

**UPPER MACUNGIE TOWNSHIP
PARKS AND RECREATION BOARD
Monthly Meeting Minutes
September 2016**

The monthly meeting for the Upper Macungie Township Recreation Board was held on September 29, 2016 at the Upper Macungie Township building. The following Recreation Board members were present: Chairman, Dave Kentner; Vice Chair, April Navarra; Secretary, Katie Shade; Jim Adams; Brian Kresge; Stephanie Rauch-Mannino; Andrea Russell; and Karla Trumbauer. Also present at the meeting: Supervisor Sean Gill; Parks Team Leader, Jim Soltis; Recreation and Events Coordinator, Lynn Pigliacampi; and Dean Haas and Jason Schweyer from Keystone Consulting Engineers.

Dave called the meeting to order at 7:13 PM. He asked all present to join him in the Pledge of Allegiance to the Flag of the United States of America.

A motion was made by Andrea and seconded by Karla to approve the August 2016 meeting minutes. All were in favor.

PUBLIC COMMENT: none

REPORTS

Community Programs Scheduled

Tennis

This program concluded on September 12. It was held at Ricky and Blue Barn Parks at various times for Pee-Wees, Juniors, and Adults. Lynn will inform instructor of the new 25-75 split. The Recreation Board talked about the split before; Supervisors and Dan Olpere like this ratio. We had been giving him everything. Andrea asked how Lynn thought the instructor would react to this change. Lynn said she already talked to him so he is aware it might change. He is still getting the majority and could raise prices.

Adult Volleyball

This program runs from September 2016 until March 2017 at Fogelsville Elementary School's gym on Tuesday evenings from 8:00 to 10:00 PM.

Jocelyn volunteered to assist Rich Kiser but she cannot attend every week. Dave can help also.

Adult Basketball

This program began tonight and runs through November 10 at Jaindl Elementary School's gym on Thursday evenings from 6:30 to 8:30 PM. There have been no problems with this program.

Recognition Dinner

This event will be held in November 9 at Independent Park. This date is blocked. Katie will update the date on the agenda.

Barktoberfest

This event will be held on October 8 (rain date October 9) at Upper Macungie Park from 11:00 AM to 3:00 PM. Lynn secured 55 vendors, who contributed \$2,540. They keep registering at the last minute. Some vendors are animal rescues for which there is no registration fee. There are nine monetary sponsors that contributed \$4,050. We received donated goods and decorations from Grim's and Deer Park, and gift baskets from Texas Roadhouse. The Township Parks employees pick up and return the decorations. All sponsors are listed on the banner. The banner is up at Upper Macungie Park. The solar sign is not, as it is currently being used to advertise electronic recycling at Grange this weekend. Lynn is looking for volunteers. Mostly, she needs help in the morning to direct vendors. It would be nice to have people at the Recreation Board table and at the Pet Parade table. April and Karla will help. Vendors can set-up at 8:30. Lynn will be there earlier. Dave will volunteer early if he is not working. Steph and Katie can be there early too. If volunteering early, Lynn asked the Recreation Board to get there by 7:30 or 8:00.

Lauri Moore

This event will be held on November 10 at Independent Park, beginning at 6:30 PM. Lynn updated the webpage and registration form.

Hunter/Trapper Course

This event will be held on November 13 at Independent Park from 9:00 AM to 4:00 PM. Lynn updated the webpage and registration form.

Holiday Show

This event will be held on December 2 at Independent Park from 6:00 to 8:00 PM. Lynn updated the webpage and registration form.

Kids' Noon Year's Eve

This event will be held on December 31 at Independent Park from 11:00 AM to 2:00 PM. The webpage and registration form need to be updated. Lynn submitted a request to Crayola and reached out to children's organizations. She will create a Facebook event. The Township has received \$1,000 in sponsorships. Steph thought that should be enough to cover our expenses. Lynn agreed, saying costs are low. Friends could help. Steph will go to a dollar store to purchase balloons. She asked about a net. April has a net. Lynn can help with decorations. Steph asked if we could provide party hats and noisemakers. We will not be offering lunch; we'll have fruit, bagels, etc. Steph asked if the Board would like to have food trucks outside. Andrea noted that most food trucks need to know they'll be selling enough to make it worth their while. That is difficult at an event for small children. WLEV is overbooked. We need a DJ. Lynn has a DJ booked for Barktoberfest and it is not our usual Barktoberfest DJ. We'll check him out next week. Andrea also has a contact from the school. Steph said we have a budget and can make certain things important. Steph asked if we could provide favors. Lynn suggested waiting to see until what Crayola does. Lynn asked Katie to email Maryann to say we submitted. Lynn said there will be only a Recreation Board table, no registration. April asked if there would be a craft table where the kids can make their own noisemaker. There may be, but we are waiting to see what Crayola does. Legacy Church might bring their bounce house for the meeting room.

