

Manheim Township Parks & Recreation Board

MONTHLY BOARD MEETING MINUTES

October 7, 2008

- I. The regular meeting of the Manheim Township Parks and Recreation Board was held in the Stauffer Mansion Blue Room on Tuesday, October 7, 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 and Assistant Township Manager Molchany. Guests included Marguerite S.V. Adams, 1960 Melody Lane, Lancaster, PA 17601, Larry and Kaye Pulkrabek, 230 Eshelman Road, Lancaster, PA 17601 and Melissa and Rod Horn, 1124 Louise Avenue, Lancaster, PA 17601. Commissioner Keebler arrived at 8:00 p.m.

Chairman Bohan announced that the next meeting of the Parks & Recreation Board is listed on the bottom of this month's Agenda. The meeting will be held on Wednesday, November 5 instead of Tuesday, November 4, which is Election Day.

- II. **Review and Approval of September 2, 2008 Minutes** – Ms. DeSha stated that in review of the September 2, 2008 Minutes, Item III. Treasurer's Report, one of the comments that she made regarding land acquisition was incorrectly stated. The sentence should read, "Ms. DeSha explained to Mr. Reed that this was not actually for "Land Acquisition" but was for major expenditures." (deletion of the parentheses at the end of the sentence "for pool, etc."). Mr. Reed made the motion to approve the September 2, 2008 Minutes as amended. This motion was seconded by Mr. Gard. The motion was passed unanimously.
- III. **Treasurer's Report** – Ms. DeSha reported that she is continuing to try to analyze the new financial format in tracking revenue with expenses. Ms. DeSha stated that she would like to again meet with Finance Director Stratchko to discuss a Recreation financial spreadsheet that will be presented to the Board each month. Director Lewis explained the reason for the revised Invoices paid list dated 9.22.08 that was included in the packet. The original report was missing 471 line items and also invoices were paid out 473.410 instead of account 453.309, Director Lewis explained. These items were corrected and a revised report was distributed. Ms. DeSha stated that she would like to see a report that shows the full month activity. Ms. DeSha also stated that refunds should be offset by the income account (that they were deposited to). Ms. DeSha questioned invoices paid out of the account Overlook Pool Miscellaneous Contracted Services. Director Lewis explained that any contracted services (for Day Camp or Pool) fall under that line item. Ms. DeSha commented that it is difficult to track income/expenses as before, since the change of the new account numbers. Once clarification is received from the Finance Department, income/expenses will be easier to track. Ms. DeSha questioned if the year to date (through August) spending of \$56,000 listed in the Capital Reserve Fund – Land Acquisition was for the building of football fields. Assistant Manager Molchany stated that he was not sure what this total represented but stated that he would check on it. Ms. DeSha asked what the total was for the additional football fields. Assistant Manager Molchany explained that he did have the information at his desk and would e-mail everyone the information. Ms. DeSha stated that the Overlook Pool renovations were over budget by \$700,000 (to date) and asked if any additional expenses are currently outstanding for that project. Assistant Manager Molchany stated that he is unaware of any additional expenses that would be coming in as the project is complete. Ms. DeSha asked if a Parks Department representative attend the meeting the monthly meeting to answer questions that arise regarding parks. Assistant Manager Molchany explained that Director Lewis and he suggested this and it has not happened yet. Ms. DeSha asked if she should address and review some of the 2009 Budget items at this time. Chairman Bohan explained that the Budget, the Board's role with regard to the Budget and process will be deferred until the end of the meeting.

IV. **Committee Reports:**

Facilities Committee – Mr. Reed asked for a copy of the complete Facilities budget for 2009. Vice-Chairman Keene reported that he had just received it this evening. Director Lewis stated that copies of the Parks Capital budget were on the table this evening.

(Continued)

IV. Committee Reports: (Cont'd.)

Facilities Committee (Cont'd.) - Vice-Chairman Keene reported that the Rules & Regulations – Parks Facilities will be addressed later. Vice-Chairman reported on the status of the baseball field installation at Stoner Park. The infields have been cut in, graded and diamond-tex put on. Assistant Township Manager Molchany reported that the back stops will be installed by year's end. Vice-Chairman Keene stated that he is foreseeing "a scheduling nightmare". He stated that "the Soccer Club is yielding fields with no gain". He also stated that either the soccer program is shrinking or field use is being obtained elsewhere.

