

**Township of Spring Parks and Recreation Board**  
**Meeting Minutes – September 21<sup>st</sup>, 2023**

Chairperson Richard Bashore called the meeting of the Parks and Recreation Board to order at 7:03 pm in the Public Meeting Room at the Township Administration Building. The following members were present: William Herbine and William Aukamp. Also present were Parks and Recreation Director, Judy Houck. Park Board Member Michael Kocher attended via teleconference.

**Amendments to the September 21<sup>st</sup>, 2023 Agenda** – None

**Approval of Minutes** – *Motion to approve the minutes of the August 17<sup>th</sup>, 2023 meeting was made by Mr. Herbine, seconded by Mr. Aukamp. MOTION CARRIED 4-0*

**Courtesy of the Floor** – None

**General Report** – Ms. Houck asked if there were any questions on the monthly reports. Ms. Houck noted several corrections to the Board of Supervisors' Meeting Minutes for August 14<sup>th</sup> and 28<sup>th</sup>. August 14<sup>th</sup> - under item #1 [*Ms. Houck confirmed for Mr. Stuck the Cacoosing Creek is dredged*] – the creek has never been dredged. August 28<sup>th</sup>, minutes under item #7- the correction was for Parks and Recreation Purchase Order PR-2023-084 was tabled and under item #8 was changed to *Authorization for West Wyomissing Property Agreement of Sale*. The Board of Supervisors approved the Agreement of Sale pending final review by the Township's Solicitor.

Administrative Assistant, Jessica Nieves has resigned due to family obligations and the process of finding a replacement for the position has begun.

**Old Business** –

**Comprehensive Plan Update** – Ms. Houck reported that the Board's changes were forwarded to the consultant on August 18<sup>th</sup> however, she has not received the second draft which was due today. Ms. Houck was told she would receive it by the end of the week. Due to the short time frame between now and the October 12<sup>th</sup> Public Meeting, it was agreed by the Park Board to change the meeting date in order for the Board members and Ms. Houck to have enough time to review the draft and submit comments and changes before the Plan is presented to the public.

**Summer Playground Program** – Ms. Houck provided and reviewed the 2023 Summer Playground Program Report. Ms. Houck pointed out some of this year's challenges, the variety of complaints received from parents and reviewed staff's opinions and suggestions for future programs.

**2024 Budget** – At the last Board of Supervisors' meeting, Township Directors were instructed to bring their "Wish List" to the Supervisors' Vision Meeting scheduled for September 29<sup>th</sup>. Staff believes the wish list refers to capital projects. Ms. Houck reviewed the capital budget items that were discussed at the July 20<sup>th</sup> meeting and new items were suggested for the 2024 budget. Ms. Houck asked if the Park Board members had any additional ideas or suggestions. Items briefly discussed are as follows:

- *Outdoor Kitchen Poll* – Ms. Houck was asked if there was a way to determine if the majority of pavilion customers really wanted a kitchen to be available as part of their rental. Ms. Houck will investigate the possibility of sending an email survey through the ActiveNet program.
- *Indoor Space with a Kitchen* – Ms. Houck confirmed that the suggestion was to begin discussions about this possibility.

**Old Business - Continued**

**2024 Budget - Continued**

- *Passive Recreation at Shiloh Hills Park* – Brief discussion was held about the undeveloped space on the north side of Shiloh Hills Park and the development of a Master Site Plan for just this side of the park.
- *Food Truck Event at Shiloh Hills Park* – Ms. Houck reported that food trucks would be part of the Touch-A-Truck event being planned for the spring of 2024.
- *Festival at Cacoosing Meadows Park* – Request was made for an event with vendors set up along the tree row near the creek similar to the set up at the Chili Pepper Festival at Bowers Park.

General Comments – None

**New Business –**

Fall Programs – Ms. Houck reported Fall Programs have been very well received with some programs already full. The Department has been working on the Winter/Spring Programs for 2024 to be finalized by November 1<sup>st</sup>.

General Comments – None

**Announcements –**

- A list of upcoming programs and events has been included on the back of the agenda.
- Next meeting – Thursday, October 19<sup>th</sup>, 2023 – 7:00 p.m.

**Adjournment** – *Motion was made by Mr. Aukamp, seconded by Mr. Herbine to adjourn the meeting at 7:54pm - MOTION CARRIED 4-0*

Respectfully submitted,



Sharon Breneman  
Administrative Assistant