

**Minutes of the Open Space Park and Recreation Board  
Upper Pottsgrove Township**

**June 12, 2018**

A meeting of the Open Space Park and Recreation Board was held on Tuesday, June 12, 2018. Those present were Michelle Reddick, Chuck Note, Sherry Paup and Nancy Toothaker. Also present were County Planner Lauren Van Dyk and Circuit Rider Michael Lane.

**PLEDGE OF ALLEGIANCE** – Those present pledged their allegiance to the flag.

**PUBLIC COMMENT** – There was no public comment.

**APPROVAL OF MINUTES** - Motion by C. Note seconded N. Toothaker and unanimously carried to approve the minutes of May 8, 2018 with one change to include the recommendation on approval for the Prout Farm loop trail.

**OLD BUSINESS:**

**PARCC Committee** – M. Reddick advised that information concerning the Circuit Rider position will be forthcoming in August.

**HOLLENBACH PARK TREE SCREEN** – L. Van Dyk requested clarification on the location and types of trees. M. Lane clarified the location for the screening buffer. M. Reddick noted the types of trees recommended is included in the minutes from the last meeting. L. Van Dyk advised that a sketch rendering and types of trees would possibly be available for discussion at next month's meeting.

**PROGRAMS** – M. Reddick reported the archery hunt applications are available at the township office, and the event has been advertised on the website. M. Reddick reminded members to confirm their availability to volunteer at Community Day which is scheduled for September 22.

**GRANTS** – Members had previously agreed to review different open space areas each month and consider ideas for improvements/projects which could be considered for possible grants in the future.

**IDEAS FOR OPEN SPACE** - N. Toothaker recommended GPS marking for parks and parking lots and properly identifying the addresses for our open space properties. L. Van Dyk also recommended considering trail access points and parking lots. **SUSSELL PARK** – C. Note suggested considering an entrance and a parking lot. It was noted the width of the easement to the entrance would need to be confirmed to determine if the area is wide enough for an entrance and parking lot. **PROUT FARM** – There was discussion to consider a larger parking lot on the lower end as well as a pavilion and playground facility due to its proximity to new developments currently being constructed. **KULP FIELD** – It was agreed to keep Kulp and Hollenbach as athletic field areas. L. Van Dyk suggested this area could be considered for an ADA accessible park. There was discussion regarding consideration for a loop exercise trail and a pavilion. There was also discussion regarding a possible second entrance so that there could be a one way in and one way out. Another idea to consider was an additional athletic field. **CHESTNUT GROVE PARK** – There was discussion to leave it as is or consider surveying the homeowners association to see if they have any suggestions. **BOERNER** – It was previously agreed to keep this as open space. M. Lane suggested a small stone parking lot and a meadow lane along the road. Members agreed to discuss ideas for Fox Run Trail, Hollenbach Park and Sunset Park next month.

**OPEN SPACE MAP** - M. Reddick advised she has requested that L. Van Dyk double check our open space parcels and update the open space map accordingly due to an issue with one of our open space properties not being properly identified on the map.

**OPEN SPACE LONG RANGE PLAN** – L. Van Dyk presented Chapter 5 which was reviewed and discussed. L. VanDyk briefly discussed the public presentation regarding the open space plan update. She advised there will be quarter page flyers which can be distributed along with a survey. She further advised the workshop will be interactive so that we are able to obtain the feedback we want. She recommended including four (4) parks in the survey which would be Hollenbach Park, Prout Farm, Hoffman/Kulp fields and Sussell Park. L. Van Dyk noted that she along with Mr. Lane will be attending Community Day to provide information concerning the open space plan update, answer questions and provide the survey for residents to complete. However, she still has to look at what is happening in the surrounding areas as it relates to parks, recreation and open space. She also noted we want to make sure we have a good balance between passive and active recreation. She recommended that all members be available for the public presentation in September. It was noted Chapter 9 of the open space plan would be discussed at the next meeting.

**BOARD COMMENTS**

**July meeting** - There was a brief discussion concerning the July meeting which is typically canceled. However, members agreed to have a meeting in July in order to continue work on the open space plan update as well as discuss the upcoming public presentation scheduled for September.

**Pavilion rental fees** – M. Reddick noted there was a question raised as to whether we should continue to charge non-profit organizations for rental of our pavilions. Members agreed that we should continue to charge non-profits organizations. M. Lane recommended members considering increasing the fees charged for pavilion rentals as our fees seem to be low compared to others in the area.

**ADJOURNMENT** – Motion by N. Toothaker, second by C. Note and unanimously carried to adjourn the meeting at 9:15 p.m.

Respectfully submitted,

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Michelle L. Reddick, Vice Chairman  
Open Space & Recreation Board