

Manheim Township Parks & Recreation Board

MONTHLY BOARD MEETING MINUTES

March 4, 2008

- I. The regular meeting of the Manheim Township Parks and Recreation Board was held in the Stauffer Mansion Blue Room on Tuesday, March 4, 2008. Chairman Bohan called the meeting to order at 7:30 p.m. In addition to Chairman Bohan, board members present included DeSha, Gard, Keene, Laubach, Miller and Reed. Township Manager Martin and Assistant Township Manager Molchany were also present. Guests included: Peg Adams, 1960 Melody Lane, Lancaster, PA 17601 and Kaye & Larry Pulkrabek, 230 Eshelman Road, Lancaster, PA 17601.
- II. February 5, 2007 Minutes – Mr. Miller moved to approved the February 5, 2008 Minutes as written. This motion was seconded by Mr. Gard and approved with all ayes. Chairman Bohan commented that the Activities Report will be noted on the Agenda (listed under Committee Reports) and reported on each month.

Assistant Manager Molchany requested to add to the Agenda (under Fields Committee Report) for this evening a review of discussions held at the last Commissioners' meeting regarding the Municipal Park fields proposal (MT Football Association).

- III. **Treasurer's Report** – Ms. DeSha commented that she distributed three (3) reports (January Report, a 2007 Actual vs. 2007 Budget including a 2008 variance). Ms. DeSha reported that she met with Commissioner Keebler and Finance Director Stratchko last week. Commissioner Keebler reported that the Parks Capital allocation for 2008 is \$185,000 (vs. \$128,000 in 2007). Commissioner Keebler reviewed the capital line items as follows: Landis Woods \$32,500, Bikeways \$100,000 and Community Park \$43,000. Ms. DeSha questioned refunds/reimbursements listed for \$3,555. Township Manager Martin stated that it could possibly be programs that were cancelled. Ms. DeSha stated that she will follow-up with Recreation Superintendent Norton. Ms. DeSha questioned an expense listed under Miscellaneous Contracted Services (OAC) for \$3,316. Assistant Manager Molchany explained that this charge was for exit lighting that needed to be replaced. The existing lighting were not working and needed to be repaired according to code requirements. Ms. DeSha also questioned an expense paid out of Computer Operations Maintenance (Overlook Falls Mini-Golf) for \$4,200. Assistant Manager Molchany stated that it could be an update for the computer software program. He also commented that for specific answers and questions regarding expenditures paid should be directed to Finance Director Stratchko prior to the meeting. Ms. DeSha commented that she thought this item would be paid out of capital funds. Township Manager Martin reported that a new computer accounting system for the Township is being considered. He also explained that there is a timing issue with regard to when the reports are received. Ms. DeSha requested that month end financial reports be mailed to her immediately upon the closing of the month (from the Finance Department). Mr. Miller questioned why there was a \$329 trash removal charge (in January) at Skyline Pool. Assistant Manager Molchany stated that it could possibly be for a dumpster disposal and he will follow-up and report back to the Board on what this charge was for. Discussion was held on how Ms. DeSha and Mr. Miller are receiving Township Financial information (prior to the Board meeting). Mr. Miller explained that this information is mailed by the Finance Department.

IV. Committee Reports:

Facilities Committee – Vice-Chairman Keene reported on a meeting that was held on February 12 with Public Works Director Neff, Parks Superintendent Lessig and Board member Don Reed. Vice-Chairman Keene reported that discussion was held at this meeting regarding the canoes being used by the local scout groups. These canoes were purchased in anticipation of housing them in a building at Perelman Park. As this building was never purchased, the canoes are in storage. Assistant Manager Molchany reported on additional signage that has been placed within the Overlook Community Campus. Ms. DeSha reported on graffiti in various areas (Overlook and Community Park) that she had noticed over the weekend. Assistant Manager Molchany explained that the graffiti at Community Park has been reported. Ms. DeSha asked the status of the Overlook Pool renovations. Assistant Manager Molchany reported that concrete work is being completed, concrete decking work will be starting next week; pool house equipment building will begin next week; 90% of plumbing has been completed, then the installation of amenities and lastly, the concrete floor will be completed (just before filling of pool). Commissioner Keebler asked if the project was on schedule. Assistant Manager Molchany reported that the contractor has reported that they are ahead of schedule. Ms. DeSha asked if the project was on budget. Assistant Manager Molchany stated that there were two change orders so far in the project and yes, the project progressing according to budget. Ms. DeSha asked if there was money allocated in the 2008 budget to finish the Destination Park.

