

**Macungie Memorial Park  
Board Meeting Minutes  
Tuesday, December 12, 2023  
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**Call to Order:** Kevin Wieder called the meeting to order. Advised the meeting is being recorded.

**Board Attendance:** Kevin Wieder, Fred Wieder, Alan Printz, MaryKate Messler, Barry Bloch, Mike Delong, Liz Young, and Donald Young in attendance. Not in attendance: Mike Carwell.

**Visitors:** None

**Review of Minutes:** Donald Young made a motion to approve minutes with specified changes. Fred Wieder second. Motion approved.

**Correspondence:** None

**Donations:** The Association received a check from Barbara Ritter's Estate in the amount of \$57,475.88 which was donated to the Lumber Street account. A donation in the amount of \$500 was received from the Allentown Dog Training Club which went towards the heater issue. A donation of \$96.80 was received online from Justin Mierta and \$67 was received from the smaller show donation buckets and both were put into the Lumber Street account. Emmaus Rotary club gave hours during Wheels of Time and allowed the Park to keep their profit share in the amount of \$566.67 as a donation. Phil Hartranft provided over 45 hours of time for gathering leaves. Home Depot of Lower Macungie Twp. contacted Amy Hillegass regarding what they could do to support the Park. They placed evergreens and cleaned up the flower beds around the military memorial and also donated plants. Discussion regarding when the plants from Home Depot should be planted and where they should be planted. Gary and Dave Beitler donated an outdoor bench from the parents' house to the Park.

**Building and Grounds Technician:** The new heaters were installed by Dual Temp and the expense of \$11,765 has been paid to Dual Temp. Dave Early has been in the process of working on new toilets and other maintenance issues for the restrooms. Dave installed the new water meter at Walnut Street. The picnic tables, benches, and bandshell benches have been moved inside for Winter. Fred Wieder and Amy have met with representatives from Wheels of Time regarding the Stichter Pavilion. Posts of the pavilion have been re-supported due to rotting at the base and extra bracing being installed before Winter. Stichter Pavilion will need more repairs in early spring. Discussion regarding the deteriorating posts on the side porch of Memorial Hall. Discussion regarding scheduling a walk around of the park in early spring to assess what needs to be fixed and taken care of in the next year. There are many pavilions and areas that need repairs, however, the posts at Memorial Hall may not stand up to the snow fall this year if they are not braced. Fred Wieder and Barry Bloch will take a closer look at the posts and discuss at the next meeting.

**Treasurer Report:** Amy provided Board members with the 2024 Budget proposal, the employee salary hourly amounts, and the \$51,886.38 loan balance for Lumber Street that is due to Donald and Debbie Young. Amy also provided a copy of the 990 for 2022 which has been completed and submitted by the accountant. Amy asked Donald Young for assistance in reviewing the engagement letter received from the accountant and Donald will speak to Carl Detwiler directly regarding the bookkeeping and accounting. Lisa Radcliff spoke to the Board regarding the current state of bookkeeping and asked for guidance on how to move forward with the

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bookkeeping for 2024. Discussion regarding moving forward with making sure the accounting and bookkeeping is correct for 2024 and to spend less time on what happened in 2023. Lisa needs accurate paperwork from the Pool and Park every two weeks in order to have accurate information for Quickbooks and to make sure everything goes smoothly in 2024. Discussion regarding the 2024 budget and changes that need to be made moving forward. Amy not make any major adjustments to the 2024 budget due to a lack of financial reports and issues with Quickbooks. Donald Young made a motion to approve the 2024 Budget proposal. Barry Bloch second. Motion approved. Discussion regarding the outstanding Lumber Street loan balance due to Donald and Debbie Young. Barry Bloch made a motion to pay \$51,886.38 to Donald and Debbie Young for the balance due on the Lumber Street loan from the Lumber Street Account. Alan Printz second. Motion approved. Donald Young and Liz Young abstained. Discussion regarding the Lumber Street account and whether to continue to fundraise for Lumber Street. Amy gave the balances for the Association's accounts. Discussion regarding Pool funds and the bylaws of the Association. Discussion regarding drawing out funds from the Pool account every two weeks during pool season instead of waiting until the end of the year.

**Fescht Report:** Michelle Eyer officially stepped down from the Fescht committee and turned over all financial paperwork. Amy is working on recording the financial transactions and is working with a volunteer who is going to be taking over for Michelle in the future. There are currently 214 vehicles and 107 flea market spaces registered for 2024. The reduced registration rate ends 12/31/23.

**Pool Report:** Alice Welsh not in attendance to give report. Discussion regarding whether Board meetings should be mandatory and what the expectations are going to be moving forward. Discussed the need to write down and communicate what the expectations will be for 2024.

**Manager's Report:** Discussion regarding the Egg Hunt and what to do moving forward since the previous committee is unavailable to plan the Egg Hunt. Discussed leaving Easter Sunday open for the Egg Hunt. The Board will make a decision regarding the Egg Hunt at the next meeting. The annual audit is due for the liability insurance and Amy is currently working on getting the information together for the audit. There was a total of \$6,114.20 paid to the 8 nonprofit organizations that participated in Wheels of Time. Emmaus Rotary Club was not paid since they asked for their share to go back to the park. Amy has old emergency agreements with the Devine School and Eyer Middle School and is currently working on updating those agreements. Amy had a meeting with one of the WOT reps regarding the Macungie Fire Department since Lower Macungie Fire Department does not have fire police. The lack of fire police is going to be a major issue moving forward.

**Old Business:** Last month nominations for Board members were made and approved for MaryKate Messler, Kevin Wieder, and Donald Young for a three year term beginning 2024. Alan Printz made motion to approve MaryKate Messler, Kevin Wieder, and Donald Young for a three year term beginning 2024. Barry Bloch second. Motion approved. Kevin Wieder made motion for MaryKate Messler to be appointed Secretary for 2024. Donald Young second. Motion approved. Kevin Wieder made motion for Amy Hillegass to be appointed Treasurer for 2024. Fred Wieder second. Motion approved. Donald Young made motion for Kevin Wieder to be appointed Vice President for 2024. Barry Bloch second. Motion approved. Kevin Wieder made motion for Donald Young to be appointed President for 2024. MaryKate Messler second. Motion approved. The officers have been appointed and approved for 2024.

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**New Business:** Donald Young discussed the need to change the dates of Board meetings to provide a more accurate overview of finances at each meeting. Discussion regarding the meetings being on the second Tuesday of each month with the exception of January which would be held on January 16. Board agreed.

Meeting Adjourned.

Next meeting is scheduled for Tuesday January 16, 2024