

Manheim Township Parks and Recreation Board

**MONTHLY BOARD MEETING MINUTES**

**FEBRUARY 7, 2006**

- I. The regular meeting of the Manheim Township Parks and Recreation Board was held in the Board Room of Stauffer Mansion on Tuesday, February 7, 2006. In Chairman Bohan's absence, Vice-Chair Keene called the meeting to order at 7:30 p.m. Chairman Bohan arrived at 7:47 p.m. In addition to Chairman Bohan, board members present included DeSha, Gard, Keene, Laubach, Miller and Ross. Also present was Commissioner Keebler.
- II. Review and Approval of January 4, 2006 Minutes - Mr. Miller made the motion to approve the January 4, 2006 Minutes as written. Mrs. Ross seconded this motion.
- III. Treasurer's Report – Mr. Miller commented that it was good to see an increase in rental fees at the Overlook Activities Center for the month of December. Mr. Miller asked if there was any debt service for the Center. Director Lovelette answered that the debt service for the OAC had been retired two years ago. Mrs. Ross noticed that there were twice as many memberships sold at Overlook versus Skyline. Director Lovelette explained that, historically, Overlook Pool has always sold more memberships than Skyline, and in turn, Skyline has sold more Daily Admissions. Commissioner Keebler questioned the realization of only 42% of revenue at Overlook Falls Mini-Golf. Director Lovelette reported that this year, the site was considered “a construction site” and also that the course is recognized as “too easy”. Mrs. Keebler asked if a “Plan of Action” is in place. Director Lovelette explained that staff is working on the plan and it will be ready by next month's meeting.

Vice-Chair asked if all members wanted to receive the financials each month. It was decided that most of the members thought this information very informative.

IV. **Committee Reports:**

Facilities Committee - Mr. Keene reported that he was happy to report that, at the present time, neither of the pools were leaking.

Personnel Committee – Mr. Gard reported that last week interviews were held for a full-time Custodial position. Director Lovelette explained that one of the candidates was eliminated due to a negative reference check. Director Lovelette further explained that the position will be offered tomorrow to an individual.

Program Committee – Mrs. Ross reported on a meeting that was held with recreation staff. Discussion was held on the OAC and Mini-Golf. A brainstorming session was held in order to formulate some ideas on plans for marketing both of these facilities. Mrs. Ross suggested that Kelly Wells, Public Relations and Community Events Manager, be invited to the next Program Committee meeting.

Public Relations Committee – Mr. Laubach distributed an article that was published in the newspaper. Commissioner Keebler questioned Director Lovelette if the e-mail regarding the Keares Group meeting was distributed to all of the board members. Commissioner Keebler stated that she had a few questions regarding the content of the e-mail that was sent. Mrs. Ross stated that it could be discussed at the end of the meeting as an additional agenda item.

Finance Committee – No further report.

*(Continued)*

## V. Old Business

### *Comprehensive Plan Status Update:*

- A. Overlook Community Foundation - Chairman Bohan reported that the Foundation Board discussed having a meeting with the Commissioners to discuss the direction of this board. There was no meeting last month. Mrs. Keebler stated that she heard that an amphitheater was going to be built. Chairman Bohan explained that an amphitheater had been one of the recommendations that once been proposed. Mrs. Keebler also asked if the additional parking for the newly renovated barn fell under the Foundation. Chairman Bohan explained that an additional parking area has not been addressed by the Foundation Board. Commissioner Keebler also asked if the Dog Park fell under the auspices of the Foundation or the Parks & Department. Director Lovelette explained that the Dog Park group has certain responsibilities concerning the park and the Parks & Recreation Department have certain maintenance responsibilities. An agreement exists that has been signed by the Dog Park, Foundation Board and the Commissioners. Director Lovelette reported that the barn is nearly completed, with an anticipated opening of mid-April. Director Lovelette also reported that fifty (50) trees have been planted. These trees were relocated from the nursery in Municipal Park. Director Lovelette also reported that the strapping has been ordered from BMS in order to move the restroom building.
- B. Web Trac Update - Director Lovelette reported on the status of the implementation of Web Trac. He explained the problems that we have had with the credit card processing system within Rectrac, since our two level upgrade. After the credit card auto settle is operational, we will move forward to implementing Web Trac.
- C. 2006 Pool Fees - Director Lovelette presented the revised 2006 pool fees that have been put together by staff. The recommendation is a three year phase in of increased fees. Mrs. Keebler asked if the proposed rates are sent to the Commissioners for approval. Director Lovelette explained that, generally, the Board recommends the rate to the Commissioners. Commissioner Keebler stated that she had discussed the proposed rates with Commissioner Casselbury. Director Lovelette explained that the proposed rates address the discrepancies and inconsistency of the past rates. Mr. Miller commented that the rates are very reasonable. Commissioner Keebler discussed the proposed rates with Commissioner Casselbury and they decided that the rate increase should be the same across the board (between 3% to 5%). Director Lovelette explained that according to the 2005 year-end report, Skyline Pool lost \$22,000 dollars while Overlook was \$50,000 in the black (including Day Camp). Chairman Bohan suggested that the discount rate could be adjusted to incorporated rate increases overall. Mr. Miller stated that a choice needs to be made whether the rate increase is uniform across the categories or whether to make changes that make the categories more uniform than previous rates. The rates that are proposed address the making the categories more uniform. Vice-Chair Keene made a motion to accept a rate increase for 2006 as presented, continuing until 2008. This motion was seconded by Mr. Miller, which was unanimously accepted. Mrs. DeSha asked for clarification of the swim team pass. Director Lovelette explained that this pass was just for swim team practices and meets. Mrs. Ross reported that a "pass punch card" was discussed at the Program Committee meeting. These cards would be sold and enable the holder to be admitted at various facilities (pools, Activities Center, mini-golf).

