

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

The monthly meeting for the Upper Macungie Township Recreation Board was held on October 18, 2018 at the Upper Macungie Township building. Recreation Board members Katie Shade, Andrea Russell, Matthew Bernard, Gwen McCurdy, April Navarra, and Wes Schlauch were present. Recreation Board members Karla Trumbauer, Dave Kentner, and Bret Spangler were not present. Also present at the meeting were Parks Team Leader, Jim Soltis; Recreation and Events Coordinator, Lynn Pigliacampi; and resident Michele Rhoades.

Katie called the meeting to order at 7:01 p.m. She asked all present to join her in the Pledge of Allegiance to the Flag of the United States of America.

**MINUTES**

A motion was made by Katie and seconded by Gwen to approve the September 2018 meeting minutes. All were in favor.

April, Gwen, and Matthew have not received the special meeting minutes. Katie will email them to the entire Board for review before the November meeting.

**PUBLIC COMMENT**

Michele Rhoades, Trainer/Co-founder of Passion for Paws Dog Training presented a new event. Passion for Paws used Route 100 park for trainings and usually attends Barktoberfest. She has 17 years of experience in dog training. They specialize in shelter and rescue dogs; most employees have been pet fosters. They do not turn anyone away. She sees that people are unsure what to do at dog parks. This event could raise some money for our dog parks. She is proposing a dog park training day for next year. Passion for Paws would go over commands and offer help and support to owners. She recommends a minimal charge to fundraise for the dog parks. Passion for Paws would also conduct the American Kennel Club's canine good citizen test for each dog. This test normally costs \$10 per dog; it would be free on day of event. This is a 10-part test a dog's friendliness towards people and other dogs. Passion for Paws would also instruct on the proper way to break up a dog fight and proper dog behavior at the park, as well as danger signs. She would be interested in offering this at Grange Park as well. Each event would have 5-8 instructors with no maximum attendance. The Recreation Board suggested having several time slots to spread out attendance. Michele envisions this event on a Saturday or Sunday afternoon, 1 hour to start. She would be willing to offer another session if the first is successful. She offered a similar session at Wetherly dog park, a smaller venue than Upper Macungie Township. This event would evaluate the dogs and train the people to handle and recognize warning signs in their dogs. Passion for Paws' staff could possibly stay later if there are people who need more help. Passion for Paws require proof of vaccination for rabies and distemper for each participating dog. The dogs would not be allowed to interact. The owners must maintain safe distances of a few feet apart. Passion for Paws polices that because they frequently deal with aggressive dogs. Passion for Paws staff would be there early to guide everyone. There would be no age limit on the dogs. Their classes normally cost \$200 for 6 weeks; a private home lesson is \$50. Upper Macungie Township could charge a

nominal fee and the owners will be getting a deal. Passion for Paws wants to host this outside the dog park, near the pavilions at Upper Macungie (Route 100) Park. The dogs must be on their leashes the whole time. Passion for Paws will have 1-2 of their staff's dogs there for demonstrations. There would be no advance registration information about the dogs required. While Passion for Paws has no "magic dust" for dog training, they would be showing the possibility of good behavior. Attendees could then enroll in a Passion for Paws class to further training. Upper Macungie Township could advertise on Facebook and/or the attendees could just show up and pay at the door. Upper Macungie Township and Passion for Paws would need registration for the vaccination records on the day of. They may need audio equipment; Lynn will look into this. She believes the Township may have some equipment available. April suggested using EventBrite for advertising and online registration. There might be an organization fee to use EventBrite. Katie noted that if this is a fundraiser for the dog parks, we might need to know what the dog parks need. The Recreation Board mentioned grass, fencing, and water fountains. Passion for Paws will need to submit a Certificate of Insurance naming Upper Macungie Township as an additional insured. Lynn had calls about dog park issues, not many but a few over the years. April thought the proposed program would be unique and that the Township should do it. Gwen noted concerns about the weather.

