

**UPPER MACUNGIE TOWNSHIP
PARKS AND RECREATION BOARD
Monthly Meeting Minutes
July 2019**

The monthly meeting for the Upper Macungie Township Recreation Board was held on Thursday, July 18, 2019 at the Upper Macungie Township building. The following Recreation Board members were present: Katie Shade; Andrea Russell; Matthew Bernard; Dave Kentner; Gwen McCurdy; April Navarra; Wes Schlauch; and Bret Spangler. Also present at the meeting were Recreation and Events Coordinator, Lynn Matula; and pickleball instructor Dottie Kelly. Recreation Board member Karla Trumbauer and Jim Soltis, Parks Team Leader, were absent.

Katie called the meeting to order at 7:02 PM. She asked all present to join her in the Pledge of Allegiance to the Flag of the United States of America.

A motion was made by Bret and seconded by Andrea to approve the June meeting minutes. All were in favor.

PUBLIC COMMENT

Dottie Kelly, Pickleball instructor.

Bret asked her to come to this meeting. Dottie teaches lessons in many places. She feels it's important that people start playing properly. She would charge \$5 per person for 1.5 hours with 4-5 people maximum per session. She expects to receive \$20-25 total per session. She provides balls and a ball machine. She has insurance and provided a copy of her Certificate of Insurance to the Recreation Board. She would prefer to instruct in Blue Barn Park because Grange Park's new courts will be popular. She would possibly agree to teach at Grange at an off-time. She recently purchased \$200 of balls, a \$750 ball machine, a \$250 remote for the ball machine, and paddles. She is a Certified Professional Pickleball Registry Instructor after completing a 9-hour course. Bret thinks that new players might be overwhelmed at Grange where there will be more advanced players on the courts. For Dottie, she would be available to instruct at Blue Barn anytime except 3:00 - 5:00 pm, and she could instruct on weekdays and weekends. (She is also a racquetball instructor.) She doesn't want to take a court from people who want to play. Players schedule the lessons with her. She wants to keep it affordable but provide equipment. The ball machine doesn't really break the balls, but she needed 100-200 balls to start. She believes the ball machine is safer for beginners because it shoots the ball at the same spot every time and the players would not have to run as far to hit the ball. Dottie would be open to volunteering and has done so in other municipalities or for other organizations. Dottie is another contact for lessons. She wouldn't do any advertising except for volunteer opportunities. There is interest among players to advance their game. She works occasionally with Marty McClain, who is another pickleball instructor and a retired gym teacher at Dieruff. Her instruction would be for all ages. Dottie would be willing to get child abuse clearance, which the Township requires. In addition, Dottie has references if the Recreation Board needs them, including City of Allentown Parks and Recreation and the Allentown YMCA. She knows Bret through pickleball and has known Gwen for many years.

Matthew had no issue with the proposal. He thought it seems great. Lynn agreed, and added that this program should be under the UMT Rec. umbrella held partially on the Grange courts. Bret reported that there is an intimidation factor for beginners seeing/playing with more advanced players. He agreed with Dottie that the true beginners could learn at Blue Barn Park.

