

Manheim Township Parks & Recreation Board

**MONTHLY BOARD MEETING MINUTES**

**September 2, 2008**

- I. The regular meeting of the Manheim Township Parks and Recreation Board was held in the Stauffer Mansion Blue Room on Tuesday, September 2, 2008. Chairman Bohan called the meeting to order at 7:02 p.m. In addition to Chairman Bohan, board members present included DeSha, Gard, Keene, Miller and Reed. Also present was Recreation Director Lewis. Guests included Anne Bowman, 436 Ringneck Road, Lancaster, PA 17601, Marguerite S.V. Adams, 1960 Melody Lane, Lancaster, PA 17601 and Larry and Kaye Pulkrabek, 230 Eshelman Road, Lancaster, PA 17601.
- II. **Review and Approval of July 8, 2008 Minutes** – A brief discussion was held regarding the arrival of the board packages that are now mailed to each member before the meeting. Most members received their package by Saturday (8/30). Mr. Reed made the motion to approve the July 8, 2008 Minutes as written. This motion was seconded by Mr. Miller. Mr. Miller stated that there were a few items within the Minutes that needed followed up on.
- III. **Treasurer's Report** – Ms. DeSha's stated that she had received a lot of information within the past few days. Ms. DeSha reported that the new format is not the same as the old format. July reports that were sent to Ms. DeSha excluded the Parks Division. Ms. DeSha commented that she cannot update the financial spreadsheet that she created if she doesn't have all of the information. Ms. DeSha did e-mail this additional information request to the Finance Department. Ms. DeSha reported on the over/short line items listed on the income reports that are distributed from Finance. Director Lewis explained that most of the over/short items are considered user errors, also commenting that the system has been having a problem with recognizing holidays (rates) on the holidays. Director Lewis also explained that funds are being requested in the 2009 budget for additional training for the software package. Mr. Reed commented that on page 18 of the Statement of Actual and Estimated Expenditures (ending June 30, 2008) that the last line item that totals Miniature Golf is not the actual total of the Miniature Golf line item, but the total of category entitled "OAC Recreation". Mr. Reed also questioned (previously) Ms. DeSha what \$3,000,000 allocation for Land Acquisition (listed on page 25 of Statement of Actual and Estimated Expenditures) as he had not seen that particular line item before. Ms. DeSha explained to Mr. Reed that this was not actually for "Land Acquisition" but was for major expenditures (for pool, etc.). She explained also that money was put in the budget also for synthetic fields (football field, parking lot, temporary lighting, etc.). Chairman Bohan stated that the Board is "mystified" as to the issues that are still arising with regard to the RecTrac software program that is supplied by Vermont Systems. Director Lewis stated that she has had conversation with Robin Church (IS) regarding the system. Ms. DeSha stated that we need to acquire a better knowledge of the system or possibly additional help in the IT area for Robin. Ms. DeSha commented that the monthly credit card fees seem to be up. Director Lewis stated that Finance Director Stratchko is looking at credit card charge options. Director Lewis also commented that she is also taking a look at what items we are accepting credit cards for. For instance, in accepting credit card payments for Amusement Park tickets where we are making a minimal commission on each ticket, is the credit card processing fee more than the ticket commission? Ms. DeSha stated that she would like to see the refunds match up with the revenue accounts and a better reporting system of refunds. Ms. DeSha commented that the punch card sales for the past month were very high. Director Lewis stated that it was an accurate number and residents were purchasing them realizing that they could use them at the pools for an admission fee of \$4, which was a big savings over regular admission prices. Director Lewis stated that perhaps the punch card fee should be increased to \$120, making each punch worth \$6. Chairman Bohan stated that this item will be discussed later in the meeting. The annual budget process was briefly discussed. Ms. DeSha asked if the budget was going to be presented at next month's meeting. Ms. DeSha also stated that she would like time to review it before presentation. Director Lewis stated that she has sent preliminary numbers to Finance Director Stratchko. Presentation to the Commissioner is September 26. This is a full-day presentation she explained. Vice-Chairman Keene stated that he will acquire the proposed Parks budget from Public Works Director Neff. Ms. DeSha commented that the numbers are alarming and she noticed that the spending is pretty high on the operating side of the Parks budget (2008 year to date). Mr. Miller commented that part of the issue was that the Parks budget for 2008 was cut way back.

