

Manheim Township Parks & Recreation Board

MONTHLY BOARD MEETING MINUTES

August 1, 2006

- I. The regular meeting of the Manheim Township Parks and Recreation Board was held in the 1st Floor of the Stauffer Carriage House on Tuesday, August 1, 2006. In Chairman Bohan's absence, 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, Miller & Ross. Commissioner Keebler was also present and arrived at 7:35 p.m. Superintendent Lessig was present. Guests included: Nancy Santaniello, 2177 Fruitville Pike, Lancaster, PA 17601, Monica A. Forte, 2131 Fruitville Pike, Lancaster, PA 17601 and Vinny Forte, 2131 Fruitville Pike, Lancaster, PA 17601, all guests representing the Overlook Wildlife Society (O.W.L.S.).
- II. **Review and Approval of July 5, 2006 Minutes** - Mr. Gard made the motion to approve the July 5, 2006 Minutes as written. Mrs. Ross seconded this motion.
- III. **Treasurer's Report** – Mr. Miller reported on the monthly reports that were included in the packet. Mr. Miller commented that memberships at both Skyline and Overlook were tracking very well this year. Ms. DeSha asked what the \$1,680 program income at the Overlook Activities Center was that was listed on the June report. This income was Volleyball League fees. Ms. DeSha commented that there were quite a few memberships sold at Skyline for the month of June. Director Lovelette explained that memberships might be up due to the hot weather. Ms. DeSha also asked why the Mini-Golf course was listed as closed on 6/2 and 6/27. Director Lovelette explained that he recalls that there was one day that the course had to close due to construction, but he stated that he will check and report back to the board at the September meeting. After checking pool reports (which had no income on 6/27), it was stated that the closing was due to weather (rain).
- IV. **Committee Reports:**

Facilities Committee – Vice-Chair Keene asked board members to comment on this month's park review (Bucher, Municipal and Reidenbaugh Parks). Mr. Gard reported that Bucher Elementary Park looked to be in "good order" and seemed well maintained. Vice-Chair Keene reported that the plexi-glass tiles on the bulletin board has been vandalized and needs replaced. Vice-Chair also commented that one of the swing seat needs replaced. Also, one of the basketball hoops is in need of replacement. Superintendent Lessig explained that this is the responsibility of the School District, but many times, if the District doesn't get to it, Parks & Recreation Department takes care of. Ms. DeSha commented that Municipal Park, when she visited, was in pretty good shape. Director Lovelette stated that dirt was moved today in order to correct the drainage problem in the swale area of the baseball field. Vice-Chair asked if soccer bench that was installed years ago and not being used anymore, could be removed (for mowing efficiency). Vice-Chair Keene also asked if Soccer Club could remove goal nets (Municipal & Reidenbaugh), so goals poles could be moved in order for efficient mowing. Mrs. Ross asked if Director Lovelette received the e-mail from her regarding the Bike Path at Reidenbaugh. Director Lovelette stated that he will address with the Non-Motorized Bike Path Committee. Ms. DeSha commented that she did a follow-up visit to Community Park and stated that the sand and the playground carpet looked great. She also talked to a few park users and they were very pleased with the amenities that were in the park. Ms. DeSha also stated that she looked at the backstops at Community Park and they didn't look that bad. Vice-Chair Keene stated that the Park Maintenance Department has gone out and repaired the backstops. Ms. DeSha also reported that the entrance to Stoner Park looked great. Director Lovelette stated that there is a nearby resident to Stoner Park that is maintaining the entrance. Ms. DeSha stated that the plantings right under the sign for the park need to be cut back, so sign can be viewed. Ms. DeSha commented that she is not happy with the Keares Group (concession) at Skyline Pool. She stated that she had scheduled a Birthday Party at the pool and the Keares Group closed the concession stand at 6 PM. She also explained that luckily, the lifeguard staff, helped out with serving the party food (soda/ice cream). Commissioner Keebler asked if Ms. DeSha could send her an e-mail regarding this. Commissioner Keebler stated that she had heard that Freeze & Frizz operates the snack bar at Woodridge Swim Club (Lititz), commenting that Freeze & Frizz should have been contacted to operate the pool snack bars, as that service would be more complimentary. Vice-Chair Keene stated that if there is a problem with the pools concession, it is the Commissioners' issue. Director Lovelette stated that it is a joint problem, as people relate the concession service with Manheim Township (not Keares).

