

Township of Spring Parks and Recreation Board

Meeting Minutes – September 16th, 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. The following members were present: William Herbine, William Aukamp and Sheila Faust. Also present was Parks and Recreation Director Judy Houck and Customer Service Representative Sharon Breneman. Michael Kocher attended via Zoom.

Approval of Minutes – *Motion to approve the minutes of the August 19, 2021 meeting was made by Mr. Aukamp, seconded by Mr. Herbine. MOTION CARRIED*

Courtesy of the Floor – None

General Report – Ms. Houck reviewed the written monthly report, Capital Projects Report September 2021; the Program Status Reports for Summer 2021 and Fall 2021 and the Summer 2021 Net Revenue Report.

Ms. Houck reported that pavilion reservations continue to be accepted for the remainder of the rental season. Several reservations had to be cancelled due to flooding on August 27th - 28th and September 1st - 8th. Ms. Houck reported that athletic facility rentals are on the rise with youth rugby, basketball and fall soccer.

The Fall Program Brochure was mailed in early September. It wasn't until the residents received the brochures that registrations began coming in and over 68% of the registrations were received through the Department's online program.

Ms. Houck reported that the search continues for the Recreation Program Coordinator position. Current Department Staff members are part-time and do a great job helping where ever they can with the restricted hours they can legally work.

Old Business –

COVID Regulation Update – Ms. Houck requested a recommendation from the Park and Recreation Board to continue to evaluate COVID-19 current guidelines monthly or to extend the current guidelines through the end of the year.

Motion to continue current COVID-19 guidelines through the end of the year subject to any modifications, was made by Mr. Aukamp, seconded by Mr. Kocher. MOTION CARRIED

Park Board's Vision Projects – Nothing to report

General Frank's Field/Wilson Lease Agreement – Waiting for Solicitor to finalize document.

Werner Farmhouse Property Update – The building inspection for Werner Farmhouse was completed on August 31st and minimal repairs are necessary. Ms. Houck reported that there is a stone smoke house on the property that needs some repair and is seeking an estimate for that work. Ms. Houck is consulting with the Berks County Parks Department who has staff members that specialize in managing historical properties. Ms. Houck is investigating the historical and legal requirements surrounding this property.

Old Business –(Continued)

Fall 2021 Programs – We are still looking to add fall programs. The Department is considering a drive through Christmas event comparable to the Easter event. We have been in contact with the Police Department and may participate in their Trick or Treat event if they have it. Any program suggestions would greatly be appreciated.

2022 Programs – No update at this time.

2022 Budget – Ms. Houck has received the 2022 budget worksheets and will be working on the budget over the next few weeks.

General Comments – None

New Business –

Winter Maintenance Contract – Discussion was held regarding the winter maintenance of park sidewalks and entrances. Ms. Houck obtained quotes for this work and is recommending that areas 1 & 2 be awarded to Daniels Landscaping. Further discussion was held regarding the park entrances which she believes are currently being maintained by the park neighbors.

Motion to award Daniel's Landscaping areas #1 and #2 for the 2022 Winter Maintenance Contract was made by Mr. Herbine, seconded by Mr. Aukamp. MOTION CARRIED

The Board directed Ms. Houck to contact the park entrance neighbors and determine if they were willing to continue maintaining these areas.

Up-dated Job Description – Ms. Houck has been working on updating the current job descriptions. *Motion to approve the recommended job description with the minor revisions for the Environmental Program Coordinator position was made by Mr. Herbine, seconded by Ms. Faust. MOTION CARRIED*

General Comments – Supervisor Kocher asked if there are any plans to pave the remaining trails at Shiloh Hills Park. Ms. Houck will include this project in the 2022 budget.

Announcements –

- A list of upcoming programs and events has been included on the back of the agenda.
- **Next meeting - Thursday, October 21st, 2021 – 7:00 pm.**

Adjournment – *Motion made by Ms. Faust, seconded by Mr. Aukamp to adjourn the meeting at 7:54pm - MOTION CARRIED.*

Respectfully submitted,

Sharon Breneman
Customer Service Representative