

Manheim Township Parks & Recreation Department

MONTHLY BOARD MEETING MINUES

SEPTEMBER 6, 2005

I. The regular meeting of the Manheim Township Parks & Recreation Board was held in the Board Room of Stauffer Mansion on Tuesday, September 6, 2005. Chairman Bohan called the meeting to order at 7:30 p.m. In addition to Vice-Chairman Keene, board members present included Gard, Hodge, Keene, Laubach and Miller. Commissioner Downing was also present. Guest present was Roscoe Wilson (1397 Orchard Street). Superintendent Lessig arrived at 7:40 p.m.

II. **Approval of August 2, 2005 Minutes** - Mr. Miller stated that a correction should be noted under Item IV. Committee Reports – Program Committee – sentence should read, “Mr. **Miller** (not Gard) stated that a meeting will be scheduled with programming staff to discuss some new programming ideas.” With that correction so noted, Mr. Keene made the motion to approve the August 2, 2005 Minutes. Mr. Miller seconded this motion.

III. **Treasurer’s Report** - Mr. Miller stated that the 2006 Budget will be discussed later in the meeting. Mr. Miller also stated that there was nothing “out of the ordinary” to report on the monthly reports.

IV. **Committee Reports:**

Facilities Committee – Mr. Keene reported that Superintendent Lessig was given a list of items that needed addressed on the various recent park visitations (by Board members). Superintendent Lessig will give a report upon his arrival at the meeting.

Personnel Committee - No report.

Program Committee – No report.

Public Relations Committee - No report.

Finance Committee - No further report.

V. **Old Business**

Comprehensive Plan Status Update:

Overlook Community Foundation – Chairman Bohan reported that the Minutes of the Foundation’s last meeting were included in the packet. He also reported that the Mayer House has been relocated to the right of the entrance road to the Campus from Fruitville Pike. Director Lovelette reported that the SRBC (Susquehanna River Basin Committee) requirements have been addressed except for two (2) items. 1.) The certification of the meter is scheduled for September 12, 2005, and 2.) Photos of the meters need to be taken. Director Lovelette reported also that the Dog Park fence will start to be erected next week (week of 9/12) which will take approximately 10 to 14 days. Director Lovelette reported that the Public Presentations for the Community Center are now scheduled for the end of October and the beginning of November. These dates are a little later than originally anticipated. Work continues with the consultant from Colorado (GreenPlay, LLC) to finalize the pro forma that is being prepared, Director Lovelette reported. Commissioner Downing asked if one of the Public Presentation meetings is scheduled for the same night of the next Parks & Recreation Board meeting (10/4). Director Lovelette stated that one of these meetings is scheduled for 10/4, but that there were additional Public Presentations meetings that could be attended (as an alternative to 10/4).

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V. Old Business - Cont'd.

Project and Facilities Update – Director Lovelette reported on the status of various unfinished projects that were scheduled to occur in 2005. Playground equipment is still in storage to be installed; the Perelman building will go out to bid this fall, WebTrac (on-line registration) was delayed due to a server issue and is now scheduled to be installed this fall. It is anticipated that this registration option will go in to effect with the winter flyer (January 2006). Director Lovelette also reported that the painting work at the Boettcher House will be completed by the end of the year. The pools will be shut down for the season within the next month. Director Lovelette reported that the waterfall at Overlook Falls is leaking and Harris Miniature Golf has been notified to repair the leak (cracked pipe). Commissioner Downing asked if a sign could be put up, visible from the parking lot, when the course is closed. This would enable people to know that the course is closed without getting out of their car and having to walk up to the admission shed. Director Lovelette reported that the budgeted funding for additional components at the Skate Park proved to be more expensive than what was budgeted. These funds will be carried over to 2006. Director Lovelette reviewed the two (2) Overlook Falls reports that were included in the package.

