

Macungie Memorial Park
Board Meeting Minutes
Tuesday, February 28, 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, Mike Delong, MaryKate Messler, Fred Wieder, Liz Young, Alan Printz, Mike Carwell, and Donald Young (via phone) in attendance. Barry Bloch not in attendance.

Visitors: Carl Sell offered to help work the gates for the Easter Festival. Discussed the issues at the gates during last year's Easter Festival. Liz Young brought up the need for volunteers at the gates to have the park QR code for individuals without cash.

Review of Minutes: Alan Printz made motion to approve minutes. Liz Young second. Motion approved.

Correspondence: None to report

Donations: During the January meeting it was decided that \$5,000 from the Paycheck Protection Plan account would be transferred to the Lumber Street fundraising account on the even numbered months. There was a donation which came from the website through Stripe. The amount of the donation was \$50, but only \$48.25 went into the account due to transaction fees.

Building and Grounds Technician: The large trees, which were discussed last meeting, are being worked on starting today (2/28/23). Bartlett tree experts are starting with the tree by the bandshell. They will take the brush and branches but will leave the large logs at the Park. Fred Wieder and Amy Hillegass met to discuss what to do with the large logs. Amy will figure out a way to get the word out so individuals can come haul the logs away. The mowing contract for the 2022-2023 season has been signed with Saylor Landscape. Scott Stephenson is working on the barricades and painting the picnic tables. He is also working on locating the power source for the outdoor lights. Neal Hoch was brought in to help figure out where the power source is for the lights outside of Memorial Hall. Board members provided with an estimate from Valley Window Cleaning regarding the glare pickleball players are dealing with while they play. Valley Window Cleaning would put up a film on the windows on the Main Street side of the building which would prevent the glare. The pickleball players would be willing to donate \$600. Discussion regarding using blinds or shades instead of putting permanent film on the windows, since the pickleball players will eventually move outside and do not use the gym all year. There haven't been any complaints from other groups regarding the glare. No motion to move ahead with the anti-glare window proposal. Other alternatives will be researched. Discussion regarding communication issues surrounding Pool Pro incident. Discussion regarding putting a specific protocol in place to prevent further communication issues with Pool Pro. Discussion regarding sending Pool Pro a document from the board requesting they contact Alice Welsh first when coming onsite for work, or when discussing work on the pool. The Board will discuss similar protocols for all vendors coming into the park in order to prevent any issues.

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Treasurer Report: \$5,000 has been withdrawn from the account at Embassy and put into the Lumber Street fundraising account. The 12 month CD at Embassy has a current balance of \$10,916.41. This is the CD which matured on February 8 and is being rolled over back into Embassy as a 13 month CD at 4.25%. Ron Karboski provided a profit and loss report and balance sheets for the month of January to the Board. Ron also provided a reconciliation page for the Park accounts and requested approval of the reconciliation page from the Board. Ron discussed the NCR system currently being used for payroll, specifically concerns the system is difficult to use and the issues with how they charge our accounts. Ron suggested in the future the Board think about changing how payroll is done since there are other programs in Quickbooks which may be easier to use. Ron discussed issues with the current Dell laptop being used for Quickbooks and suggested the Board consider purchasing a new laptop. Discussion regarding best practices when paying credit cards and recording credit card fees and reimbursements in a timely manner. Discussion regarding asset list and how to grow the Association's assets through properly recording purchases. Discussion regarding transfers between funds. Ron presented a new and expanded version of the profit and loss report for January which breaks down each department's fiscal activity for each month. Discussion regarding Pool profit and loss report and how donations are recorded. Discussion regarding the reconciliation page Ron presented to the Board. Ron confirmed he did not move any money between accounts in order to process the reconciliation page. Kevin Wieder made a motion to approve the Treasurer's Report, as provided, including the reconciliation page. Mike Carwell second. Motion approved.

Fescht Report: There are currently 508 vehicles and 142 flea market spots registered for Fescht. The next Fescht committee meeting is scheduled for March 14.

Pool Report: Alice Welsh discussed the Bingo event she is having on April 21 for the Pool. Alice asked if the Pool snack bar could be open during the spring Flea Market at the Park. It was decided the Pool snack bar can open during the Flea Market if it is ready to go at that time.

Manager's Report: The board was provided with a letter from Attorney Jessica Bland regarding a hot air balloon accident which occurred October 15, 2022. Donald Young is working on a response to the letter. The security committee had a meeting with TWG Security regarding the outdoor camera options and are currently waiting for a quote. Discussion regarding the balloon accident and security cameras. Kevin Wieder and Amy Hillegass are discussing different payment options with TWG Security. The Board will make a decision once the official quote is presented. Amy is still training and working with Scott Stephenson on maintenance projects.

Old Business: Lumber Street lot purchase amount of \$153,333.38 provided to the Board.

New Business: Discussion regarding the progress on the trees being taken down. Meeting Adjourned. Next meeting is scheduled for Tuesday March 28, 2023.