

**Macungie Memorial Park
Board Meeting Minutes
April 26, 2016
Page 1 of 3**

Call to Order: Brian Nagle called the meeting to order. Advised the meeting is being recorded.

Board Attendance: Sara Dublin, Brian Nagle, Fred Wieder, Amy Hillegass, Alan Printz, Kevin Wieder, Debbie Young.

Visitors: Will poles be put up for safety near gas meters by Memorial Hall? Subject will be addressed.

Review of Minutes: Amy Hillegass stated spelling correction will be made to minutes. Kevin Wieder made motion to accept Minutes with revision, Alan Printz second. Motion approved. Debbie Young abstain due to absence.

- Brian Nagle reported correspondence from Karen Holt related to bingo for fundraiser thanking Norm, Amy and Barry for their great work and a very successful event.
- Amy read a thank you note from Lehigh Valley Kennel Club who gave \$600 donation to Park to do whatever we choose. Various suggestions were made. Amy will contact Club to discuss ideas.

Building and Grounds Supervisor: [8:12]:

Barett Byler reported that bathrooms are just about done; awaiting additional materials.

- Bathrooms are currently being locked in off-hours
- Additional spray painting has been found, police informed
- Minor plumbing issues were found when water was turned on for season.
- Bathrooms in main refreshment stands to be redone in fall.
- Planted about 20k square feet of grass in assorted areas throughout Park.
- Had discussion with Chris Boehm to explain Farmers market will have to move slightly to prevent wear marks where they've developed in the past.
- Met with someone who was at prior meeting to come up with best options for what is needed by park for Wifi security camera installation.
- Skate room is being worked on to convert to office. Mike Carwell will have a sales representative provide quote for air/heat unit.
- Tamper resistant lights are being installed in the pavilions.
- Met with Bruce Kisthard regarding tennis nets.
- Old mower has been exchanged for installation of towing bar on Park's truck and Park's tractor
- Clean up day went well with a few volunteers.
- If It's Water employees coming to work on the pool chemical changeover. They will be doing training session with pool staff.

Upcoming projects [16:23]

- Pool parking lot fence needs repairs.
- Wheels of Time has requested gate installation at Lehigh Street entrance across from VFW.
- Bridge to car corral needs repairs.
- Clean up damage in creek area near Lehigh Street done by storm
- Install switches for pavilions lights, cover breaker boxes in pavilions.
- Concrete ramps to outside bathrooms to be made accessible for handicapped
- Repair pit in back of playground bathrooms

**Macungie Memorial Park
Board Meeting Minutes
April 26, 2016
Page 2 of 3**

Treasurer Report: [18:57]

Reports provided for review.

- Profit and loss budget for the month: bingo was cancelled April 9th due to snow expectancy.
- Expense by vendor: larger expenses-pool paint, Newsletter printing and postage.
- Investment CD's at Embassy Bank. Purchased a 20k CD for Rainy Day Fund and 30k CD for Endowment Fund. The 50k was drawn from savings account. Certificate of Deposit for 10k is sitting at Niagara bank and will be put in Park's savings account upon completion of cash in.
- For first cruise night, gate income was \$1301, food income was \$1784.
- Audit was completed for workman's comp policy to see if there will be any increases or decreases to fee. No response yet.
- Accountant from Haffner and Associates will be contacted to work on asset depreciation.
- Debbie Young made motion to accept Treasurer's report. Fred Wieder second. Motion approved.

Fescht Report:

- 1,025 cars registered, 308 flea market spots registered.
- Working with a volunteer to design a tshirt for 2016.
- Kansas City Barbeque Society part of Fescht - 25 teams are being accepted. Barrett reports he will shadow a KCBS event cook off in Green Lane, PA to gain some pointers on do's and don'ts. Competitor and Judge applications are being sent and will be put on website.
- Next Fescht meeting is Wednesday, May 11.

Pool Report: Alice was not in attendance.

- Amy reported that Dean Bortz has been communicating with her about replacement of cracked tiles at the bottom corner of the pool by Bryon Wieder. Amy gave okay for \$875 to replace broken tiles.
- Barrett reported that Dean was provided with a pressure washer nozzle to remove layers of paint on pool steps to have fresh paint mixed with sand be applied to steps.
- Norman Schantzenbach reported that painting of pool was to be started last week, waiting for direction from Alice regarding painting times.
- Sara Dublin reported that she and Amy met to write out step by step directions for employees to do background checks. All employees, age 14 and up, employed at pool, swim team, Park are required to complete child abuse and criminal history background checks. This is funded by Park. Employees must provide all information to be refunded fees. Next year employees will be required to also complete FBI background checks in addition to child abuse and criminal history. Amy provided all information and procedure directions to Alice for her to provide to pool employees.

Tennis Report:

- Bruce Kisthard explained a winter program was done this year. Many signups are done last minute.
- He insures that everyone working with the Tennis court will have proper background clearance.
- Resurfacing the courts. Will try to get some volunteers. Bruce does not think it will be a huge cost to do so. However, he is concerned about the wire fence.
- Brian Nagle said they will plan in the future for a capital project to replace the fence.
- Lessons will begin on May 5.

**Macungie Memorial Park
Board Meeting Minutes
April 26, 2016
Page 3 of 3**

Manager's Report:

- Amy Hillegass reported there will be a Mustang Club show in July 2017, they are expected to start with 100 cars in the inner circle.
- In October 2016, there will be a second large dog show for season. This is a world-known show they have had for years in York, PA. The show is dated for October 5, 6, 7 and 8th.
- Lehigh Valley Tourism organization was contacted by a national car club who wants to come from the west coast to the east coast in 2018. Amy met with LVT representative to provide information and explanation about existing car shows. It may come to the park. No guarantee yet. Could be a 4-day show.
- 18,207 newsletters were mailed out to Macungie and surrounding areas. Sponsorship income was a few hundred dollars short to cover postage and printing of said Newsletter.
- Got approval from the borough that they will repaint the parking lot lines.
- Memorial Day planning meetings are being held.
- Contacted by someone who was at April 9 craft show, had tripped inside Memorial Hall. Had gone to the hospital with some broken bones. Contact information for the victim was provided to person who rented the building.
- Amy learned that vendors/ renters can purchase 1 day insurance through John Yurconic Agency
- Renewing the Western Lehigh soccer agreement - no changes will be made. \$5000/year.
- Amy has attended a Borough Council meeting with the Wheels of Time members and talked about wanting to start on a positive note. An additional Meeting is set up for Wednesday, May 9th with Wheels of Time reps, Mayor Cordner and the acting chief of police.
- Swim team had their signup on April 21.

Old Business:

- Decision made by Brian Nagle to not form a tree assessment committee. Trees will be assessed by professionals.

New Business:

- Diane Angiermier requests volunteers for assorted times.
- Bill Drudy requested if Brian received information for people to communicate with regarding analysis of Park's trees

Brian Nagle adjourned meeting.

Next meeting: May 31, 2016.