

Manheim Township Parks & Recreation Board

MONTHLY BOARD MEETING MINUTES

November 7, 2006

I. The regular meeting of the Manheim Township Parks and Recreation Board was held in the Stauffer Carriage House 1st Floor on Tuesday, November 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 & Ross. Commissioner Keebler was present. Superintendent Lessig, Recreation Superintendent Norton and Township Manager Jim Martin were also present. Guests included: Larry and Kaye Pulkrabek, 230 Eshelman Road, Lancaster, PA 17601.

II. **October 3, 2006 Minutes** - Mr. Gard made the motion to approve the October 3, 2006 Minutes as written. Mr. Laubach seconded this motion.

III. **Treasurer's Report** – Mr. Miller reported on the monthly reports that were included in the packet. Mr. Miller questioned the 66% realized to date on Park Income and asked whether there will be any additional income through the end of the year. Superintendent Lessig reported that the majority of the income has been realized and there will probably not be much more coming in by the end of the year. Mr. Miller commented that the OAC rentals were pretty good for the month, even though revenue is down for the year. OAC Rentals has increased monthly with the addition of the women's roller derby group. Mrs. Ross pointed out that the trend is positive. Mr. Miller reviewed over budget expenditures to date (Park Maintenance Overtime and Lifeguards (Wages – Pools). Both of these items will be closely watched next year. The overage in Lifeguard wages was due to the new state requirements (guards vs. water surface ratio). Mrs. Ross questioned the reduction of food revenue for the month at the Sand Trap (compared to 2005). Commissioner Keebler stated that it was due to outing/catering events now going through the Keares Group.

IV. **Committee Reports:**

Facilities Committee – In addition to the parks report that was included in the package, Vice-Chairman Keene stated that Superintendent Lessig was present if anyone had any questions. Mrs. Ross questioned why the door sweeps at the OAC were installed again. Superintendent Lessig explained that the concrete area around the door area is not even and the door sweeps are very difficult to adjust.

Personnel Committee – Mr. Gard had no report.

Program Committee – In addition to report that was supplied for the package, Superintendent Norton was present to address any questions that anyone might have. Discussion was held regarding the trend of pool membership totals. Mrs. Ross made the motion that Pool Membership Fees be included on the January Board Meeting Agenda. This motion was seconded by Vice-Chair Keene, to all ayes.

Program Superintendent Norton announced (reminded) the Board that there was a "Pre-Production Fall Brawl" hosted by the Dutchland Rollers on Wednesday, November 8 at 9 p.m. If interested in attending, please contact Facilities Manager Slick.

Public Relations Committee – No report.

Finance Committee – Chairman Bohan stated that the 2007 Budget will be discussed later on in the meeting.

V. **Old Business**

Comprehensive Plan Status Update:

Overlook Community Foundation Report – Chairman Bohan stated that the Minutes from the 10.17.06 Foundation meeting were included within the packet, but he was not in attendance at the meeting. Township Manager Martin commented that clarification has been made with the O.W.L.S. group to go through the Parks & Recreation Department. Chairman Bohan commented that any program request needed to go through Parks and Recreation, while any additional land acquisition or projects needed to go through the Overlook Community Foundation. Township Manager Martin stated that any request that the O.W.L.S. group had should be first addressed with the Parks and Recreation Board.

(Continued)

V. Old Business <Cont'd.>

Comprehensive Plan Status Update: <Con't.d>

Commissioner Keebler asked Chairman Bohan to report on a meeting that was held between Foundation member (Bohan), the Commissioners (Martin, Casselbury) and the Solicitor (Bill McCarty). Chairman Bohan explained the purpose of the meeting. It was a meeting to "clear the air" between the Commissioners and the Overlook Community Foundation Board regarding a few items. One item of which was Limitation of Disposition of Property. The Township Solicitor (Bill McCarty) was present at this meeting to explain why the Foundation was started initially (details of 501(c)3 classification, etc.). Discussion was held at this meeting regarding what the purpose and function of the Foundation Board has. Commissioner Keebler stated that this group has done a great job planning the various areas of this property. She also explained that if the property would move under the auspices of the Township and the Foundation Board was resolved, the reason would not be that they were not doing a good job it would be a financial and legal decision. Commissioner Downing stated that the Foundation has done an incredible job and there is much work to accomplish in the future. Commissioner Downing explained also that possibly the Foundation Board can become a part under the Parks & Recreation Board, developing all parks (in addition to Overlook). Additional meeting will be continue to be held regarding the future of the Foundation Board.

Recommendations – Future of Parks & Recreation Department - Chairman Bohan asked if all had received the material regarding the Board motions regarding the restructure of the Parks & Recreation Department. Commissioner Keebler asked who had gathered the information. Chairman Bohan explained that Recreation Superintendent Norton and Parks Superintendent Norton were asked (by the Board) to gather input of the professional opinion on the possible restructuring of the Parks from Recreation Department. Chairman Bohan explained that three motions have been drafted regarding the vacancy of the position of Director of Parks & Recreation:

Motion 1: The Parks & Recreation Board strongly recommend that the current organizational design of the Parks & Recreation Department be continued indefinitely. This design includes the connection of the Parks & Recreation Divisions under the direction of a Parks & Recreation Director.

Motion 2: The Parks & Recreation Board strongly recommend that the Commissioners fund the salary for the position of Director of Parks & Recreation in the budget for 2007.

Motion 3: The Parks & Recreation Board strongly recommend that the Commissioners of Manheim Township endorse a search for a new Director of Parks & Recreation by the joint efforts of the Manheim Township Manager and Parks & Recreation Board.

