo and St Luke’s Health Network.
 - c. Capital Campaign Funds raised to date are just above \$20,000
 - i. St Luke’s Health Network committed \$5,000

- d. Swim and Gym is closed through March 22nd due to concerns with the water quality
 - e. The Board of Commissioners recently gave us approval to proceed with purchasing the new Covered Bridge Park Restroom which is on schedule to be constructed this spring.
 - f. Handout to all board members to review Spring/Summer 2020 Programs and Events including a new outdoor festival in partnership with the Lehigh Valley Chamber of Commerce. Kiesha C. asked about the Lehigh Valley Greenways festival. Mike K. explained that this is a conglomerate of local park and recreation providers who create a larger, multi county, multi municipal group aka the Lehigh Valley Greenways partners. South Whitehall Township will be hosting this year's annual festival.
 - g. Covered Bridge Park baseball field #3 has been removed
- B. Randy C. informed the board that we are working to create a 10-year capital improvement plan. Randy C. stated that we have been also working with our Public Works department to identify priority improvements. We are looking to determine needs, opportunities, grant sources and the timing and planning of all of it. Katrina I. asked if our Open Space Park and Recreation Master Plan would be consistent with the internal 10-year plan. Randy C. stated yes but also stated that it is time to update the master plan as the previous one is outdated. Mark A. stated that he feels this master plan should be completed by South Whitehall Township and does not feel we should partner with Upper Macungie or North Whitehall this time. To be discussed further...
- C. Mike K. distributed the PRPS Culture of Health Handbook and reported that this is a statewide 'blueprint' for park and recreation departments to use to create a wholesome summer camp for Pennsylvania's youth. The handbook is 99% completed and will be unveiled at the PRPS conference next week.

AGENDA ITEM # 6 - COURTESY OF THE FLOOR

- A. Kiesha C. asked what the township vehicles were doing near Kilmer and Lowell St. recently in the mornings. Randy C. stated that the township was putting down the proper binder to smooth and patch the roads which were recently repaired.
- B. Mark A. asked what was happening on Pennsylvania Street. Randy C. stated that the contractor is fixing some mistakes that were made when the road was previously fixed.
- C. Mark A asked if a 30' cell tower was going in on 26th and Pennsylvania streets. He stated that AT&T was out there putting up a cell tower. No one in the room knew anything about this but township staff will investigate it.
- D. Diane K. mentioned that Keep PA Beautiful could potentially provide gloves and other supplies for our Earth Day clean up and that there may also be reduced landfill charges for the community clean up. Randy C. stated that there are also small grants available.

AGENDA ITEM # 7 - ADJOURNMENT

A. At 8:05pm, Keisha C. made motion to adjourn, Mark A. seconded the motion.