## VI. New Business

- A. Township Special Events – Director Lovelette reported on a meeting that was held regarding special events that the Township will sponsor for 2006. These events include: May 13 – Spring Fling; September 9 – Community Day; October 28 – Fall Family Night; November 4 (or 18) – 5 Mile Run; December 3 – Stauffer Holiday Open House. Director Lovelette further explained that the May 13 event is a replacement for Flag Day and will be the grand opening event to showcase the barn and the driving range facility. Event will be free (excluding food) and run from 11 AM to 3 PM.

(Continued)

– Page 3 –

**VI. New Business (Cont'd.)**

- A. Township Special Events (Cont'd.) – Director Lovelette reported that the Community Day event will include all activities that occurred in Stauffer Park in previous years, but will be relocated to the Community Campus. There is a possibility that a dinner/dance will be held on Friday night in the barn. Fall Family Night will be held as it has in the past. The 5-Mile Run is an event that will be a new event that will be directed by Keith White, Millersville. Mr. White also directs the annual Red Rose Run.
- B. 2006 Projects – Director Lovelette reviewed the 2006 Projects list. These projects include capital projects and major equipment purchases. New starting blocks will be purchased for Skyline Pool. These need to be purchased and installed by the time Divisionals and a relay event that will be hosted by Skyline Swim Team. Additional projects include the replacement of entrance doors at the Sand Trap, stream and trail work at Stoner which, Director Lovelette reported that the majority of this project will be completed in-house by the Parks Maintenance Department. More projects include parking at Overlook Pool, restroom partition replacement at the Activities Center, bench replacement at the Activities Center, installation of 3 bowl sink at Skyline and the Activities Center, non-motorized paths on Community Campus and Rutledge Avenue, digital security camera at the Activities Center, an additional shade umbrella at the Mini-Golf site, additional skate park components, rebuilding of Rotary and Sertoma pavilions (Community Park), partial roof replacement on Stauffer Mansion and installation of a new furnace in the Stauffer Carriage House.

Director Lovelette urged board members to attend Jerry Sandusky's presentation, "The Second Mile", which is sponsored by the Community Life Task Force. The presentation will be held on Wednesday, February 22, 7-8:30 PM in the High School.

- C. Other – Discussion was held regarding meeting that was held between Director Lovelette and the Keares Group (concessionaire). Commissioner Keebler stated that the details need to be "spelled out". Director Lovelette explained that we are acting as facilitator for this process. Details will be written and distributed to all parties involved. Commissioner Keebler stated that she would like to discuss this issue further at the meeting that is scheduled for Friday (2/10).

**VII. Commissioner's Report** – Commissioner Keebler stated that more information (from Parks & Recreation) needs to be forwarded to the Commissioners. Chairman Bohan explained that the vehicle for information was the Commissioner Liaison.

**VIII. School Board Report** - Mrs. Ross reported that the High School project will go out to bid again on February 20.

**IX. Museum Board Report** - Mr. Keene reported that the majority of the first meeting of the year was organizational. Also, the Art Show committee will have it's first meeting next week.

**XI. Adjournment** - With no further business to discuss, the meeting was adjourned at 9:42 p.m., with a motion made by Mr. Keene. Mr. Laubach seconded this motion.

Respectfully submitted,

Lorri A. Haney