

Manheim Township Parks & Recreation Board

MONTHLY BOARD MEETING MINUTES

April 1, 2008

- I. The regular meeting of the Manheim Township Parks and Recreation Board was held in the Stauffer Mansion Blue Room on Tuesday, April 1, 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. Also present was Commissioner Keebler and Recreation Superintendent Norton. Guests included: Kathy Levine, 1017 Edgemoor Court, Lancaster, PA 17601, Kaye Pulkrabek, 230 Eshleman Road, Lancaster, PA 17601, Peg Adams, 1960 Melody Lane, Lancaster, PA 17601, and Beth Ross, 1410 Newton Road, Lancaster, PA 17601.

Ms. Levine introduced herself to the Board members.

- II. **Review and Approval of March 4, 2008 Minutes** – A motion was made to approve the March 4, 2008 Minutes as written. Mr. Miller seconded this motion, to all ayes.

- III. **Treasurer's Report** – Ms. DeSha reported that she had distributed the update. Ms. DeSha stated that she had not received the recreation financials as they were not included in the information that she had received. Superintendent Norton explained that he had received this information and copies were made (and distributed on the table) to Board members. Mrs. DeSha also reported on one of the printouts that was distributed. This report shows what was (items shown above black line) and was not (items shown below black line) approved for the 2008 budget in order to keep track for the year. Ms. DeSha asked about the designation of \$100,000 for Stoner House and \$50,000 for the Destination Playground. Commissioner Keebler explained that these amounts are what have been designated out of the Township budget (vs. Community Foundation funds). Commissioner Keebler also reported that the Township will be getting a new accounting system; money allocated from the authority. Mr. Miller questioned when the last time the Overlook Activities Center admission fees (for roller skating) were reviewed. Superintendent Norton explained that these fees were reviewed by the Program Committee and were felt to be "in line" with other area similar facilities. Discussion was held regarding additional fees charged for the rental of in-line skates on the Birthday Party package level. Commissioner Keebler explained that an additional \$3 is charged per person if they choose to rent in-line skates (vs. quad skates which are \$2 and included in the package price - \$55/10 people). It was questioned whether it should be just an additional \$1 more. Chairman Bohan asked Superintendent Norton to include this item on next month's agenda (under Program). Superintendent Norton answered financial questions asked at last month's meeting. \$4,200 charged to Mini-Golf Computer Operations Maintenance. This actual amount was charged to 453 (Stauffer) account but should have been charged to 451 (Leisure) account, to which Superintendent Norton explained that he was going to ask to have these charges reassigned to the proper accounts. Ms. DeSha had also questioned last month \$3,555 charged out of a refunds and reimbursements account. Superintendent Norton explained that this was not a recreation account. All recreation refunds are dispersed out of their original income account (which is prefix #367). Mr. Miller stated that he had questioned the amount paid for Skyline trash removal last month and noticed that the charge was paid again this month. Ms. DeSha questioned \$50,000 grant monies listed in an income account. Vice-Chairman Keene stated that it is a continuation of a grant received for Landis Woods.

IV. **Committee Reports:**

Facilities Committee - Mr. Keene shared the latest legal notices that have been advertised in the newspaper. Bids are being solicited by the Township for the final stages of the Heritage Trail work. Advertisement was also in the paper for bids to be received for the Boettcher House electrical work. Discussion was held regarding the Overlook bathhouse renovations. These renovations will not take place until October. Mr. Reed explained that the committee did not meet this past month as Parks Superintendent Lessig had shoulder surgery.

Great PA Cleanup – Ms. DeSha reported on this event that will take place Saturday, April 26. She also reported on the number of plantings that will be planted at Jaycee Park and Destination Park (Overlook Community Campus). She also reported that most of the holes for the plantings will be pre-drilled before the 26th. Vice-Chairman Keene reported that he is trying to finalize the "Adopt A Park" program before this event. Ms. DeSha explained that dollars should be allocated for items that were cut in the 2008 budget. One of the items is a refrigerator for the childrens' use for the Overlook Day Camp program. She further explained that shelving is also needed in the party room for their use. Vice-Chairman Keene pointed out that care should be taken in the planning of the plantings around the stream, so they are not damaged by kids after the event. Ms. DeSha asked interested board members to e-mail her with their shirt sizes for the event.

