

**Macungie Memorial Park
Board Meeting Minutes
January 31, 2017
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Call to Order: Brian Nagle called the meeting to order. Advised the meeting is being recorded.

Board Attendance: Brian Nagle Fred Wieder, Amy Hillegass, Alan Printz, Kevin Wieder
Not in attendance: Debbie Young

Visitors: Josh Luey, Assistant Scout Master for Boy Scout Troop 71 presented ideas to provide memorial to Eagle Scout Doug Luey who had completed project of refurbishing the Wieder Memorial Gazebo in Park. He and father recently passed away due to a fire at their house. Troop was thinking about refurbishing garden area around gazebo, repair light in gazebo, install solar lights in garden area, plant a tree in designated area as memorials to Luey and Scout Jeremy August who had passed away due to vehicle accident. Volunteers would include Boy Scouts and Cub Scouts. Fred Wieder suggests consulting with arborist for choice of tree. Doris Horner advised that Alice Welsh will be taking over 4th of July events starting with 2018 events. Dave Saylor advised that he will be passing responsibility of 2018 Easter Egg Hunt to a possible interested volunteer. Dave will stay involved for 2017. Brian Nagle thanked them for volunteer time provided.

Review of Minutes: Kevin Wider made motion to accept minutes, Alan Printz second. Motion approved. Brian Nagle advised that Executive Session of Board Members will take place after this meeting.

Correspondence: Amy Hillegass advised that a \$100 donation was received from Mayor Gary Corder, which was placed into the Endowment Fund.

Building and Grounds Supervisor: Barrett Byler provided report for review. New dusk to dawn lights were installed at welcome sign in main parking lot. Met with Ed Lehr of Jack Lehr Electric. He has offered to provide and volunteered to replace breakers with switches in box for lights in upstairs of Memorial Hall. Proposal was requested from Saylor Lawn and Landscape regarding lawn cutting services for 2017 season. Two electric boxes have been ordered to replace existing electric box near Monument at flag pole and box near Lehigh Street entrance. They are typically used by food vendors. Additional shelves have been installed in shop for storage. Door frame of walk in freezer in Memorial Hall is in process of being repaired. Refurbishment of bathrooms in refreshment stand is in process of being completed. Tables from Schaffer Wendling pavilion are in process of being refurbished due to vandalism. An artificial video camera with surveillance warning sign is available to be installed, trying to deter occurrences at Schaffer Wendling. A post that holds Farmer's Market signs along Walnut Street was down. Not known why it fell. All posts were removed. Caps will be made for in ground base of pole, two of the three posts will be replaced in Spring. Research has been done to find light emitting diode bulbs for conversion of the 12 lights upstairs of Memorial Hall. Retro-fit has been found to use same light boxes that are currently in the ceiling. Cost would be approximately \$3,500 to replace all. Work could be done in house. Would be part of 2017 basic maintenance budget. Been in contact with contractors about pool pump room repairs. Pool cannot open for 2017 season without major repairs to pump room. Proposals were provided from Woods Pool Service. Woods Pool Service completed deck pvc line replacements approximately 20 years ago. Required work to open pools will be for rebuilding main drain system of big pool. Drain line must be replaced for pool to open. Pipe coming from pool is deteriorated. Quote for rebuilding main drain system is \$23,410. The other quote received from If It's Water was for \$26,300 for replacing pump and filter equipment in pump room. Quote from Woods needs to be reviewed and decision made as soon as possible. Time could be scheduled with Woods Pool Service to meet at pump room to explain quotes. Quotes were provided for replacement of stalls, doors and hardware at pool bathrooms. \$2,100 quote from FW Webb is for aluminum parts. \$4,212 from FW Webb is for parts poly parts. \$5,000 was budgeted for pool bathroom repairs. Work could be done in house as time permits.

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It is discussed that revisions and replacements could be made to the outside bathroom at pool to make it a one stall unisex handicap bathroom.

Treasurer Report: Financial reports were provided for review.

Amy provided the annual previous year comparison report for balances in all bank accounts owned by Park.

Reports provided are for January 2017 based on 2017 approved Budget.

Best rate found for CD is at Embassy Bank. CD purchase amounts approved for 2017 have not yet been purchased.

Kevin Wieder made motion to accept treasurer reports, Alan Printz second. Motion approved.

Fescht Report: Amy reported that as of January 31 there are 789 vehicles, 128 flea market vendors registered.

