

WALLACE TOWNSHIP PARKS AND RECREATION

October 16, 2017

Work Session Minutes

Present:

Marcell Moore
Dana Daniele
Michelle Cleaver
Laura Braun
Carol Zindel

Others in Attendance

Betty Randzin

Meeting called to order at 7:35 pm by Ms. Moore.

Business Discussed:

1. Reviewed and approved minutes from 10/04/17.
2. Halloween Event
 - a. Music – Confirm Mr. Bainbridge is available, Ms. Zindel to email him.
 - b. Signs – Changes made using Ms. Cleavers recommendations.
 - c. Photobooth arriving at 4pm, ready to go by 5pm. There will be a shop vacuum available to clean up the sticker papers after the event.
 - d. Hayride will start early too. Won't be doing the Haunted Hayride this year due to safety concerns. Will reconsider next year when there is more time to work on the logistics. A haunted walk in a separate area was suggested.
 - e. Glow Party
 - i. Music on the home base line, or on the field a bit farther.
 - ii. Fire truck lights come on when the party is over. Don't need to rent lights.
 - iii. Scouts can pass out glow items. Set up an area by the DJ for kids to pick them up – boy and girl headbands, bracelets, and necklaces.
 - f. Parade – Age group review, more prizes for 4 and under.
 - g. Set up at 1pm. Scouts will help set up and break down. Be back at the park by 4pm.
 - h. Need lighting to see hand signals for directing traffic.
 - i. Pumpkins – include Build a Bears of Superman and Wonderwoman
3. Halloween Trunk or Treat
 - a. Board of Supervisors (BoS) would like info for the participants to send them an email. Need to plan out the parking spaces and know who is there. Ms. Cleaver will send the contact info for participants.
 - b. Need to send the Sign Up Genius link to the boy scouts and the cub scouts.
 - c. Put the township truck near the center with a “start here” sign for kids to get a bag. Include a gift for goodies from local businesses. Print on card stock and staple them together. Ms. Randzin has spoken with Far Away Farms and Just Mom's, will also contact Glenmoore Deli.
 - d. Finalize the number of prizes based on the number of participants. Only three vehicles are signed up as of the meeting.
 - e. GMFC to do a trunk? Ms. Randzin to confirm.
 - f. Township staff to mark out spaces ahead of time.
 - g. Misc.
 - i. Have porta potty lights, Pack Staff vests, have plenty of paper products

Meeting was adjourned at 8:45pm.