Parks Review: Bucher, Reidenbaugh and Nitrauer – Superintendent Lessig explained which parts of Bucher, Reidenbaugh and Nitrauer School Parks were maintained by the Parks & Recreation maintenance department. Only the infield of the ball field at Nitrauer is maintained; at Reidenbaugh we maintain (mow) along the walkways, court areas and ball field; and at Bucher Elementary we maintain everything outside the walkway that goes around the perimeter of the school including the court areas and stream area. Chairman Bohan asked when the basketball nets were replaced. Superintendent Lessig reported that whenever wear is noticed or the actual net is missing is when they are replaced. By agreement between the school district and Parks & Recreation, the large play structure at Bucher was purchased by the district and is maintained by Parks and Recreation. Superintendent Lessig reported that the swinging bridge on the structure is in need of repair and that the parts have been ordered. Chairman Bohan commented that park bulletin boards had updated information in them. Next month's park review is slated for Landis Woods. The October Parks and Recreation Board meeting will be held at the Boettcher House (10/4 at 7:30 p.m.).

VI. New Business

2006 Proposed Budgets – Mr. Miller reported on the 2006 proposed Operating and Capital budgets. Mr. Miller commented that all of the salary figures will be supplied by the Township office (currently proposed at a 4% increase). Mr. Miller reviewed the proposed Capital budget, reporting that the funds for the building that will house the canoe/bike storage at Perelman Park are budgeted at \$100,000; Skyline Park improvements request is \$3.5 million. This proposed amount includes design work and total renovation of the pool. \$120,000 has been requested for Overlook Park: additional components for the skate park, basketball court and one additional parking area. Director Lovelette reported that two (2) additional maintenance men have been requested for 2006. This request has been submitted separately to the Finance Department, as requested. Director Lovelette further explained that with the amount of additional park areas that have been acquired (or have already been acquired), the additional employees are needed. Chairman Bohan stated that, historically, this issue has been brought up before. Mr. Keene made the motion that the Parks and Recreation Department's 2006 budget include two (2) full-time entry level park maintenance employees. This motion was seconded by Mr. Miller. Director Lovelette reported that the budget presentations to the Commissioners were the week of October 10. Budget finalizations will be completed by the Commissioner's meeting in November.

Concession Report - Director Lovelette distributed the revenue report for the Sand Trap Restaurant (a food and beverage sales 2004/2005 comparison). Director Lovelette noted that the increase in price of alcohol has not been reflected by the sales for 2005 (have not decreased).

Correspondence - Enclosed.

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- VII. Commissioner's Report** - Commissioner Downing reported that RFP's were issued for the Concession Area that will be located within the renovated Barn. As a supplement to the RFP, the Sand Trap Restaurant (and pool concessions) was included in the proposal. Commissioners have interviewed three (3) interested vendors. Chairman Bohan asked if the additional supplement of the Sand Trap is an option or will it definitely be included within the deal. Commissioner Downing explained that including the Sand Trap is still an option. Commissioner Downing also reported that the Township has hired an Events Coordinator (a current Township employee). This position will address promotion of Township events and facilities. This person's first priority will be initiating the marketing of the barn, Commissioner Downing reported. This person will also be responsible for promoting the Community Center and Library. The decision on the Community Center will be finalized by November 28.
- VIII. School Board Report** - Mr. Hodge reported that there is a possibility (due to Hurricane Katrina) that the bid process for the High School will be delayed until possibly January. He also reported that additional students may be acquired at the District (due to relocation from Louisiana). Mr. Laubach reported that there is a family on his street that is housing 20 children and 20 adults. He also reported that there are no issues since school has started. Mr. Keene asked if Superintendent Singer was asked about Schaeffer Park. Mr. Hodge indicated that Superintendent Singer stated that the school district was not interested in doing any maintenance beyond the fence area.
- IX. Museum Board Report** - Mr. Keene reported that the Museum would be open this weekend (Saturday and Sunday, in the afternoon). The Landis Woods Art Show will be held Saturday, September 24. Mr. Keene encouraged everyone to come.
- X. Director's Report** - Enclosed. Chairman Bohan recognized Superintendent Lessig on his Little League field crew accomplishments. Director Lovelette reminded Board members that Community Day was this Saturday (9/10).
- Mr. Laubach reported on the family that has relocated from Louisiana, due to Hurricane Katrina, suggesting that we donate play passes for either the mini-golf course or the regular golf course.
- XI. Adjournment** - With no further business to discuss, the meeting was adjourned at 8:45 p.m. by Mr. Miller. This motion was seconded by Mr. Gard.

Respectfully submitted,

Lorri A. Haney