

**UPPER MACUNGIE TOWNSHIP  
PARKS AND RECREATION BOARD  
Monthly Meeting Minutes  
October 2015**

The monthly meeting for the Upper Macungie Township Recreation Board was held on October 29, 2015 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; and Jocelyn Pattishall. Also present at the meeting: Supervisor, Sean Gill; Recreation and Events Coordinator, Lynn Pigliacampi; and residents Gale Fritsche, Stephanie Fritz, and Kristin Styles.

Dave called the meeting to order at 7:07 pm. He asked all present to join him in the Pledge of Allegiance to the Flag of the United States.

A motion was made by Dave and seconded by Jocelyn to approve the September meeting minutes. All were in favor.

**PUBLIC COMMENT**

Gale Fritsche, Colon Cancer Coalition Tour de Tush

Lynn reminded the Board that this event was already approved. Mr. Fritsche attended to answer any questions the Board might have. The proposed date is June 11, 2016. Everything is ready to go. The venue at Grange Park is on hold. Jocelyn thought we don't take applications until January 1. Mr. Fritsche asked if the fees will be the same. Lynn said that issue is on the agenda. Mr. Fritsche expects 300 participants after this year's successful event with 200 participants. The event raised \$30,000 in 2015. The funds go to seminars and colon cancer test kits for local clinics. They have a reserve that can be used for other colon cancer awareness activities (billboards, grants, etc.). In 2015, they used Grange pavilion #3. Lynn suggested using pavilions 3 and 4 at Grange to accommodate the larger number of people. Those pavilions are next to each other. Mr. Fritsche said that ten participants are already registered already for June. In 2015, the Upper Macungie Township Police Department had a team. Mr. Fritsche said Olympus Corporation is sponsoring in 2016. Lehigh Valley Health Network sponsored in 2015, along with several doctors' offices. They are looking to grow this year. Jocelyn said that we're concerned about the maintenance of the parks and asked that the event stay close to the pavilion. Mr. Fritsche recalled that they had a few tents in June and everyone set up in the parking lot. They set up a 10' tall colon that the bikes rode through at the end before receiving their Tour de Tush medals. Mr. Fritsche said he went through treatments last year. The Colon Cancer Coalition trademarked the name and it will be in 6 cities next year. They've done 3 TV shows, including one on RCN channel 2 to air in December, and 2 radio shows. Jocelyn clarified her earlier statement: the event does not have to stay off the grass; it's that we don't want large trucks, etc. on the grass. Mr. Fritsche said that ten EMS Angels provided services last year. His son is a fireman at Station 56 and arranged UMT fire

police. They had 40 volunteers. Dave asked if there is a rain date. Mr. Fritsche said they would delay the start for high winds and thunderstorms, but not cancel. Sean said they had a lot of people last year.

