

**Macungie Memorial Park  
Board Meeting Minutes  
Tuesday, March 31, 2020  
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**Call to Order:** Alan Printz called the meeting to order. Advised the meeting is being recorded. Meeting held by conference call due to CoronaVirus-19 situation.

**Board Attendance:** Alan Printz, Kevin Wieder, Mike DeLong, Fred Wieder, Donald Young

**Visitors:** None

**Review of Minutes:** Donald Young made motion to approve minutes, Mike DeLong second. Motion approved.

**Correspondence:** Amy Hillegass reported no mail donation received. Main correspondence has been phone and e-mail regarding event status, cancellation, re-scheduling due to CoronaVirus situation.

**Building and Grounds Technician:** Report provided for review.

Donald requested status of planned maintenance projects due to change in activities within the Park. Amy advised basic maintenance projects are being worked on. No set projects have been determined with concern of spending money since income decline due to virus situation. Mike DeLong discussed project of cutting down larger tree near Weeping Willow pavilion. Additional basic projects were discussed. Fred was connected wifi antennas to have internet access in shop area.

**Treasurer Report:** Financial reports provided for review.

Miscellaneous income of \$64,477 shown on P&L Budget Overview report is from Harford Insurance for depreciated value of hail damage insurance claim.

Income since start of virus situation has been very minimal due to stopping events and cancelled events.

Estimated income loss for March is approximately \$14-17,000.

Income already received for annual event rentals that have been cancelled by the renter have been requested to be held for 2021 re-schedule date.

Donald Young made motion to start audit process now. Amy can choose accountant to use. Mike DeLong second, motion approved.

Donald explained expense shown for property tax on Lumber Street. We must file an appeal with Lehigh County, before August 1 to not be responsible for future Borough, County and School real estate taxes. After proving being exempt we can go back and request refund. Based on his experience Borough might refund the tax paid, County and school taxes are likely to not be refunded.

Balance of \$116,103 in money market account includes the \$64,477 from hail insurance claim. Therefore, availability of basic savings account is approximately \$53,000. Fred Wieder made motion to approve Treasurer Reports, Donald Young second. Motion approved.

**Fescht Report:** Currently there are 694 vehicles registered and 181 flea market spots sold.

A few participants have asked if there will be policy for refund due to virus situation. Reply has been there is currently not a policy regarding registration refunds.

Registered vehicle prize ordering has been delayed.

Conference call will be held for Fescht Committee meeting.

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**Pool Report:** Alice Welsh sent Amy e-mail giving information for pool report. She suggests moving forward with pool painting.

Employees were working on background checks. Completing reports is delayed due to business closings during virus situation.

Alice thought is to offer \$20.00 discount on family passes anytime during the season, not for only pre-season purchases. Amy suggests waiting to advertise the discount until the pool opens, rather than now so that pre-season purchases come in to help cover pre-season prep expenses. Alice will be advised.

**Manager's Report:** Amy reported due to virus situation, the inside and outside events and rentals are cancelled starting with date of March 14 to April 30, 2020.

Direction given to follow Governor Wolf declaration for deciding on opening entrances, allowing future events and refunding of paid rentals.

Entrance gates will remain closed during virus situation. All public bathrooms will remain locked.

The Lumber Street property was added to insurance policy.

Choosing to not prepare annual newsletter due to unknown status of events plus cost to print and mail.

Having conversations with Antique Truck Club regarding re-schedule possibilities for show in June, due to virus situation.

Have communicated with food vendors to check status of returning for events.

Tennis program has been cancelled

Spring flea market coordinated by Lions Club has been cancelled.

Website calendar is updated to show status of events.

Donald suggested offering option of having smaller version of truck show to be combined with Fesch.

**Old Business:** Mike DeLong did follow up with Acela Architects and Engineers regarding Mountain Creek analysis report. He will provide the report when it is received.

Estimate from Hassler Roofing for hail damage repairs will be discussed with insurance adjuster because numbers are quite different. Hassler Roofing and adjuster will work together to review. Bandshell roof pictures taken will be sent to contractor and adjuster. Information will be provided for a local contractor to get an additional estimate for roof repairs.

**New Business:** Fred, Kevin, Alan, Amy met with reps for Farmer's Market to approve location of market on Lumber Street property. Market reps stated they will have Market only on Thursdays. Location will start with being on Main Street side of property. They were notified Market might need to be moved to another area on the lot in future. Request was put into Borough for permit to move Market's shed to Lumber Street property. Donald will work to find markers for Lumber Street property lines. Option could be getting map from County once county offices open.

Fred will contact Scout Troop to advise that they will have access to Lumber Street parking lot for 2020. Any change in usage will be in 2021.

Next meeting is scheduled for Tuesday, April 28, 2020 at 7pm.