

Manheim Township Parks & Recreation Board

MONTHLY BOARD MEETING MINUTES

April 4, 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, April 4, 2006. Vice-Chair Keene called the meeting to order at 7:30 p.m. In addition to Vice-Chairman Keene, board members present included DeSha, Gard, Keene, Laubach, Miller and Ross. Also present was Commissioner Keebler, Recreation Superintendent Harry Norton and Parks Superintendent Chris Lessig.
- II. **Review and Approval of March 7, 2006 Minutes** - Mr. Miller made the motion to approve the March 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 reported that there were no unusual invoices paid during the last month. Mr. Miller commented that that he is still concerned about the OAC accounts. Vice -Chairman Keene questioned an invoice that was paid in the amount of \$2,672 from Bitting Recreation. Parks Superintendent Lessig replied that these were for benches that have been replaced. Vice-Chairman also asked what the invoice paid to Arro Consulting for \$357 was for (marked Heritage Pathways). Superintendent Lessig stated that this might be work being done for a link to Landis Woods. Mrs. DeSha questioned fees paid to Comcast, asking if this was a monthly charge. Discussion held on invoices paid to Comcast for fiber optic services each month. Mrs. Keebler stated that the Commissioners are also taking a look at these fees. This issue will be discussed next month when Director Lovelette returns from vacation. Mrs. DeSha asked if the Sand Trap income would be going away in the near future. Vice-Chairman Keene explained that once the transfer to Keares takes place, there will no longer be income. Mr. Miller asked if there would be a facility rental income (for Sand Trap facility, pool concessions facilities). Commissioner Keebler explained that the agreement with Keares states that there will be a \$1,000/month rental fee (Sand Trap, both Pool Concessions, OAC Concession and the Barn). In addition to the \$1,000/month facility rental, 5% of revenue in excess of \$500,000 less utilities will be paid to the Township annually. Commissioner Keebler asked if anyone has seen the inside of the Barn. She also stated that there have been \$500,000 in change orders.
- IV. **Committee Reports:**
Facilities Committee - Mr. Keene reported that a Facilities Committee meeting was held February 21 and that the meeting notes were included in last month's package. Since Parks Superintendent Lessig was present, board members were asked to bring these minutes to tonight's meeting, in order to ask questions. Superintendent Lessig briefly explained what is going on within the Parks Maintenance Department. Most of the duties revolved around getting the parks facilities/amentities (pavilions, fields, etc.) open for spring use. He also explained the status of the well monitoring by SRBC. The step down test on the Foundation Well was performed. The findings were "phenomenal", Superintendent Lessig reported, that 100 gallons/minutes could be used for months at a time (24/7). Superintendent Lessig also reported that the cover has been removed off of the pool at Skyline. He stated that the water level was very good. The pool has been "shocked" to get it ready to turn the pumps on at the beginning of May. Mrs. Keebler asked Superintendent Lessig if his department was responsible for the mowing at the Community Campus. Superintendent Lessig explained that the Parks Department did do some of the mowing. The large open field areas get mowed by the Public Works Department. He also explained that road/path work was also Public Works Department. Commissioner Keebler asked about the recent vandalism on the lights that had occurred. Superintendent Lessig stated that they found two that had been broken. PP & L are responsible for the street lights. Vice-Chair Keene asked if anyone had any additional questions for Superintendent Lessig. Mr. Gard asked how the new custodian was working out. Superintendent Lessig reported that she was working out very nicely. Mrs. DeSha reported that she had visited Community Park last weekend and stated that there was a lot of debris (sticks/twigs) lying about the park and also the sand digger was broken.

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Facilities Committee (Cont'd.) - Superintendent Lessig explained that these projects were scheduled. Construction (Penn's Crossing) debris at the back of the park has also been an issue. Mrs. DeSha asked if walking paths were ever designated differently (from driving roads). Mrs. Ross asked if walking paths could be painted green. Superintendent Lessig stated that has been done at the Community Campus facility. Superintendent Lessig also explained that the road going around the Park (Community) was a dedicated road and has certain regulations regarding paving, color coating and signage. Mrs. Ross suggested contacting the Boy Scouts to solicit for service projects. Mrs. Ross also explained that there is an extra credit program (contest) going on presently (Neff 6th Grade) for 2-hour volunteer project certificates. The student with the most certificates wins a prize. Mrs. Ross will contact Vicki Goddard, Principal, to make an announcement that the Parks & Recreation Department has volunteer projects that the students can perform. Mr. Laubach suggested that the Park Review rotation begin in May. Vice-Chair Keene stated that the pools were missed in last year's Parks Review. It was suggested that the pools (Overlook & Skyline), Perelman, Stoner and Jaycee Park would be reviewed first (in May). Commissioner Keebler reported that she had received comments on a group (Republican Committee) that had rented the Boettcher House. The group gave rave reviews. Commissioner Keebler explained that she has suggested that the Boettcher House be listed in the monthly Township newsletter. Vice-Chairman Keene announced that the program to be held on Sunday, April 9th was a presentation on "Furniture Restoration" given by Clair Garman.

