

Manheim Township Parks & Recreation Board

MONTHLY BOARD MEETING

March 7, 2006

- I. The regular meeting of the Manheim Township Parks and Recreation Board was held in the Board Room of the Stauffer Mansion on Tuesday, March 7, 2006. 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 Ross. Also present was Commissioner Keebler.
- II. **Review and Approval of February 7, 2006 Minutes** - Mr. Keene made the motion to approve the February 7, 2006 Minutes as written. Mr. Gard seconded this motion.
- III. **Treasurer's Report** – Mr. Miller reported on the monthly reports that were included in the packet. Mr. Miller thanked Director Lovelette for the preparation of the 2005 Budget Summary. Mr. Miller commented that the revenue for the Overlook Activities Center was quite good for the month of January. Mr. Miller questioned the use of Skyline parking lot by Eden Resort Inn. Director Lovelette explained that the trailers parked there presently, were due to the construction going on at the Eden. Director Lovelette reported that these vehicles/trailers will be vacated by May 4th. He further explained that the services between both parties are reciprocal. Mr. Miller questioned if fees paid out of health insurance were for random employee drug testing. Director Lovelette reported that this fee was for the pre-employment and drug screening for the new custodian. He further explained that random employee drug testing does occur (usually CDL operators). Mr. Miller questioned \$2,250 paid to Lancaster Barnstormers. Director Lovelette explained that this was a play bill ad that was submitted by Kelly Wells and Sean Molchany. The budgeted amount for this ad was \$1,000. The overage was approved. This ad consists of two (2) coupons (BOGO): one for the golf course and one for the mini-golf course.
- IV. **Committee Reports:**

Facilities Committee - Mr. Keene reported that a Facilities Committee meeting was held and that the meeting notes were included in the packet. Commissioner Keebler had a few questions regarding the meeting notes. Commissioner Keebler asked if the equipment storage car port that was mentioned in the notes was going to be brought up in the next budget request meeting. Commissioner Keebler asked if the dedicated individual for the Police building was a Police Department or parks & Recreation need. Director Lovelette explained that the person indicated in the notes was a custodial need, since the police department expanded their building. Commissioner Keebler also asked about the water discharge that was mentioned in the notes at the Overlook Community Campus. Vice-Chair Keene shared photos related to this issue. Discussion was held on the current storm water management plan (or lack of) at that end of the park. Director Lovelette explained that work is continuing to address the problem. Mr. Miller questioned the shared storage for supplies mentioned in the notes between the Township and The Keares Group (concessionaire). Director Lovelette explained that the details for shared or separate space(s) by both parties is being discussed. We will no longer have a need for concession supplies, but will have custodial supplies that will need to be on site(s). Mr. Miller asked if the Township will continue to staff the concessions stands. Director Lovelette stated that employees will be employed by Keares. Discussion was held regarding leaving certain areas as natural wildlife areas vs. currently mowed fields. Vice-Chair Keene suggested reducing the mow lines within the campus. This will also reduce the manpower needed to mow this area. Chairman Bohan stated that he will bring to the attention of the Community Foundation. Mr. Miller asked how the loss of two (2) full-time employees to Public Works Leaf Collection impacts Park Maintenance. Director Lovelette explained that these two employees make up 25% of our staff (which is lost) when they are working in Public Works Department.

Personnel Committee – Mr. Gard reported that a new full-time custodian (Barbara Dabbs) has been hired to replace Pat Spencer (retirement).

Program Committee – Mr. Miller had no report.

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Commissioner Keebler reported on a resident request that she received at a Skating Party that she attended with Brecht school. The music did not seem to be appropriate for the group. Discussion followed regarding the distribution of the Activities Center activities. All publicity material need to be approved by the District Office before material can be distributed. Director Lovelette stated that all publicity sent out by the Parks & Recreation Department is pre-approved by the District Office. Mrs. Ross stated that she will discuss with Kevin from the School District.

Public Relations Committee – Mr. Laubach reported that the Plan of Action for the Overlook Falls Mini-Golf for 2006 that was prepared by Sport & Fitness Lopett was on the table tonight. Director Lovelette stated that this action plan needed to be finalized by the Public Relations Committee within the next few weeks. Commissioner Keebler asked if there was a discount available for groups / day cares. Director Lovelette stated that those fees were incorporated in the regular fee schedule. Director Lovelette explained that all items (except item #1 – Barnstormers Play Bill Ad) listed were being taken care of by Parks and Recreation staff.

Finance Committee – No further report.

