

## **Township of Spring Parks and Recreation Board**

### **Meeting Minutes – July 15<sup>th</sup>, 2021**

Chairperson Richard Bashore called the meeting of the Parks and Recreation Board to order at 7:00 pm in the Public Meeting Room at the Township Administration Building. Board Members William Herbine, William Aukamp, Keith Stamm and Don Watterson, Director Judy Houck and Board of Supervisors' Liaison Bob Myer were also present.

**Approval of Minutes** – *Motion to approve the minutes of the June 17, 2021 meeting was made by Mr. Herbine, seconded by Mr. Watterson. MOTION CARRIED*

**Courtesy of the Floor** – Barry Forrester, 631 Washington Street, Reading, PA 19601  
Mr. Forrester brought to the attention of the Parks and Recreation Board that a low flying helicopter was spraying chemicals at Gring's Mill Park. A Gring's Mill Park staff member told him that the helicopter was spraying for black flies and that park staff had no prior notification. The Board explained that Berks County Parks and Recreation Department owns and operates Gring's Mill Park and referred Mr. Forrester back to them.

**General Report** – Ms. Houck reviewed the written monthly report, the *Capital Projects Report July 2021 and the Program Status Reports for Summer 2021/ Fall 2021*.

Ms. Houck reported (38) new pavilion permits were processed during the month of June and the department has surpassed the number of reservations received in 2019.

The Department's partnership with the West Lawn/Wyomissing Hills Library for the Storywalk Program at Drexelwood Park continues throughout July and into August. Staff posted a new story on June 28 and it will be on display until July 17. The Library is also using West Lawn Park for outdoor story times and a few other programs.

Ms. Delozier and Ms. Houck are working on developing fall programs, some small events and possibly a bus trip. Although the weather continues to cause postponements for Family Fun Nights, attendance has doubled since last year. Final interviews for Recreation Program Coordinator position were held at the end of June and a conditional offer of employment has been extended and accepted. Ms. Houck anticipates a mid to late August start date.

### **Old Business –**

**COVID Regulation Update** – Ms. Houck reported mask and temperatures are still required during programs. The Public is still required to wear mask in the building and at all public meetings. In addition to the above, Ms. Houck reviewed a memo requesting direction from the Board of Supervisors regarding how we should proceed with these policies.

## **Old Business (Continued)**

The Board reviewed and discussed the following current COVID regulations:

1. Athletic teams must complete and submit a COVID-19 Health and Safety Plan prior to approval of their facility rental application.
2. Pavilions will be rented at 75% of their listed seating capacity.
3. Outdoor recreational program attendance is limited to no more than twenty-five (25) participants.
4. Indoor recreational program attendance is limited to 6 ft. social distancing guidelines.
5. Program participants, staff and contracted instructors must wear a face mask/covering during the entire duration of the program.
6. Program participants must read and agree to the Department's Health and Safety Plan prior to registering for a program. This Plan includes on-site screening of participants (temperature and questionnaires) social distancing, the wearing of face masks/coverings and individualized program supply kits.

*Motion to continue to follow the current COVID guidelines and re-evaluate them on a month-to-month basis was made by Mr. Stamm, seconded Mr. Herbine. MOTION CARRIED*

Park Board's Vision Projects— Ms. Houck and seasonal staff members are still working on gathering information on the "A Park within a 10 Minute Walk" project. Seasonal staff are evaluating the half-mile radius around each park and trying to determine safe routes to get to each park. Ms. Houck will be meeting with the Police Department to discuss the placement of park area signage and crosswalks.

General Frank's Field/Wilson Lease Agreement – The Board of Supervisors' has agreed to continue the lease of General Frank's Field to Liberty Wilson Youth Baseball/Softball and Ms. Houck is working with the Solicitor to update the lease.

Werner Farmhouse Property – Ms. Houck is still working with the former tenant's son. He is currently seeking another residence and Ms. Houck is requesting a date for inspection of the property by the end of July.

General Comments – None

## **New Business** –

2020-2021 Department Review – Ms. Houck announced that July is National Parks and Recreation Month and the theme for this year is, "Our Parks and Recreation Story". The seasonal staff composed a Power Point presentation about the Department's progress and programs since January 2020. The Board requested that the presentation and accompanying data be placed on our website and in our brochures.

## **New Business – (Continued)**

2022 Programs – Ms. Houck requested the Park Board think about 2022 program changes including the playground program, staffing rates and program costs. The Board asked Ms. Houck obtain other municipalities staffing rates and advertise our Playground Staff rates prior to hiring staff.

General Comments – Mr. Myer sent questions to Ms. Houck in regards to the backstops and fences at ball fields at Cacoosing Meadows Park and Park Capital Outlay.

1. *When will the backstops and players' fences be removed from the fields?*  
Ms. Houck has not asked Public Works to remove them yet because she is trying to get the regular park maintenance completed in a timely and appropriate manner. She also had to wait for the athletic association to remove their sheds. The ground needs to be either very dry or frozen in order to prevent the heavy equipment from damaging the turf.
2. *If the Township removes them, what would we do with them?*  
Ms. Houck would send the materials to the scrap and recycling centers and use the funds towards Department activities. Mr. Myer stated that Wilson School District might be interested in removing them if they could re-use them. No one from the District has contacted Ms. Houck yet.
3. *Has any money been used from the Park Capital Outlay account?*  
Ms. Houck stated that the following projects will be paid for from this account: Kline's Creek Park Sidewalk Extension Project, West Lawn Park ADA Ramp Installation and the Pickle Ball Court at Cornwall Terrace.

Ms. Houck would appreciate any feedback from the Capital Projects Report that was distributed. This report will be sent to the Board of Supervisors for their next meeting. The staff is considering offering a fall fishing event.

## **Announcements** –

- A list of upcoming programs and events has been included on the back of the agenda.
- **Next meeting - Thursday, August 19, 2021 – 7:00 pm.**

Adjournment – *Motion made by Mr. Aukamp, seconded by Mr. Herbine to adjourn the meeting at 8:15pm - MOTION CARRIED.*

Respectfully submitted,

Judy Houck, CPRP  
Director of Parks and Recreation