

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

The monthly meeting* of the Upper Macungie Township Recreation Board was held on November 17, 2016 at the Upper Macungie Township building. The following Recreation Board members were present: Vice Chair, April Navarra; Secretary, Katie Shade; and Karla Trumbauer. Also present at the meeting: Recreation and Events Coordinator, Lynn Pigliacampi; and Jason Schweyer from Keystone Consulting Engineers.

April called the work session to order at 7:15 PM. She asked all present to join her in the Pledge of Allegiance to the Flag of the United States of America.

PUBLIC COMMENT: none.

REPORTS

Community Programs Scheduled

Adult Volleyball

This program runs until March 2017 at Fogelsville Elementary School's gym on Tuesday evenings from 8:00 to 10:00 PM.

Adult Basketball

This program concluded on November 10. The program was held at Jaindl Elementary School's gym on Thursday evenings from 6:30 to 8:30 PM.

Recognition Dinner

This event was held on the evening of November 9 at Independent Park. Karla apologized for not attending. Lynn said the event was good. Den Barr (Disc Golf), Brian Bleam (Tennis), and Rich Kiser (Volleyball) came. The Pennsylvania German instructor couldn't attend. Lynn described the event as a casual thank you to our volunteers. Next year she will plan a meal and present costs to the Board of Supervisors.

Lauri Moore

This program was held on November 10 at Independent Park, beginning at 6:30 PM. Fifty people registered, most prepaid. There was \$705 in total income. Ms. Moore's fee is \$350. The Township received \$355 in revenue. Lynn is working with Ms. Moore to schedule dates for next year.

Hunter/Trapper Course

This program was held on November 13 at Independent Park from 9:00 AM to 4:00 PM. 60 registrants attended. Lynn is working on dates for next year. She will have a new contact because the current instructor is retiring. The Game Commission budget was cut, so they can do only one class a year. Lynn thinks we might have enough interest for a second class though.

* There was not a quorum at this meeting. The meeting became a work session.

Holiday Show

This event will be held on December 2 at Independent Park from 6:00 to 8:00 PM. Sixty-two people are registered. This event is capped at 100 people. That covers the cost. The performer charges a \$350 fee. Lynn requested help with at the registration table and with concessions. Barry and Katie have agreed to play their respective parts again this year. Lynn needs to get a giveaway. Katie suggested that we check on the expiration date on the Craisins from last year.

Kids' Noon Year's Eve

This event will be held on December 31 at Independent Park from 11:00 AM to 2:00 PM. Lynn said it is hard to get organizations to participate because of the holiday. She is researching easy games and craft activities like party hats and rain sticks. A face painter and DJ are booked; each charged over \$300. Upper Macungie Township Fire and the Upper Macungie Township Police Department will be there with activities and other giveaways. Lynn is ordering decorations using funds from the Recreation fund. Dunkin Donuts has a community cruiser that Lynn is trying to get. Lynn also reached out to some other companies. The Board suggested many additional businesses and performers to contact. Lynn informed the Board that she submitted a request for a donation to Crayola and received four boxes of coloring books, crayons, and markers. Those items can be used as giveaways or as activities at the event. Lynn has a cart on Amazon and Oriental Trading dedicated to items she intends to purchase for this event. She will email the Board with updated information.

Comedy Show

This program will be held on January 13 at Independent Park, beginning at 7:00 PM. Lynn received a flyer from Wisecrackers that needs to be revised. It had the incorrect address. Her contact with the group was busy, but they will revise it and send a new version. Lynn made a flyer for the website and Facebook.

Hippity Hoppity Show

This program will be held on March 3 at Independent Park from 6:00 to 8:00 PM. Seven people have registered for this event. Lynn said these registrations came in almost as soon as the newsletter went out. Many of these families also registered for the Holiday Show at the same time.

PA German Class

This program will run from April 24 to June 5, 2017 at Independent Park on Monday evenings from 7:00 to 8:30 PM. This will fall outside of the spring newsletter. Lynn and the instructor will promote. This is the same registration fee per person as before.

Tennis

This program will be held in spring 2017 at Blue Barn and Ricky Parks. Dates and times are to be determined.

Junior Golf

The dates for this program in summer 2017 are to be determined. This program will be held at Independent Park.