### Stephanie Fritz and Kristin Styles, Jaindl Elementary PTO Color Run

Ms. Fritz and Ms. Styles presented a Color Run sponsored by the Jaindl Elementary School PTO at Breinigsville Park in the spring of 2016 on a Saturday morning. It would be an untimed fun run. Kids could walk or run through four color stations. They chose Breinigsville because it is close to their school. They spoke with the School District about having it on the school property. The Parkland School District Facilities manager doesn't want to open the school on a Saturday. They thought about offering to cover those costs. But the school doesn't have a track or path; the kids would have to run through parking lot. They have contacts in Northwestern Lehigh School District. Their PTO just hosted a color run event at their recreation complex. Ms. Fritz and Ms. Styles attended the meeting to answer any questions the Board had. The company that they think they will use makes biodegradable, easy to clean colors from cornstarch and a food grade dye. Jim asked how it would be cleaned. Ms. Fritz said it can be cleaned using a leaf blower. If it gets on grass, a hose and one mowing will get rid of the color. Dave asked why couldn't we do one. Jim said Kathy was concerned about the color. Jocelyn reminded the Board that another group moved to Allentown; they were going to bring in fire trucks to clean. Ms. Fritz said this would only be open only to our school of 650 students. They estimated that this first event would have 150 participants. They are fundraising to build an outdoor classroom. April asked if the PTO would do the cleanup. Ms. Fritz replied that they would do because the PTO and parent community are generous about volunteering and doing whatever needs to be done. April asked the length of the color run. Ms. Fritz replied that the event would be just around the trail in Breinigsville Park. Katie said it's close to one third of a mile. Dave asked what date they are proposing. Ms. Fritz said April before baseball starts. Jocelyn said that color on the macadam concerns her and asked if they contacted Lehigh County about using Rodale. Ms. Fritz said a member of our Board is on the Board at the Velodrome. That area is busier, and uses the Rodale parking lot for their events. Dave clarified whether they spoke with the Velodrome or the Lehigh County. They'd have to get permits. They overschedule. SPYA gets complaints. April asked, why they wanted to use Breinigsville. Ms. Fritz said Breinigsville is in the middle of our community. She further stated that the event could be two laps. They can utilize the cones from the school. Ms. Styles said this would be a lower key event for small kids. April suggested that Lone Lane might work too. Dave believes that parents will walk with their kids. April's concern is tracking the dust into a bathroom. Jocelyn stated that even the powder stains. Lynn disagreed, saying it washes out. Ms. Fritz stated that the participants would get t-shirts. They asked other event coordinators about the cleanup. Those coordinators all said it was not hard to clean up, even the one whose event used liquid color. April said this will stain the parked cars. Jocelyn said it could stain the bathroom. Lynn asked if the Board could recommend port-a-potties but she was not sure of the cost. Ms. Styles said that port-a-potties could be logistically hard for little people, their target audience for this event. Sean said Cetronia Elementary had a color run a few years ago. It was a mess at first but a week later, it was

perfectly clean. Dave asked about the school's liability. Ms. Fritz said this is a PTO sponsored event but Parkland School District does the insurance. Something could happen. Katie said that it could, especially with little kids on slippery things on macadam. Ms. Styles suggested April 2nd, 9th or 16th. Ms. Fritz said it takes 7-8 weeks to do the entire program. The company does different events in school to hype up the run. Katie asked if the Board could recommend that they talk to Red. Ms. Fritz said they've talked to him unofficially, but they will walk him again. Dave asked when the Township can take their applications and monies. Lynn said they have to call on January 1. Dave suggested that the Board approve this program, pending that they provide all information to Lynn. April provided Ms. Fritz and Ms. Styles with her phone number because she has ideas to improve their event. Jocelyn suggested that the PTO bring its Certificate of Insurance to the Board of Supervisors meeting next week. Dave thought it was good to try a color run with this age group. Jocelyn wants feedback before the Board book another one. Lynn said the cleanup crew will tell us immediately. Sean suggested a small deposit in case they have to clean the bathrooms. Everyone agreed. Jocelyn suggested that they bring water to clean up. Lynn noted that plastic on the walls may help to prevent a mess. Dave said that he thinks Parkland doesn't want to handle the cleanup. Sean suggested \$200 as a security deposit for cleaning the restrooms.

Jim moved to recommend this event to the Board of Supervisors; Dave seconded. All were in favor.

## **COMMUNITY PROGRAMS SCHEDULED**

### Pennsylvania German classes

This program is held on Monday evenings from 7:00 to 8:30 PM at Independent Park and will conclude on November 9. It is going well. 16 residents registered. The instructor is interested in doing another class in spring one if the Board wants to. He's coming to the Recognition Dinner.

### Adult Volleyball

This program runs until March 29 at Fogelsville Elementary School's gym on Tuesday evenings from 8:00 – 10:00 PM.

### Adult Basketball

This program runs until November 19 at Jaindl Elementary School's gym on Thursday evenings from 6:30 – 8:30 PM.

### Barktoberfest

This event was held on October 10 at Upper Macungie Park from 11:00 AM until 3:00 PM. Lynn asked about having this event at the same time next year – on October 8, 2016. She needs more volunteers. Jocelyn asked Lynn if she needs more help. Lynn is waiting for the slow period for Recreation to hit. She would like to get the new software to have the registration forms online. Jim Soltis is giving Lynn Movies-in-the-Park next year. April asked if it would be on Columbus Day weekend again next year. Dave said it is.