Comedy Show

This event will be held on January 13 at Independent Park, beginning at 7:00 PM. Lynn will create a Facebook event for the show. We will sell concessions. The attendees will be 18 and older.

5K

This event will be held in spring 2017 at Lone Lane Park from 9:00 AM to 12:00 PM. Katie expressed concern that we are coming up on the time when we'd really need to start planning. If we had a chair and maybe a larger committee, we could handle the planning more easily. Andrea said that chairing this event is a full-time job. The Board discussed the major expenses: t-shirts, etc. Karla has a connection for t-shirts. Lynn can help with planning if it is smaller like Barktoberfest. We missed the newsletter. Karla doesn't mind helping but doesn't know what to do. The Recreation Board discussed possibly having the race the first week in June before the movie. May is difficult because there are many family events going on. Katie will email the Recreation Board about the planning.

Movies in the Park

These events will be held on June 9, 2017 at Lone Lane Park; on July 7, 2017 at Breinigsville Park; and on August 4, 2017 at Grange Road Park. Pre-movie activities will begin at 7:00 PM each night. We will be showing "Pete's Dragon" because the star is from Allentown. Dan Olpere asked Lynn to look back at spending. She asked the movie company for old invoices. They will be meeting after Barktoberfest about possible cost savings and sponsorship opportunities.

Proposed/New

Volleyball tournament

Kite Day

Everyone got Katie's email. Karla asked whether we have a location like that. Lynn suggested Grange. Dave and Sean said Grange has big powerlines. Sean suggested Independent. Katie had concerns about the club selling its merchandise in the parks since we don't allow businesses to profit from their activities in the parks. Lynn said we had a disc golf vendor so it would make sense to let them sell as well. Sean said that Grange on the other side where the library site is would work. Sean asked when the newsletter will be published. Lynn said it is being published now and again in mid-April. Andrea asked if the Recreation Board should recommend to Board of Supervisors or have Andy from Pocono Kite Symphony come down to look at our venues. Sean said the Board of Supervisors would like a date before approving it. The Recreation Board discussed having the event sometime between April 16, close to Earth Day, and May 14. April suggested sending him a panoramic picture first. Dave would like to have him down to look at our venues. Katie will get him down to look at Independent and ask for the club's availability.

Beach Body

Lynn gets requests for a fitness organization. Karla said it is a multi-level marketing firm. Instructors want to offer free clinics once a week in the parks. Katie asked where they wanted to offer these classes. Lynn told her there is no available indoor space now. Andrea has seen Beach Body tables at vendor fairs. Karla said the instructors receive compensation of a portion of DVD sales and for signing up new instructors. April doesn't know enough about it. The Recreation Board voted on allowing Beach Body instructors to use the parks and this motion failed, 0-6-1.

UNFINISHED BUSINESS

Splash park rules

Fee for non-residents

Fee for groups

Katie keeps these items on the agenda as a reminder.

Lemonade in the parks

Lynn said she's open to getting this program running if anyone wants to do any fall dates.

Small games of chance license

Lynn has the information April sent. April would like to have the license for Barktoberfest. Sean said the Board of Supervisors needs details. April said the cost is \$125. Karla reminded the Recreation Board that we were trying to determine whether bingo was included. April thinks bingo is separate. She has information from her lake house community about profits.

NEW BUSINESS

Meeting at Independent Park

Lynn recalled that some Board members haven't seen it. Jim A. reminded the Recreation Board that any schedule change has to be advertised. Katie said the Recreation Board talked last month about October or we could also do November. Andrea confirmed that Katie was talking about the meeting on October 27th. Karla hasn't seen it yet. Lynn can let her in or she can view it at the Recognition Dinner, as Jim A. suggested.

