

**UPPER MACUNGIE TOWNSHIP  
PARKS AND RECREATION BOARD  
Monthly Meeting Minutes  
July 2016**

The monthly meeting for the Upper Macungie Township Recreation Board was held on July 28, 2016 at the Upper Macungie Township building. The following Recreation Board members were present: Vice Chair, April Navarra; Secretary, Katie Shade; Jim Adams; Jocelyn Pattishall; Stephanie Rauch-Mannino; and Karla Trumbauer. Also present at the meeting: Recreation and Events Coordinator, Lynn Pigliacampi; and Dean Haas, Eric Erb, and Jason Schweyer from Keystone Consulting Engineers (KCE).

Katie called the meeting to order at 7:05 PM. She asked all present to join her in the Pledge of Allegiance to the Flag of the United States.

April noted that there was an incomplete statement in the June minutes. Katie will check for this. The Recreation Board will approve them in August.

**PUBLIC COMMENT:** none.

**REPORTS**

Community Programs Scheduled

*Tennis*

This program continues until September 12 at Blue Barn and Ricky Parks. Sessions are held for Pee-Wees, Juniors, and Adults at various times weekly. The third session has 15 participants. The registration for the third session is lower than that for the first two sessions.

*Adult Volleyball*

This program runs until August 28 at Upper Macungie Park on Sunday evenings from 6:00 to 8:00 PM. This program continues to go well.

*Yoga in the Park*

This program for adults concluded on July 3, a few weeks earlier than initially scheduled. This program was held at Lone Lane Park on Sunday evenings from 7:00 to 8:00 PM. Lynn emailed the instructor to get her feedback. The instructor is very busy. Lynn will update the Recreation Board when she hears back from the instructor.

*Junior Golf*

This program for children continues until August 10. This program is held at Independent Park on Monday and Wednesday mornings. This is the last session. Lynn spoke with John Hubick, the instructor, because he left his wallet at the park. It's going well with 3 participants. Lynn believes this program needs more promotion. Jocelyn wondered if too many places too close to the Township are offering this same program. Lynn can promote this more. The Township has some clubs purchased with a Sticks for Kids grant. Jocelyn suggested trying it in the fall or spring on weekends or weeknights. Lynn thought the coaches would be in season and harder to schedule during those times but she will ask. Karla asked what the participants' ages are. Lynn said from 7 to 12 years old, elementary school ages.

*National Night Out*

This event, locally sponsored by the Upper Macungie Township Police Department, will be held on Tuesday, August 2 at Lone Lane Park from 5:00 to 8:00 PM. Lynn requested that the Recreation Board's location be changed. It will be outside the pavilion along the parking lot. Katie

thought the new location will be better. Last year the Recreation Board was where we set up the raffle for the 5K on the outside of the pavilion. Dean asked if we need maps for display. Lynn said we will distribute the Parks brochure and that Jim Soltis (who may be back to work in time for this event) has maps. Katie, Karla, and Lynn will be there at various times. Lynn will send up a sign-up email.

#### *Movies in the Park*

“The Peanuts Movie” will be shown on August 5 at Grange Road Park. There will be youth-centered organizations and SPYA will sell concessions. “Hotel Transylvania 2” will be shown on August 19 (rescheduled from July 8) at Breinigsville Park. Pre-movie activities on both nights begin at 7:00 PM.

#### *Emergency Preparedness Day*

This event will be held on September 17 or 24 at St. Luke’s West End Medical Center. The Township Fire Bureau’s former Administrative Assistant, Steph Grim, doesn’t know if this event will happen because the spirit of the event changed. April suggested that if this event does not occur, the Recreation Board should consider hosting something like a community day. Lynn agreed. April mentioned that Lower Macungie Township has its community day in June.

#### *Recognition Dinner*

This event will be held in fall 2016 at Independent Park. Jocelyn asked if we set a date for this event. The Recreation Board has not yet scheduled this event. Katie asked if there would be any volunteers to invite. Lynn said we have a number of instructors from this year to invite.

#### *Barktoberfest*

This event will be held on October 8 at Upper Macungie Park from 11:00 AM to 3:00 PM. Ten vendors have signed up. Two possible presenting sponsors contacted Lynn. She is waiting to receive their checks.

#### *Lauri Moore*

This event will be held on November 10 at Independent Park, beginning at 6:30 PM.

#### *Hunter/Trapper Course*

This program will be held on November 13 at Independent Park from 9:00 AM to 4:00 PM.

#### *Holiday Show*

This program will be held on December 2 at Independent Park from 6:00 to 8:00 PM.