Lynn said SurveyMonkey wanted her to upgrade and wouldn't do what she wanted it to do. However, response to the survey she was able to send was positive. Most people like Upper Macungie Park; they don't like the idea of Grange Park. April said Grange is windy. Dave said keeping it at Upper Macungie Park allowed SPYA to make money on tournaments, which we are donating to the Township. One food vendor broke down and another didn't show. Lynn will request the date from Station 56 to have the Coke wagon there. Station 56 turned it down this year. This year, the Township received \$4,300 total income and had \$683.86 in expenses = \$3,616.14 proceeds. The DJ asked to be moved to a more central location. Sean noted that at some point, we'll need to run water to the Grange dog park.

### Geocaching

This event was held on October 24 at Upper Macungie Park from 10:00 AM to 1 PM. April said this was fun. Lynn reported that all new faces were from the Township. Attendance was fair. April didn't stay until the end. People were scattered. There was a big raffle of caches. Lynn said the instructor emailed other types of events that we could do. We have little to do for these, so Lynn is in favor. April estimated that roughly a dozen participants were there. Lynn said there is no cost for these programs and I post on Facebook. Katie was concerned about repeating a somewhat unpopular program again next year when we could be offering different programs. April said this was the first time she could go. It was cold. She thought that the weather deterred people.

### 5K

This event was held on October 25 at Lone Lane Park from 9:00 AM until 12:00 PM. Katie thanked all of the 5K sponsors, donors, volunteers, committee and Jocelyn for their support and assistance. It went well, but we learned a lot for next year. Katie asked that if any one has feedback, they should let her and Jocelyn know. We made approximately \$4,023 and had 89 participants. That number is not final though. Sean asked if we have the right amount of volunteers. Jocelyn replied that we do for the day of.

### Recreation Board Recognition Dinner

This event will be held on November 4 at Independent Park at 6:00 PM. Lynn sent an invitation. 12 responded to Lynn. April and Jim will be there. Deb Soltis is bringing cake. Jocelyn offered to bring paper products. Lynn asked if the Board would be okay pushing it back a week next year. April said it started from the people from the race getting together. Jocelyn suggested keeping it away from the holidays. Deb and April were talking about doing something else. Jim asked how much pizza costs. Lynn thought we could get ziti instead. April offered to make pasta. Deb offered to pick up pulled pork from Heep's. Jim asked if there is an oven at Independent. Sean replied that there is not and suggested making food and getting fewer pizzas. Andrea will bring a salad; Jocelyn offered to bring a salad as well. Instead, Katie will bring the paper products.

### Adult Painting

This program will be held on November 6 at Independent Park from 6:30 to 8:30 PM. Registrations are low. Jocelyn wishes the painting class was different, like parent-child

instead of adult. Lynn thinks she should've gone with the initial person. Her pricing was right. She's used to coming to community centers. We went with Gravity because Andrea recommended them and they are in the Township. Her website is hard to register on because there are 3 or 4 Sip-and-Paints, so people are not going to pick the one with no alcohol. The painting is fall trees. Cancellation date is Saturday. She requires 12 minimum and 4 are registered right now.

#### Hunter/Trapper Course

This program will be held on November 8 at Independent Park from 9:00 AM to 4:00 PM. 16 residents are registered.

#### Lauri Moore

This program will be held on November 12 at Independent Park from 7:00 to 8:30 PM. 46 are registered. The contract is signed; Lynn found it in Valerie's binders. The Friends check was signed tonight. Lynn asked about offering refreshments.

#### Frosty Holiday Show

This program will be held on December 4 at Independent Park from 6:00 to 8:00 PM. 35 residents are registered. Santa and his elf are coming back. Jocelyn reminded the Board about the Sign-up Genius we used last year for baked goods and that Rich bought candy canes.

#### Barktoberfest

This event will be held on October 8, 2016 at Upper Macungie Park. (See additional discussion above). Katie asked Lynn if she will stick with the same time. Lynn thought she will. Vendors can get there at 8:30.

