

Upper Saucon Township
Master Site Development Plan for
Sustainable Community Parks
Study Committee Meeting Minutes

November 30, 2016

6:30 pm

1. Welcome
2. Introductions
 - In attendance were Doris Clegg, Craig Roth, Sidney Stevens, Judy Krasnicke, John Kukitz, and Tom Beil, Township Manager. Also in attendance were Judith Stern Goldstein and Valerie Liggett of Boucher & James, Inc. (B&J).
3. Contact Information
 - Provided on sign-in sheet.
4. Review Project Work Schedule and Components to be Included in Final Plan
 - Due to push back of project authorization by DCNR, an additional two months have been added to the project schedule. Most of the schedule remains in the same general order as included in the proposal except for the Forest Stewardship Plan, Tree Risk Analysis and Tree Inventory which have been pushed to May 2017 due to seasonal considerations.
5. Review Key Person Interviews
6. Review DRAFT Background Information and Data Sections
 - Committee to provide feedback to Doris as ‘point person’ who will then send on to B&J; deadline for comments is 12/9/16
7. Establish Date, Time, and Location of Next Meetings
 - December Study Committee Meeting – 1/11/2017, 6:30 PM
 - Information packet to be forwarded by B&J to Doris and T. Beil by 1/6/17.
 - Public Visioning Meeting – January 25, 2017
 - “Snow Date” of 2/8/17 set
 - Tentatively to be held at the Library
 - B&J will forward ‘press release’ information to Doris and T. Beil for inclusion on websites, other social media platforms, and for distribution to the Library and others.



Upper Saucon Township
Master Site Development Plan for
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Study Committee Meeting Minutes

January 11, 2017
6:30 pm

1. Welcome
 - In attendance were Doris Clegg, Craig Roth, Sidney Stevens, Judy Krasnicke, Philip Spaeth, John Kukitz, and Joe Geib, Special Projects Coordinator. Also in attendance was Valerie Liggett of Boucher & James, Inc.
2. Review minutes from the November 30, 2016 meeting
 - Spelling of Judy Krasnicke's name to be corrected.
3. Review additional Key Person Interviews
 - Residents are still asking about a dog park, there is also interest in a skating pond.
4. Review DRAFT Site Information and Analysis Sections and DRAFT Existing Features and Site Analysis Plans
 - Possible additional parking to be added at Copperhead Grille may help to alleviate parking conflicts on the site. Zoning change has been approved, land development plans have not been approved at this point.
 - Some spelling errors noted.
 - Revisions and comments on draft sections to be sent to Doris by next Friday (1/20/17)
5. Review changes to DRAFT Background Information and Data Sections
6. Review Visioning Meeting questions
 - Library has produced flyers and posts for the visioning meeting on 1/25; printouts of flyer to be posted in park kiosks and in Township building;
 - Judy Krasnicke will contact Master Gardeners and Master Watershed Stewards with meeting invites
 - Valerie Liggett will email site analyses to Joe Geib for posting on the Township website; website to also link to DCNR sustainable parks document
 - Committee agreed to cast a 'wide net' to get as much attendance at the visioning meeting as possible
 - A tally of the visioning meeting results will be posted on the Township website, as will updates of the draft document and committee progress



- Valerie Liggett will send a PDF of the DCNR Scope of Work requirements for the committee members' use.
 - A sign-in sheet will be used at the visioning meeting to enable the committee to follow up with interested community members.
7. Review Progress and Project Timeline
 - Saucon Creek Watershed report will be referenced in the final document.
 8. Establish date, time, and location of next meeting
 - Public Visioning Meeting – January 25, 2017, 6:30 pm
 - Snow Date – February 6, 2017, 6:30 pm
 - March Study Committee Meeting – March 8, 6:30 pm
 - April Study Committee Meeting – April 12, 6:30 pm
 9. Meeting adjourned at 7:21 pm



Upper Saucon Township
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Study Committee Meeting Minutes

March 8, 2017
6:30 pm

1. Welcome

- In attendance were Doris Clegg, Sidney Stevens, Judy Krasnicke, John Kukitz, Philip Spaeth, and Tom Beil, Township Manager. Also in attendance was Valerie Liggett of Boucher & James, Inc.

