

Macungie Memorial Park

Board Meeting Minutes

Tuesday, March 4, 2025

Page 1

Call to Order: Donald Young called the meeting to order. Advised the meeting is being recorded.

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

Visitors: None

Review of Minutes: Mike Delong made a motion to approve minutes. Alan Printz second. Motion approved.

Status of Construction Projects: Amy Hillegass, Darlene Misselback, and Dave Saylor discussed fundraising for the front pillars. Darlene and Dave will be working on a calendar sale to fundraise for the project. Window curtains are set to be installed on March 10. Donald Young, Fred Wieder, and Mike Delong met at the pavilion to review the damage from a tree falling on it. The plan is to work on the pavilion in April. Tree work is becoming a major issue for the Park. Trees along the stream need to be trimmed before more damage is caused by branches breaking and trees falling.

Action Items:

- Amy signed the contract and paid the deposit for building the new website. Liz Young and MaryKate Messler will set up a time to meet to go over what is needed to build the website.
- Diane Angermeier's neighbor may be interested in part time maintenance work. Amy Hillegass will be meeting with him to discuss the job. Dave Shoemaker's brother may also be interested in part time maintenance work. Amy also spoke to Dave Kosis regarding various small projects he would be willing to help the Park with. Dave has already fixed some of the weather stripping on the doors of Memorial Hall. Amy will discuss the maintenance position options with him in the future as well.
- Amy will contact plumbers who can review options to fix the Memorial Hall sewer line issue. The Board approves fixing the sewer line.

Treasurer Report: Lisa provided Profit and Loss reports for the Board to review. Donald addressed whether there was a benefit in breaking out the admin class for the profit and loss report. Lisa reported when there is a miscellaneous expense it is classified as admin. Discussed changing the classes to account for the miscellaneous costs in a more meaningful way. The individual assisting Amy and Lisa with Quickbooks has not shown up to recent appointments and will not be assisting them in the future. Amy discussed the need to pair down Quickbooks in order for it to be user friendly for the Park's needs. Discussed Bingo's performance per the Profit and Loss report. Amy provided the Expense by Vendor Report to the board via email. Lisa pointed out the website and ground maintenance fees were larger than usual when discussing expenses for February. Lisa feels once she begins paying bills and assisting with writing checks and paying expenses she will have a better overview of how things should be categorized. Lisa is meeting with Alice Welsh and potential pool employees to help get employee paperwork started.

Pool Report: Alice Welsh not in attendance to provide report.

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Tuesday, March 4, 2025

Page 2

Manager's Report: Amy provided a Manager's Report to the Board. Amy spoke to Travis Kocher regarding the Easter egg hunt. Amy made it clear the Park is not going to be organizing the event. The Park is okay with the egg hunt happening, but will not be engaging in the organization of the event. The sewer recently backed up into the basement and has been an issue as of late. Amy called RotoRooter and it appears the sewer clogged and got backed up in the same area it has in the past. The Board instructed Amy to have someone come out and take a video of the line to see exactly where the issue is and fix it before it becomes a bigger issue. Discussed the possibility of installing an underground phone line for the main refreshment stand when they dig a trench to fix the sewer line. The sewer line needs to be addressed and fixed and annual maintenance done so the line does not get backed up again. Amy is working on getting food trucks for a monthly food truck night, along with additional food trucks for the various events at the Park.

New Business: Alan Printz discussed the water issues in the basement of Memorial Hall and where the water is seeping into the basement. Water is able to penetrate down by the double doors where the ramp is in the upstairs of Memorial Hall and go straight through and around the door frames. Monarch Doors can caulk and put a new threshold to help prevent the water from coming in from the upstairs door at upstairs ramp.. Monarch Doors suggested putting in a wood type of weather stripping where only one door can be opened at a time but it would do a better job of preventing water from coming in. In the past the Park has put brush stripping on the doors for water prevention. The Food Inspector let Amy know the basement doors would fail inspection due to the opening in the doors at the bottom of the ramp. Openings are due to the age of the doors, carts, transport buggies, etc. being bumped into the bottom of the door. Alan also discussed the window wells where the air conditioner is. The frames of the wells are rotted and water is coming in. The Board would like to have someone come out and take a look so the best option can be utilized in fixing the window wells. Alan also mentioned there is a hollowed out area of the basement that may have been covered up where water is also seeping through the walls of the basement. Discussed the Fire Company fundraiser event previously on the calendar. The event has been canceled and there has not been discussion on whether the event will be happening in the future.

Meeting Adjourned.

Next meeting is scheduled for Tuesday April 8, 2025 at 7pm.