

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

The monthly meeting for the Upper Macungie Township Recreation Board was held on August 16, 2018 at the Upper Macungie Township Building. The following Recreation Board members were present: Karla Trumbauer, Bret Spangler, Andrea Russell, April Navarra, Matthew Bernard. Also present at the meeting: Recreation and Events Coordinator, Lynn Pigliacampi-Matula, Jim Soltis, and Deb Soltis. Dave Kentner, Katie Shade, Wes Schlauch, Gwen McCurdy were absent.

Public attendees were: Dave Keppel/Steve Walck – Parkland School District

The meeting was called to order at 7:09 PM by Andrea Russell. She invited all present to join her in the Pledge of Allegiance.

MINUTES

Bret motioned to approve the July minutes, Andrea seconded – all approved.

PUBLIC COMMENT

Introductions of all attendees were done for the benefit of guests and new board members. April raised the point about bike trails, and there was discussion that this was discussed during the township planning meeting. Lynn mentioned there may be some grant money available specifically to connect trails.

Dave Keppel/Steve Walck were invited to improve coordination between the Rec Board and PSD. Dave spoke about the new elementary school, which is intended to be a “community school” with a lot of usable space for activities and sports. The school is specifically be designed so community spaces (gym, cafeteria) can be used by the community outside of school hours. Ground breaking was today, with construction completing spring of 2020.

Steve coordinates all activities with outside groups using the facilities. For scheduling any of the facilities, we should contact Steve. He will then send a Facilities Usage Request form back and will check for availability and certificates of insurance (Certificate of insurance is required for every request). We would need to identify a main contact point for all activities in cases of inclement weather or emergencies. Custodians are in the buildings until 11pm Mon-Fri, and in winter months on Saturdays until 4pm. Regarding insurance, Lynn can help coordinate – the school district ends up being named as an insured party.

Dave asked if we run summer camps and could potentially utilize schools for those or any programs we may need a facility. He also indicated that if there is ever a grounds issue or something needs to be addressed at one of the schools, we should just contact him or Steve. Steve will verify that everything is taken care of for fall volleyball and basketball.

REPORTS

Community Programs

- **Pickleball** – Bret indicated there was about 18 people attending on Wednesday. Interest is definitely growing.
- **Lemonade in the Parks** – Karla and Katie, Lynn and Jim will be at August
- **Tennis** – Had 26 registrants; \$9,495.00 total, UMT gets 20% \$1,899.00
- **Movies in the Park** – Rescheduled for 24th – Katie, Wes, Lynn – potentially Andrea

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- **Photo Scavenger Hunt** – Lynn has web page ready to go and FB posts. Prizes – pavilion rental, splash park pass, certificate to Bear Creek, Vynecrest, other restaurant or grocery store, etc. Lynn will reach out to past sponsors for additional prizes.
- **Basketball** – 9/13-11/29 – Thurs 6:30-8:30 @ Jandl – Jarell Bobb
- **Volleyball** – 9/18-4/30 – Tues 8-10 @ Fogelsville – Dan Aherns
- **Get Prepared Parkland** – 9/29 – will have a tent
- **Barktoberfest** – starting to ramp up
- **Hunter/Trapper** – confirmed they can do November 18 @ Independent Park
- **Laurie Moore** – 11/8 @ Independent Park
- **Holiday Show** – will be scheduled; going back to Giggle Magic – may be on a Thursday
- **Kids Noon Year’s Eve** – Will likely do Sunday 12/30 – Lynn will check date with fire company
- **National Night Out** – fairly well attended; Lynn took splash park forms/payments
- **Splash park** - last day of operation 9/16

Unfinished Business

- **Farmers’ Market bid** – Approved by BOS; need an update from Darren on next steps
- **Safe Sitter** – Lynn is working on fall dates with Dilia; will also be in fall newsletter
- **Friends Structure** – Had a meeting to review bylaws and amend as needed. Talked about restructuring; decided on minimum of 5 and maximum of 9 people – 2 Rec Bd members only (1 to act as liaison between groups), 1 Supv, Twp Mgr attends as non-voting member, other members of public. \$1000 threshold for expenditures without formal meeting. Liaison will maintain report of expenditure requests. April will send minutes from meeting. Next meeting on 9/24.
- **Capital Campaign** – Have been calling people to set up informational interview appointments with firm. Consultant would also like to interview Rec Bd members. Next week is the last week of interviews. Also had discussion around how additional education is needed around how the center would be for all ages, not just youth athletics. April suggested getting something made to put up at events for people to view/ask questions/etc.
- Suggestion- The township needs to update the pamphlets for the township parks. – Lynn will look into this
- Potential new program/event suggestion – Paint-a-rock event – suggested by Krissi – *no discussion this month*

New Business

- AEDs in the parks – Might be better to have a portable one that we bring to events, but not necessary to have a permanent one in each park. May require a donation
- Little free libraries – this could be a scout project; also potential for pair this with food donation drop-off
- Small park grants (discussed briefly last month) – no discussion

Other Business –

- Independent Park Community Center rental update –
 - July 2018- 12 bookings, \$6,255.00 (2 no charge)
 - July 2017- 11 bookings, \$6,485.00

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- Pavilion Rental –
 - July 2018- 45 bookings, \$5,275.00
 - July 2017- 46 bookings, \$5,200.00
- Upper Macungie Township Recreation fund balance - \$1,368,941.23
- Friends of Upper Macungie Parks and Recreation, Inc. fund balance – \$33,653.87
- **Park and Grant updates** – None
- **Chairman updates** – None
- **Other** – April suggested looking back at old programs and potentially resurrecting some that were popular.

Public Comment – None

ADJOURNMENT

A motion was made at 9:09PM by Karla and seconded by Bret to adjourn the meeting, and all were in agreement. September's meeting will be held on 9/20 at 7pm at the Upper Macungie Township Building.

Andrea Russell, Vice-Chairman

UMT Parks and Recreation Board