### **PROPOSED/NEW PROGRAMS**

#### Disc Golf

This program will be held in spring 2016 at Upper Macungie Park. We received the baskets. Lynn believed Jim Soltis may have dug the holes and installed them already.

#### Interior Design

This program will be held at Independent Park. Lynn and the instructor are talking about what classes to offer.

#### Good Shepherd 5K

This event will be held in September 2016 at Lone Lane Park. Lynn reminded the Board that Dave recommended Sundays in September. She asked for the 18th or 25th. Dave said either is fine.

**The Board recommended this event for consideration by the Board of Supervisors.**

### Resume Workshop

This proposed program would be held at Independent Park by one of Lynn's old co-workers. If the Board is interested, Lynn can work out details with her. The cost would be \$50 for one hour or \$100 for 1.5 hours. We could charge around \$10 per person.

The Board recommended this program for consideration by the Board of Supervisors.

### Passion for Paws dog training events

Proposed for the dog parks. Jim asked if you would have to close the dog parks for these programs. Sean suggested using Grange because it's so big.

## **OLD BUSINESS**

### Park rules revisions

Everyone had a chance to review these. Katie read a few of her proposed changes. She will send these to Lynn.

## **NEW BUSINESS**

### Increasing rental fees for pavilions

Lynn reminded the Board that it voted to increase the rental fee for Lone Lane Park last year. Dave said that this was because Lone Lane Park was being used more so we thought we'd start there. Lynn will send out her proposed fee structure.

Jocelyn moved to increase the pavilion rental fees; Katie seconded. All were in favor.

### Independent Park fees

Lynn recommends opening up rental of Independent Park to non-residents and implementing an upcharge for non-residents. Most non-residents just use a resident sponsor. Jim asked if this upcharge would be \$50 or \$100. Lynn said either \$50 or \$100. Lynn is doing research to see where pricing should be. April thought we need to promote it to corporate events. Lynn wants to redo the brochures. The few meetings that we have had asked for better tech equipment. Dave asked if there is an incentive to rent. Katie suggested promoting it to the businesses in nearby Tek Park. The Board was undecided on implementing this additional charge and opening up rental to non-residents.

Lynn proposed an additional fee at Independent if the renters are having alcohol and a fee if the space is being rented immediately preceding or following a holiday.

The Board approved the alcohol fee and holiday rental fee.

There are no updates on the downstairs. Dave asked for the expense to revenue

ratio. Sean said we're way off. The electric bill is approximately \$12,000 annually. Lynn said the staffing cost would be a bigger additional expense. Weddings could use the room if we get the multi-use flooring installed.

## **MONTHLY UPDATES**

### Independent Park Community Center rental and building update

In October 2015, we had 8 bookings totaling \$3,975. In October 2014, we had 4 bookings totaling \$1,490. Sean wants to ask Bruce for a breakdown. Lynn said that a part-time recreation person for the weekend could float to all the parks. Lynn needs to check the switchboard because there is something wrong with the weekend telephone number. It's been forwarding to her voicemail when she is not in the office. Sean said we have an SUV for use by Township employees, which Lynn can use when she has showings.

UMT Recreation fund balance **\$1,586,175.95**

Sean said that's all accounted for in 2016 between the splash park, parking at Grange, repairs to the basketball courts, etc.

Friends of Upper Macungie Parks and Recreation, Inc. fund balance **\$17,527.85**

This includes Barktoberfest but not the 5K. Jim asked if the 5K raised money for any specific projects. Katie said yes, the splash park and memorial walkway at Grange.

Park and Grant updates: **none.**

### Updates from Lynn

- Newsletter "Save the Date"

The newsletter will be coming out earlier in the future. All programs will be listed on the "Save the Date" in each issue. April thought the fall 2015 issue looked nice. Lynn agreed, but thought that it could be more fluid.

**PUBLIC COMMENTS:** **none.**

## **ADJOURNMENT**

A motion was made at 8:50 by Jim and seconded by Katie to adjourn the meeting, and all were in agreement. Next month's meeting is scheduled for November 19, 2015 at 7:00 PM at the Township building.

Dave Kentner, Chairman  
UMT Parks and Recreation Board