



## Allen Township Park and Recreation Board

### Meeting Minutes November 30<sup>th</sup>, 2023 6:00 P.M.

A General Meeting of the Allen Township Park and Recreation Board was held on Thursday, November 30<sup>th</sup>, 2023 at 6:00 P.M. at the Allen Township Municipal Building, located at 4714 Indian Trail Road, Northampton, PA.

#### 1. **Roll Call:**

Present: Paul Link, Donna Teklits, Denise O'Brien, Gary Behler, Maria Bonett, Ilene Eckhart, Manager

Absent: Nicole Dotta, Mary Austin, Louise Bugbee, Adrienne Ibarra

#### 2. **Announcements and/or Actions to Add New Items to Current Agenda:** None.

#### 3. **Review of Minutes:** Mr. Behler suggested that the approval of minutes be tabled for the next Park and Recreation Board meeting. All members present agreed.

#### 4. **Public to be Heard:** No public comment.

#### 5. **Business Items:**

##### **A. Movies in the Park 2024 Schedule – Discussion Regarding Dates and Overall**

**Coordination:** Ms. Eckhart indicated that she has been in contact with Mr. Robert Bysher of NA Studios regarding Movie in the Park dates. Ms. Eckhart stated that the available dates start in May 2024 and that NA Studios will not be offering rain dates in 2024. She suggested that the dates be selected so they can be posted on the Township's website and newsletter mailings.

Ms. Teklits explained that she felt that the May and September months may hold issues with attendance. She explained that there may be a lack of attendance in May due to prom, concerts, athletic events, and Memorial Day weekend. She also expressed concern for low movie attendance for September due to students being back in school and joining sports. Mr. Behler agreed. Ms. Eckhart expressed concern regarding the Covered Bridge Festival in June 2024 as she did not want to have a schedule conflict with the festival. Mr. Behler indicated that the festival is typically held on the first weekend of June. Mr. Behler indicated that he felt that Fridays worked well for Movie in the Park nights in 2023. Ms. Teklits suggested that the Movie in the Park be on the third Friday of each month. She indicated that the dates would be June 21<sup>st</sup>, July 19<sup>th</sup>, August 16<sup>th</sup>, and October 18<sup>th</sup>, 2024.

Ms. Eckhart indicated that she would make inquiries for different food truck vendors and check their availability for the chosen Movie in the Park dates. Mr. Behler questioned what would happen if it rained on the movie night. Ms. Eckhart indicated that with the movie license, the Township gets a rain date. She stated that she would talk with Mr. Bysher regarding the possibility of having rain dates.

**B. Update on Status of Priority Items – As Budgeted for 2024:** Ms. Eckhart indicated that Ms. Louise Bugbee helped greatly with the tree planting. Ms. Eckhart stated that she wanted to have a design sketch created for the front basin at the Howertown Park in Spring 2024. She suggested that the Township plants willows or other species of trees that thrive in wet conditions by the basin. She indicated that the Township should also investigate improving the park lighting. Ms. Eckhart discussed issues with the batting cages that were previously discussed with Mr. Kyle Sergent at the Park and Recreation Board meeting in October 2023. She indicated that she would go to different facilities that have batting cages and take a look at the different surfacing inside the batting cages, cage sizes, and the type of netting that keeps birds out of the cages. Ms. Eckhart indicated that she wishes to meet with Mr. Steve Hemler and discuss the numerous suggested improvements, such as seating, that have been previously contemplated for Howertown Park. She discussed that some of the improvements would be installed by Public Works and that the improvements would need to be put on their schedule for Spring 2024.

Ms. Eckhart indicated that the Howertown Park buildings and field house need to be discussed. She explained the field houses are the Township's responsibility and that they needed maintenance on items such as the soffits and gutters. Ms. Eckhart explained that she obtained quotes for the soffits and gutters. She explained that it will cost between \$7,000.00 to \$9,000.00 to do the improvements. She indicated that she needed to clarify items on the quote and present it to the Board of Supervisors. Mr. Sergent questioned if the Township was allowed to accept volunteer work. Mr. Behler indicated that it could be a liability depending on what the volunteer work would be. Ms. Teklits indicated that the Township would need to go through the bidding process.

Ms. Teklits questioned how the weeds and invasive plants could be treated at the Lehigh Riverfront Park. Ms. Eckhart indicated that it has been discussed to have a Forester write up a plan for the park and the invasive plants. She explained that the plant overgrowth protects the land by limiting its usage. She explained that despite the overgrowth, visitors are still able to utilize the trails and the park has been a great environment for the archery hunting program. She explained that the program has allowed the Township to have Game Commission Law Enforcement presence at the park. She expressed concern about the safety issues at the park. She indicated that the Township has received the engineer's preliminary arrangement. Ms. Teklits indicated that she was worried about the accessibility of the park. Ms. Eckhart explained that if the park is cleared then it may invite unwanted activity. Mr. Behler indicated that the park should be kept the same except in regards to the railroad crossing.

**C. December 2023 Meeting Schedule and Publication of Dates for 2024 Meetings:** Ms. Eckhart questioned if it was the wish of the Parks and Recreation Board to cancel December 2023's meeting. Ms. Teklits indicated that the meeting was too close to the holidays and suggested it be canceled. Mr. Behler made a motion to cancel the December 2023 meeting; seconded by Ms. O'Brien. On the motion, by roll call vote, all members present voted yes.