Personnel Committee – Mr. Gard had no report.

Program Committee – Recreation Superintendent Norton reported on the various sub-divisions within the programming department. Superintendent Norton explained that Sport & Fitness Coordinator Lopett was working on field reservations (soccer, baseball, softball), Mini-Golf hiring. Superintendent Norton announced that May 13 is the "Spring Fling" event and a meeting has been attended to discuss the details of this event. Superintendent Norton reported that spring Aquatic classes did begin last week and also that the Pool flyer is on its way to residents. For the summer flyer, the publication will have a full-color cover with two-color inside pages. He further reported that the department is planning a Parks Facilities Guide & Map for distribution to the public in the fall. Mr. Miller suggested that the board members be included in the process. This will involve all sub-divisions of the Parks Department. Facilities Manager Slick is working on Day Camp, Lifeguarding and Pool Manager staffing. He reported that the Activities Center attendance was very good for the month of March. Discussion was held regarding the Friday night "crowd" that attends the Friday night sessions at the rink. Superintendent Norton reported that the Overlook Swim Team is interested in purchasing portable bleachers and commented also that he will discuss this with Superintendent Lessig after the meeting. In addition to his normal duties, Superintendent Norton announced that he is going to address program financial formats this year. Commissioner Keebler asked if Superintendent Norton attend the conference. He explained that he had attended as well as Superintendent Lessig. He also stated that the Parks and Recreation Department had won an "Excellence in Programming" award. Vice-Chairman Keene asked if the Foundation soccer fields could be used more (for soccer tournaments, recreational leagues, etc.). Superintendent Norton explained program registration procedures. For years, Basic Swim Lessons have always filled. The demand for Swim Lessons is higher than our facility usage allows. Discussion was held with regard of the pool usage need within the department (fall, winter, spring). Mr. Miller commented that eventually, with the disrepair of both of the outdoor pools, no indoor pool usage, we are going to get to the point that there will be no pools left to be used. He also stated that an indoor pool is definitely needed to address the constant high demand of the indoor swimming lessons. Commissioner Keebler stated that it has been suggested that there has been funding set aside to fix the pools (outdoor). Mrs. Ross stated that a new pool facility was needed. Commissioner Keebler stated that the pool situation is a high profile item. Mrs. Ross reported on Willow Valley's retirement community pool.

Mr. Miller thanked both Superintendent Norton and Lessig for the fine work that they did for the department. (Applause!)

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Public Relations Committee – Mr. Laubach had no report.

Finance Committee – No further report.

V. Old Business

Comprehensive Plan Status Update:

Overlook Community Foundation Report – Vice-Chairman Keene reported on the last meeting of this board. The minutes were enclosed within this month's package of information.

WebTrac Update – Lorri Haney reported that she had contacted Robin Church, IS Coordinator, on the status of the installation of WebTrac. He reported that Dave Clipper, Computer Evolutions, was in the process of installing WebTrac and that after installation it would be tested. He indicated that the testing might begin on Wednesday, April 5. Mrs. Ross asked if the fees for this installation have been paid. Lorri explained that the fees are being held until installation is complete.

VI. New Business

Correspondence - Enclosed.

VII. Commissioner's Report – Commissioner Keebler had no additional report.

VIII. School Board Report – Mrs. Ross shared that the ground breaking has been scheduled for April 21st at 1 p.m. She also reported that the budget process has begun. Commissioner Keebler asked if Bucher Elementary School renovations have been discussed. Mrs. Ross explained that it has not been brought up to date, further explaining that this "open classroom" format does need to be addressed.

IX. Museum Board Report – Mr. Keene had no further report.

X. Director's Report - Enclosed.

XI. With no further business to discuss, the meeting was adjourned at 8:53 p.m. with a motion made by Mrs. DeSha. This motion was seconded by Mr. Gard.

Respectfully submitted,

Lorri A. Haney