(Continued)

IV. Committee Reports: (Cont'd.)

Personnel Committee – Mr. Gard reported on the continuing search for a Director of Recreation. He explained that resumes are being reviewed. Commissioner Keebler stated that five (5) applications have been received and the deadline is this Friday (4/4). Commissioner Keebler explained that initially, the Commissioners had decided that the salary for this position would be \$50,000. Commissioner Keebler stated that she thought that the entry level salary should be at least \$75,000 for this position, in order to get the "caliber" of person that is needed. Ms. DeSha asked if there was money allocated in the budget for the Director position. Chairman Bohan expressed his concern about the larger salary amount for the Director and the ability then to hire the additional staff that is needed (Sport & Fitness Coordinator). Is there money in the budget allocated to do this? Chairman Bohan urged the board members to contact Township Manager Martin with any ideas/suggestions regarding the hiring of a Director before the deadline.

Program Committee – Mr. Miller reported that the committee is working on Policies & Procedures relating to recreation programming. He also reported that the group is reviewing the current program offerings and their pricing structures. Ms. DeSha stated that she had brought up the subject (at a previous meeting) regarding the loss of the Overlook Teen Camp. Superintendent Norton explained, that at this time, there is no location, budget or staff for this program.

Public Relations Committee – Mr. Laubach shared an article submitted by Mrs. Adams regarding the Dutchland Derby group. Mr. Laubach stated that he spoke with Kelly Wells, Public Relations & Community Events Manager, and they are planning to meet once a month to go over current public relations and marketing needs for the department.

Chairman Bohan asked if anyone had ever played "Night Glow Golf". Vice-Chairman Keene reported that a group of junior and seniors play "flash light tag" in Landis Woods.

Finance Committee – No additional report.

Activities Report – Recreation Superintendent Norton stated that the full report was enclosed. Recreation Superintendent Norton also suggested that various department proposals, manuals, training procedures, etc be reviewed by board members in the near future. Superintendent Norton reported that he and Facilities Manager Slick have reviewed and updated the wage rates for seasonal employees. Commissioner Keebler suggested that perhaps we should issue a punch cards to the employee in lieu of offering "bonuses".

V. Old Business

Steering Committee – MT Comprehensive Plan – Status Update - Mr. Keene reported on the status of this groups' meetings. He also reported that the background information is now available on the Township website. The next meeting will be held Friday, April 11 from 3 to 5 PM. This is a special meeting, as the normal meetings are held at 7 AM. Commissioner Keebler reported that favorable comments were received on the survey regarding Parks & Recreation facilities.

5 and 10-Year Capital Expenditure Strategies – Status Update – This item was deferred.

Fields Committee Report - Chairman Bohan reported on the Fields Committee status. Meetings scheduled for 4/11, 4/18 and 4/25. The recommendations brought forth by this group will be presented to the Commissioners at their 1st May meeting. Chairman Bohan also reported that two or three of the recommendations have already been "scratched" as they were considered "too expensive and not worth pursuing at this time". Chairman Bohan stated that he will be recommending that the Township enter into conversations with the School Board with regard to existing facilities use. Discussion was held regarding the proposal of field hockey fields on the MT school campus. Ms. DeSha asked if money was going to be added for a field at Stoner Park. Vice-Chairman Keene stated that this was in the original plan for the park.

Rules, Regulations and Policies Committee – Park Facilities – This item was deferred.

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V. Old Business (Cont'd.)

Pool Status – Chairman Bohan announced that Mr. Laubach had sent out the present status of the pools. Mr. Laubach reported that the group is trying to decide how to present this information to various Township groups (Commissioners, Parks & Recreation Board, School Board). Mr. Laubach reported that the members of this group really put a lot of work into researching this issue for the Township.

VI. New Business

Director Search – This item was previously discussed.

Correspondence - None.

Overlook Community Foundation Report – Chairman Bohan reported on the current and future board member openings for the Foundation. He also reported that the Township has received applications from thirteen (13) candidates; eleven (11) of which are planning to be interviewed.

VII. Commissioner's Report – In addition to what Commissioner Keebler already shared with the Board, she commented that she has not received or heard any negative comments regarding the new daily admission rates for the pools. Ms. DeSha commented that perhaps the daily admission rates might not be noticed until closer to the pools' opening. Commissioner Keebler reminded the board members about the upcoming events the Township is offering on May 10 – "Spring Fling" and "Tastes of the Township".

VIII. School Board Report – Mr. Reed reported that the School Board is planning on making a presentation to the Planning Commission later this month with regard to Bucher School. Guest, Beth Ross, shared some additional details regarding the Bucher School proposed plans. Mr. Reed also announced that in Lancaster County, there are six (6) school superintendent openings.

IX. Museum Board Report – Mr. Keene reported that the work is continuing on the Landis Woods Performing Arts Center that is being built adjacent to the Museum. Mr. Keene shared the Museum Board's upcoming events.

X. With no further business to discuss, the meeting was adjourned at 8:56 p.m. by Mr. Miller. This motion was seconded by Mr. Keene.