V. **Old Business**

Comprehensive Plan Status Update:

Overlook Community Foundation Report – As Chairman Bohan and Director Lovelette were not in attendance at the last Foundation meeting, Vice-Chair Keene reported on Foundation activity (Minutes were included in this month's package). Vice-Chair Keene stated that the meeting was focused on two areas: 1.) The house beside the mini-golf course, and 2.) The Foundation Board's future goals. It was suggested that a meeting be held between the Commissioners, the Foundation Board and the Parks & Recreation Board to discuss what exactly the role is of the Foundation Board (since the vote down of the Community Center). This meeting has been tentatively set up for Wednesday, March 15 (7-9 p.m.).

Commissioner Keebler asked if, at the meeting, there was any discussion on the Library. Vice-Chair Keene stated that there was no discussion on the Library. Commissioner Keebler stated that there is a very large grant (near \$2 Million) that is available through the state and needs to be submitted by mid-June. Commissioner Keebler suggested that a Library Focus Group be resurrected to focus on the construction of a Library. Commissioner Keebler stated that the Commissioners would like the Foundation Board to focus on the Library. Chairman Bohan explained that the Foundation Board has no funding and the present members are questioning their role in the process. The charge of the Foundation Board, in its' inception, was to develop plans to develop the property, which, Chairman Bohan stated, has been done. Mrs. Ross explained that the School District has a Foundation and it's main purpose is to generate revenue. Director Lovelette explained that the Overlook Community Foundation is a Foundation in name only. Chairman Bohan further explained that the Foundation is a 503C that was charged with the development of the property. Commissioner Keebler asked where the Library "fits in" to the Foundation. Chairman Bohan stated that the Foundation has recommended the building of a Library. Mrs. Ross asked Commissioner Keebler if the Commissioners were willing to fund the hiring of a person to write and secure the grant that is available to begin the process. Director Lovelette stated that the grant that came forth to obtain was for a Community Center. Discussion was held as to whether the meeting between the Foundation, the Commissioners and the Parks & Recreation Board should be a public meeting.

WebTrac Update – Director Lovelette reported on the status of WebTrac installation. Lorri Haney reported that the credit card settlement process and receipt printing was now operational. Director Lovelette reported that Robin Church, Manheim Township IS, is in the process of testing WebTrac with the help of Dave Clipper of Computer Evolutions (firm that hosts Manheim Township website). Installation tests will be run to verify the configuration of the re-installed web speed software.

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V. Old Business - Continued

2006 Pool Fees Status – Chairman Bohan explained that the fees for 2006 have been set and that all supporting documentation was included within this month's package of information. Chairman Bohan suggested that pool fees be investigated as early as September this year (vs. February) for the next year fee schedule. Commissioner Keebler suggested that these fees be incorporated into the budget preparation process.

VI. New Business

2005 Year-End Report – Director Lovelette reported on the 2005 Year-End Report that Director Lovelette prepared. This report is a comparison of what was budgeted, income and expenditures.

"Step Up to Health" Summit – Director Lovelette reported on a program seminar that he attended that was sponsored by NRPA (National Recreation & Park Association). The "Step Up to Health" program is a nationwide initiative to make people aware of health and obesity issues that are occurring in America. Director Lovelette shared some of the ways that this initiative could be incorporated within our community. Director Lovelette explained that he will be sharing this information with Lancaster County Parks Alliance. Mrs. Ross stated that this initiative is in line with what the School District is doing. She further explained that state requirements have changed what food (healthier) is being served at the schools. Director Lovelette stated that this initiative ties in as well with the Township's "Healthy Community" and also the Smart Strides (walking) program which was started a year ago by our Department. Mrs. DeSha explained that she receives e-mail updates from the Township. Director Lovelette stated that this might be a vehicle to advise people of this initiative.

April Meeting Agenda – Director Lovelette explained that he will be on vacation in April on the meeting date. Discussion was held whether the meeting should be re-scheduled or Superintendents be present to report. It was decided that the meeting will be held as scheduled and the Superintendents will attend to report on agenda items.

Vice-Chairman Keene invited all board members to stop in at the Parks Maintenance Garage any time to meet with Park Superintendent Lessig.

Correspondence - Enclosed.

VII. Commissioner's Report – Commissioner Keebler stated that there has been a lot of discussion on the Library. She added that she would like to see a diverse group of people get involved to focus on the Library.

VIII. School Board Report – Mrs. Ross shared a 3-D computer model presentation on the proposed school renovation. She explained that bids went out February 20 and were being opened today. Their next work session is scheduled for Thursday (3/9). The project is a 30-month project and will not affect the school children in any way.

IX. Museum Board Report – Mr. Keene reported that the programs that have been scheduled for 2006 at the Boettcher House have begun. On March 12, a presentation by Nat Netscher entitled "Memories of Manheim Township" will be held at 2 p.m. at the Boettcher House Museum. Commissioner Keebler asked if information on the Boettcher House could be submitted for publication in the Township monthly newsletter.

X. Director's Report - Enclosed.

XI. With no further business to discuss, the meeting was adjourned at 9:03 p.m.

Respectfully submitted,

Lorri A. Haney