Andrea moved to recommend that the Township work with Michele from Passion for Paws to set up a dog park training for 2019. April seconded. All in favor. Will contact Michele to see if she'd be willing to handle registration.

## REPORTS

### Community Programs Scheduled

The *Pickleball Flex League* is held at Blue Barn Park on Wednesdays at 4 p.m. and on Sundays at 9 a.m. Play through the winter.

The *Photo Scavenger Hunt* concluded on October 15. The Recreation Board discussed offering ski passes, local wine and/or grape juice, a pavilion rental, and gift cards to area businesses. Lynn recently requested \$400 petty cash from Friends for event decorations that could also be used for Photo Scavenger Hunt prizes. Lynn will check on the hashtag #UMTparkpics tomorrow and let the Recreation Board know how many people participated.

*Pick-Up Indoor Basketball* runs until November 29 at Jaindl Elementary School on Thursdays from 6:30 to 8:30 p.m. LP summarized an update from Jarrel. Everything seems to be going well. People who had played before are returning to the program.

*Pick-Up Indoor Volleyball* continues until April 30 at Fogelsville Elementary School on Tuesdays from 8:00 to 10:00 p.m. According to Lynn, this program also seems to be going well.

*Get Prepared Parkland* was held on September 29 at Lone Lane Park from 11:00 a.m. to 3:00 p.m. It was very windy. We gave away a lot of materials and sunglasses.

*Barktoberfest* was held on the rain date, Sunday, October 14, at Upper Macungie Route 100 Park from 11:00 a.m. to 3:00 p.m. Friends received \$540 from vendors and \$2020 from sponsors. Some of the sponsors also donated goods. Jim and Deb Soltis got the décor from Segan's Bloomin' Haus, Weis, and Giant. Grim's will no longer support Township events. Weis will provide food with more notice. Saturday was too wet for parking, so the date was changed. Unfortunately, the rain date is never the same. We lose vendors and attendance may be lower if it is on the rain date. We had ample prizes for pet parade contest entries. 47 dogs registered for the pet parade; up to 100 people walked with their dogs. Winners' pictures are on the website. The total revenue was \$2,022. Lynn thinks Barktoberfest could be a fundraiser for the dog parks. April and Andrea said that's how it started. If Barktoberfest will be a fundraiser, we'll have to pick projects to support: grass, Grange small dog areas, obstacles.

The Recreation Board will participate in *UMT Fire Station 56's Open House* on Sunday, October 21 from 12:00 to 3:00 p.m. Volunteers have signed up on SignUpGenius. Wes will volunteer from 1:00 to 2:00 p.m. This event will be inside so we don't need the tent. Jim will bring the banner to Lynn tomorrow. Katie will stop by the Township building tomorrow to get the banner, materials, and giveaways from Lynn.

*Lauri Moore* will entertain residents on Thursday, November 8 at Independent Park from 7:00 p.m. to 8:30 p.m. April asked if we should we try to sell concessions. Deb and Andrea said it didn't work in the past. There are currently 20 registrants. Lauri is just doing one event in the fall now. That might help attendance. Katie volunteered and Deb will be there.

The annual *Holiday Show* will be on Friday, December 7 at Independent Park at 6:00 p.m. Katie will not be available for her usual role this year. Tracy Adams may serve as the Elf. We'll do a SignUpGenius for volunteers and baked goods. Katie will loan her tree and decorations as long as they will be secured before and after the event.

*Kids' Noon Year's Eve* will be held on Sunday, December 30 at Goodwill Fire Co. #25 in Trexlertown from 10:30 a.m. to 1:30 p.m. This is becoming easier to get vendors because it's a big event. There is no vendor fee. Instead, the vendors have to entertain attendees with games, etc. at their tables. Lynn suggested getting a food vendor instead of concessions. Concessions was a nice fundraiser but it's a lot of work. Deb likes doing it. Deb noted that we need a lot of food to start, so that we do not run out and have to send someone out to the grocery store like last year. Lynn is also working on getting sponsorships. The Recreation Board discussed how to handle the nearby road construction. Matthew thinks there will be enough parking for this indoor event, even though the construction equipment takes up some of the parking lot. Lynn has reserved the space and is working with Linda Gorr to schedule time before the event for decorating. Katie also thinks attendance may be down because this event isn't on New Year's Eve.

