

**UPPER MACUNGIE TOWNSHIP  
PARKS AND RECREATION BOARD  
Monthly Meeting Minutes  
February, 2015**

The monthly meeting for the Upper Macungie Township Recreation Board was held on February 26, 2015 at the Upper Macungie Township Building. The following Recreation Board members were present: Katie Shade, Linda Gorr, Jim Adams, Jocelyn Pattishall, Andrea Russell, David Kentner, and April Navarra. Also present at the meeting; Township Manager Dan Olpere, Keystone Consulting Engineers Dean Haas, Thomas Deily, and Eric Erb, Parks Team Leader Jim Soltis, Recreation and Events Coordinator Lynn Pigliacampi, and resident Ken Kleppert.

The meeting was called to order at 7:00pm by UMT Recreation Vice-Chairperson David Kentner, at which time all present were asked to join him in the Pledge of Allegiance to the flag of the United States.

A motion was made by Dave Kentner and seconded by Linda Gorr, all were in favor of approving the December meeting minutes.

**PUBLIC COMMENTS:**

Ken Kleppert came to present the game he invented "Puttle." It is a combination of golf putting and bowling. Small pins are set up, then the player putts and tries to knock them over. Ken said he has had a good amount of success with the game during various events and would like to do a free demo to see if he can start a following in UMT. Dave Kentner said he would get in touch with him to set up a free demo at one of our events such as Movies in the Park to see if there is any interest.

**KEYSTONE PRESENTATION ON GRANGE PARK PROGRESS:**

Dean Haas presented a Grange Park update to the board. He went through the progress of all areas in the park as well as the permits and grants he is applying for and waiting on for those areas.

- Splash park grant was awarded but will not be received until late March. Tennis courts and parking lots are also dependent on receiving grants.
- Dean presented the general plan for the park which is highly dependent on drainage and includes several large play fields, tennis courts, parking lots, pavilions, two concession stands and bathrooms.
- April requested walking paths to be included
- Dave and Jim requested a deterrent preventing automobiles from getting onto the fields due to an incident at another park; fencing, concrete potted plants, poles etc. Dean said he would look into ways to do this that would allow maintenance vehicles to still get on the property.
- The plan will be playing fields in the center of the park with pavilions in several locations. Only two of the pavilions will be able to be the size of Lone Lane Pavilions, the others will be smaller
- The timeline of the completion of the park is highly dependent on grants.

## **KEYSTONE PRESENTATION CONTINUED:**

- Dean is asking the board to get support for all of the grants that he is working on by April.
  1. **Grange Road Park:**
    - Tennis Courts
    - Pedestrian Improvements
    - Memorial
    - Driveway/Bike Lane/Parking Lot
    - Concession Stand/Restroom Building
  2. **Breinigsville Park West:** Create three full size baseball fields and three T-ball fields
  3. **Breinigsville Park (Earl Adams Memorial Park):** Parking Lot
  4. **Apple Pond Park:** Fishing Deck
- Dean will discuss with Lynn what promotion was done in the past and what he needs
- Amount of support was a large factor in the Splash Park grant being awarded, Dean stressed the importance of gaining township support
- Dean passed around the support form, which will be updated to reflect that a donation to the “Friends” account is tax deductible, then emailed to the board so that the board can electronically forward to all of their contacts.
- Youth Organizations have already filled it out and
- Jim and Dave have the data of Youth Association usage for Dean
- Will ask for business donations, and they do not need to be within Upper Macungie
- Dave will discuss with Lynn other needs to gain support
- April mentioned that there could be a grant to create the meadow area that is required and she mentioned wanting the walk/run paths. Dean responded and said the paths are expensive to maintain, and they will probably not go in.

## **ELECTIONS/POSITIONS OPEN:**

### Two Recreation Board Positions Open

- Jim mentioned that Kathy Rader would like to get more volunteer for the two open board positions. Therefore, she will mention it at the township meeting in hopes of giving residents one more month to volunteer.
- The board decided to nominate members to fill the open elected position.

### Election of Recreation Board Chairperson for 2015

- Dave Kentner was nominated by Jim Adams, the nomination was seconded by Katie Shade
- Dave Kentner accepted; he would like to see the board streamline which programs and events to run, be more selective about which programs to invest their time in.

### Election of Recreation Board Vice-Chairperson for 2015

- April Navarra was nominated Dave Kentner and seconded by Linda Gorr
- April accepted

### Election of Recreation Board Secretary for 2015

- Katie Shade was nominated by Andrea Russell, and seconded Jocelyn Pattishall
- Katie accepted

## **COMMUNITY PROGRAMS SCHEDULED:**

Pick Up Volleyball- September 16<sup>th</sup> to March 31<sup>h</sup>

- This was successful and is coming to a close so it was not discussed much

Interior Design- January 15<sup>th</sup> to February 5<sup>th</sup> at Independent Park

- Was cancelled due to lack of participation.