Committee meeting is scheduled for February.

A post card size flyer was printed to distribute at winter vehicle shows and mailed for marketing.

Fescht is listed in the current Discover Lehigh Valley magazine which is distributed to hotels and PA rest stops.

Agreements have been signed with East Penn for use of schools and grounds for Toy Town and Toy Show.

Pool Report: Alice Welsh reported that employees have been hired for 2017 season. Majority are returning employees.

Alice is working on new ideas for family activities during 2017 season. Ideas have been for story times in morning, weekly professional visitors, Christmas in July. 4th of July events will be continuing at pool.

Donation of \$4,000 will be received for sliding board fund from Lions Club.

Princess ball held in Memorial Hall brought in \$2,700 for sliding board account. Cookie sale in Memorial Hall during Macungie Holiday brought in \$900 for pool fundraiser account.

Fred Wieder was given spread sheets for review.

Some fund raising T-shirts were sold during 2016 season, more to be sold during 2017 season.

Tiles that had previously been sold and painted have been fired, now ready to be placed on walls at pool. Plan is to sell more tiles for fund raiser.

Alice is waiting to know the amount of money that has been raised by the family which started the sliding board fund raising on GoFundMe. She is not sure that the sliding board will happen for 2017 season, depending how much has been raised.

Brian Nagle stated that careful evaluation, planning and assessment needs to be done at pool to be sure that the pool equipment is operable before money is spent on "window dressings" so that pool can function, not just look good.

Manager's Report: Amy reported that a meeting has been set with Ted Heeps to review 2016 sales and discuss 2017 prices and options.

Inspection was completed by Mutual Inspection Bureau per request of Park's liability insurance carrier, Harford Mutual. Inspector stated that Park is in very good condition. We will receive a written report.

Report was received from East Coast Risk Management advising that Park has no open liability claims.

Background and child abuse clearance are good for five years. For 2016 season it was approved that the \$23 federal back ground report which requires fingerprint would not be required for swimming pool employees. Was agreed that for future, the fingerprint required report would not be needed for pool employees. Fingerprint required report will be required for swim team coaches, Pool Manager, Park employees.

Edwards Business Machine provided option to upgrade the used office copier, which is up to count of 382,000 copies made. It is an old copier which parts are no longer made for. Price would increase from rental/service/supply fee would increase from \$43 per month to \$69 per month. Direction is given to stay with current copier, upgrade when necessary.

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2017 Newsletter completion is in research process. Have met with Postmaster, will meet with printer to determine what savings might be to go with large postcard size, one page newsletter versus the 10 page newsletter that has been done. Savings could be to print and mail. Sponsor income would probably not cover cost because there would not be room for enough sponsor displays to cover cost or earn profit.

Thank you to Fred Wieder and Dave Saylor for continuing to work on skate room to office conversion. Amy will complete painting. Burkholder HVAC provided quote of \$2,800 to provide and install a ductless, wall mount heat/air unit. Price does not include electrical work after installation. Hoch Electric will be returning to complete lights, outlets and run power for unit. Price from Burkholder includes replacing 4 louvers and installing cage in existing heat unit upstairs of Memorial Hall. Seems louvers have been removed since original installation, assuming due to balls hitting the unit.

Savings of UGI gas for heating Memorial Hall has been noticed since installing programmable thermometer for control of upstairs heating unit.

Thank you was received from Alburtis Scout Master for use of Park grounds for Klondike Derby.

It has been noticed that Veteran's Way sign and post which was previously installed at Poplar Street entrance has been missing. Same sign is still located at Walnut Street entrance. Research is being done.

Request for Egg Hunt donations will be delivered and mailed soon.

Tennis Report: No report provided.

Old Business: None reported.

New Business: Brian Nagle requests ideas for Tourism Grant Projects to be considered to apply for Grant. Grant is through County estimated to be in range of \$5,000 to \$20,000 award. Application deadline is end of March, 2017, to be reviewed for 2018 distribution.

Suggestions given for grant application:

Upgrade roadways within Park

Tree Restoration

Assessment of pool condition

New pavilion

Playground fence

Site Master Plan

Lighting in Memorial Hall

Dog Park

Skate Park

Alan Printz advised that he contacted Wildlands Conservancy about possible stream restoration plans. Additional idea is to schedule community day events.

Meeting adjourned.

Next meeting: Tuesday, February 28, 2017.