

Manheim Township Parks and Recreation Board

MONTHLY BOARD MEETING MINUTES

JANUARY 4, 2006

- I. The regular meeting of the Manheim Township Parks and Recreation Board was held in the Board Room of Stauffer Mansion on Tuesday, January 4, 2005. Chairman Bohan called the meeting to order at 7:30 p.m. In addition to Chairman Bohan, board members present included Keene, DeSha, Gard, Keene, Laubach, Miller and Ross. Also present were Commissioners Casselbury and Keebler.

Chairman Bohan welcomed newly appointed members and Commissioners to the Board. Everyone introduced themselves.

- II. Review and Approval of December 6, 2005 Minutes - Mr. Gard made the motion to approve the December 6, 2005 Minutes as written. Mr. Laubach seconded this motion.
- III. Treasurer's Report – Mr. Miller commented that according to year-end figures, the Overlook Activities Center is under utilized (in comparing revenue from previous years). He commented also that “we have not fully recovered” from the floor repair a year ago. In addition, Overlook Falls Mini-Golf for 2005 is also under budget (both revenue and expenditures). Mr. Miller asked Director Lovelette regarding the Park Maintenance vehicle maintenance account. As of the end of 2005, budget was at 126% (25% over budget). Director Lovelette explained that two of the maintenance trucks had major problems in 2005. Both of these are due to be traded-in in 2006.
- IV. Election of 2006 Officers – Mr. Keene reviewed the nomination of officers for 2006 (Jim Bohan, Chairman; Mike Keene, Vice-Chairman; Dixon Miller, Treasurer/Asst. Secretary and Nick Gard, Secretary/Asst. Treasurer). This slate of officers was unanimously accepted.

V. Committee Reports:

At this time, volunteers were accepted for 2006 Committee Assignments. (2006 assignments are listed below.)

Facilities Committee – Mike Keene, Chairman / Nick Gard - No report.

Personnel Committee – Nick Gard, Chairman / Eric Laubach - No report.

Program Committee – Dixon Miller, Chairman / Beth Ross - No report.

Public Relations Committee – Eric Laubach, Chairman / Debbie DeSha - No report.

Finance Committee – Dixon Miller, Chairman / Debbie DeSha - No further report.

VI. Old Business

Comprehensive Plan Status Update:

Overlook Community Foundation - Chairman Bohan stated that the minutes to the last meeting were included in this month's packet. Mr. Bohan shared that Dexter Frey had by-pass surgery. Chairman Bohan also reported that the barn renovations are continuing with anticipation that it will be complete by March. He also reported that the Dog Park gate is operating; however, the park is closed until spring. Mr. Keene suggested that the baseball field alternate playing seasons in order to create a more secure playing surface. Director Lovelette further explained that the original planting seed mix on the field was not what was specified. Consequently, the contractor re-seeded and we also over seeded. Director Lovelette asked Commissioner Casselbury if an agreement had been signed with regard to the concession vendor located in the barn. Commissioner Casselbury stated that an agreement has been signed with the Keares Group, adding that a few issues needed to be resolved yet.

(Continued)

V. Old Business (Cont'd.)

WebTrac Update - Director Lovelette reported that our credit card processing has been restored (since the dual updates of RecTrac). Lorri Haney reported that the WebTrac software has been installed. Robin Church, IS Coordinator, is working with Vermont Systems to get operational. In addition, class capacity percentages need to be set.

Overlook Activities Center – Director Lovelette reviewed Overlook Activities Center usage (private rentals) over the past three (3) years. Sports & Fitness Coordinator Lopett also prepared a 2005 Activities Center program report. Director Lovelette commented that Public Skating Sessions have decreased as well. Mrs. Ross asked if there was a business plan in place for rejuvenating this usage. Director Lovelette explained that staff has discussed this issue and former usage will be contacted regarding future use. Mrs. DeSha commented that she feels that the facility is not safe for her children. Director Lovelette explained that the Friday evening Public Skate Sessions have been a challenge. Police do patrol the area.

VI. New Business

2006 Pool Fees – Director Lovelette reported on the staff recommendations for the 2006 Pool Fees. Discussion was held regarding the proposed rates. Director Lovelette explained that membership fees have not increased in quite a number of years. Due to no increase over past years, the proposed rates for 2006 were considerably increased. Chairman Bohan asked that Director Lovelette take the proposed rates back to staff and explore other options.

Other – Chairman Bohan recommended to the new board members that they should take advantage of the “Board Orientation” which occurs when new members are added to the Board. This entails a tour of all the parks in Manheim Township. Director Lovelette will coordinate this experience. A Saturday date will be chosen.

VII. Commissioner’s Report – Commissioner Casselbury no further report.

VIII. School Board Report - Mrs. Ross reported that the bids received for the High School program were 40% over what was projected by the architects. A meeting will be held to discuss how the District is going to proceed with this project.

IX. Museum Board Report - Mr. Keene had no report.

Commissioner Casselbury requested a copy of the department’s organizational chart, job descriptions and salaries. Commissioner Keebler stated that she would like this information also.

Commissioner Keebler commented that the Stauffer Holiday Open House was a great event and was also very well attended.

XI. Adjournment - With no further business to discuss, the meeting was adjourned at 8:53 p.m., with a motion made by Mr. Keene. Mr. Miller seconded this motion.

Respectfully submitted,

Lorri A. Haney