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Chairman Bohan stated that instead of continuing on to the Committee Reports which were next on the agenda, the meeting will forward to Item V. Rules and Regulations and Policies Committee – Parks Facilities as guest Anne Bowman will speak.

Anne Bowman, guest, asked the Board if the opening time for the parks could be changed from 7 AM to sunrise (or 6 AM), as a lot of people walk their dogs, walk, jog in the morning, all before going to work in the morning and do so before 7 AM. Mr. Keene stated that he agreed with this idea. Chairman Bohan stated that park hours are not specifically listed on the rules and regulations document. Some individual facility hours are listed within the document. Ms. Bowman shared with the Board members that she was asked to leave Community Park at 6:35 AM one morning as she was walking her dog before church. Another resident was asked to leave the park that same day at 6:45 AM.

Mr. Miller made the motion to change the opening time at all parks to sunrise. A brief discussion was held regarding also changing closing time. Vice-Chairman Keene seconded Mr. Miller's original motion, to which Chairman Bohan entertained all ayes. Mr. Miller stated that this motion is only in regards to the opening of the grounds. The individual facilities hours that are listed in the document will remain the same. Chairman Bohan requested that all park signage be changed as soon as possible.

#### **IV. Committee Reports:**

Facilities Committee – Vice-Chairman Keene had no report.

Personnel Committee – Mr. Gard had no report. Director Lewis asked if personnel (particular employee) could be discussed within the meeting or should an Executive Session be called. Board stated that it should be addressed in an Executive Session.

Chairman Bohan announced that a replacement for Township Manager Martin has been hired. Township Manager Martin will be staying until October 31<sup>st</sup>.

Program Committee – Mr. Miller had no report.

Chairman Bohan commented that the Fall Activities Brochure was included in the packet. Vice-Chairman Keene commented that the brochure was nice and that the Art Show Committee will certainly appreciate the advertisement of the Art Show on the front cover of the brochure. Mr. Gard commented that more and more advertising seems to be in the brochure. Director Lewis reported that we do have 26 ads which totaled \$2,500 in advertising income. Ms. DeSha asked where this income is applied. Director Lewis stated that the income should go into the account that it is paid out of. Mr. Gard asked if employee profiles will be in future issues. Director Lewis stated that she will continue to include a "Director's Report".

Public Relations Committee – In Mr. Laubach's absence, there was no report.

Finance Committee – No additional report.

Director's Report – Enclosed in the packet. Vice-Chairman Keene asked if the youth sports schedules had been forwarded to the Recreation Department on a timelier basis this year as compared to previous years. Director Lewis stated that it has been difficult and we have not yet received any schedules from the Soccer Club. Vice-Chairman Keene questioned rental rate that was being charged to the Lancaster Co. Public Library. Director Lewis explained that the Commissioners used to reduce the price for this group's rental, but since Manheim Township has its own library now, this group will now pay full price. Ms. DeSha asked Director Lewis how many Overlook Day Camp surveys were returned. Director Lewis explained that they are still being returned. Discussion was held to add an additional playground site (Nitrauer Elementary) that we used to utilize but haven't in recent years. Mr. Reed reminded Director Lewis to check with Joe Kurjacka, Manheim Township School District, regarding field usage (Bucher) for next spring.