2. Review Visioning Meeting Results.

3. Review DRAFT Sketch Plans.

- Benckini Tract
 - Move parking more to the North so it's not directly across from the Copperhead Grille
 - Possibly include more parking and connector paths on adjacent former sewer plant parcel. Site is wet, there are wetland restrictions on the site.
 - Expand streambank stabilization – along all creek banks. Consider implementing an educational component of the stabilization work – partner with the Conservation District for projects and classes.
 - Include creek access for education and fishing
 - Will park be fenced? – no
 - Add gate with swing arm at parking lot entrance.
 - Sketch too busy – more open space. Aesthetics are important, should look more connected with the rest of the park.
 - Add traffic quieting at the intersection; make safer for pedestrians.
 - Consider aesthetics of Preston/Old Bethlehem Intersection; entryway signage/lighting. Signage to mark corridor to park/library, etc.
 - Stormwater management for parking lots – include an educational component.
- Haring Tract
 - Look into adding a dog park to this site.
 - Remove trash and debris from site
 - Look at re-use of structures – farming/farm animal education
 - Tom Beil is looking into re-purposing the barn/materials, after any required asbestos removal is performed.
 - Consider re-use/recycle building materials?
 - Possible amphitheater location
 - Possible CSA with educational component – Township cannot make any revenue off the property until the bond is paid off.
 - Possible seed farm program.



- Judy will call about the Seed Farm
- Judy, Doris and John to talk to Tom about Board intent for property to determine if open space and recreational planning for the Haring Tract would be productive.
- Tom will check on walking paths and picnic area needs for Lutron.
- If no improvements proposed for Haring property, recommend Township place a deed restriction on the property and sell as part of report.
 - If so, also recommend a follow-up study for a dog park location.
- ‘Hold Off’ on sketch/report components of Haring Tract until committee can look into Board intent for the property, possible uses for the property.

4. Review Progress and Project Timeline

5. Establish date, time, and location of next meeting

- April 12, 2017, 6:30 pm



Upper Saucon Township
Master Site Development Plan for
Sustainable Community Parks
Study Committee Meeting Agenda

May 10, 2017
6:30 pm

1. Welcome
 - In attendance were Doris Clegg, Sidney Stevens, Judy Krasnicke, John Kukitz, Philip Spaeth, Sam Falcone, and Tom Beil, Township Manager. Also in attendance Judith Stern Goldstein and Valerie Liggett from Boucher & James, Inc.
 - Public Comment: Bill Kennedy from Afton Village was present to discuss the need for a dog park in the community, and that many people in Afton Village were voicing the need for a dog park. The committee agreed with Mr. Kennedy, and encouraged him to continue to attend the Study Committee Meetings and to remain involved throughout the park planning process.
2. Review minutes from 3/8/17 meeting.
3. Review DRAFT Benckini house Structural Assessment and recommendations.
 - Use Option 2 – extensive documentation and then partial demolition. Incorporate educational components – rain chains, rain barrels,
 - Consider installation of pavilion over the portions of the house to remain.
4. Review DRAFT Benckini Sketch Plan.
 - Use the gathering area as a temporary classroom for the first phase of development.
 - Include tree maintenance recommendations, recommendations for education regarding tree care, such as tree tenders and other classes.
5. Review DRAFT Activities and Facilities Analysis and Design Considerations for Benckini Tract.
 - Additional information will be provided regarding management of invasive species, and an overview of the SITES rating system to provide additional background information.
6. Discuss strategy for Haring Tract moving forward.
 - Committee would like to proceed with the Haring Tract.
 - Keep the park very passive with the exception of a Dog Park, which the committee will recommend to include in this location.
 - Incorporation into Township greenway and open space network



- Main park elements:
 - i. Include a dog park as first phase of development – small, medium and large dog areas, rotation area
 - ii. 2nd Phase – limited trail connections; connect to rail trail
 - iii. Reforestation (Long-term successional forest)
 - iv. Picnic area, educational opportunities

7. Review Progress and Project Timeline

8. Establish date, time, and location of next meeting

- June 14, 2017, 6:30 pm
- July 12, 2017, 6:30 pm
- August 9, 2017 6:30 pm – advertised public meeting for plan review and committee recommendation to Board of Supervisors.



Upper Saucon Township
Master Site Development Plan for
Sustainable Community Parks
Study Committee Meeting Minutes

June 15, 2017
6:30 pm

1. Welcome
 - In attendance were Doris Clegg, Judy Krasnicke, Sidney Stevens, and Joe Geib, Township Special Projects Coordinator. Also in attendance were Bill Kennedy from Afton Village, and Judith Stern Goldstein and Valerie Liggett from Boucher & James, Inc.
2. Review minutes from 5/10/17 meeting.
3. Review DRAFT Haring and Benckini Sketch Plans.
 - Haring Tract:
 - Boucher & James, Inc. will look into any sight distance issues associated with the proposed Passer Road access drive.
 - As part of the Tree Risk Analysis, Valerie Liggett will determine a ballpark age for the large white oak.
 - Compostable or port-a-potties are options for the site; there are no water or sewer connections so water will not be available for the dog park.
 - A biologist may have looked at the site as part of the Natural Heritage Inventory update. Joe Geib will look to see if the Township has information on this; B&J will check the published NHI.
 - Benckini Tract:
 - Final report will include recommendations for tree care, education recommendations for people taking care of the trees, and overall recommendations for what to do with the different trees on the site.
4. Review DRAFT Activities and Facilities Analysis and Design Considerations for Haring Tract.
 - Next meeting packet will indicate what parts of the report are new.
 - Signage vocabulary and template currently being developed for Township Parks is to be used in the report.
 - In accordance with DCNR requirements and Committee direction, the park is to be as maintenance free as possible.