- 6. Public to be Heard:** Ms. Denise O'Brien explained that there have been issues with the Allen Township Dog Park in regards to dog fights and aggressive dogs. She questioned how the Township could help reduce the problems at the dog park. Ms. Teklits questioned if it would be possible to obtain proof of dog license from those who utilize the park to help track aggressive dogs. Ms. Bonett and Mr. Sergent referenced the City of Allentown's dog parks and indicated that all the dog parks in Allentown, PA, can only be accessed with a key code or key fob. Mr. Sergent explained that park goers can only obtain the key code or fob by registering their dogs with the City of Allentown and providing proof of dog license. Ms. Bonett explained that if dog owners need to register their dog(s) and provide their dog(s) license then it will assist in owner accountability. Ms. Teklits suggested that the Township has an open house on the day

that the dog park is open in 2024. She indicated that at that time, the Township could provide applications for owners to fill out as well as accept any associated documentation. She explained that before the dog park opens, the Township should advertise the event and suggested that those who cannot attend may fill out the paperwork at the Allen Township Municipal Building. Ms. Eckhart suggested they could implement an administrative fee for the key fob/code and associated paperwork. She also indicated that Doylestown Township's Dog Park, located at 1082 Almshouse Road, Warrington, PA 18976, offers an orientation for the dog park which reviews various items such as owner/user responsibilities, various dog behaviors, the registration process, and so forth. Ms. Eckhart indicated that for Allen Township's dog park, the Park and Recreation Board could have the dog owners sign off on the park rules. Mr. Link questioned if it would be possible to have cameras at the park. Ms. Bonett felt that cameras would motivate the dog owners to follow the rules. Mr. Sergent indicated that the use of deer cameras or trail cameras could be used. Ms. Eckhart suggested that the application could require a car license plate to help identify rule offenders or those who were involved in an incident. Mr. Link indicated that there should be a rule where only spayed or neutered dogs are allowed to enter the park. Ms. Eckhart agreed and indicated that they could investigate the matter further.

7. **Adjournment:** There being no further business, the meeting adjourned at 6:45 PM.

Respectfully Submitted,

Ilene M. Eckhart



**Allen Township  
Park and Recreation Board  
Meeting Agenda  
Thursday, November 30, 2023  
6:00 P.M.**

**Location: 4714 Indian Trail Road, Northampton, PA**

The Allen Township Park and Recreation Board meeting will be held at Allen Township Municipal Building, located at 4714 Indian Trail Road, Northampton, PA

A summary of the public comment policy and procedures is located at the end of the agenda as a reference for individuals wishing to address the Board during the “Public to be Heard” segments.

Note: Per Act 65 of 2021 requirements, this agenda was posted to the Township website, at the Township Municipal Building, and at the physical location of the proposed meeting, by Township staff on: November 29, 2023.

**1. Call to Order**

**2. Roll Call**

Paul Link, Chairman	_____ Gary Behler, Member	_____ Ilene M. Eckhart, Manager
Donna Teklits, Secretary	_____ Adrienne Ibarra, Member	_____ Louise Bugbee, Member
Nicole Dotta, Member	Mary Austin, Member	_____ Maria Bonett, Member
_____ Denise O’Brien, Member		

**3. Announcements and/or Actions to Add Items to Agenda**

**4. Review of Minutes**

**5. Public to be Heard (Residents shall limit their comments to no more than three minutes)**

**6. Business Items**

- A. Movies in the Park 2024 Schedule – Discussion regarding dates and overall coordination**
- B. Update on status of priority items – as budgeted for 2024**
- C. December 2023 Meeting schedule and publication of dates for 2024 Meetings**

**7. Public to be Heard (Residents shall limit their comments to no more than three minutes)**

**8. Next Meetings – All meetings will be held at the Allen Township Municipal Building, located at 4714 Indian Trail Road, Northampton, PA**

☐ Park and Recreation Board for 2023 December Meeting – **TBD due to holiday conflict**

**9. Adjournment**

*-Public Comment Policy and Procedures-*

- 1. A period for public comment will be held at the beginning of the meeting and at the conclusion of all agenda business items. Any public comments or questions shall be reserved until time on the agenda. Public comments and questions will not be permitted during the course of the Board's/Commission's business items.*
- 2. Individuals who speak must give their name, address and municipality prior to speaking.*
- 3. Time limit on length of public comment or presentation will be three (3) minutes per person, per meeting.*
- 4. A speaker will only be granted one three (3) minute extension, if given, for a maximum speaking time of six (6) minutes, at the discretion of the Chairman.*
- 5. Comments/questions shall be directed to the Board/Commission members only.*
- 6. Procedures will be in place to maintain proper decorum for the hearing. Public participation will be allowed but the Board will ensure respect for all citizens and maintain order. Personal attacks and outbursts will be ruled out of order. The Chairman of the Board or Commission may, within this discretion, rule out of order scandalous, impertinent, and redundant comment or any comment the discernible purpose of which is to disrupt or prevent the conduct of the business of the meeting.*
- 7. Individuals with lengthy written statements may submit them for the record and provide a verbal summary of three (3) minutes or less. Interested persons may email public comments via email, sent to [manager@allentownship.org](mailto:manager@allentownship.org) until 3:00pm local time the day of each meeting or by contacting the Township office. Public comment received via email will be read at the outset of the meeting. If you require an auxiliary aid, service or other accommodation, please contact the Allen Township offices in advance. In addition, an audio recording of the meeting will be posted to the Township website: [www.allentownship.org](http://www.allentownship.org) within 48 hours of the meeting.*