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**V. Old Business**

Steering Committee – MT Comprehensive Plan – Status Update - Mr. Keene reported on the status of the meetings commenting that the committee is almost finished meeting. There is one more meeting scheduled in October which will review the rough draft. Vice-Chairman Keene suggested that funds be included in the 2009 Budget to address the Parks and Recreation Comprehensive Plan which is much more detailed than the Township's plan. Chairman Bohan stated that the last comprehensive plan which was completed (in year 2000) included the idea of a Skate Park, which later came to fruition. Chairman Bohan asked Vice-Chairman Keene if there were any specific ideas brought forward by the steering committee group that will need to be included in the Parks & Recreation Comprehensive Plan. Vice-Chairman Keene stated that the Township plan was very "generic" and that the Parks & Recreation plan could go forward and be updated. Discussion was held on who should be on the Comprehensive Plan Update Committee.

Rules, Regulations and Policies Committee – Park Facilities (vote on recommendation) "Recommendation – change the park opening time to "Sunrise" – Discussed and motion recommended and approved previously.

Discussion was held on the WIOV Fall Fest which is scheduled for the Overlook Community Campus in October. Chairman Bohan stressed his confusion that neither the Parks & Recreation Board nor the Overlook Community Foundation Board was ever apprised of this event. Director Lewis explained that the regular golf course and the Mini-Golf will remain open during this event. Mr. Gard suggested that groups interested in renting an entire park be assessed on an individual basis and the fees determined on a case by case basis. Ms. DeSha questioned why an hourly rate is not charged for pavilion rentals (vs. daily rates). Director Lewis explained that quite a few park systems rent in this fashion due to maintenance on weekends between rentals. Chairman Bohan stated that there was no need to vote on this document as the Parks & Recreation Board is permitted to set policies.

Pool Status (Township and Joint Task Force) – Chairman Bohan stated that the Commissioners have dedicated \$2 Million to Skyline for renovations. Discussion was held on the budget overages in the Overlook Pool renovations. Chairman Bohan expressed his dismay that decisions are continuing to be made regarding park facilities without the knowledge of the Parks & Recreation Board. Chairman Bohan stated that he would like to draft a statement from the Board to the Commissioners expressing the Boards disappointment that substantial changes have been proposed regarding a facility without the Boards prior knowledge. Mr. Reed shared the Skyline Pool renovations proposed process with the Board (as he had attended the Commissioners meeting). The proposed plan includes outsourcing a consultant for the planning of the Skyline renovations. Guest, Peg Adams, stated that Dan Graybill, Overlook Swim Team Coach, was not asked for any input with regard to the Overlook Pool renovations. Chairman Bohan stated that the parents group at Overlook also had some problems with design issues at Overlook.

Mr. Reed shared that the School District has no interest in taking part in an outdoor pool. Mr. Reed did share comments he received from Joe Kurjiacka, School District representative. A recent meeting was held (attendees: Director Lewis; Paul from ELA Group, District Engineering Firm; Mr. Kurjiacka) to discuss school property pool options. Another meeting will be held with the pool sub-committee to discuss options for pool installation on the Districts back 40. Information gathering is continuing. Mr. Reed stated that the next meeting of this group will be held in September. Director Lewis stated that a meeting is scheduled for Thursday, September 4 and Dr. Gene Freeman (new school superintendent) will be in attendance.

Fields Committee Report – Chairman Bohan stated that this was discussed previously under the Facilities plan.

LAC Proposal (vote on Proposal) – Chairman Bohan gave a brief overview of this proposal. Vice-Chairman Keene proposed that Manheim Township Parks & Recreation Department will not support LAC's proposal. Chairman Bohan stated that their proposal be rejected and any outsourcing of any programs. Vice-Chairman Keene stated that the Parks & Recreation Board sees no reason to outsource any programs (outdoor or indoor) offered by the Recreation Department, specifically with regard to the Lancaster Aquatic Club's proposal.

