

Manheim Township Parks & Recreation Board

MONTHLY BOARD MEETING MINUTES

June 3, 2008

- I. The regular meeting of the Manheim Township Parks and Recreation Board was held in the Stauffer Mansion Blue Room on Tuesday, June 3, 2008. Chairman Bohan called the meeting to order at 7:30 p.m. In addition to Chairman Bohan, board members present included Keene, Laubach and Miller. Also present were Commissioner Keebler, Township Manager Martin, Assistant Township Manager Molchany and Recreation Director Lewis. Guests included

Chairman Bohan welcomed newly appointed Recreation Director.

- II. **Review and Approval of April 1, 2008 Minutes** – Chairman Bohan announced that an updated version of the Minutes were on the table tonight. The Minutes that were included in the packet did not include some report under the Field Committee Report. Mr. Miller made a motion to approve the June 3, 2008 Minutes as written. This motion was seconded by Vice-Chairman Keene and was then accepted unanimously.

Vice-Chairman Keene asked if he would be permitted to add an item to the agenda for tonight's meeting. Discussion will be held on the annual Parks & Recreation Board Picnic.

- III. **Treasurer's Report** – In Ms. DeSha's absence, Mr. Miller announced that a new finance software department Mr. Miller reported on this month's financials and Overlook Activities Center facility continues to be a concern with regard to maximum usage and decreasing revenues. Solutions to this item will be addressed in the Program Committee meetings that will resume shortly. Mr. Miller commented on the Pool Membership report that was distributed, stating that both pools' memberships are up significantly for 2008. Commissioner Keebler commented that this result might be due to the fact that the daily admission rates have increased for 2008 and people are realizing that a membership is a better value. Mr. Miller questioned Recreation Fees revenue only at 22% of estimated budget for the year. With the additional summer programming that has kicked in, this might take care of itself. Vice-Chairman Keene asked about Overlook Falls Mini-Golf advertising strategy for this year. Director Lewis explained that the Department has addressed this, as ads have been placed in the Clipper Magazine and also the Savvy Shopper. Director Lewis also explained that the Glow Golf special events will be advertised in the July Township News issue. Chairman Bohan noted that most of the Overlook Activities Center accounts are between 40 and 50%. Commissioner Keebler asked Director Lewis how the sign ups were for the Playground programs. Director Lewis stated that the Playground programs are filling up. Mr. Miller noted that under the Parks Division, overtime was already listed at 76%. Commissioner Keebler stated that this needs to be looked at. Mr. Miller also reported that he is still noticing expenditures for trash removal at Skyline Pool. These particular accounts' expenditures are listed (as of the end of May) at 74% appropriated. Assistant Manager Molchany stated that he will check on this and e-mail everyone with the result.

Commissioner Keebler reported that she has received various comments from pool patrons regarding the increase of the standard (non-resident) fee increase at both pools.

IV. **Committee Reports:**

Facilities Committee – Vice-Chairman Keene reported that a parks inspection of Landis Woods, Community Park and Reidenbaugh had taken place a few weeks ago. Vice-Chairman Keene also reported that a park maintenance report from Public Works Director Neff was distributed. Vice-Chairman Keene reported to the board members that the Performing Arts Stage which was constructed within Landis Woods will be dedicated this Sunday at Landis Woods (program flyer for event distributed).

Personnel Committee – Mr. Gard (re)welcomed Recreation Director Lewis to the Department.

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IV. Committee Reports:

Program Committee – Mr. Miller stated that he did not have any information for discussion regarding the pricing at the Overlook Activities Center for skating, parties, rentals, etc., as he has not received the requested information yet from Recreation Superintendent Norton.

Commissioner Keebler asked if the Pool Group Policy has been addressed recently. She felt that these reduced fees should be taken a look at. Chairman Bohan stated that servicing the season pass holders is important. Recreation Director Lewis suggested that these groups could possibly use the pool during "off" hours.

Vice-Chairman stated that there is a fee rate schedule within the Rules & Regulations based on Resident and Non-Resident rates. These rates will be reviewed and updated.

Public Relations Committee – No report. Chairman Bohan shared news article submitted by guest Peg Adams.

Finance Committee – No additional report.

Director's Report – Enclosed in the packet. Director Lewis reviewed key notes listed on reports. Director Lewis explained that we are still searching for swim instructors.

Vice-Chairman Keene reported that a request has been received by a Men's Softball League (currently playing at Lancaster County Parks) for Fall League play at Stauffer Park.

Director Lewis also added that there are 20 artists registered to date for the Landis Woods Art Show.