But overall, he thought this program would be better at Grange where there will be 12 courts that can accommodate 48 people. Dottie will only use 1 court for instruction. Bret expressed slight concern that there are no side fences at Grange. Side fences would help the beginners. Lynn suggested netting as a possible (temporary) solution. Bret believes the Board of Supervisors is waiting for a large donation to purchase the side fencing. Andrea stated that Dottie has a list of players who want lessons. Andrea noted that Dottie (and Chuck Thomas) want to do their own thing in our parks. This could be our next step forward. Andrea wondered how the Recreation Board will approach it. Lynn proposed allowing Dottie autonomy but having these offerings as Recreation programs with a few stipulations. Andrea asked the Recreation Board how to structure this to allow it. Dave thought the Recreation Board is jumping the gun. He proposed introducing pickleball as a sport and as a program and increasing the fee to \$6. Lynn thought it would be helpful to have instruction at Grange to showcase the program and the new courts. She also thought that players will understand that there will be a court in use for instruction while others can be used for games. Dave asked Bret how many people have equipment. Bret said most players, except for the people Dottie teaches. Dave thought pickleball will be popular and that it will need to be controlled. Lynn asked if the players be upset if there's instruction? Bret said no, they would not. Lynn and Bret suggested that there should be registration reporting from Dottie. Lynn said the Township could ask for 1 or 2 set days and times of instruction to advertise, and Dottie can still schedule other groups whenever she likes. April asked if court rental could be online like the pavilion rentals. April noted that pickleball and tennis require reservations elsewhere. If there is great demand, the Township has to regulate it somehow. Lynn said that the Township is working on fees for group reservations and tournaments, and court reservations will be organized. Bret said that most of the pickleball games are pick-up currently. More advanced players tend to group together and go certain places. Allowing free, first come first serve, open drop in play is the best way for the courts to function on a daily basis. Bret mentioned at Grange, you could expect 72 people, to be able to rotate in for doubles play.

Bret has been posting pictures of the courts at Grange to the Lehigh Valley Pickleball Facebook page. Bret showed the Recreation Board a picture of the courts and will send the pictures to Lynn. Lynn asked Bret's opinion on going with Dottie as an instructor vs other instructor options. Bret said there were a couple he would recommend who had different strengths, Dottie would be one of them. Katie inquired when will the courts be ready. Lynn said weather depending, a week because lines still need to be painted. Bret estimated there are 3 days of painting still to be done. The concrete is cured and can be coated soon.

Andrea suggested that a counterproposal/contract for Dottie would be necessary with lessons through the Township, registrations, and basic reporting. Lynn agreed, we just need to specify to Dottie what we would like to see as far as structure for the program. There was discussion about the fee. The Recreation Board could increase the fee or help to purchase equipment. Bret further suggested that the term of the counterproposal be 1 year or 6 months. Katie thought the Recreation Board could increase the existing fee in succeeding years. According to Bret, Dottie is teaching a lot of lessons already. Wes thought that if she needs to play on Township courts, the Township needs some contribution for usage and maintenance of courts. Lynn mentioned this program would not be revenue generator at \$5/person for 1.5 hours, and that tournaments could be a source for revenue to put towards court maintenance. April asked for the instructor split the Township uses for other programs. Lynn said it is 80% and 20% for tennis. April wondered why the Township would use the split for one program and not for others? April and Gwen want the Township to be consistent. Several members discussed the difference between programs and how it needs to be on a case by case basis. This would not be a program to take 80% percent of, it would be a service. April questioned if it was

allowing someone to profit. The low cost of the program was the reasoning for not asking for a split. Lynn mentioned that some programs recreation offers are services, and we should not expect revenue. Any instruction that occurs needs to be clear that it is sanctioned by UMT so that others do not start teaching and charging on the courts. red, it's the paid part that makes it a problem. There was discussion about keep others from instruction and charging on the courts. Lynn said that if Dottie is there instructing, there should be some signage noting that it is a Township sanctioned program.

The Recreation Board discussed terms for a counterproposal to Dottie Kelly:

- This would be a trial for 2019, and the Recreation Board will reconsider this program in 6 months or in February 2020;
- Dottie will obtain her Pennsylvania child abuse clearance and provide a copy to the Township.
- Dottie will select certain days and times for lessons that will be advertised by the Township;
- Dottie will report registration information about players to the Township on at least monthly basis; Lynn and Dottie would discuss the best method
- All players or their parents/guardians will sign a waiver (existing waivers will be reviewed for use.
- Pickleball instruction will be considered a program under UMT Recreation.

Lynn said Dottie could still have some flexibility.

April asked how many pickleball courts are there at Blue Barn. Bret said Dottie would use 1 court at either Blue Barn or Grange.

Bret informed the Recreation Board that United States Pickleball Association (USPA) requires certain amounts of insurance for tournaments, which the Township may not have.

