

Manheim Township Parks & Recreation Board

MONTHLY BOARD MEETING MINUTES

January 9, 2007

- I. The regular meeting of the Manheim Township Parks and Recreation Board was held in the Stauffer Carriage House 1st Floor on Tuesday, January 9, 2007. 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 Casselberry was present. Recreation Superintendent Norton, Township Manager Jim Martin and Sean Molchany, Assistant Township Manager were also present. Guests included: Larry and Kaye Pulkrabek, 230 Eshelman Road, Lancaster, PA 17601.
- II. **December 5, 2006 Minutes** - Mr. Miller asked for clarification on MT Soccer Club's take over of the Overlook Community Campus field maintenance that was written in the Minutes. The sentence read, "Township Manager Martin explained that the soccer club has been dissatisfied with field usage and contact the Commissioners on a continual basis." Mr. Miller asked Township Manager Martin if the reason why the soccer club wanted to take over the field maintenance of the fields was due to their dissatisfaction in the amount of field usage or the actual field maintenance. Mr. Martin explained that the soccer club wants to use the field more. Also, Ms. DeSha requested an amendment to the minutes at Item **IV. New Business, Transition to Recreation Department**. Sentence to include the word "Parks" with Recreation where stated Mr. Miller's comment to pursue a DCNR grant to evaluate the current structure of the Parks and Recreation Board and Department and to establish "what makes the most sense for the Township". The formal recommendation for the amendment to the minutes was made by Ms. DeSha as follows: Recommendation for the Parks and Recreation Board to maintain their current role in overseeing the Parks and Recreation Department. This motion was seconded by Mrs. Ross. Mr. Miller made the motion to approve the December 5, 2006 Minutes as amended. The board members approved this motion with all ayes.
- III. **Treasurer's Report** – Mr. Miller reported on the monthly reports that were included in the packet. Mr. Miller questioned Building Rental income (\$8,746.50) shown at the end of the month of November. Recreation Superintendent Norton explained that at least \$4,000 of this income was income generated by the roller derby group. Mr. Miller commented that the Mini-Golf course generated 59% of estimated income for the year. Even though this income was less than estimated budget, it was \$12,000 over the operating expenses. On the November parks capital invoices paid listing it shows an expenditure paid of \$171,973. Mr. Miller inquired if this was the actual price paid for the land acquisition at the entrance to Overlook (east side – Lititz Pike). Last month's invoices paid listing in park capital was for legal fees. Mrs. Ross asked if the monies left over at the end of the year in three categories listed within parks capital reserve (Bikeways, Overlook Park and Community Park) is carried over to the next year. Mr. Martin explained that he would check on this and forward the information to Lorri Haney. Mr. Miller commented that in looking at the 2006 budget, overall, revenue and expenditures are on target.
- IV. **2007 Election of Officers** - Mr. Keene announced the officer positions for 2007. Mr. Miller made the motions to nominate Jim Bohan to serve as Chairman and Mike Keene to serve as Vice-Chairman. These motions were seconded. Ms. DeSha nominated Mr. Miller as Treasurer/Assistant Secretary. Vice-Chair Keene nominated Beth Ross to serve as Secretary/Assistant Treasurer. A motion was made to accept the slate of officers as presented. The board members approved this motion with all ayes. Listed as follows are the 2007 Officers: Chairman - Jim Bohan; Vice-Chairman - Mike Keene; Treasurer/Assistant Secretary - Dixon Miller; Secretary/Assistant Treasurer - Beth Ross.

Chairman Bohan asked if everyone had received a copy of the current Board Member duties and responsibilities. He commented also that this committee structure will continue to serve the Township very well regardless of the fact that Parks has been removed from the structure (to Public Works).

2007 Committee Assignments: Facilities Committee – Mike Keene – Chair, Nick Gard; Personnel Committee – Nick Gard – Chair, Eric Laubach; Program Committee – Deb DeSha - Chair, Beth Ross & Dixon Miller; Public Relations – Eric Laubach – Chair, Deb DeSha.

Finance Committee – Dixon Miller – Chair, Deb DeSha.

Mr. Laubach made the motion to accept these committee assignments for 2007, which was seconded by Ms. DeSha.

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IV. Committee Reports:

Facilities Committee – No report.

Personnel Committee – No report.

Program Committee – No report.

Public Relations Committee – No report.

Finance Committee – No additional report.

V. Old Business

Comprehensive Plan Status Update:

Overlook Community Foundation Report – Chairman Bohan stated that there was no meeting in December.

Appointment to Steering Committee – MT Comprehensive Plan – Chairman Bohan reported that two (2) board members volunteered to serve on this Township committee. Mike Keene and Deb DeSha were accepted to serve. Assistant Manager Molchany reiterated that only one representative/volunteer would be able to vote on any action of the Steering Committee, further explaining that one of the volunteer representatives would be an alternate. He further explained the process of getting this steering committee organized and meeting.

