

Upper Macungie Township Recreation Board

Meeting Notes – November 20th 2025

Attendees: Matthew Bernard, April Navarra, Mike Sicinski, Neeraj Sharma, Wes Schlauch
Ryan Griffiths – Recreation Manager, Jim Soltis- Public Works Parks Team Leader

I. Call to Order

- Matthew Bernard called the meeting to order at **7:04 PM**.
- Attendees joined in the Pledge of Allegiance.

II. Public Comment

- No public comment was offered.

III. General Updates & Discussion

- Ryan Griffiths proved the monthly Recreation Staff report to the board. It focused on event /program attendance for the month of October, metrics of engagement with residents, upcoming events and programs and Grant Award Updates
- Board Members provided feedback from the Trunk or Treat Event held on October 17th, 2025 at Grange Park. It was noted that while the event had moved form Lone Lane to Grange, most feedback was positive. Staff thanked board members who attended and assisted with the event. Board members thanked staff for taking constructive feedback and implementing it into future events, it was appreciated.

IV. Old Business

- Ryan Griffiths- Recreation Manager presented a revised draft of the mobile food vendor ordinance from the October Park and Recreation Board Meeting. Discussion amongst board members centered on dimensions of vendor equipment and the specifics of a violation appeals process, specifically the timeliness of the process and who would be involved in the process. It was recommended a December discussion session be had to be able to finalize the recommendations to make sure the ordinance adoption process could take place before spring/summer 2026.
- Ryan Grififths- Recreation Manager stated that members of the board meet to have a discussion session on the Comprehensive Park, Recreation and Open Space plan. The purpose of that discussion was to have park and recreation board members prioritize the recommendations given by the consulting team. Board Member Mike Sicinski stated it was a productive session and looks forward to continuing the

conversations so that the CPROSP isn't one that sits on a shelf. He further stated the Recreation staff has done a great job so far in beginning to address these items. The recommendation was made to hold another discussion session to keep momentum going on this topic.

V. New Business

- Board Member Mike Sicinski gave a presentation on water reuse concepts, specifically the reuse of gray water and how it could be potentially used in park maintenance. He stated he attended a presentation by the Lehigh County Authority that gave ideas on water reuse that potentially align with recommendations within the CPROSP. The recommendation was made to set up a meeting with township staff to review the presentation and get a better understanding of what the township currently does and if there is interest in learning more about the concepts presented.
- Ryan Griffiths- Recreation Manager reported on 2026 plans for the Recreation Staff. The topic of sponsorship packages was discussed. Board member Neeraj Sharma asked if Recreation staff would be bringing the sponsorship package to the park and recreation board for their input and feedback. Ryan stated no as it was not substantially changed from 2025 and was already at the printer to be made. Neeraj stated the park and recreation board would like to have more involvement in things like this and recommended they be brought to the board earlier for review. Ryan stated copies will be brought to the board in January. Ryan further reported on the number of events per year, concentration of event efforts, programming updates and current status of programming ideas for the Upper Macungie Township Community Lifestyle Center.
- Chairman Matthew Bernard- announced that 2026 is his last year on the Park and Recreation Board. At the January meeting the board will need to reorganize and pick a new chairperson. Stated he will not leave until all park and recreation board positions are filled. Noted the chairperson position includes arriving 10-15 minutes early to each monthly meeting, attend a monthly lunch meeting with Ryan Griffiths – Recreation Manager, Scott Faust – Public Works Director, and Robert Ibach- Township Manager, being on the Upper Macungie Township Community Fund which meets every other month via a zoom call on Wednesday at Noon.
- Board Members and Staff present thanked Matthew for his time and commitment to the park and recreation board.

- Chairman Matthew Bernard reminded fellow board members about the park and recreation board bylaws, specifically time and attendance. He stated being late to meetings is not fair to staff and fellow board members. Stated if board members cannot make the commitments time they should consider resigning from the board.

VI. Approval of Minutes (September 2025 & October 2025 Minutes)

- Chairman Matthew Bernard made a motion to approve the September 2025 Meeting Minutes.
- Board member April Navarra seconded.
- Motion approved

- Chairman Matthew Bernard made a motion to approve the October 2025 Meeting Minutes
- Board Member April Navarra seconded.
- Motion approved.

VII. Adjournment

- Chairman Matthew Bernard made a motion to adjourn.
- Board Member Mike Sisincki seconded.
- Meeting Adjourned at 8:16pm