The Stoner soccer fields will accommodate younger age children. Vice-Chairman Keene commented that he noticed \$40,000 was included in the 2009 budget for new wiring at the Boettcher House and he thought that the wiring work should be done in 2008. Director Lewis explained that the \$40,000 included in the budget for 2009 was put in for air conditioning. She also stated that she will check the status of the new wiring to be installed by the end of 2008. Vice-Chairman Keene asked the status of the Heritage Trail. Assistant Manager Molchany reported that Phil Mellott was writing the specifications for the project and he is very busy. Vice-Chairman Keene stated that this project has already gone out to bid. Assistant Township Manager Molchany stated that he has not received a tally sheet to date.

Personnel Committee – Mr. Gard reported that there were a few personnel comments within the Director's Report. Director Lewis commented that Ronald Auchey has been hired to perform custodial duties on a part-time basis (morning) at Stauffer Park and will begin 10/20. Director Lewis reminded the Board members to come in and get their photo taken for their ID badges. Director Lewis reported that she had interviewed a potential intern for spring of 2009. Mr. Landis, who is a physical education teacher at Schaeffer Elementary School and working on his master's degree at Millersville University, is interested in performing a 100-hour internship in the Spring of 2009. Director Lewis anticipated that she or another staff member will be supervising him. She also explained that he might be interested in working for us in the summer.

Director Lewis reported that are two (2) DCNR Grants that have not yet been closed. Director Lewis further explained that one is from 1998 and the other from 2005 and she will be finishing up the paperwork on those grants by the end of this year. Funds in the amount of approximately \$50,000 will then be received at the beginning of 2009. Director Lewis also reported on the status of a joint venture between Manheim Township and Lancaster County for canoeing and biking at Perelman Park. At this time, Director Lewis reported, Lancaster County is not interested in pursuing this. Mr. Gard thanked Director Lewis for "keeping on top of things" and stated that if any assistance was needed from the Personnel Committee to let him know.

Program Committee – Mr. Miller had no 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. Nothing further discussed. Ms. DeSha commented that she thought the concert this past weekend (Overlook Community Campus – WIOV Country Fest) was a good event and asked how much damage was done to the property. Assistant Manager Molchany reported that he did stop by the facility early Monday morning and the only things that were left on the property were the trash containers (provided by York Waste) and the portable toilets. Chairman Bohan asked how many attended the event. Assistant Manager Molchany explained that much larger crowd was reported than attended at the Long's Park site which was 15,000-20,000. It was estimated that approximately 22,000-28,000 attended the event at the Overlook Community Campus. Assistant Manager Molchany reported that there were no problems at all with parking, as anticipated by neighboring residents expressed prior to the event. There concerns were never materialized, he reported. Vice-Chairman Keene, who lives in Nicholson Square, explained that the no parking signs that were put up prior to the event were taken down by the police department approximately an hour before the event. Chairman Bohan asked if an evaluation has taken place yet with regard to renewing this event for next year. Assistant Township Manager Molchany stated that no discussion has taken place and would not take place until probably the Commissioners meeting on October 13. Ms. DeSha asked if any revenue was realized for the event.

(Continued)

IV. Committee Reports: (Cont'd.)

Director's Report (Cont'd.)

Assistant Manager Molchany explained that employees who worked the event are being reimbursed by WIOV; \$6,000 was realized as part of the contractual agreement; and potential additional revenue can be made through concessions at future events. Chairman Bohan commented that the Pro Shop does not contract outings/tournaments through the Parks Department. This particular event, he stated, took place on the golf driving range. Assistant Manager Molchany commented that the event took place not only on golf property, but also parks property. Chairman Bohan commented that he was surprised that the event even happened because no prior discussion regarding this event was discussed with either the Parks & Recreation Board or the Overlook Community Foundation Board.

Vice-Chairman Keene questioned whether the new restroom building that was listed under Item 5. Stauffer Mansion – Trustees (Director's Report) was a project that was going to happen in the near future. Director Lewis explained that the present restroom building will be demolished this fall. The proposed new rest room facility should be complete by the spring of 2009. Director Lewis also explained that this is a joint venture between the Township and the Stauffer Trustees and is not yet "set in stone". The project will cost between \$150,000-\$180,000.

Chairman Bohan welcomed guests in attendance at the meeting and explained the process of guest presentation of pre-approved agenda items. He further explained that Commissioner Keebler had requested that no discussion regarding MT Youth Football Association parent concerns be discussed until her arrival. Chairman Bohan asked guests Melissa and Ron Horn if they were willing to wait until Commissioner Keebler's arrival. They agreed.