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IV. Committee Reports:

Facilities Committee – *Cont'd.*

Commissioner Keebler stated that she is not happy with the performance of the Keares Groups with the pools. She also stated that any comments received regarding the Keares Group and pools concession, please send her an e-mails so it can be documented. Vice-Chair Keene announced that next month's park review would be Landis Woods and also reminded members that the monthly meeting will be held at the Boettcher House Museum. He also stated that Stauffer Park was not included in the monthly park reviews and asked the members to include for next month's meeting. Vice-Chair Keene will have the house open an hour prior to the Board Meeting (6:30 PM).

Commissioner Keebler commented on an e-mail that was received from a resident on how nice the parks bed designs are. Rick Denlinger, Park Maintenance, had an interaction recently with a resident, explaining to them how the parks beds were designed. Vice-Chair Keene asked if recognition was going to be received to the employees that were mentioned at last month's meeting regarding saving the Overlook Activities floor from flooding during last month's storm. Commissioner Keebler stated that the individual's were recognized at last month's Commissioners' meeting and also she thought that they were going to be recognized in the newsletter. She stated that she will check up on this.

Personnel Committee – Mr. Gard had no report.

Program Committee – Mr. Miller had no report.

Public Relations Committee – Mr. Laubach had no report.

Finance Committee – No further report.

V. Old Business

Comprehensive Plan Status Update:

Overlook Community Foundation Report – Director Lovelette reported that the Minutes for the last meeting were included in the package. Director Lovelette reported that he had not attended the meeting. However, Director Lovelette attended two committee meetings regarding Amphitheater and picnic and playground area amenities. These amenities are being revisited in an effort to bring them forward to the plans. Director Lovelette reported that the liquor license has been extended to include the Barn. The first event at the Barn was held last Friday night. The joint agreement to include the Sand Trap is not completed yet. Director Lovelette stated that the restrooms are now complete and open. Commissioner Keebler asked if the portable-johns were going to be removed. Director Lovelette explained that they will be removed from the site. Mr. Gard commented that there was an article on Dog Parks in a recent Parks & Recreation magazine.

In reviewing the minutes of the OCF Board, Vice-Chairman Keene asked who was purchasing the Mayer House from Dexter Frey for \$10,000. Director Lovelette explained that the Manheim Township Historical Society owns the house. Director Lovelette stated that all of the "parts" of the house that Dexter Frey removed from the house, he assumed that those "parts" were going back into the house. Vice-Chair Keene stated that he would like to know where the \$10,000 purchase price is coming from.

Commissioner Keebler asked if the guests present (representing the O.W.L.S. group) was to speak now or at the end of the meeting. Nancy Santaniello, Vice-President of the O.W.L.S., asked if the O.W.L.S. group could be put on the agenda for next month's meeting. A short presentation will be made to explain what the O.W.L.S. are all about. Monica Forte, guest, asked if their Phase I presentation approval was approved by the Overlook Community Foundation or the Parks & Recreation Board. Vice-Chair Keene stated that Phase I was approved by the Overlook Community Foundation.

Commissioner Keebler asked when the restaurant in the Barn was going to open. Director Lovelette stated that Don Forry, Code Compliance, mentioned to him that the restaurant was shaping up, but he was unsure when the restaurant was going to open.

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WebTrac Update – Director Lovelette reported that WebTrac is being configured (programs added). Staff is currently working on choosing a style sheet and program configurations. Director Lovelette explained that Robin Church, IS, is working on re-styling the main Township web page. Lorri Haney further explained the proposed changes to the home page of the Township website. Commissioner Keebler asked if reconciliation was occurring with regard to RecTrac.

Commissioner Keebler further explained that she received a report from the Finance Department that reconciliation is not occurring. This issue was included on the Auditor's report from last year. Director Lovelette explained that there is a problem with RecTrac in that area and that Lorri Haney is addressing it on a daily basis. Lorri Haney explained that we need to have a better understanding of how the system works. Ms. DeSha offered her assistance, if it is needed, as that is what her job entails. Mrs. Ross asked if a licensing fee is paid to the software company. Director Lovelette replied that we do pay an annual fee to Vermont Systems. Lorri Haney explained that Vermont Systems has been contacted regarding this issue.