Katie moved to recommend a counter-proposal to Dottie Kelly that would include:

- Pickleball instruction by Dottie Kelly for the remainder of 2019, with certain days and times to be set aside for sessions to be advertised by the Township;
- It be considered a UMT Recreational Program
- Reconsideration of this program by the Recreation Board in February 2020;
- Reporting to the Township via registration sheets;
- Signing of waivers by the players as required by the Township solicitor (this could be combined with a registration sheet); and
- Ms. Kelly's obtainment of a Pennsylvania child abuse clearance and providing of same to the Township.

Gwen seconded. This motion passed by a vote of 7-0-1.

*Katie amended her motion to include any stipulations Lynn recorded in her notes.

These include; registration tracking, program under UMT Rec. Umbrella, 1 or 2 set days and times to advertise lessons, child abuse clearance, Rec. Board will not increase price or take any percentage of \$5, participants will sign a waiver (the existing ones will be reviewed).

REPORTS

Community Programs Scheduled

Pick-Up Pickleball is ongoing through fall at Blue Barn Park on Wednesdays at 4:00 pm and Sundays at 9:00 am. Lynn told the Recreation Board to check out the courts at Grange.

Disc Golf is ongoing at Upper Macungie (Rt. 100) Park.

Session II of the UMT *Tennis* program concluded on July 17. There were 42 registrants. Session III will be held from August 5 until September 9 at Blue Barn and Ricky Parks. This program is held at various times. To date, the Township has received \$4,180 in registrations.

Sangriafest was held at Grange Park on June 8. Katie informed the Recreation Board that the Board of Supervisors requested a follow-up presentation from ArtsQuest. Lynn is scheduling this.

The *Photo Scavenger Hunt* continues until October 31.

The Village of Breinigsville Independence Day Fireworks Spectacular was held on July 6 at Breinigsville Park. Activities began at 3:00 pm. Katie suggested that the Township might want to host some sort of activities earlier in the day next year, perhaps on the upper field.

"Hotel Transylvania 3" was shown as one of the *Movies in the Park* at Breinigsville Park on July 12, 2019. Pre-movie activities began at 7:00 pm. There was a good attendance and good volunteers. The giveaways, specifically the tattoos and the bug repellent wipes, were a hit. "Mary Poppins Returns," the final movie for 2019, will be shown on August 9 at Grange Park after the pre-movie activities, which will start at 7:00 pm. The Township received \$8,100 in sponsorships for the three movies, which covers all expenses (\$7,472).

Lemonade in the Parks will be held on July 20, 2019 at Lone Lane Park from 11:00 am to 12:30 pm and from 5:30 - 7:00 pm on August 15 before the Recreation Board meeting at Grange Park. Katie sent out a Sign Up Genius last night for both upcoming Lemonade in the Parks events. Andrea and Katie volunteered for Saturday. There are no events, just a pavilion rental. Lynn has everything prepared for Katie and Andrea.

National Night Out, hosted by the Upper Macungie Township Police Department, will be held on August 6, 2019 at Lone Lane Park from 5:00 to 8:00 pm.

Get Prepared Parkland will be held on September 14, 2019 at Parkland High School from 11:00 am to 3:00 pm.

Barktoberfest is scheduled for Saturday, October 12, 2019 (rain date Sunday, October 13) at Upper Macungie (Rt. 100) Park from 11:00 am to 3:00 pm.

Psychic medium *Lauri Moore* will entertain residents on an evening in November 2019 at the Township building from 7:00 to 8:30 pm.

The *Holiday Show* will be held in December 2019 at the Township building.

Kids' Noon Year's Eve will again be held at Trexlertown Fire Company, Station 25. Lynn is talking with Linda Gorr about the possible dates of Sunday, December 29 or Tuesday, December 31. Andrea believed many parents are off from work. Lynn stated that either date works for staff, its facility availability and what date will get the best attendance. Matthew thought more people will be working. Andrea concurred, noting that vendors might also be working. Lynn stated that it is usually difficult to get vendors for New Year's Eve day, so 012/29 might be easier. Wes suggested changing the event's name, that the Township should drop "Eve" from the name. The Recreation Board felt 12/29 was the best date choice. Lynn will work with Linda Gorr.