Chairman Bohan asked for comments on these proposed motions. Mr. Miller commented that he favored the motions presented, but suggested that a 4th motion be proposed (in addition to the 3). The 4th proposed motion reads:

Motion 4: If the Commissioners continue to consider restructuring the Parks & Recreation Department, the Parks & Recreation Board strongly recommends that the Commissioners apply to DCNR for a technical assistance grant to fund the costs of a professional analysis which would allow a thorough evaluation of the pros and cons of such a decision.

Mr. Miller explained that grant monies are available for this purpose.

Commissioner Keebler stated that some of the Commissioners were unaware of the letters that were distributed to the Commissioners. She further stated that the Commissioners are interested in establishing an open dialog with the Parks & Recreation Board. She further explained that an Executive Session meeting has been scheduled for Friday (11/10) with the Commissioners, Parks & Recreation staff and two members of the Parks & Recreation Board to discuss the 2007 budget, restructuring of the Department, etc. Mrs. Ross stated that she had requested numerous times questions about the 2007 budget. To date, there have been no answers to these questions asked.

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V. Old Business <Cont'd.>

Comprehensive Plan Status Update: <Con't.d>

She further explained that the Board wanted to look at similar municipalities and their structures. Mrs. Ross explained that our recreation professionals were asked to make these contacts. To make a decision without any of this data does not make sense. Mrs. Ross stated that communication should work both ways. Chairman Bohan stated that a lack of communication, miscommunication. He stated that he believes that the fault lies on both sides. Commissioner Downing explained that a few of the Commissioners have researched restructuring of the Parks & Recreation Department. Mrs. Ross asked Commissioner Downing where their data/information. He explained that he had personal data in his head. Commissioner Keebler stated that the Commissioners are committed to the Parks Department. Chairman Bohan suggested this subject and the 2007 Budget be deferred until next month. Mrs. Ross stated that these issues cannot be deferred, as the 2007 Budget will be final in December. Commissioner Downing explained that even though a Director's salary was not in the 2007 budget, that this did not mean that a Director search was not going to happen, at which time the salary would be added (to the budget). Mrs. Ross asked why the salary could not be put in, if a Director was going to be hired. Commissioner Downing stated that since the position was open, that it would not be included in the budget. Mr. Miller made the motion to add a fourth motion to the already proposed motions to be forwarded to the Commissioners (see Motion #4 verbage – Page 2). Mrs. Ross seconded this motion. Mr. Laubach stated that the Director's salary should be included in the budget. Ms. DeSha agreed. Mr. Gard made the motion that Mrs. Ross and Ms. DeSha would attend the Executive Session of the Commissioners on Friday (11/10). Chairman Bohan asked if the Finance Committee could meet with the Finance Department as soon as possible to discuss 2007 budget changes. Commissioner Keebler would also like to be included in this meeting. Chairman Bohan commented that since Director Lovelette's departure, it is unusual that the Parks & Recreation Board now has to directly communicate with the Commissioners, where previously, Director Lovelette was the "conduit".

Women's Roller Derby Update – Previously reviewed.

Mr. Miller explained that the "Guide to Manheim Township Parks" brochure that had previously been discussed should be included on the agenda for future board meetings. He also suggested that this information, when compiled, be placed on the website as a link and inform residents how to access this link. Vice-Chair Keene suggested that "a park a month" could be highlighted in the Township Today publication. Chairman Bohan asked Lorri Haney to include this item on the agenda indefinitely. Vice-Chair Keene asked if the "Adopt-A-Park" proposal could be added to the agenda for next month.

Commissioner Keebler reported that dollars have been allocated in next year's budget to replace the backstops (at Community Park) and also \$1.5 million dollars have been allocated to renovate Overlook Pool. Arro will be preparing the specifications and will then go out to bid. These renovations will be complete before the 2007 season. Return lines will be repaired at Skyline.

Commissioner Downing would like the board to take a look at preparing a five year plan. Vice-Chair Keene explained that the Parks & Recreation Department had completed a five-year comprehensive plan in 1999. He further explained that when he approached Director Lovelette to update this plan, he stated that there was no need, since there was a county-wide entity that was doing this (Lancaster-Inter Municipal Committee). Commissioner Downing explained that these plans would help the Commissioners budget for the future. Vice-Chair Keene asked if this item could be deferred until next month's meeting and P& R Comprehensive Plan be distributed to board members.

VI. New Business

A. Correspondence – Enclosed.

VII. Commissioner's Report – Commissioner Keebler reported that the Police Chief search is continuing. She also reported that the Commissioner's have adopted a resolution to support a library in the Township. \$5 million has been allocated in the capital budget for this project. Additional fundraising will be done by the Library committee. Chairman Bohan questioned the operating budget for this facility. Commissioner Keebler stated that an operating budget has already been prepared.

VIII. School Board Report – Mrs. Ross reported on the status of the High School renovations. She also reported that the Act I tax meetings are continually being held with the public. Dates of these meetings are posted on the district's website. Mrs. Ross reported that the students on sports teams are having an outstanding fall season and also commended the Parks & Recreation Department for introducing sports to students at a young age, enabling the students to achieve the levels that they are experiencing now. She also announced that the Commissioners, School Board and citizens are having a joint meeting to discuss ways that these entities can work together in order to save money.

IX. Museum Board Report – Mr. Keene reported that the next Boettcher House event was a program on woodcarving (to be held Sunday, November 12 from 1 to 4 p.m.).

Guest Kaye Pulkrabek, 230 Eshleman Road, commented how very important it is for members of Boards, staff and citizens of Manheim Township to be included in all aspects of the decision making processes that occur within the Township.

IX. Adjournment – With no further business to discuss, the meeting was adjourned at 9:20 p.m., with a motion made by Mr. Keene.

Respectfully submitted,

Lorri A. Haney