

**UPPER MACUNGIE TOWNSHIP
PARKS AND RECREATION BOARD
Monthly Meeting Minutes
November 2017**

The monthly meeting for the Upper Macungie Township Recreation Board was held on October 26, 2017 at the Independent Park Community Center. The following Recreation Board members were present: Karla Trumbauer, Andrea Russell, Stephanie Rauch-Mannino, Brian Kresge. Also present at the meeting: Recreation and Events Coordinator, Lynn Pigliacampi-Matula, Jim Soltis, Deb Soltis, Dean Haas and Jason Schweyer from Keystone Consulting Engineers, and Darren Martocci. Jen Szukics, Dave Kentner, Katie Shade, April Navarra, and Bret Spangler were absent.

Karla called the meeting to order at 7:08 PM. She asked all present to join her in the Pledge of Allegiance to the Flag of the United States of America.

MINUTES

No approval of minutes due to absences. Karla will update minutes to reflect that Brian is absent due to running basketball programs.

PUBLIC COMMENT

None

REPORTS

Community Programs Scheduled

- **Basketball** – got a big turnout; kids program starting
- **Lauri Moore** – 35 attended; came out \$175 ahead - \$525 less \$350 fee; don't think we need to do this twice per year
- **Holiday Show** – 24 registrants so far, usually get people signing up at the last minute. Rice Krispy treats – Karla, cookies – Katie, cookies/brownies – Deb, popcorn, hot chocolate/water/soda – Jim; Andrea can also donate cocoa.
- **Kids Noon Year's Eve** – will be 12/31 at Trexlertown Fire Station. We have 7 vendors so far, plus all fire companies. Lynn will verify that all fire companies are aware. Will use the same balloon drop mechanism as last year. Lynn suggested that we should look at doing Saturday going forward to increase the potential for vendors.

Unfinished Business

- **Farmer's Market** – Darren Martocci. Grange is in the R2 zoning, which means commercial is not allowed. However, Darren is proposing an amendment to the zoning ordinance to allow for exemption from the zoning for approved things in partnership with the township – will NOT deal with sell/trade of lands. To fit in zoning, we could section the park and lease areas for specific things. To move forward with the Farmer's Market, we would need to go through a sealed bid process with public notice. We would need to be very specific around what the scope would be, and would need to spell out expected time frame and any other requirements. Darren recommends identifying 3 areas of land for potential to lease. We need to identify what we want sold, specifications, dates, expectations of revenue, insurance requirements, minimum lease required, background checks. Depending on \$\$ amount, we could potentially get verbal quotes, rather than sealed bids. Our recommendation should include why we are doing this, what the cost will be, and comparison to cost/revenue in other areas. We should have something prepared for the Feb BOS meeting with an issue briefing and asking to have it be put out for bid, which would allow us to award by April.

**UPPER MACUNGIE TOWNSHIP
PARKS AND RECREATION BOARD
Monthly Meeting Minutes
November 2017**

- **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** – Katie sent the amount that was earmarked from the 5k. Lynn is determining next steps. Lynn is looking into getting presentations (potentially as a public meeting) from potential companies to run a capital campaign, which could potentially be a donation from Friends.
- **Tree Donation** – no discussion - need more information from Sean; Jason said a proposed plan was provided on potential locations (Grange).

New Business

- No new business

Other Business –

- Independent Park Community Center rental update – November 2017 - 6 bookings - \$3975
- Upper Macungie Township Recreation fund balance - \$1,552,006.29
- Friends of Upper Macungie Parks and Recreation, Inc. fund balance – \$31,117.06
- **Park and Grant updates** – Hearing back from Treevitalize grant. Looking for promises of volunteerism to assist with maintenance of the trees. Lynn will send more information. There was discussion around making this a community event, perhaps centered around Earth Day.

Public Comment – None

ADJOURNMENT

A motion was made at 8:04PM by Stephanie and seconded by Andrea to adjourn the meeting, and all were in agreement. December's meeting will be cancelled.

David Kentner, Chairman

UMT Parks and Recreation Board