Chairman Bohan commented that in the process of hiring a Recreation Director, the Program Committee was very impressed with the "wealth of experience" that Director Lewis brings to the Program area. The review of programs offered including staffing will be one of the issues that Director Lewis will address. Mr. Gard commented that the Director's Report was well done and easy to read and thanks Director Lewis.

V. Old Business

Steering Committee – MT Comprehensive Plan – Status Update - Mr. Keene reported on the status of the meetings that continue to be held.

5 and 10-Year Capital Expenditure Strategies – Status Update – Chairman Keene reported that parks inspections were held within the last month. Parks that were inspected were Landis Woods, Community Park and Reidenbaugh. Short and long-term plans are being formulated after the inspections. Upon finalization of the parks inspections, a formal report will be presented. Discussion was held on "shading" the Destination Playground. Also included in the finalized plan would be additional amenities that could be added to parks funded by capital funds, Vice-Chairman Keene reported. Mr. Miller asked if land acquisitions would be included. Vice-Chairman Keene stated that has not been discussed yet.

Fields Committee Report – Assistant Township Manager Molchany that the next meeting which is scheduled for June 13 will be rescheduled for June 20 at 7 AM. Members of this team will be contacted regarding this change. Discussion was held regarding the Football Association utilizing Municipal Park site for their fall program.

Rules, Regulations and Policies Committee – Park Facilities – Vice-Chairman reported that this document is waiting for comments from the Recreation Department. Director Lewis stated that she will check with Recreation Superintendent Norton regarding this. Chairman Bohan stated that electronic copies should be distributed, so this item can be finalized at next month's meeting.

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V. Old Business (Cont'd.)

Pool Status (Joint Task Force Report) – Chairman Bohan announced that Overlook Pool will be hosting an opening Saturday, June 7 at 10 AM. Director Lewis asked Chairman Bohan and Facilities Program Manager Slick. Commissioner Keebler also stated that she and Commissioner Downing will also speak.

Commissioner Keebler shared her thoughts on the renovation of Skyline Pool. She stated that she thought that the cost to renovate Skyline should not exceed the cost of the renovations of Overlook Pool. Chairman Bohan stated that the Board will continue to support the renovation of this facility.

Commissioner Keebler reported that a meeting will be held regarding the Aquatics Center on June 11 with Hannah Bartges, Commissioner Keebler and Don Reed. Vice-Chairman Keene commented that the Township cannot afford two outdoor pools in addition to an Aquatics Center. Commissioner Keebler stated that if the Township donates \$5 million, the school district \$5 million and the pool aquatics people raise \$5 million, this might be a possibility.

Chairman Bohan shared a proposal which was received by the Lancaster Aquatic Club to manage the Township's Aquatic programming. Commissioner Keebler requested that this proposal be distributed to the Commissioners. Discussion was held Mr. Miller requested that Director Lewis and Facilities Manager Slick be in contact with the School District. Director Lewis reported that the District's Athletic Director instructed Ms. Kuntz to contact Facilities Manager Slick as the Recreation Department has secondary use of the High School pool. The general consensus of the Board was not to entertain their proposal. Mr. Gard stated that more information is needed and should be requested before a final decision is made. Discussion was held regarding proposing an RFP for the management of aquatics programming. Chairman Bohan requested that board members send questions regarding this proposal to Director Lewis and himself, the questions compiled and Ms. Kuntz then be invited to next month's board meeting for discussion. Based on those discussions the Board will then forward their recommendations to the Commissioners. Commissioner Keebler stated that the big question is do we want to outsource aquatic programming. Assistant Manager Molchany stated that he will contact Ms. Kuntz and report that the proposal is being reviewed and that she would be contacted to attend future meetings.

VI. New Business

Correspondence – Enclosed in packet.

Parks & Recreation Annual Board Picnic - Vice-Chairman Keene suggested that the picnic be held the latter part of July, due to the low attendance when holding the picnic in late August. The tentative date is August 20. All Township boards and commissions, township officials, department heads and staff will be invited.

Meeting Time Discussion - It was decided that beginning in July (and every month forward), the meeting time will be held at 7 PM.

VII. Overlook Community Foundation Report – Chairman Bohan reported that he had sent everyone a summary of last month's meeting. On the agenda for this month's meeting, Chairman Bohan reported, will be deed restrictions.

Mrs. Adams attended the Manheim Township Historical Society's last meeting. Chairman Bohan stated that this group is active in renovating the house.

VII. Commissioner's Report – No further report.

VIII. School Board Report – In Mr. Reed's absence, there was no report.

IX. Museum Board Report – Mr. Keene reported that the grand opening for the Landis Woods Performing Arts Stage will take place this Sunday (6/8).

X. With no further business to discuss, Mr. Laubach made the motion to adjourn the meeting. This motion was seconded by Vice-Chairman Keene.