

Manheim Township Parks & Recreation Board

MONTHLY BOARD MEETING MINUTES

October 3, 2006

- I. The regular meeting of the Manheim Township Parks and Recreation Board was held in the Stauffer Carriage House 1st Floor on Tuesday, October 3, 2006. Vice-Chairman Keene called the meeting to order at 7:35 p.m. In addition to Vice-Chairman Keene, board members present included DeSha, Gard, Keene, Laubach, Miller & Ross. Commissioners Keebler and Casselberry were also present. Superintendent Lessig, Recreation Superintendent Norton and Township Manager Jim Martin were also present. Guests included: Peg Adams, 1960 Melody Lane, Lancaster, PA 17601 and Larry and Kaye Pulkrabek, 230 Eshelman Road, Lancaster, PA 17601. Chairman Bohan arrived at 7:40 p.m.

Vice-Chairman Keene welcomed all guests present and stated that any public comment be held to the end of the meeting.

- II. **September 5, 2006 Minutes** - Mr. Gard made the motion to approve the September 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 asked Superintendent Norton if the Activities Center was only open on Friday nights throughout the summer months. Superintendent Norton explained that that was correct and that starting at the end of September the facility is open Fridays (PM), Saturdays and Sundays. Mrs. Ross questioned the losses previously reported for the Sand Trap facility. Mrs. Ross would like to know actual costs for the Sand Trap to identify if, in fact, losses are occurring on a monthly basis. Mr. Miller commented that some of the line items that have been included in the Sand Trap account either are not associated with the Sand Trap or only a portion of the amount budgeted should be charged to the Sand Trap (i.e., Manager's wages). Now that concessions have been taken over by the Keares Group, are reports going to be generated to monitor whether the decision to contract concessions was a good idea or not. Township Manager Martin explained that the Keares Group will pay rental of the facilities plus five percent (5%) of the gross. Commissioner Casselberry further explained that the Keares Group (according to the Agreement) will pay a commission to the Township after they make \$500,000. Commissioner Casselberry also explained that all of the concession areas (Pools, Activities Center, Sand Trap) had a previous loss of \$136,000. He further explained that we will no longer be incurring this loss (since the takeover). He commented that this year would be a transitional year. Mrs. Ross reiterated that reports for each facility should be reported to the board. Township Manager Martin explained that the liquor license is a joint venture. The Keares Group will manage the license. Keares will have the liability of the license. Mr. Miller stated that Skyline Pool revenues (admissions, memberships) were very good this year. Overlook was very close to budgeted revenue. Mr. Miller also reported that rink rentals are still under budget. Mr. Miller commented that Overlook Falls Mini-Golf revenue exceeded expenditures. Mr. Miller asked Superintendent Lessig what equipment was rented that was listed in the paid invoices for the past month. Superintendent Lessig stated that a bucket truck was rented, explaining further that we had previously used the School District's truck, but they no longer have that piece of equipment, so we needed to rent one when needed. Mrs. Ross asked if that was something that needed to be looked at as a joint venture, as there was a meeting later this week. Superintendent Lessig stated that it had been talked about a few years ago, and at the time, the budget years did not coincide in order to accomplish. Superintendent Lessig stated that the amount of use did not warrant the purchase of this equipment. Mr. Miller noticed that the Part-time Seasonal and Lifeguard expenditures were significantly over budget, and asked Superintendent Norton if this was due to the new bathing code regulations for this year. Superintendent Norton replied yes. Also grounds maintenance accounts for both pools were significantly over budget. Superintendent Lessig reported that both of the sand volleyball courts were refurbished and wood carpet renewal at the play structure at Overlook Pool. Mr. Miller also asked what the \$5,000 was paid for listed under Parks Capital – Land Acquisition. Commissioner Keebler stated that she thought it was the down payment for the purchase of the property adjacent to the Overlook entrance on Lititz Pike. Ms. DeSha questioned payment made for software (WebTrac). Mrs. Ross asked if this software was working. Lorri Haney explained that the software was working, but it was still being tested (before going "live" online). Ms. DeSha also questioned whether the overages/shortages that were listed on the income summary were software related. Commissioner Keebler explained that the cash balance reconciliation needs to work in RecTrac before the department introduces WebTrac (on-line registration). Discussion was held on how the software should be administered.