The *Hunter Trapper* course taught by the Pennsylvania Fish & Game Commission will be offered in February 2020 at the Township building.

Proposed/New

Zentangle class

Lynn is working on finalizing a date for this program. It will be ready for the fall newsletter. This will be held at the Township building. The instructor preferred that anyway.

Mindful Outdoor Experience

Katie emailed the Recreation Board Chuck Thomas's response to her email from a few weeks ago. She thinks this might be a time to use the Township's Special Event Permit. Chuck never intended this to be a program; he wants the appropriate permission to have it. Katie read an email from Karla, who was absent from this meeting:

I think it would be good to still be a "township" program. It's something unique and mindfulness is starting to really pick up in popularity. Even if we don't charge for the first one to see how it goes, structuring it that way at least covers us going forward to charge. If we could get Chuck to commit to a certain amount if the first one is received well, I think it would be a great addition to our other programs.

Lynn will send Chuck the Special Event Permit application.

UNFINISHED BUSINESS

- Issue Briefings for Friends donation requests

Lynn informed the Recreation Board that Friends met again recently. They have requested suggestions from the Board. Lynn proposed the fountain that is not currently part of the budget for the Ricky Park wetlands project. She briefly described the differences between a solar fountain and an AC powered fountain, both of which are options for that project. The Recreation Board took no action on this matter.

- Social Media accounts

Bret believes the Township should have a Twitter account. Andrea thinks the Township should have an Instagram account. April likes the idea of an e-newsletter. The Recreation Board will also repurpose the 5K facebook page to formally use it for Recreation posts. Andrea and

Katie have been posting Recreation information on that page periodically for several years. Bret proposed that all potential posts be voted on by the Recreation Board via email before posting. Andrea said that may not be possible if the Board is at an event like Movies in the Park. The Board agreed that posts from events could be deemed acceptable.

Andrea moves to propose that Township Recreation can have UMT Parks and Recreation social media accounts, using current sites like Twitter and Instagram, accessed by 2-3 members of the Recreation Board. Matthew seconded. This motion passed by a vote of 8-0-0.

NEW BUSINESS: none.

OTHER BUSINESS

Pavilion rental and building update

In June 2019, there were 68 bookings, totaling \$8,975.00. Three bookings were no charges. In June 2018, there were 57 bookings, totaling \$5,625.00.

Upper Macungie Township Recreation fund balance (from May 2019) **\$1,654,802.98**

Friends of Upper Macungie Parks and Recreation, Inc. fund balance **\$33,828.87**

Park and Grant updates: none.

Community Center

Katie reported that at the Board of Supervisors meeting, it was stated that the Land Development plan probably will be filed in August. Lynn added that Bob is meeting with the Lehigh Valley Community Fund next week. After that account is established, the Township can sign the Convergent contract.

Updates from Lynn: none.

Officer Report

- Ricky Park wetlands meeting

Katie and Lynn attended this meeting. Lynn previously discussed the fountain. Katie will send the Recreation Board her notes from this meeting.

- July BOS meeting

Katie will send the Recreation Board her notes from this meeting.

- August 2019 Recreation Board meeting

The August Recreation Board meeting will be held at Grange Park, not at the Township building. There will be Lemonade in the Parks immediately before the meeting, as previously stated. Katie will be out of town.

- Disc Golf at Lone Lane Park

Andrea recently spoke with Den Barr, who helped to extend the disc golf course at Upper Macungie (Rt. 100) Park. He has new ideas for the wooded area at Lone Lane.

PUBLIC COMMENT: none.

ADJOURNMENT

A motion was made at 8:57 PM by Bret and seconded by Andrea to adjourn the meeting, and all were in agreement. Next month's meeting is scheduled for Thursday, August 15, 2019 at 7:00 pm at Grange Park.

Katie Shade, Chairperson
UMT Parks and Recreation Board