



SOUTH WHITEHALL TOWNSHIP

Board of Parks and Recreation

South Whitehall Township
Lehigh County, Pennsylvania
November 8, 2021

BOARD MEMBERS IN ATTENDANCE:

Gregg Spence, Bill Glose, Katrina Idleman, Jessica Beller, Terry Horn

BOARD MEMBERS ABSENT:

Keisha Champagne, Mark Ackerman

STAFF IN ATTENDANCE:

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

OTHERS IN ATTENDANCE:

Diane Kelly, SWT Commissioner

Minutes – November 8, 2021

AGENDA ITEM # 1 - CALL TO ORDER

- A. Gregg Spence called the meeting to order at 7:01pm.

AGENDA ITEM # 2 - ACCEPTANCE OF MINUTES

- A. Acceptance of the October 11, 2021 Meeting Minutes
 - a. Mike K. mentions Greg Adams is not in attendance.
 - b. Motion to accept by Katrina I. and seconded by Bill G.

AGENDA ITEM # 3 - CORRESPONDENCE

- A. Parkway Manor – Per Mike K. on behalf of Greg Adams, he reports that the Parkway Manor Driveway improvements project is planning to dedicate $\frac{3}{4}$ of an acre of open space in perpetuity on the Parkway Manor School property. Mike K. spoke with Dave and the very back field (farthest away from the building) that they are looking at dedicating.

AGENDA ITEM # 4 – OLD BUISNESS

- A. Projects Update reported by Mike K:
 - a. Vistas – Currently working with township engineers to get that up and running. It will still happen this year, will be on track with the project.

- b. Kohler Ridge Park – There will be an online public meeting on November 30th at 6PM. Steering Committee meeting was last week. Public feedback was taken and designed 3 options. So far, the middle option is the most popular. Parking is estimated to be 50 to 60 spaces. Mike K will be meeting with the consultants this Saturday to do a walk through. They will give their feedback on the plans.
- c. Jordan Creek Greenway – Received DEP permits to construct through Covered Bridge Park. Mike K. had a meeting with our solicitor, the school districts’ solicitor, and a few others from the school district to iron out details of the easement. The easement is still needed on the school district property up to Cedar Crest Boulevard, is still in the works. The verbiage is being fine-tuned, hoping by the end of the year. They do not want any resting areas on the trails, they would like to keep the trail moving. We are currently in the fund-raising stage.
- d. Jacoby Park – Playground is in place. Holding off on renovating the basketball court, due to the weather. Will finish it in the spring 2022. Play equipment and much are already in place and open to the public.
- e. Comprehensive Park, Recreation, Open Space & Trails Plan – Received 5 bids from consultants through PennBid. Narrowed it down to three and Mike K. will speak with them on Friday. The three are Michael Baker, Rettew and Barry Isett.
- f. Community Garden – We are going to do a small test pilot for this project in partnership with the library. The library will lead the project. There will be 6 to 8 raised beds in the fenced in area behind the yard and garden center. It was posted in the Parkland Press. The Allentown West Rotary Club is committed as volunteers.
- g. Flood Mitigation RFP – Six responses were received but three of those six were from consultants provided a ‘non-bid’, stating that they aren’t bidding because the scope is not obtainable. Only one of the three other offers is within budget. There will be an update at our next board meeting on January 10,2022.
- h. Way Finding Signage – This past Saturday was our last St. Luke’s Walk with a Doc program of 2021. Mike K. ran into two people that did not know there way around the park. He is working to design signage to help park users at Covered Bridge Park.
- i. Pavilion in Covered Bridge Park - No update on the new pavilion.
- j. Multi-Municipal Partnership - An MOU was drafted; Mike K. will meet with North Whitehall Township and Upper Macungie in a week. Mentions COG, insurance stated MOU would be beneficial to get things up and running.

The Open Space Fund Report – No new updates.

- k. This report is prepared monthly by Kristen Blahnik in the Finance Department. Will ask her for additional information regarding how often the account’s interest is accrued and added to our monthly sheet.

AGENDA ITEM # 5 - NEW BUSINESS

- A. Tree and Bridge Lighting – Studio West Dance is doing some performances at the event. Erin will perform some acoustic holiday music. The Candy Cane Hunt is December 4th from 4pm to 5pm. Lighting ceremony is at 5:30pm until 7pm. Mike K. put up a Facebook notification and 1000 families are already ‘interested’ in attending. Looking for volunteers to arrive at 3:30pm to help. This event will not have a drive through this year.
- B. Lifeguards – Still looking to hire four or five lifeguards for the start of January. Someone suggested to reach out the high school swimming team.
- C. Winter Programs – Winter yoga and Zumba will be limited to 40 people in the Parkland Administration Building. There was a question regarding the status of the Ridge Farms building on the west side, where the offices are. There is no update with the future potential use of this building.

AGENDA ITEM # 6 - COURTESY OF THE FLOOR

- A. N/A
- B. Mark A. thanked Greg for all his leadership and hard work over the past 30 years while serving on the Park and Recreation Board. Everyone else in the room echoed Mark’s comments and thanked Gregg S. for his years of service and dedication to the township.

AGENDA ITEM # 7 – ADJOURNMENT

- A. At 7:37pm, Mark A. made motion to adjourn, Terry H. seconded the motion.