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**VI. Old Business (Cont'd.)**

LAC Proposal (vote on Proposal) – (Cont'd.) Mr. Reed commented that a decision should not be made at this time because “we do not know whether an outside group can even takeover an activity on school property”. Chairman Bohan stated that the Commissioners were waiting for a decision (clear statement) from this Board. Mr. Reed stated that Lancaster Aquatic Club did use the school district pool last year and that they would not be using it this year. Mr. Reed stated that if the Board was going to vote on this issue, he was going to have to abstain. Director Lewis stated that LAC has called and asked what the Board’s stand is on the proposal. Chairman Bohan suggested that the Board respond to their proposal and a copy sent to the Commissioners. Director Lewis will draft this letter to LAC. Mr. Gard suggested that they be informed that the Board has given the proposal consideration and based on the information received (or lack of information received) the Board does not find a reason to support their proposal.

**VII. New Business**

Correspondence – Enclosed within packet.

Recommendation of use for \$135,000 School Board is allocating for replacement of tennis courts lost in land transfer agreement with Bucher – Chairman Bohan asked for additional specific information on this recommendation. Mr. Reed explained that there is no stipulation as to where the money is to be allocated. He further explained that either \$135,000 will be paid to the Township or tennis courts (3) will be replaced in another of the Township’s parks that the Township so designated. Chairman Bohan asked if there was a timeline that was set by the District for the Township to make a decision. Vice-Chairman Keene asked that this item be tabled for this evening and be addressed within the next 60 days. Chairman Bohan stated that the Parks & Recreation Board is “very interested in making a recommendation for the use of the \$135,000 or construction replacement of the courts and will be researched over the next 60 days.” Ms. DeSha asked if she could receive an inventory of the tennis courts within the Township. Vice-Chairman Keene stated that they can be located by using the “Parks in Manheim Township” listing which is within the fall activities brochure. Mr. Reed stated that the Districts courts order of usage is tennis team first, students second and public third. Ms. DeSha asked if there was previously any discussion regarding tennis courts on Overlook Community Campus. Chairman Bohan explained that there was a large court committee previously formed. This group, at the time, recommended to the Foundation that it was a great idea, but didn’t know how they were going to fund the project. The Commissioners stated that the recommendation was a great idea, but they were not going to fund the project.

Identification card for Park Board Members (done in-house using our ID system) – Director Lewis stated that this was Vice-Chairman Keene’s idea. The Board thought this was a great idea. Vice-Chairman Keene stated that he would like to use this identification at the Overlook Skate Park. Director Lewis instructed the Board to come in to the Mansion, Monday through Friday, 8 AM to 5 PM.

Punch Cards – Chairman Bohan explained the origin of the punch card sales. Director Lewis suggested that two punches be used for the pools admission and one punch for all other locations (OAC, Mini-Golf). Ms. DeSha stated that there seems to be issues with the way the punch cards are administered in the finance system. Director Lewis stated that mention of the punch card was removed from the fall publication. Discussion was held on current punch card fees. Director Lewis stated that she will get input from staff and report back next month. Director Lewis also stated that Commissioner Keebler has asked for family guest visits.

**VIII. New Business (Cont'd.)**

Skate Park Attendant – Director Lewis shared that she did do some research on administering safety at the Skate Park. One of the systems she researched was a permit/ID system (similar to the MT Dog Park). A fee is charged (resident/non-resident; age specific) for the permit which must be visible on the skater’s helmet.

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- IX. **Overlook Community Foundation Report** – Chairman Bohan distributed the Minutes for the last meeting. Chairman Bohan announced new members that will be on the board. Chairman Bohan shared information that he received from a Senior Youth Center that he visited in Rochester, New York.
- X. **Commissioner's Report** – In Commissioner Keebler's absence, there was no further report.
- XI. **School Board Report** – Mr. Reed reported that he had already mentioned status of Bucher previously. School opened today. Mr. Reed also reported that construction at the High School is complete except the auditorium.
- XII. **Museum Board Report** – Vice-Chairman Keene reported that the Landis Woods Art Show will be held at the end of the month (September 27). Vice-Chairman Keene stated that Director Lewis is investigating a temporary shade option for the performing arts stage.
- XIII. With no further business to discuss, Mr. Miller made the motion to adjourn the meeting which was seconded by Ms. DeSha. The meeting was adjourned into Executive Session.