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IV. Committee Reports:

Facilities Committee (Cont'd.) - Assistant Manager Molchany stated that there was money allocated in the budget for an addition of a pavilion. Township Manager Martin explained that the Sunrise Rotary will be helping with the pavilion installation. Vice-Chairman Keene asked about the canopies that were proposed to be installed at this area. Assistant Township Manager Molchany explained that the canopies were not budgeted and they were looking at possible installing large umbrellas like the ones that are located on the Mini-Golf Course.

Ms. DeSha asked if she could give an update on the Great PA Cleanup. Chairman Bohan explained that it was listed as an item on the Agenda (under Public Relations) and would be discussed at that time.

Personnel Committee – Mr. Gard reported that meetings have been held with the Personnel Committee and Commissioners with regard to the direction the Township is taking in the hiring of a Director. Commissioner Keebler reported that the Commissioners have approved the re-advertisement of this position and have directed Township Manager Martin to advertise this position. Ms. DeSha stated that she has requested that numbers be put together as far as cost savings realized in separating the Parks from Recreation. She also suggested that maybe the Board should consider putting the department back together (Parks & Recreation). Discussion was held regarding the addition of staff that is needed immediately. Vice-Chairman Keene made a motion which will be presented to the Commissioners, to hire temporary assistance immediately, until a Director is hired, or until no longer needed. Ms. DeSha seconded this motion, to all ayes. With regard to the pay compensation to Recreation Staff members after the Director's resignation and undertaking temporary Director duties, Mr. Laubach asked if there was any discussion regarding pay compensation for these duties prior. Township Manager Martin explained that there was discussion to place a person on a 6-month probationary period, but he further stated that it did not work out.

Program Committee – Mr. Miller reported that the flyer is out. He also commented that staff is able to staff and honor the programs that we are offering at this time. Mr. Miller reported that this committee will continue to "think of ways to creatively integrate programs within the School District".

Public Relations Committee – Guest Peg Adams shared articles published on the program Walk Around the Rink. Vice-Chairman Keene shared information that was published regarding the Boettcher House.

Finance – No further report.

V. Old Business

Board By-laws and Creation Ordinance – Status Update – Chairman Bohan reported that the Creation Ordinance has been adopted. Vice-Chairman Keene reported that Board members should have the final draft of the revised By-Laws (dated 2.5.08). Mr. Miller made the formal motion to adopt the By-Laws as written. This motion was seconded by Ms. DeSha. Chairman Bohan (and members of the Board) thanked Vice-Chairman Keene for all his work on updating the By-Laws. With no further discussion, this motion was approved with all ayes.

Steering Committee – MT Comprehensive Plan – Vice-Chairman Keene reported on this group's last meeting. Assistant Township Manger Molchany reported that chapters of the plan are going to be published to the website for public review and comment.

Ms. DeSha asked Commissioner Keebler at this time if the budget can be published on the website, as it has been done in the past.

F & M Campus – Baker Fields – Assistant Township Manager Molchany reported that he last spoke with Keith Orris (F & M Representative) last week. Mr. Orris reported that they are still reviewing the Township's field utilization proposal and also looking at F & M's intramural sport needs. Assistant Manager Molchany further explained that Mr. Orris indicated that he should be able to notify the Township within the next few weeks with regard to the proposal. Mr. Reed explained the parking process that is used for field use on the Baker Fields. Parking is available only at the Lancaster Country Day School. Since gates are locked, subsequently, people have to jump a fence (to get to the fields). Mr. Reed suggested that the parking situation also be discussed within the negotiations.

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V. Old Business (Cont'd.)

5 and 10-Year Capital Expenditure Strategies – Vice-Chairman Keene reported on the status of this project. Chairman Bohan stated that part of the 5 and 10-Year plan will definitely include the field needs process. Mr. Miller asked if park roads and surfacing was part of this plan. Assistant Manager Molchany stated that this matrix is already in existence (through Public Works Department).

Field Committee Report – Chairman Bohan reported on the last meeting of this committee. Chairman Bohan explained that due to the school district property field use being suspended, conversation focused primarily on the fields proposal located on various areas on the Foundation property and also at Municipal Park (lighted field). The Municipal Park fields proposal will be discussed at the Commissioners Meeting on Monday, February 25 and also planned is a special meeting to discuss the proposal with the residents, Township Manager Molchany explained. Assistant Manager Molchany also reported that the football field at Skyline will become a game only field this fall, anticipating that this field will stay as such or at least a premier practice field. Commissioner Keebler asked Chairman Bohan if the Overlook Community Foundation Board did not want any more fields placed on the property. Chairman Bohan explained that there were a few members of the Board that did not wish the property to be fully developed with playing fields, but further explained that there was no formal action on this. Assistant Manager Molchany explained that next year there will be no field next year that will be “rested”. The next meeting of this group will be February 8, but no meeting will be held February 15.