5K

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

Movies in the Park

This event will be held on June 9 at Lone Lane Park, on July 7 at Breinigsville Park, and on August 4 at Grange Road Park. Pre-movie activities begin at 7:00 PM each night. Lynn wants to choose movies soon but wasn't sent the new movie list yet. "Pete's Dragon" will be one, but we will pick the other two.

Barktoberfest

This event will be held in October 7, 2017 (rain date October 8) at Upper Macungie Park from 11:00 AM to 3:00 PM.

Proposed/New

Volleyball tournament

The entire Board will discuss this event at its next meeting.

Kite Day

Katie explained that she recently received an email from her contact at Pocono Kite Symphony asking whether we are still interested in having this event. Katie replied earlier this week, saying that we are still interested, introducing Lynn, and asking if the contact could come down to view our two possible locations. She had not yet received a response.

Pickleball Opening Day

The Township is planning this event for spring 2017 at Blue Barn and Ricky Parks. Lynn will talk to Bret Spangler, who currently coordinates pickleball games at our parks. The Board will discuss this event further in early 2017.

UNFINISHED BUSINESS

Splash park fees and rules: no updates.

Small games of chance license

April continues to research this and will report to the Board at a future meeting.

NEW BUSINESS: none.

OTHER BUSINESS

Independent Park Community Center rental and building update

In November 2016, there were nine rentals totaling \$5,065. In November 2015, there were eight rentals totaling \$3,575. Lynn explained that the Township increased the rental fees so that each rental is a greater fee. This is the alternative to having more rentals that cost the Township more in staff time for clean-up.

Upper Macungie Township Recreation fund balance **\$1,611,936.71**

Friends of Upper Macungie Parks and Recreation, Inc. fund balance **\$25,466.48**

Park and Grant updates

Jason reported that the Township did not get two grants for the Breinigsville Park West improvements and Grange Road Park road improvements. They would've been funded by marcellus shale revenue. Recreation projects are not usually funded by that revenue stream.

Jason also informed the Board that the splash park project is now out to bid. Four firms attended the pre-bid meeting on Wednesday. The bids are due by November 30. DCNR will review the bids. We are looking to go before the Board of Supervisors for approval in January. The bid materials say that the project must be completed by May 12. This gives the Township time to test, operate, and prepare for Memorial Day weekend. Katie asked if we will have a splash park opening day. Lynn said we will have some sort of event. Karla suggested that the Township should share construction updates on the website and/or Facebook.

The Township is proceeding with work at Breinigsville Park West and the Haasan Creek floodway.

Community Center updates

Lynn meets regularly with Supervisors Jim Brunell and Sean Gill, Scott Faust, and Dean to keep it moving. Dean is getting quotes from the Graber company to price out square footage of the shell and then the interior. Karla asked if we got information on costs from other community centers. Lynn confirmed that we have that information. Katie asked what would be next for the steering committee. Lynn believes the next step for the steering committee is to publicizing the committee.

Updates from Lynn

After many months of waiting, Lynn started her software training. She will be able to text attendees if there is a weather concern for events.

Karla sent Lynn a t-shirt quote. Lynn believes EBC Printing may be our best bet for shirts. Lynn asked if the Board would be interested in getting long-sleeve shirts. April suggested getting collared shirts. Lynn said Dan Olpere initially wanted us to get collared shirts. He wants the staff at Independent to look more professional.

Upcoming meetings

Lynn said that if people don't want or can't attend the tentative December 15 meeting, we could work by email. Katie asked if it has been advertised. Lynn will check with Ashley Godshall, the Township Secretary.

Katie distributed a calendar of meeting and event dates for next year. Again, the Board will have to consider whether it will meet in December 2017 between the holidays. Lynn informed the Board that the fireworks are July 1. Karla suggested scheduling the meeting earlier in December 2017 now and canceling later if we find we don't need it. Katie will send the calendar to the Recreation Board.

PUBLIC COMMENT: none.

ADJOURNMENT

April proposed that the Board wrap up for the night and all were in agreement. Next month's meeting is tentatively scheduled for December 15, 2016 at 7:00 PM at the Township building.

April Navarra, Vice Chair
UMT Parks and Recreation Board