

**UPPER MACUNGIE TOWNSHIP
PARKS AND RECREATION BOARD
Monthly Meeting Minutes
January 2018**

The monthly meeting for the Upper Macungie Township Recreation Board was held on January 18, 2018 at the Upper Macungie Township Building. The following Recreation Board members were present: Karla Trumbauer, Dave Kentner, Katie Shade, Bret Spangler, Andrea Russell. Also present at the meeting: Recreation and Events Coordinator, Lynn Pigiacampi-Matula, Jim Soltis, and Deb Soltis. Jen Szukics and April Navarra were absent. Brian Kresge was absent due to facilitating the basketball program.

Dave called the meeting to order at 7:04 PM. He asked all present to join him in the Pledge of Allegiance to the Flag of the United States of America.

MINUTES

Bret motioned to approve the October and November minutes, Katie seconded. All approved.

PUBLIC COMMENT

None

ANNUAL REORGANIZATION

- Bret nominated Andrea as vice-chair, Katie seconded- all voted Andrea Russell as Vice-Chairperson
- Bret nominated Katie as chair, Andrea seconded- all voted Katie Shade as Chairperson
- All voted for Karla to remain as secretary- all voted Karla Trumbauer as Secretary

REPORTS

Community Programs

- **Program Dates 2018-** Lynn is scheduling programs so dates are ready for the Spring Newsletter
- **Splash Park Opening Day-** Parks officially open in April, so most likely that will be when Public Works begins to open and test the Splash Park. Public Works will need to provide a date of expected opening to Lynn, so the Rec Board can plan an "Opening Day."
 - **The Rec. Board asks that the BOS:**
 - Review the previous recommendations by the Rec Board and approvals that the BOS previously voted on since time has passed.
 - This is to ensure that by **March**, all is complete or decided on to open the splash park properly. Ex: (rules, fees, swipe card, cameras, fencing, proper permitting...)
- **Movies in the Park-** 2018 dates were chosen
 - June 8 at Lone Lane
 - July 13 at Breinigsville Park
 - August 10 at Grange Park
 - Lynn will send list of ideas or movies before next meeting
- **Barktoberfest 2018** – October 13, 2018

**UPPER MACUNGIE TOWNSHIP
PARKS AND RECREATION BOARD
Monthly Meeting Minutes
January 2018**

- **Kids Noon Year's Eve Wrap Up-**
 - Options for 2018 are Saturday before (12/29), Sunday (12/30), Monday (12/31).
 - Andrea suggested sending Thank You note/basket to fire department regarding their help with this past year's event.
 - Over 275 kids attended based on giveaways (multiply that by parents)
 - Kona donation was VERY well received, and location in game room was great
 - \$750 in donations in addition to Crayola donations (prizes, supplies)
 - \$908.93 in expenses (less than last year) – included DJ, face painter, decorations, giveaways, concession supplies
 - \$236 in concession revenue
 - **\$77.07 still remaining- This means we will be able to continue to have this event be free for those attending and for vendors!**
 - Option for 2018 – have nearly everything in the garage. There might be issues with- protecting fire equipment, wanting to have at least one truck for display, but if the trucks are outside, then the weather is a factor. We would then have games in the main room along with concessions. Balloon drop will be in the garage, and we plan for it to be bigger regardless.
 - Option for 2018 – move time up to 10:30-1:30 rather than 11-2. After the balloon drop, most people leave. Andrea and Bret suggested even cutting shorter – all agreed 10:30-1 would be more appropriate.
 - Karla suggested making bags in advance to hand out with Bingo/New Years Resolutions/giveaways, and hand out as part of registration to speed things up and/or need multiple tables, potentially provide some kind of map?
 - Lynn agreed, and was looking at bags to get as a giveaway for 2018.

Unfinished Business

- **Farmer's Market** – Darren Martocci is recommending ordinance to exempt township from zoning restrictions at public hearing prior to next BOS meeting. Once that's approved, we would make recommendation around leasing. Darren will provide detailed needs to Lynn after vote at February meeting. We need to pull together preliminary information around our bid requirements as soon as possible. We would need to identify what we want sold, specifications, dates, expectations of revenue, insurance requirements, minimum lease required, background checks. Our recommendation should include why we are doing this, what the cost will be, and comparison to cost/revenue in other areas.
- **Giveaways, display purchases** –Need to let Lynn know what display purchases Friends is willing to donate towards. Lynn purchased pens with logos, and looking into two other giveaways to purchase for this year. Dave K. suggested Lynn send him the quote for a bag giveaway, he may have a cheaper price. Lynn also looking at T-shirts for the board.
- **Friends Donation Projects/Structure** – Lynn has checks ready to be signed, however, there were changes to the designations of the donated money, and she want to double check it is noted correctly. Friends needs to decide what to do with the remaining donation amount- new designation. Lynn has been asked to help further organize Friends- all members getting their signing ability, amending the Friends by-laws further separating the township from Friends (Andrew), scheduling an annual meeting

**UPPER MACUNGIE TOWNSHIP
PARKS AND RECREATION BOARD
Monthly Meeting Minutes
January 2018**

- **Tree Donation** – no discussion - need more information from Sean; Jason said a proposed plan was provided on potential locations (Grange).

New Business

- **Photo Scavenger Hunt** – Would consist of “challenges” for residents to complete like “take a picture of yourself at Grange Park.” Everyone is in agreement that we should do this but will wait to vote for more information.
 - Rules would state that UMT is allowed to use the pictures people post/submit for this program. Avoids permission issues.
 - Bret and Karla suggested that we should have the township set up Instagram and Twitter accounts, and those should be used for this program. Lynn will relay this request
 - Recommendation that winners will be contacted via social media only, because when they post pictures, they only have a username attached, not a real name.
 - Dates and prizes will be determined later
 - Katie will finalize recommendation prior to issue briefing
- **Recreation Board Terms** – the BOS voted in recent Rec. Board members and notes will be in the February BOS minutes.
- **Community Center** – Lynn has received permission to set up capital campaign presentations. Board prefers they are scheduled close together (same night or same week).
- **Agenda Items**- Bret recommended a change in how we review programs and suggested Lynn provide report information in advance of meeting, board reviews in advance and addresses questions and unfinished/new business at meetings to allow for better use of time. We will try to do this for next month’s meeting.

Other Business –

- **Independent Park Community Center rental update** – December 2017 - 10 bookings - \$5360 (December 2016 had 5 bookings \$2740)
 - **Best December so far according to Lynn**
- **Upper Macungie Township Recreation fund balance** - \$1,485,232.59
- **Friends of Upper Macungie Parks and Recreation, Inc. fund balance** – \$28,215.06
- **Park and Grant updates** – None

Public Comment – None

ADJOURNMENT

A motion was made at 8:26PM by Bret and seconded by Katie to adjourn the meeting, and all were in agreement. February’s meeting will be held on 2/15 at 7pm.

Katie Shade, Chairman

UMT Parks and Recreation Board