

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

The monthly meeting for the Upper Macungie Township Recreation Board was held on February 15, 2018 at the Upper Macungie Township Building. The following Recreation Board members were present: Karla Trumbauer, Dave Kentner, Katie Shade, Bret Spangler, Andrea Russell, and April Navarra. Also present at the meeting: Recreation and Events Coordinator, Lynn Pigliacampi-Matula. Jim Soltis, Deb Soltis, Jen Szukics were absent.

Katie 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 January minutes, Andrea seconded. All approved.

**PUBLIC COMMENT**

Dax attended to discuss the next steps for Trexlertown Farmer’s Market and the bid process for leasing space at the park. Lynn explained we will detail the specific requirements, which will be determined by the Recreation Board. Dax questioned the sale of closed container alcoholic beverages, since it’s currently allowed (no open container allowed). Lynn indicated that no alcohol consumption is allowed but will need to check on rules around closed container. Dax indicated that if this wasn’t allowed, it wouldn’t be a show-stopper issue. He also indicated that he expects to continue year-round and will be bidding for that. He would like to keep the same day and seasonality but would like some flexibility around time of day based on attendance patterns.

The recreation board will provide specific requirements to Lynn and Darren (including location), they will work together to draft the request, and the board will review prior to sending out. Dax also asked about the lease term, and the board agreed that we would agree to consider a term longer than 1 year, given the potential impact on the business, the growers, and customers. Dave and Karla inquired about if there is a standard template for creating the bid.

Dave asked if there was a concern about potentially moving location in the park. Dax indicated that once the market is established in the park for a period of time, there is less of a concern with the specific location in the park.

Lynn will work with Darren to draft a bid request, with feedback on requirements from the Rec Board for review and hopefully finalization next meeting.

**REPORTS**

Community Programs

- Lynn asked if Karla is willing to volunteer for pick-up volleyball on certain dates (will send dates)
- Movie suggestions:
  - Sandlot – Lone Lane
  - Coco - Breinigsville
  - Jumanji 2017 – Grange
- Program updates

Pickleball Flex League	Continuous	Blue Barn Park	Wed. 4pm, Sundays 9am
Pick-Up Indoor Volleyball	Sept 12-March 27	Fogelsville Elem	Tues 8-10pm
Pick-Up Basketball	March 30- June 8	Jaindl Elementary	6:30pm-8:30pm
Splash Park Opening Day	TBD	Grange Park	<b>TBD</b>
Pick-Up Volleyball	June 17- August 12	Rt. 100 Park	Sundays 6:00 PM- 8:00PM

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Tennis (3 sessions)	May 7- June 6 June 18-July 18 July 30 – Aug 29	Blue Barn and Ricky Parks	Days/Times per class
July 4 <sup>th</sup> Fireworks	July 7	Breinigsville Park	3pm activities start
Junior Golf (2 sessions)	June 18- July 11 July 16 - Aug. 8	Independent Park	Mon./Wed. 9-11:30am Mon./Wed. 9-11:30am
5K	spring 2018	Lone Lane Park	9:00 AM – 12:00 PM
Movies in the Park	June 8	Lone Lane Park	7:00 PM
Movies in the Park	July 13	Breinigsville Park	7:00 PM
Movies in the Park	August 10	Grange Road Park	7:00 PM
Get Prepared Parkland	Sept 29	Lone Lane Park	11:00AM – 3:00PM
Barktoberfest	October 13, 2018	Upper Macungie Park	11:00 AM – 3:00 PM
Hunter/Trapper	November TBD		
Lauri Moore	November TBD		
Kids' Noon Year's Eve	12/31/18 is a Monday	TBD	Times TBD 10:30-1:30?

Unfinished Business

- **Photo Scavenger Hunt** – discussed in January. Friends will donate a maximum of \$500 for prizes but will also solicit donations. Bret motioned to approve this, Karla seconded, all approved.
  - If approved, contest will run May 15 – July 15; winner announced on or about Aug 1 via social media.
- **Board Vacancies** – Lynn will ask to mention board vacancies (all) on Facebook, no invited applicants attended meeting. There are 2 vacancies
- **Bylaws update** – Katie will complete updates, needs to be approved by Board of Supervisors
- **Giveaways, display purchases** –Need to let Lynn know if we want township to purchase items, or if we want to donate from Friends. Lynn will also send proposed t-shirt design to board.
- **Friends Donation Projects/Structure** – Annual meeting with be after the next Rec Board meeting (March 15). Lynn and Andrew are updating by-laws. The board has agreed to authorize Karla Trumbauer and Bret Spangler to be members of Friends of Upper Macungie, and to have signing authority for payments. \$4073 donated to Grange Park trails and splash park.
- **Tree Donation** – no discussion - need more information from Sean.

New Business

- **Recreation Board Terms** – Lynn will send spreadsheet.
- **Community Center** – Lynn is working to schedule capital campaign meetings; expect these will be sometime in the next 2-3 weeks.
- Andrea suggested reaching out to the Parkland web site and Parkland press for additional advertising. Parkland is having a job fair that includes volunteer organization on March 1 (8am-2pm). Brett (and perhaps Katie) indicated that he would be willing to attend the job fair.

Other Business:

- Independent Park Community Center rental update-
  - January 2018- 5 bookings, \$2,425.00, 1 of which was no charge
  - January 2017- 5 bookings, \$2,845.00

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- Upper Macungie Township Recreation fund balance- \$1,451,023.25
- Friends of Upper Macungie Parks and Recreation, Inc. fund balance – \$24,611.79
  - January 2018 - 5 bookings - \$2425, 1 of which was no charge (January 2017 had 5 bookings \$2845)
- Upper Macungie Township Recreation fund balance - \$1,451,023.25
- Friends of Upper Macungie Parks and Recreation, Inc. fund balance – \$24,611.79
- **Park and Grant updates** – None
- **Chairman updates** – Reiterated the importance of attending meetings, check child abuse clearances, hand in financial agreement. We will be creating a phone list, email your phone number to Katie. Katie also suggested that we should review and potentially amend park rules, but Lynn indicated we should identify what should be legally made an ordinance.
- The bylaws will be updated to reflect current practices and understanding as well as some grammatical errors. Additionally, there will be an attendance provision added to the bylaws.
- Bret suggested setting up a share drive for sharing documents. Lynn indicated that there is a standard process to do this underway and will let us know how to proceed.

**Public Comment** – None

**ADJOURNMENT**

A motion was made at 9:11PM by Bret and seconded by Karla to adjourn the meeting, and all were in agreement. March's meeting will be held on 3/15 at 7pm.

Katie Shade, Chairman

UMT Parks and Recreation Board