Adopt-A-Park Program – Vice-Chairman Keene stated that this document will be reviewed and will then be submitted in final form to the Municipal Office for legal review by the township solicitor. Mr. Miller questioned in what form it would be presented to the Commissioners. Vice-Chair Keene explained that it would be submitted as a recommendation from the Board (to implement this program). Mrs. Ross suggested that this program (including forms) be available on the Township website.

Transition to Recreation Department – This item was deferred for this month, as Chairman Bohan explained that Assistant Township Manager Molchany is in the process of putting together a report that has been requested by the Commissioners on the restructuring of the Department. Mr. Miller pointed out, that as indicated in the minutes of last month's meeting (Item IV. Committee Reports – Program Committee), Program Cost Analysis should also be added to the agenda for the February meeting. Mrs. Ross also suggested that the program committee meet with staff to discuss this item and report recommendations to the Board for next month's meeting.

Other – Chairman Bohan asked Commissioner Casselberry if he was present to discuss the Soccer Club's foundation soccer fields proposal. Commissioner Casselberry explained that meetings were being held with Assistant Manager Molchany and Parks Superintendent Lessig to formulate a maintenance outline (mowing, chemical treatment, etc.) which will then be forwarded to the Soccer Club for their review. Commissioner Casselberry stated that is intended that these fields "remain in pristine condition". He also explained that he has not had any discussion with the Soccer Club. Chairman Bohan explained his thoughts on the Soccer Club going directly to the Commissioners with this issue (by-passing the Parks and Recreation Board). Commissioner Casselberry explained that the Soccer Club did not go directly to the Commissioners. He further explained that a coach (of the Soccer Club) commented to him regarding the frustration with regard to the field use. Commissioner Casselberry called a meeting between the Soccer Club and Commissioner Downing to discuss options to which he also stated "he thought would alleviate the issues". Chairman Bohan asked that the Board be informed regarding any information, future agreements, etc. that occur at the Overlook Community Campus.

VI. New Business

2007 Proposed Pool Fees – Superintendent Norton distributed 2007 proposed pool fees (which also included past year's recommendations). In February 2006, the Commissioners approved year one of the three year rate increase proposal. Mrs. Ross stated that in looking at the 2006 year-end numbers (memberships) there was no correlation realized at all (with regard to membership rate increase). Superintendent Norton stated that we actually had more season memberships last year.

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VI. New Business (Cont'd.)

2007 Proposed Pool Fees (Cont'd.) - Mrs. Ross stated that the rates should be increased to offset obvious pool repairs/renovations that will need to be performed on each pool. Chairman Bohan requested additional detailed information from Superintendent Norton on resident, non-resident and early bird rates in order that a recommendation can be formed for the February meeting. Ms. DeSha stated that a punch card (pre-paid card) was discussed last year. This card would enable the card holder to visit multiple facilities (pool/rink/mini-golf). She stated that it might be the perfect time to introduce this idea. Chairman Bohan asked if fees (membership, daily admission) be increased after the Overlook Pool is renovated.

Correspondence – Enclosed.

Mrs. Ross asked if impact fees were collected on commercial properties. Manager Martin explained that there are traffic impact fees that are collected on commercial properties. Mrs. Ross asked if there was a Parks and Recreation impact fee. Manager Martin explained that there is a residential development per lot fee that goes into parks capital.

VII. Commissioner's Report – In Commissioner Keebler's absence, there was no report.

VIII. School Board Report – Mrs. Ross reported on the status of the High School project. The Task Force has adopted their Mission Statement, established meeting dates for the year. She also reported that the board is waiting for a Engineering Risk Assessment for Bucher Elementary School. This assessment will address what can be done and what cannot be done on the property. This information is expected to be received by the end of the month (January).

IX. Museum Board Report – Mr. Keene reported there was no meeting; no report.

Ms. DeSha questioned Township Manager Martin on the status of the play equipment installation at Stoner Park. Township Manager stated that the project had begun.

Ms. DeSha questioned what the status was on WebTrac (on-line registration). Superintendent Norton explained that it is currently still in the testing stages. Discussion was held on how we can receive software update information on a more regulated basis.

Ms. DeSha distributed a letter that was distributed to parents from Lori Verespy, Executive Director of the Envisions Program explaining that personal information was stolen at Nitrauer Elementary School on Friday, December 1. Ms. DeSha indicated that there was a recreation basketball team in the school on that day and thought that there needed to be additional security measures taken, in order to alleviate this issue. Superintendent Norton explained that he was unaware that this situation had occurred (he was not notified) and clarified that the P & R Youth Basketball program did not start at the elementary schools until the first Saturday in December. He further explained that Youth Basketball was held on Saturdays and Monday through Thursdays in the evenings. Superintendent Norton stated that he will follow up by contacting Ms. Verespy.

X. Adjournment – With no further business to discuss, the meeting was adjourned at 8:46 p.m.

Respectfully submitted,

Lorri A. Haney