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IV. **Committee Reports:**

Facilities Committee – In addition to the parks report that was included in the package, Superintendent Lessig reported on a meeting that was held with Randy from the Keares Group regarding the cleaning of the concession at the Overlook facility (Rink/Pool). We have been supplying them with a mop. He explained that we also, on a regular basis, used the auto scrubber on the concession floor. It was decided in this meeting, that we will continue to auto scrub the floor and bill Keares the hours it takes to perform this duty by the custodial crew. Commissioner Keebler stated that she thought she saw some statement regarding the floor at Skyline Pool concession. Superintendent Lessig explained that the Durex covering was peeling off on some areas of the floor, and this would need to be repaired before next year's pool opening. Superintendent Lessig reported that the floor of the Boettcher House was flooded from last week's storm. This will be repaired by Bomberger's for \$4,260. This facility will be closed for about two (2) weeks and groups that have rented the facility have been accommodated at other facilities. Superintendent Lessig explained the landscaping and drain renovation in order that this issue does not happen again. Mr. Miller commented that the property was "detailed nicely" for the Landis Woods Art Show that was held this past weekend. Mr. Miller asked what the impact was on the 6-hour dog swim that was held at Overlook Pool. Superintendent Lessig reported that the pool will not have to be drained as staff had been skimming and vacuuming while the event was happening. Superintendent Norton explained that meetings have been requested to be held with this group before additional events like this are held. These meetings will address hours of pool operation, time of event and liability issues. Approximately 30 to 40 dogs participated in this event.

Personnel Committee – Mr. Gard had no report.

Program Committee – In addition to report that was supplied for the package, Superintendent Norton reported that we have been addressing the code compliance issue regarding the fall Basic Swim Lessons being held at the High School Pool. The Library Book Sale was held at the Activities Center a few weeks ago. The Dutchland Rollers will be holding their inaugural bout on Saturday, November 18. This group is generating a monthly rental of \$1,100 and Superintendent Norton also explained that in addition to the monthly rental, the bout will generate at least \$500 additional revenue for the department. Vice-Chairman Keene asked if the Keares Group will have the concession area open for this event. Superintendent Norton explained that they have been contacted and requested to have the concession open for this event. Superintendent Norton reported on a meeting that was held between Events Coordinator Wells, himself and Facilities Manager Slick regarding marketing strategy for the Overlook Activities Center. Commissioner Keebler asked if scouting groups are going to be contacted regarding using the Activities Center (her son's school event last year was held at the Castle). Superintendent Norton did indicate that these groups do need to be targeted in an effort to increase the use of this facility. Superintendent Norton further explained that it was also suggested to have a "return" questionnaire within one of the township publications for people to send back requesting that they would like to receive more information about. Superintendent Norton reported that he also had a meeting with one of the "reinstated" skateboarders.

Mrs. Ross had a few questions regarding the pool report that was included in this month's package. Mrs. Ross asked what effect raising the pool membership rates for 2006 were. Superintendent Norton reported that in speaking with Facilities Manager Slick regarding this issue, she felt that we may have lost some of the 4 and 5 person memberships. We were down 510 individuals from last year's total memberships. Superintendent Norton stated that data can be compiled and analyzed for the Board's review.

Public Relations Committee – Mr. Laubach shared a few articles that were in the newspaper during the past month.

Mr. Miller stated that within the Minutes of last month, mentioned was a recommendation to develop a brochure that would outline parks, amenities and linkages. Superintendent Norton stated that pricing has been received on such a brochure. Discussions with Phil Mellott regarding generating maps for this brochure have taken place. Mr. Miller asked if the Board could be included on the review of this brochure. Chairman Bohan stated that this will be added to the agenda for next month's meeting. Ms. DeSha suggested that updated information regarding Parks be included on the updates of the website.

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Mrs. Ross asked Township Manager Martin about Commissioner Simpson's comment in news article about Director Lovelette's departure (hire a replacement or restructure the department). Manager Martin explained that the Township is looking at a couple of options regarding the hiring of a Parks & Recreation Director. He also explained that the Commissioners are also looking at restructuring the Recreation Department as a "stand alone". Mrs. Ross stated that the 2007 budget will be finalized in less than a month and the Parks & Recreation Board would like to be included in the process.