Ms. DeSha asked if the growth projection numbers that were submitted by the Youth Sports Associations were compared to the School Districts numbers. Assistant Township Manager Molchany explained that most of the sports are predicting a 2% growth with the exception of Lacrosse. Mr. Laubach reported that the Senior Softball team has obtained field use with the School District.

VI. New Business

Pool Status (Township and Joint Task Force) – Chairman Bohan commented that Mr. Laubach did e-mail everyone a report on the status of this group. The deadline, initially, was set for April 15th. He further explained that a lot of information needs to be gathered. Commissioner Keebler asked if Skyline Pool is a separate issue (from the indoor aquatic facility). Mr. Reed stated that he read in the group’s minutes that the two will be dealt with separately.

Rules, Regulations, and Policies Committee – Park Facilities – Vice-Chairman Keene reported that the Rules, Regulations and Polices are in the process of review (by Keene, Recreation Superintendent Norton and Assistant Manager Molchany). A final draft is anticipated to be completed by the next Board meeting.

Rules, Regulations, and Policies Committee – Park Facilities – (Cont'd.) – A few of the board members suggested that Rules and Regulations not be formally adopted until after the Recreation Director has been hired. Mr. Miller discussed the board’s current and potential future involvement in assessing and establishing policy relating to operations, not just facilities. Mr. Miller stated that the Program Committee will take a look at it first and then incorporate the board if needed. Recreation Superintendent Norton reported on the Boy Scout Camping Area (Overlook Community Campus) regulations.

Recreation Superintendent Norton stated that he is using the field reservation process that is currently in place until he hears otherwise through the Field Committee. Recreation Superintendent Norton asked Assistant Manager Molchany if the Field Committee had indicated that the Field Reservations would be moving to the Public Works Department. Assistant Manager Molchany stated that the process would remain with the Recreation Department. Ms. DeSha questioned the Soccer Club’s seeming rejection of the Park Department’s annual field matrix that was presented to them last month. Assistant Manager Molchany stated that this was not a result of the Field Committee. Commissioner Keebler asked if she could acquire a copy of the field matrix. Recreation Superintendent Norton stated that he will e-mail this document to her. Ms. DeSha explained that she has a concern with youth sport groups coming in and telling us what they are going to do. Assistant Manager Molchany stated that the Township has done its best to accommodate all sport groups.

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VI. New Business (Cont'd.)

2008 Pool Fees and Charges – Adopted as presented at the January 28, 2008 Commissioner's meeting.

Correspondence – No correspondence.

VII. Overlook Community Foundation Report – Chairman Bohan reported that the group will meet the 3rd Tuesday of each month. Commissioner Simpson is the new representative from the Commissioners.

VIII. Commissioner's Report – Commissioner Keebler reported that the Commissioners have voted unanimously to begin the process of formulating an agreement with the School District with regard to transferring park property at Bucher. Commissioner Keebler questioned why Roller Skating Passes cannot be distributed through the schools any longer. Mr. Reed asked Commissioner Keebler to e-mail him with her needs. Recreation Superintendent Norton explained to Commissioner Keebler the process that is in place of distributing information through the schools.

IX. School Board Report – Mr. Reed announced that the Zoning Hearing Board moved to approve two (2) team ballfields and three (3) soccer fields at Bucher. Mr. Reed supplied a Zoning Exhibit which Recreation Superintendent Norton said he could scan and then forward to all Board members. Discussion was held regarding building an additional three (3) tennis courts within the Township. Are they needed?

X. Museum Board Report – Mr. Keene reported on the status of the amphitheater/pavilion within Landis Woods.

XI. Recreation Activities Report – Enclosed. Recreation Superintendent noted that there were not 265 programs offered, as noted on the report.

Ms. DeSha asked if any one had any questions regarding the Pool Satisfaction Survey. This document was distributed at last month's meeting. Commissioner Keebler asked if Ms. DeSha could bring her a copy of it to next month's meeting.

Mrs. Pulkrabek, guest, asked what ever happened to the adult painting classes that had been previously offered. Recreation Superintendent Norton explained that Eileen Navikas, Watercolor Instructor, was no longer interested in teaching and Linda Gaston, Watercolor Instructor, became involved in teaching at the Pennsylvania School of Art & Design.

Chairman Bohan asked if the Pool Satisfaction Survey could be redistributed.

Chairman Bohan announced that a class that he had been taking is completed, so he should not face past difficulties in attending board meetings.

XII. Adjournment – With no further business to discuss, the meeting was adjourned at 9:04 p.m.