#### *Kids’ Noon Year’s Eve*

This program will be held on December 31 at Independent Park from 11:00 AM to 2:00 PM. There are two committed sponsors already. Lynn received a check from Air Products. There’s a law firm interested in sponsoring. The Goddard School is also interested. Lynn wants to have face painting. Lynn asked Katie about the 5K’s contact at Crayola. Katie will send Lynn the contact information.

#### *5K*

This event will be held in spring 2017 at Lone Lane Park from 9:00 AM to 12:00 PM.

#### Proposed/New

##### *Volleyball tournament*

There was an impromptu volleyball tournament at Grange Road Park on July 23 which could turn into our tournament. We have a lot of volleyball contacts. Lynn suggested that the Recreation Board decide the kind of tournament (courts, participants’ ages, etc.) and time of year. Jocelyn asked if we would be bringing in more courts. April thought grass courts would be appropriate. There are sand courts at Breinigsville and Upper Macungie Park. Karla said that her husband told her East Coast

Volleyball rents nets if they don't have a tournament at the same time. Karla thought the big decision for the Recreation Board is whether to have a competitive or friendly tournament. She thinks we probably can't do both the first time. April said Grange Road Park has lots of room. Karla conferred, noting it's level. April asked what time of year the Recreation Board want to host this tournament. Karla suggested late spring before it gets too hot.

### *Kite Day*

Katie emailed Pocono Kite Symphony, the successor to the Lehigh Valley Kite Society. She hasn't heard back, although she only emailed a few days ago. Karla thought this could be part of a community day, should the Township host one. Katie saw the Northampton County event was in May. Dean said it's always windy at Grange. Katie suggested holding off on more planning until she hears back from Pocono Kite Symphony.

## **UNFINISHED BUSINESS**

### Splash park rules: Fee for non-residents

Lynn said the Board of Supervisors is looking for a suggestion for a non-resident fee. Stephanie reminded the Board that we recommended \$10 for the first year resident family fee and then we will reevaluate. Jocelyn proposed \$15 for the non-resident resident family fee for the first year. April suggested \$20. Dean mentioned daycares. Eric wants to double-check with the grant. Dean thought the fee could be doubled for non-residents. **Katie moved that the introductory fees for the splash park should be \$10 for residents\* and \$20 for non-residents for the first season. Stephanie seconded this motion.† This motion passed 4-0-1.** Jim A. abstained because he missed the beginning of this discussion.

Lynn asked whether the Recreation Board would like to recommend a group or organization fee. Jocelyn suggested \$100. Dean said the important part would be the waiver. Katie reminded the Recreation Board that daycare officials can't sign for kids; the children's parent(s) would have to sign. Katie thought a group or organization fee of \$100 wouldn't benefit Township residents. Stephanie proposed an organization fee with maximum number of people. Jim A. asked what will happen when there are lots of people there. Lynn said the usage will be monitored by different entrance systems and the police. April asked if there was a legal way to discourage groups. Karla doesn't think groups will visit often because they will need parental permission for this. She agreed with Stephanie that the group or organization fee should be limited a certain amount of kids. Jocelyn noted that parents are paying for other field trips as part of daycare tuition. April asked what the maximum occupancy of the splash park is. Multiple Board members suggested limiting entrances per group per season. Eric wants to run the idea of a group cost by the grant officer. He will also check on occupancy. April asked how long will the grant rules apply. Eric replied that the grant applies in perpetuity. Karla wondered if a group or organization fee would be a deterrent. **The Recreation Board will discuss the group or organization fee at future meetings. KCE will research the fee. Board members will speak to residents. The Recreation Board also wants to discuss with its full membership, as several members were not present this evening.**

### Lemonade in the parks

Lynn emailed the Recreation Board. Stephanie and Brian decided on a Saturday morning but they contacted Lynn late on Friday. Lynn hasn't purchased beverages. She thought it might be better to do this on weeknights to allow for set-up during Township working hours. Lynn could wait with the tent until the Recreation Board members arrive. She noted that we could do weekends if we know ahead of time. Jim A. asked if someone will talk to Dave to see if there's anything going on. Lynn said the idea was to expose the Recreation Board to the community and that it's not dependent upon what's going on.

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\* The Recreation Board reiterates its prior recommendation from May 2016 for \$10 per resident family for the first year of the splash park's operation.

† The non-resident fee is subject to revision depending on the allowable amount under the grant.

April suggested the dog park(s) to promote Barktoberfest. April gave Lynn a Walmart gift card, donation requirements about Giant, and some marketing ideas.

Dog parks at other parks: Ricky Park

Lynn reminded the Recreation Board that we discussed this last meeting and wanted the Board of Supervisors and Parks to consider this.