Discounted rate for non-profit fundraisers at Independent Park

Lynn is getting calls from non-profits about hosting fundraisers at Independent Park. She asked whether the Recreation Board would like to recommend a discounted rate for the minimum rental time of four hours. The non-profit that contacted her recently is raising money for a young autistic girl to get a comfort animal. Upper Macungie Township staff rents the facility at \$250 for the minimum number of hours. Sean has no issue with this. We had the Darryl Dawkins fundraiser there for \$200 simply to cover the Township's costs. Dave suggested validating their non-profit status. Andrea said if it's a choice between having the facility rented or not rented, she would prefer to rent it. Lynn wouldn't bump any existing reservation for a fundraiser. April asked if this would apply mostly to weekdays or weekends. Lynn said it is mostly rented on weekends.

Steph moved to accept 501(c)(3) organization fundraisers at Independent Park for \$200 for a minimum of four hours. Andrea seconded. All in favor.

OTHER BUSINESS

Independent Park Community Center rental and building update

In September 2016, there were six rentals totaling \$5,870, including two weddings.
In September 2015, there were six rentals totaling \$2,950.

Sean said that we are making enough to cover the electric bill. Lynn said we started making money on two-a-day bookings and then started losing money on staff, cleaning, etc. We aren't allowing two bookings per day anymore.

Upper Macungie Township Recreation fund balance **\$1,611,055.46**

Friends of Upper Macungie Parks and Recreation, Inc. fund balance **\$28,421.48**

This amount includes Barktoberfest expenses which will be deducted soon.

Park and Grant updates

Jason gave updates on several grants and projects in the Township:

- The Township was awarded a grant for water and sewer lines at Breinigsville Park West. This work will begin on November 1. They are also working on pathways at Breinigsville West to connect to Breinigsville Park.
- The Township received a grant for stream diversion at Haasadahl Road. Natural pathways will be created. This is where the dam was lowered. This is a second grant for this area. These grants are 50-50 matching and are good through 2018.
- At Grange, they are working on plans for the western portion with Sean and Scott Faust for lacrosse and soccer fields. There will be an additional parking for the splash park. The tennis courts are now on the other side of the street. Sean said the plan now includes the planting of more trees. Andrea said we need enough space for future kite events and that we should not plant too many trees. Dave asked about the swale. Sean explained the irrigation system. The pumping station will be located by the concession stand. April asked if there will be bocce courts.

Sean asked if the area across from Station 56 is wetlands. Dean said it is a water quality area for Station 56 and the Windermere development. Sean said there are people fishing there. Dean said there were fish there in the original natural pond before we built the water quality area. That was designed for a deep manhole for filling firetrucks or hydro-seeding by landscapers.

Community Center Feasibility Study

Dean presented the Community Center Feasibility Study to the Recreation Board. He began by asking how many people have seen the Community Center Feasibility Study.

- The Board of Supervisors authorized a Phase 1 study for a community center. The team started with going back to the Recreation study adopted as Resolution 2011-6 and

submitted to the Lehigh Valley Planning Commission. There are requirements for a recreation study. The study is a tool for applying for grants and the basis for developer's fees. When Upper Macungie Township started putting the study together, the Township had very little land devoted to recreation, only 15 acres at Timbertown, with projected acquisitions totaling approximately 200 acres. These lands were acquired by different means. The Township filed this plan and an accompanying Capital Improvement Plan (CIP). Dean will provide copies of these documents to those who have not seen them. The Township looked at the goals from the study. Walking activities and a community pool were the most requested facilities.

- Sean got a steering committee together. They advise the Recreation Board. They began work on Phase 1: to determine if the community has a need for indoor recreation facilities. The resulting study is based on national recreation studies of communities of the same size. Upper Macungie Township got a membership that qualifies the Township to access certain data (census, radius, spending habits, etc.) You can tell if there's enough to maintain an indoor community center.
- Dean read the Community Center Mission Statement, which the Recreation Board reviewed a few months ago. The Steering Committee recognized that the programs are very important to move this forward in a manner that will be successful.
- From the existing recreation study, many of the goals, planning processes, and implications will be crossed out. The need for indoor recreation was recognized at Grange Road Park (classified as a community regional park). Since then, the Township created a CIP and applied for and received grants. This study began 2011 and ran until 2016. Roadways, parks, and infrastructure were funded almost 50-50. A municipality has to plan even though it might not get the grants.
- The Steering Committee put together a wish list. The wish list included a pool, a fitness area, and gym(s).
- The Township did a study using its own GIS and other data from the National Recreation and Park Association (NRPA). Upper Macungie Township is at the higher end of income of similar communities. Within a 15-minute drive from the site, the median age is 49.8 and 21.6% exercise 6 hours per week. Within a 10-minute walk, there is a higher average income, and a total of 1,114 people, including 350 between ages of 1 and 14.
- Then the Township's engineers analyzed NRPA data. Many municipalities of this size offer amenities on the wish list. Upper Macungie Township can afford these facilities and there's a demand for it.

