

**HILLTOWN TOWNSHIP PARKS AND RECREATION BOARD MEETING  
TUESDAY, NOVEMBER 12th, 2024**

The regular meeting of the Hilltown Township Parks and Recreation was called to order by Chairman Mike Steuhltrager at 7:04 PM. Also in attendance were Treasure Kaitlyn Metzinger, Bryan Coleman, and Secretary Aubrie Schulz.

1. ANNOUNCEMENTS: None

2. CONSENT AGENDA:

- 1) Parks and Recreation Committee Overview
- 2) Approve minutes
- 3) Address Steve Kendra's email

3. CONFIRMED APPOINTMENT: None.

4. LEGAL: None

5. PLANNING: None.

6. ENGINEERING: None.

7. UNFINISHED BUSINESS: Park & Recreation Board Manual

- Kaitlyn Matzinger presented the draft of the Park & Recreation Board manual, including a list of board responsibilities.
- Mike Steuhltrager reviewed all elements of board duties and authorities, discussing potential changes to attendance and membership requirements.
- Mike Steuhltrager is drafting new language to address these changes.
- Officer Roles
- The roles of Vice Chairman and Treasurer were discussed, with changes proposed.
- It was agreed that the Treasury report responsibilities would now fall under the Chairman's role.
- Supervisor Caleb Torrice commented on the importance of maintaining the Vice Chairman position and shared insights on how the budget and treasury functions should operate effectively.

8. NEW BUSINESS:

Motions

- Kaitlyn Matzinger made a motion to remove the Treasurer role from board positions.
- Aubrie Schulz seconded the motion, and it passed.

Meeting Minutes Protocol

- Aubrie Schulz suggested that minutes from each meeting should be sent to supervisors within 7 days after the meeting.
- This was added to the “Duties & Authorities” section.
- A backup secretary was proposed to ensure coverage if the primary secretary is unavailable.

#### Budget Transparency

- Supervisor Caleb Torrice recommended including budget summaries in public communications to improve transparency and help the public understand how funds are allocated and spent.

#### Manual Revisions

- Several changes were made to the “Duties & Authorities” section, which will be reviewed in the next meeting.
- Mike Steuhltrager suggested an additional updated manual draft be reviewed and voted on at the next meeting.

#### Civic Park Analysis

- A Civic Park analysis is due by the next meeting.

9. SUPERVISOR’S COMMENTS: None.

10. PUBLIC COMMENT:

- Caleb Torrice expressed that discussions involving township staff should not proceed without their involvement, as excluding them could incur additional costs to the township.
- There was no additional public comment.

11. PRESS CONFERENCE: None.

12. ADJOURNMENT: Upon motion by Chairman Mike Steuhltrager, seconded by Treasure Kaitlyn Matzinger, and carried unanimously. The November 12th, 2024, Hilltown Township Parks and Recreation Board meeting was adjourned at 8:40 PM.