Pools Update - Director Lovelette stated that there was a summary in this month's package that was prepared by Facilities Manager Slick. Director Lovelette reported that there have only been a few incidences this summer so far. He also stated that we will be down to one pool operating in a couple weeks.

Overlook Falls Mini-Golf – Director Lovelette reported that statistical information was included within the packet which was prepared by Sport & Fitness Coordinator Lopett. Director Lovelette reported that the Clipper Magazine ad (that was purchased for \$500) has produced a return of 236 coupons as of 7/25/06 and only 53 returns for the Clipper Stadium Playbill ad (which cost \$2,250). Director Lovelette stated that the computer system at the Mini-Golf site has been up and down all season. Mr. Miller asked what, if any, feedback has been received from patrons this year. Director Lovelette stated that a lot of people playing are commenting that they didn't even know that the course was there; people enjoying course; handicapped players have played the course because it is handicapped accessible. He also stated that the rocks that have been added (by the Park Maintenance Department) to make play a little more difficult is being enjoyed by patrons as well. Discussion was held on signage at the site (Overlook Community Campus). Director Lovelette stated that there are code requirements for all signs posted. Director Lovelette stated that signage for the facilities should be a staff recommendation to the Commissioners. Directional signs and/or facilities signs on the campus should be consistent, Director Lovelette stated. Mr. Miller reported that when he and Vice-Chairman Keene reviewed that park, there were a large number of signs on the traffic circle within the park. Commissioner Keebler stated that there is a change and signs are coming down. Director Lovelette explained that there is an inventory of signs that are posted. A lot of the signs are enforcement and directional signs and are needed and necessary. Vice-Chairman Keene suggested that two (2) large signs (one on Lititz Pike, one on Fruitville Pike) be included in the 2007 budget. Director Lovelette stated that he will bring up at the next Department Head meeting and report back to the board on what was decided.

Women's Roller Derby – Director Lovelette reported that not much as happened within the last month with regard to this group. At this point, they are having difficulty in obtaining the property liability insurance. He stated that he has been in contact with a representative from this group who looking to obtain this insurance within three to four days. From there, everything can continue to move forward.

VI. New Business

2007 Budget Discussion – Director Lovelette announced that he is current working on the 2007 budget. He indicated to board members that if there is any particular budget item that needs to be included, that they should let him know as soon as possible. He also stated that the proposed 2007 budget is due to the Commissioner's office by August 18, so he would like to meet with the Finance Committee before this date. Vice-Chair Keene explained that Facilities Committee will meet at 7 AM on Thursday, 8/3 to compile monthly parks reviews in order to send these suggestions to Director Lovelette to use in budget process. Mrs. Ross asked Commissioner Keebler if discussions have been held with regard to a Township Library and pools funding for 2007. Commissioner Keebler stated that the Commissioners are taking a look at the budget process and that there will be some changes.

Correspondence - None.

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- VII. **Commissioner's Report** – Commissioner Keebler reported that the property on the corner (southwest) of the Overlook entrance on Lititz Pike has been purchased by the Commissioners in an attempt to have better exiting access at the intersection. Commissioner Keebler also reported that the Commissioners are looking for alternative ways to finance a library in the Township. The advantages and disadvantages were discussed on separating or not separating from the county library system. Vice-Chair Keene asked if there was a concrete plan for the library. Commissioner Keebler stated that there is no concrete plan.
- VIII. **School Board Report** – Mrs. Ross had no report, as the School Board did not meet in July. Mrs. Ross reported that she has toured the new fields at the High School.
- IX. **Museum Board Report** – Mr. Keene reported that the jazz musical group program that was held last month was well attended. The Art Show has 43 artists that have committed to the show, to date, for this year.

Director Lovelette reminded board members to RSVP to the Annual Corn Roast & Picnic that will be held on August 23.

Commissioner Keebler asked why all of the Community Day Committee Meetings had been cancelled. Director Lovelette did not know why these meetings were cancelled, but further explained that there was a staff meeting scheduled for later this month. The last committee meeting will be held on August 30 (before the event). Director Lovelette stated that concerns regarding Community Day should be directed to Kelly Wells, Event Coordinator.

X. **Director's Report** - Enclosed.

XI. With no further business to discuss, the meeting was adjourned at 9:02 p.m.

Respectfully submitted,

Lorri A. Haney

Draft reviewed by Director Lovelette 8.8.06