A *Hunter Trapper* course will be taught on February 17, 2019 at Independent Park from 8:30 a.m. - 4:00 p.m.

Proposed/New: none.

## **UNFINISHED BUSINESS**

### Farmers' Market bid submission process update

Lynn sent the Recreation Board an email today about this. Andrea confirmed that we are very close to posting and advertising the bid requirements. She ran into Dax on Saturday. He has no clue where we are in the process. Lynn will update him but she was trying to confirm that we're very close before updating him. When Lynn updates him, she will explain that some things changed because they had to. Lynn showed the Recreation Board a map of the new area. April asked if that is a paved area. Deb said that it is. The Recreation Board also discussed whether it should be changed from 501(c)(3)s to any nonprofit. Katie said a nonprofit that is not a 501(c)(3) will still have official, filed documentation. Bruce, the Township Finance Director, said the bid needs to be advertised for a reasonable amount of time. That can be as little as 1 week. Katie and Andrea both agreed that 2 weeks seemed reasonable. We asked what the bidders will gain by us requiring the bidders to be a nonprofit. Andrea explained that the vendors make money; the entity of the market itself would be the nonprofit because people can't make money in the parks. Lynn said that once out for bid and advertised, we can contact Dax directly.

**NEW BUSINESS:** none.

## **OTHER BUSINESS**

### Independent Park Community Center rental and building update

In *September 2018*, there were 12 bookings, with rental fees totaling \$5,250.00. There were 2 library events this month. We do not charge for those bookings. Basically, it depends on what the rentals are for and the length of the rental. For example, Lynn explained, that you could have a few weddings in one month but weddings are more expensive.

A year ago in *September 2017*, there were 5 bookings. Rental fees totaled \$4,145.00.

### Pavilion rental update

In *September 2018*, there were 39 bookings, with rental fees totaling \$4,175.00.

A year ago in *September 2017*, there were 48 bookings. Rental fees totaled \$5,825.00.

### Upper Macungie Township Recreation fund balance

**\$759,229.96**

Katie inquired what came out of this fund. She recalled that the last balance she saw was over \$1,000,000. She thought the difference could be from the Community Center site work. Lynn also thought it might have been from the fees for Convergent for the feasibility study.

### Friends of Upper Macungie Parks and Recreation, Inc. fund balance

**\$33,064.87**

This amount includes \$1,945.00 in outstanding payments made to vendors for services at four Township events.

Park and Grant updates: none.

Community Center

Katie is working on the Issue Briefing from October 1 meeting. She offered to send it out with the October 1 minutes. The Recreation Board asked her to do that.

Updates from the Recreation and Events Coordinator: none.

Updates from the Recreation Board officers

The Recreation Board seems to like the convenience of SignUpGenius. We will continue to use it for future events. Matthew asked how much it costs. Katie said it's a free service.

Matthew completed the Recreation Board phone list. Katie will send this by email.

The Recreation Board briefly discussed a Board member's absences. The Board decided to contact the member directly before pursuing any further action.

April emailed Katie last week about whether we will meet on December 20. Katie asked Lynn to find out what was advertised, as she could not find anything on the website or in a quick look through the November 2017 and January 2018 minutes. Even if this meeting is scheduled, the Recreation Board may cancel it if preparations for Kids' Noon Year's Eve are going well.

**PUBLIC COMMENT:** none.

**ADJOURNMENT**

A motion was made at 8:24 p.m. by Katie and seconded by April to adjourn the meeting, and all were in agreement. Next month's meeting is scheduled for November 15, 2018 at 7:00 PM at the Township building.

Katie M. Shade, Chairperson  
UMT Parks and Recreation Board