5. Discuss PNDI Hit Follow-Up Requirements.
 - B&J will be submitting information on the Haring Tract to USFWS, due to no impacts to wetlands and wetland buffers, we are hoping for clearance without the need for a Bog Turtle Survey.
 - Benckini Tract needs a Phase 1 Bog Turtle Survey. Valerie will provide contact information for a scientist to do the Bog Turtle Survey to Joe Geib.
6. Discuss Forestry Stewardship Plan Goals.
 - Committee goal for stewardship of the forested area is ecosystem and forest health.
7. Review Progress and Project Timeline
 - Due to quantity of information in next meeting's packet, B&J will have the packet to Doris at least one week ahead of time.
 - At this point, the packet will also be run through B&J's administrative department.
8. Establish date, time, and location of next meeting
 - July 12, 2017, 6:30 pm
 - August 9th – advertised public meeting to recommend adoption of the report to the Board of Supervisors
 - September 11th – anticipated BOS meeting for presentation/adoption of the report.



Upper Saucon Township
Master Site Development Plan for
Sustainable Community Parks
Study Committee Meeting Minutes

July 19, 2017
6:30 pm

1. Welcome
 - In attendance were Doris Clegg, Judy Krasnicke, John Kukitz, Craig Roth, Sidney Stevens, and Joe Geib, Township Special Projects Coordinator. Also in attendance was Valerie Liggett from Boucher & James, Inc.
2. Review minutes from 6/14/17 meeting.
3. Review DRAFT Master Site Development Plan for Upper Saucon Township Sustainable Community Parks.
 - Make recommendations for re-use and ‘up-cycling’ of Callery Pear and other trees to be removed from the site. Possibly donate to woodworking groups or artists for additional links to sustainable and historical context, and to recycle the wood in creative ways. Include large Oak at Haring Tract in these recommendations so that the wood will be used sustainably and in historically/culturally significant ways if it is removed.
 - Check on utility names – PP&L has changed.
4. PNDI and Tree Inventory Updates
 - Boucher & James, Inc. will complete report as if Bog Turtles are present on the site, so that the report will be held up as little as possible by the Bog Turtle Surveys.
5. Agenda and requirements for public advertised meeting.
 - Joe Geib will invite people who gave their emails to the advertised meeting, and those who participated in Key Person Interviews.
 - Joe will put site plans on the Township website ahead of time.
 - Valerie will bring printouts of the existing features and MSDP plans on foamcore.
 - There will be a brief public presentation.
6. Establish date, time, and location of next meeting
 - August 9, 2017, 6:30 pm – Advertised Public Meeting
 - September 11, 2017, Advertised BOS Meeting



Upper Saucon Township
Master Site Development Plan for
Sustainable Community Parks
Advertised Study Committee Meeting Minutes

August 9, 2017
6:30 pm

1. The Upper Saucon Township Master Site Development Plan for Sustainable Community Parks Committee met on August 9th, 2017 at the Upper Saucon Township Building, 5500 Camp Meeting Road, Center Valley, PA. In attendance were Doris Clegg, Judy Krasnicke, John Kukitz, Sidney Stevens, and Joe Geib, Township Special Projects Coordinator. Also in attendance were Judith Stern Goldstein and Valerie Liggett from Boucher & James, Inc.
2. Call to Order: Doris Clegg called the meeting to order at 6:34 pm.
3. Review minutes from 7/19/17 meeting.
 - Two spelling errors to be corrected.
4. Judith Stern Goldstein and Valerie Liggett of Boucher & James made a presentation on the highlights of the DRAFT Master Site Development Plan for Upper Saucon Township Sustainable Community Parks.
 - Questions from the community were answered and comments were received.
5. **Motion** was made by Sidney Stevens to recommend approval of the Master Site Development Plan for Upper Saucon Township Sustainable Community Parks, contingent upon all outstanding PNDI issues being addressed to the satisfaction of the US Fish and Wildlife Service prior to submission of the final report to DCNR. The motion was seconded by Judy Krasnicke and passed 4-0.