**NEW BUSINESS**

Small games of chance license

The Recreation Board talked about this briefly last time. Lynn distributed print-outs from the Pennsylvania Department of Revenue. The application fee is \$125, which covers raffles and a number of other games. Jim A. thinks bingo is a separate license. Lynn will research further about bingo. April and Jim A. have no objection to Friends applying for this. The applicant has to be a non-profit organization. Fogelsville Fire Company, Station 8, runs bingo. April will look into this further.

Rental and advertising by a church at Upper Macungie Park

A church contacted Lynn about renting a pavilion at Upper Macungie Park to host a free barbeque. The church wants to put a sign at Upper Macungie Park near the road advertising the event. Jocelyn asked if this sign would be posted the day of or prior. They even mentioned getting a digital sign. The won't be charged to rent the pavilion. April wondered if we could do Lemonade in the parks there while the barbeque is going on. Lynn thought the date was sometime in August. She couldn't remember exactly. Jim A. suggested allowing them to have 4' by 8' sign the day of and 5 days before.

Online surveys

The Recreation Board discussed various survey options, which could be used for data collection following programs and events and the Community Center feasibility study. Lynn is most familiar with surveymonkey. Karla generously offered to compare online surveys for Lynn.

Daycares at the parks

Katie visited Grange Road Park with friends on Wednesday, July 27, 2016. She included this agenda item because it was fresh in her mind and the Recreation Board discussed this problem last summer. Fifteen to twenty kids from Active Learning Center were there. But there weren't many other kids on the playground at the time. They were supervised and generally not a problem. The Recreation Board noted the importance of supervision for these groups.

**OTHER BUSINESS**

Independent Park Community Center rental and building update

In July 2015, there were four bookings, totaling \$1,950.

In July 2016, there were ten bookings, totaling \$6,120.

Wedding reservations are popular in June, September, and October.

UMT Recreation fund balance

**\$1,762,548.80**

Friends of Upper Macungie Parks and Recreation, Inc. fund balance (as of June 30)

**\$24,881.81**

Jocelyn inquired whether Friends has checks. Lynn said this amount includes the Movies sponsorships. Katie reminded the Recreation Board that approximately \$2,000 of that amount was raised by last year's 5K and should be put toward the Township's construction expenses for the splash park. Lynn asked Katie if Katie could send a breakdown of the 5K profits to Lynn; Katie will do so.

Park and Grant updates

Dean introduced Jason Schweyer from KCE, who will be working with Dean and Eric on Township park projects.

#### *Greenways*

Dean said Eric will talk about the letters we got regarding our grant applications. Eric called to find out what we could do to improve it. All contributions to parks count as support. They don't have to be specific to that project. Lynn asked if this includes what we receive from corporations. Dean said that we could include those donations. Eric asked Lynn if she could send him a list of these contributions by Monday; she agreed to do so. These are rejection letters for 2015 applications but we can amend the 2016 application for Breinigsville Park West and the loop road at Grange Road Park. Dean said the Township was denied Act 13 grants from marcellus shale fracking money. This is why we apply for multiple grants for the same things. We applied to DNCR also. Act 13 tends to be for infrastructure grants.

Jason said a biologist found a toad habitat in the work area for the Breinigsville water and sewer line project. The toads hibernate in winter so we can begin construction in November. This project has been bid and awarded. Dean said initially the Township involved the Lehigh County Authority. They wanted us to run a water line in the state road. There were public utility concerns.

Jason reminded the Recreation Board that the splash park project is out for bid. They had a pre-bid meeting on Wednesday. Two bidders attended. The Township and engineers got feedback from them. There was a snag on getting plans approved by DCNR. The Township will let this bid period lapse, and rebid in a few weeks.

Jason also mentioned that a National Park Service modification allows us to do the parking lot expansion. The Township is coordinating with the Department of Environmental Protection and PPL. They are working with PPL because the expansion is below some power lines.

Jason met with Dave Kentner, Sean Gill, and others about putting in basketball courts. This project is probably about a year away. There will not be any lighting on the courts. Lynn asked if this was spurred by Sports Fest. She heard that they are considering moving from Cedar Beech Park.

#### Community Center Feasibility Study

Dean met with the Steering Committee on Tuesday. They went through the study to determine if there's capacity to support a community center. There were some comments made that we need to change the final results. The key is the stakeholders to push this forward. Programming is very important to make it work. The committee is going to meet again in August and will be back to the Recreation Board next month. The Recreation Board will review the study and make a recommendation to the Board of Supervisors. April requested that there be an indoor track. Dean said that is on the wish list.

Updates from Lynn: none.

**PUBLIC COMMENT:** none.

#### **ADJOURNMENT**

A motion was made at 8:58 PM by Katie and seconded by Jocelyn to adjourn the meeting, and all were in agreement. Next month's meeting is scheduled for August 25, 2016 at 7:00 PM at the Township building.

April Navarra, Vice Chair  
UMT Parks and Recreation Board