Ventriloquist Show- February 27<sup>th</sup> at Independent Park

- Was cancelled due to lack of participation.

Indoor pickup basketball- March 19<sup>th</sup> to June 11<sup>th</sup> Thursdays from 7-9pm at Jaindl Elementary.

- In the previous minutes, it was written that Township insurance needs to be provided to the school district. A waiver for attendees to be posted on township website. This was not mentioned during this meeting, however, this is the disclaimer on the website for Indoor Basketball for your reference. If need be, it can be discussed next meeting. “Upper Macungie Township strongly recommends that you consult with your physician before beginning any exercise program. You should be in good physical condition and be able to participate in the exercise. You should understand that when participating in any exercise or exercise program, there is the possibility of physical injury. If you engage in this exercise or exercise program, you agree that you do so at your own risk, are voluntarily participating in these activities, assume all risk of injury to yourself, and agree to release and discharge Upper Macungie Township from any and all claims or causes of action, known or unknown, arising out of Upper Macungie Township’s negligence.”

Hunter/Trapper Course- March 15<sup>th</sup> at Independent Park 9am-4pm

- Registration is full with a waitlist.

Boating Course- March 21<sup>st</sup> 9am-5pm at Independent Park

- 3 registered.

Cardio Tennis- April 6<sup>th</sup> to May 6<sup>th</sup> at Blue Barn Park

- No registrants at this time.

Tennis Clinics- April 6<sup>th</sup> to May 6<sup>th</sup> at Ricky Park

- 4 pee wee registrants at this time.

Advanced Tennis- April 7<sup>th</sup> to May 7<sup>th</sup> at Blue Barn Park

- No registrants at this time
- Will be posted in spring newsletter

### Movies-in-the-Park:

1. June 19<sup>th</sup> Lone Lane Park- “Night at the Museum III, Secret of the Tomb” Rated PG
2. July 11<sup>th</sup> Breinigsville Park- “The Penguins of Madagascar” Rated PG
3. August 7<sup>th</sup> Grange Park- “The Maze Runner” Rated PG-13
  - Each showing will cost \$2200 total of \$6600
  - Jim and Lynn sent first wave of sponsorship letters. Start sponsorships in February

### Movies-in-the-Park Continued:

- Lynn has created a master sponsor excel database for multiple uses, still need emails and a better way to reach people and promote events (email database)
- Lynn to update website and promote on Facebook closer to the events and send to Dave
- The board discussed residents wanting more variety in the food available at the movies
  - Want to keep all food proceeds going to the Fire Co.
  - We will talk to the Fire Co. to see what they are able to offer residents

### Hunter/Trapper Course – November 8<sup>th</sup> at Independent Park 9am-4pm,

- No registrants at this time.

### Night with Laurie Moore – November 12<sup>th</sup> at Independent Park 7-8:30pm

- No registrants at this time.

## **PROPOSED NEW BUSINESS:**

### Disc Golf

- Andrea wants to give Denny Barr three Spring dates to choose from for a free demo.
- Dave and Andrea to discuss dates to offer

### Lego Club

- Jim Adams would like to take Legos off the agenda
- We can still ask for donations at future events, but there are not enough Legos to run the program at this time.

### PA Dutch Classes

- Linda Gorr would proposed this class and teacher. She says he has a good reputation. He wanted to start in March
- The Board would like to offer this course, but in the Fall of 2015, not March it is too soon for us to promote it properly and get enough registrants
- Linda will ask the instructor if he is available in the Fall
- Linda will ask the instructor if he can promote the class himself in addition to our promotional efforts
- Linda mentioned promoting on PA Dutch sites (PA Dutch and Proud- FB)

### Food vendor fair:

- Andrea Russell spoke to the food vendors; they are looking to change perceptions of food trucks and looking to put on a large event at ArtsQuest.
- They are not interested in something for the Township as this time and can be taken off the agenda

### Ashmar memorial request:

- The board would like to defer the planning of memorial events to the Board of Supervisors and the Fire Co.
- They would very much like to be involved in whatever the Supervisors and Fire Co. decide to do.

