

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

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

The meeting was not officially called to order due to the fact that there was not a quorum until after 8pm. A working meeting was held until April arrived.

**MINUTES**

Bret motioned to approve the February minutes (after editing “he” to “she”), Katie seconded. All approved.

**PUBLIC COMMENT**

Dilia Coppedge from The Nanny Loft. Dilia has a background in child protective services. She indicated that she identified a need for respite care (Nanny Loft Foundation). She was at the recent Parkland job fair and met nearly 100 people interested in babysitting. Dilia will also be having classes at Sweet & Sassy, in Bethlehem, and would like to also have a class in Upper Macungie. The theory behind Safe Sitter was to teach basic lifesaving skills to care takers/sitters. There is a ratio of 8 students per teacher. There will be 7 instructors as of 5/5 (when Safe Sitter would be instructing Dilia and other instructors). Safe Sitter would like classes to start within 90 days. This would also be good for older siblings as well. The curriculum is 5-6.5 hours. It includes an intro to CPR/First Aid, hazards, business management, interviewing skills. Everyone is cleared, drug tested, CPR certified. has supported Movies in the Park for a few years now as a participant of pre-movie activities. She is finishing up a certification in this class and would like to teach it this summer in the meeting room of Independent Park.

- It would be several Saturday mornings 8:30am-3:30pm in June and July (I believe); would like to hold classes quarterly. Dilia is flexible on the day. Bret suggested potentially doing a weekday as well, in case people are away or busy on weekends.
- Geared toward ages 11-14; but interested in doing older children – would likely have two different age classes
- Cost - \$40-50; includes book/bag/flashlight/basic first aid/sitting ideas
- Safe sitter also has a scholarship program for lower income students if needed. Dilia would like to also sponsor 1 out of every 50 students through the foundation or via fundraising.
- There are upfront insurance and licensing costs the Dilia would also need to address.

Lynn indicated that the meeting room is adequate size, and even if there is an evening event, we could still hold the class earlier in the day. Bret asked about potentially using the pavilions, but Safe Sitter requires an enclosed, safe building.

**REPORTS**

Community Programs

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- Brian will no longer be able to facilitate pick-up basketball and need someone else taking this on. Lynn will ask if someone from SPYA can do this.
- Parkland resource fair is 5/5, we need volunteers from Rec Board. Lynn Registered us
- Family fishing won't have a date in the newsletter because of their staffing, PA Fish & Boat cannot schedule a date until closer to July.
- Need to pick dates for Lemonade in the Parks:

Unfinished Business

- **Photo Scavenger Hunt** – Friends will donate a maximum of \$500 for prizes but will also solicit donations. This will run May 15 – July 15; winner announced on or about Aug 1. Need to finalize briefing and have Andrew review rules.
- **Board Vacancies** – Lynn posted on Facebook, no applicants attended this meeting. There are 3 vacancies (Brian, Jen, Stephanie).
- **Bylaws update** – Katie completed draft updates, needs to be approved by Board of Supervisors
- **Giveaways, display purchases** – Need to choose giveaways and purchase.
- **Friends Donation Projects/Structure** – Annual meeting will 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.
- **Tree Donation** – no discussion - need more information from Sean. – carried over from last meeting
- **Issue Briefing Template** – Lynn recommended new format based on feedback. If there is a program that we need additional information/answers on, we need to get that to Bob and get issues resolved prior to requesting approval.
- **Farmer's Market Bid** – We need to provide bulleted list of our requirements and restrictions to Darren
- **Community Center/Feasibility Study** – Lynn is working to schedule capital campaign meetings; expect these will be sometime in the next 2-3 weeks. The board was asked to review/approve the final feasibility plan. Andrea motioned to approve and recommend the feasibility study to the Supervisors, Katie seconded – All approved.

New Business

- New Program discussion – Lynn had sent an email to the board about new suggested programs:
  - **Safe Sitter Class**: This would be through the Nanny Loft. Would like to use Independent Park. Instructor would be certified to teach. We would co-sponsor this. Because we may not have dates in time for the next newsletter, Lynn could put a “coming soon” in the newsletter. Lynn will see what dates are available in May, June, July, Aug. Bret motioned to approve having Safe Sitter as a program pending availability of dates in May, June, July, August in Independent Park, with the potential to continue indefinitely. Katie seconded, all approved. All agreed there wouldn't be a standard fee,

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but if the class does well, we would request a donation to friends. There would be no cost, as Rec Board members will volunteer to open/close building.

- **DIY Workshops at Independent Park:** Run by a resident; the Rec Boar was interested in more information about these programs. Lynn will get additional information on cost and offerings.
- **Mommy and Baby workout/Yoga Class at Grange Park:** Fees could be an issue with this, and it could set a bad precedent for other businesses because it is a chain type business. Rec board was not interested in following up on this program.

Other Business –

- Independent Park Community Center rental update –
  - February 2018 - 6 bookings - \$3,125.00
  - February 2017- 3 bookings \$1,240.00
- Upper Macungie Township Recreation fund balance - \$1,439,832.75
- 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 asked about additional advertising on the site or social media. In the past, Andrea suggested reaching out to the Parkland web site and Parkland press for additional advertising. We would need to submit an official request to the BOS to create a presence on Twitter – include research on who else has twitter and how it would be used. Lynn will continue to post on facebook and our website, but will increase posts slightly.

**Public Comment** – None

**ADJOURNMENT**

A motion was made at 9:19PM by Karla and seconded by April to adjourn the meeting, and all were in agreement. April's meeting will be held on 4/19 at 7pm.

Katie Shade, Chairman

UMT Parks and Recreation Board