Sean said that the most important thing is that we're not guessing. Many municipalities that have community centers may not have as much information.

Looking at the drawing of Grange Road Park Jason showed the Recreation Board, April asked where the community center would be constructed. Andrea said it would be built on the former Parkland Community Library site.

Dean said the Township is ready to proceed with the next phases and coming up with costs. He showed plans for the library plans which were approved by Township and Conservation District. Jason said a DEP Permit costs \$15-20,000 for engineering and takes 6 to 9 months. This permit is good until 2018. The Township is looking at some different options to get some idea about costs.

April asked what the rest of the study involves. Dean said architect selection, sketch plans, programs and fees. April clarified that the next phase would generate more definitive information. Dean said that the last step is design. The Township initially had a permit for the entire 165 acres at Grange. Pennsylvania law changed, and then DEP wanted to look at each piece. The library site permit is different. April asked if there is any room for expansion. Dean said that the system we're looking at can be expanded to the left and right. Andrea asked if we are going with the pole barn idea if we are moving forward with getting an architect. The wind came out of her sails when she heard that phrase. The SPYA building is nice, but the community center needs to be welcoming and have a WOW! factor. Sean mentioned this because of the pole building the owner has on his property, which is nicer than the Bethlehem Township Community Center but not as nice as the one in Montgomeryville. The SPYA building is nice for the \$128,000 spent. The Township hasn't told Dean to do this. The Township wants to get a cost and go from there. Dave said the SPYA building was intended for storage but it mutated into a multi-sport facility. Andrea noted that people judge a book by a cover. April inquired about the durability of a pole building versus other types of construction. Sean said the Recreation Board should recommend phase 2 so Dean can do exactly what April said. Andrea asked for comment from Sean. Sean said the Township has \$3.5 million set aside for something – a pool, fitness, and/or gyms. The Township is not going to recommend the whole \$14.5 million at once. Andrea said it would be hard to operate the individual pieces on their own. She doesn't think the residents would be excited about pieces. Sean said Bethlehem Township has a director and that Lynn's position would likely evolve. Brian asked how the Township is going to cover its costs. An outdoor pool only open 3 months. Dave said someone has to come up with more money. Sean said the Township needs Dean to give us the information. Dean said the program analysis will tell us. Dave said there are pool people and there are non-pool people. Lynn further said there are outdoor and indoor pool people. Andrea thinks 50 meter pools are income generators. Dave thought the Township could also build an ice rink. Sean thanked Dean for answering the Recreation Board's questions.

Dave asked what the Recreation Board needs to approve to get to the next level. Dean said the Recreation Board should accept Phase 1 and recommend to go on with the study.

Dave asked how much time the Township has with the existing library permit. Dean said the Township needs to break ground by 2018.

Karla moved to accept Phase 1 and recommend that the Township proceed with Phase 2 of the Feasibility Study. April seconded. All in favor.

Karla asked what the time frame is, assuming it gets approved. Dean has to check. April asked if it would be a year or a couple months. Dean thought it would take only months.

Updates from Lynn

The fall newsletter has been sent to the printer. The resident map project Lynn was working on has also been sent to the printer.

Steph asked about the softball tournament the Recreation Board recommended last month. Lynn said it was voted down by Board of Supervisors.

PUBLIC COMMENT: none

ADJOURNMENT

A motion was made at 8:47 PM by April and seconded by Dave to adjourn the meeting, and all were in agreement. Next month's meeting is scheduled for October 27, 2016 at 7:00 PM at the Township building.

Dave Kentner, Chairman
UMT Parks and Recreation Board