## **PROPOSED NEW BUSINESS CONTINUED:**

### 13-17 Year Old Girls Basketball:

- Dave will handle all contact with this coach

### Bowling:

- Harold Farber runs a bowling program in Allentown
  - It is two hours for \$6- shoes and bowling ball rentals are free
  - He has two large school busses and can pick up participants
  - The township chooses the pick-up point
- The board felt like this should be investigated further since he is offering to pick up our resident children. If this is to move forward, we would need to check with those who already participate to get a better idea of the program and its legitimacy.

## **OLD BUSINESS:**

### Grange Park; Memorial Walkway/Wall and Flagpole:

- Dean gave a detailed update on the park

### Program Instructors, usage, fees, payments:

- Jim says no still now response

### Community Program Advertising:

- Working to create an email database for promotion of events, and generating support and sponsors.
- Lynn mentioned way to have online registrations feed into Access queries and getting the emails from all the residents who pay their township bills online
  - If we cannot just use this list, then we need to add a checkbox “Click here if you would like to receive Parks and Recreation Event information.”
- The Board agrees we must find a way to have a database as we need to promote our events and programs as well as generate sponsors and grant support.
- Lynn mentioned creating surveys in survey monkey to determine overall satisfaction events, programs, and rentals, as well as polling residents on possible event/program ideas
- Lynn will look into ways to increase visibility of programs; might have to pay to boost on facebook, or subscribe to other promotional sites.

### Pickleball Courts:

- Dave Kentner shared a resident letter that stated 25 people had regularly played pickleball on the one court at Blue Barn Park and would like lines painted on a tennis court
- Dave mentioned not spending time or money on events that we are not sure will be popular so he will reach out to the resident and ask for proof of how many people are interested before the board spends the money to paint the courts.
  - Jim Soltis reported that it would cost approximately \$300 per court to put down pickleball lines
  - There is already a court with these lines on it
- This will be discussed once interest is established

### Dog Park at Grange Park:

- Now open, needs; tables/benches, fencing, rule signs and parking
- New large off leash area is completed with trash can and waste dispensers

### Barktoberfest:

- Date will be **October 10<sup>th</sup>, 2015** (Rain date 10/11/2015)
- Will most likely stay at Rt.100 Park, if the event grows, we can look into moving
  - Rt. 100 has great visibility (digital sign)
  - There are no other events at that park
- Lynn to review what was done in the past and develop a timeline of what needs to be done

### 5K race:

- Date will be **October 24, 2015** (Rain date 10/25/2015)
- Andrea nominated Katie Shade and Jocelyn Pattishall for Co-Chairpersons as she is not able to continue as Chairperson
- Katie Shade and Jocelyn Pattishall accepted and are happy that the responsibility is shared
- The 5K and Barktoberfest will be in the Newsletter in hopes that residents “Save the Date”
  - There could be a postcard mailing as well closer to the event

## **NEW BUSINESS:**

### Catering licensing Fee:

- Renters of Independent Park are asking if we have a list of caterers we recommend for them
- Dan, Lynn, and the board thought it would be a nice added service to provide this list
- We don't want to necessarily “recommend” or vouch for any caterer, but could provide a list of “Local Certified Caterers” to offer to those renting Independent Park
- The caterer would pay to register with us
  - Need to develop criteria to becoming “Local Certified Caterer”
- Dave feels this list could grow to additional uses; plumbers, electricians etc.

### Recreation Board Ethics Forms:

- Several members handed these in to Lynn

## **MONTHLY UPDATE:**

### Independent Park Community Center:

- February Events - 6 February Reservations- 25 YTD Reservations- 37
- Previously discussed opening the rentals to non-residents
- Board will evaluate rented time vs unused/unrented time of Independent Park
- Lynn in the process of streamlining the rental process;
  - Updating all rental documents
  - Streamlining communication between Coordinator, Parks Team, accounting (less paperwork)
  - Updating all marketing materials, websites, and media
  - Developing plans to promote the facility, gain more visibility

UMT Recreation Fund Balance – The balance is \$498,010.96

Friends of Upper Macungie Township Fund Balance – The balance is \$14,321.55

Park and Grant Updates:

- Dean Haas presented 2015 plans for Grange Park

Sign Purchase:

- Linda Gorr is happy to announce the township purchase a digital sign which has been instrumental in promoting our large events
- The township was able to purchase the sign at price significantly less than what it is worth
- The sign is able to be placed on any road, and can be used by Police to monitor traffic speed
- This sign will be extremely beneficial to the overall promotion of UMT events and programs

**Public Comment** – No Comments

A motion was made at 9:30 PM by Jim Adams and seconded by Linda Gorr to adjourn the meeting, and all were in agreement. Next month's meeting is scheduled for March 26, 2015 at 7:00pm at the municipal building.

Dave Kentner, Chairman  
UMT Parks and Recreation Board