Finance Committee – Chairman Bohan met with Finance Officer Calhoun regarding the 2007 budget and budget process. Chairman Bohan distributed 2007 budget materials and summaries that he had generated. Chairman Bohan requested that board members review this material and contact either him or Mr. Miller with concerns or questions. Mrs. Ross questioned why facilities maintenance on all accounts listed (except 451 Leisure Account) was all shown as negative numbers. Parks Superintendent Lessig stated that he has not seen this report. Mrs. Ross asked why this information was not shared Parks Superintendent Lessig (for his input). Manager Martin stated that the information has just been received and also he was unsure whether these negative numbers reflected the agreement with Keares regarding the concessions. Mrs. Ross also expressed concern that the Parks (452.702) heating account has been decreased by 15.4%. Chairman Bohan suggested that a Finance Committee meeting be scheduled to discuss these budget discrepancies. Commissioner Keebler stated that the Finance Committee could also schedule a meeting with Finance Officer Calhoun. She also stated that the Commissioners are committed to programs and facilities of the Township. Chairman Bohan explained that the Parks & Recreation Board By-laws states that the responsibility of replacing the Director lies with the Board (not the Commissioners). He also stated that the Parks & Recreation Board will participate in this process. Chairman Bohan also explained that it is important to review "overlap of services" between Township departments. This may or not be an efficient way of doing business and reiterated that the Parks & Recreation Board will be in this process as well. He anticipated that an "ongoing level of mutual appreciation and collaboration" would continue between the Commissioners and the Board. Chairman Bohan explained that Commissioner Simpson would like to have a meeting between among the Parks & Recreation Board, Overlook Foundation Board and the Commissioners to establish the direction of the Parks and Recreation Department. Chairman Bohan suggested that a committee be formed to address this issue. Mr. Miller, Mrs. Ross and Mr. Gard volunteered for this committee. Commissioner Keebler stated that Commissioner Downing would be out of town for three weeks. Chairman Bohan stated that the Board will meet to discuss the direction of the department.

V. Old Business

Comprehensive Plan Status Update:

Overlook Community Foundation Report – Chairman Bohan stated that the Minutes from the 9.19.06 Foundation meeting included in packet. He briefly reviewed these minutes with the board members.

Pools Update – Previously reviewed.

Overlook Falls Mini-Golf – Superintendent Norton reported that Sport & Fitness Lopett did a great job with the Mini-Golf Course this year. The Youth Basketball League was briefly discussed.

Women's Roller Derby – Previously reviewed.

VI. New Business

A. Correspondence – Enclosed.

VII. **Commissioner's Report** – Commissioner Keebler reported that due to her vacation, she was not present at the last Commissioner's meeting. However, she did report that the Township is in the process of hiring a new police chief and is also in the midst of the budget process. The interim police chief will be in place by October 16 (Chief Rager's last day).

VIII. **School Board Report** – Mrs. Ross reported that the Act I tax meetings (property tax reform) are now occurring on a weekly basis. Dates of these meetings are posted on the district's website.

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VIII. School Board Report – (Cont'd.)

Mrs. Ross also announced that the School Board members will be meeting with the Commissioners (at Nitrauer Elementary). The Facilities Committee will present the results of their meetings addressing facility accommodations for future use (2010-2015) within the School District. Larry Downing, Commissioner, was a member of this committee. Commissioner Keebler asked why the Act I tax meeting meetings were not sent through with school students. Mrs. Ross explained that the meetings were posted on the website.

IX. Museum Board Report – Mr. Keene reported that the Art Show had taken place this past weekend. He will report on the details of the show at next month's meeting. Mr. Keene also reported that over 215 people attended the Conestoga Herb Guild's presentation on Saturday, September 9.

IX. Adjournment – With no further business to discuss, the meeting was adjourned at 9:35 p.m., with a motion made by Mr. Keene.

Respectfully submitted,

Lorri A. Haney

Draft reviewed by Recreation Superintendent Norton 10.23.06.