V. Old Business

Steering Committee – MT Comprehensive Plan – Status Update – Vice-Chairman Keene reported that there are two (2) additional scheduled meetings of this group. These meetings are scheduled for October 8th and 17th. These meetings will address the finishing up of the Land Zoning Requests by Builders and Transportation and Road Improvement Usages. Ms. DeSha asked when the comments will be reviewed by the Parks & Recreation Board. Vice-Chairman Keene stated that he anticipated that the Board set up an additional meeting to go over the comments. Vice-Chairman Keene also reported that the reviewed draft has been published on the Township's website. Chairman Bohan asked if the plan provides any direction to the Parks & Recreation Board. Vice-Chairman Keene stated that the Township's plan is very "generic". An update to the Parks & Recreation's Comprehensive Plan, he suggested, should take place in 2009 which would be much more detailed than the Township's plan.

Upon Commissioner Keebler's arrival, the agenda was forwarded to **VI. New Business;**

Manheim Township Youth Football Association – Parent Concerns – Melissa Horn, Guest, 1124 Louise Avenue, spoke to the board regarding an issue that she is experiencing with regards to her son who is registered as a C Team, Division I, 2nd string player in the Manheim Township Youth Football League. She explained that her son is not receiving "equal opportunity playing time" as detailed in the Youth Standards. She further explained that her son has also received verbal "all the coaches hate you" which she stated is absolutely absurd. Mr. Gard stated that he had read a letter to the editor regarding lack of football player playing time in the newspaper. Commissioner Keebler stated that after discussing this situation with Director Lewis, members of the Parks & Recreation Board and other Commissioners, she has some serious concerns with this group. Chairman Bohan explained that the Youth Football Association can be invited in to discuss these issues with the Parks & Recreation Board, but stated that clear direction from the Commissioners is needed on these issues. Chairman Bohan explained that all of the Youth Sports Associations in Manheim Township and the Parks & Recreation Board have a "relationship built on mutual appreciation". Mrs. Horn stated that all she asking for is for someone to address the issues regarding what is written in the Youth Standards.

(Continued)

Manheim Township Youth Football Association – Parent Concerns (Con't.d)

Mr. Gard explained that the 6 years ago when the Youth Standards were reviewed and updated, the Manheim Township Youth Football Association had inconsistencies between with the Youth Standards set by Manheim Township Parks & Recreation and the rules governed by the Red Rose League. At that time, Mr. Gard explained, the Board requested that the MT Youth Standards be followed. As a next step, Chairman Bohan suggested that he and Director Lewis get together with the youth sport organizations to review the Standards. Ms. DeSha stated that one of her children is involved in the soccer program and she did not receive a copy of the Youth Standards (from Soccer). Chairman Bohan asked Mrs. Horn if at the time that she registered her son for football, was there any expectations of the program that were either communicated or handed out. Mr. Horn stated that there was none that were handed out or relayed to him. Chairman Bohan invited Mr. and Mrs. Horn to attend next month's meeting and/or to contact Director Lewis to find out the developments of opening up this issue with the Manheim Township Youth Football Association. Commissioner Keebler stated that a program evaluation should be completed on the Football Program.

V. Old Business (Cont'd.)

Rules, Regulations and Policies Committee – Park Facilities – 2009 Fees / Park Closing Time – Vice-Chairman Keene reported that the Rules, Regulations and Policies with regard to park hours be changed to “dawn to dark” (instead of dawn to dusk). Vice-Chairman Keene made a motion to amend Park Ordinance 1977-7 park hours as listed to read sunrise to dark unless otherwise posted. Discussion was held regarding the new amended hours and park areas that are lighted after dark (i.e., Community Park pavilion use). The motion was seconded by Mr. Reed and was passed. Ms. DeSha abstained from voting on this motion. The Facilities Committee will meet to discuss which particular parks this amendment pertains to.

Pool Status (Township and Joint Task Force) – Mr. Reed reported that there was a second meeting that was held today (10.7.08). Mr. Reed stated that if there was a pool built on the Township School property, that it would be built on the location where the Grade 5/6 building is now located. Director Lewis stated that this item will be on the agenda for next month's meeting.

LAC Proposal – Attachment letter sent 9.26.08 by Director Lewis. (The letter was sent via e-mail to the Board.) The proposal was denied and not supported by the Manheim Township Parks and Recreation Board. Commissioner Keebler read the letter to the Board.

Recommendation of use for \$135,000 – Land Transfer Agreement at Bucher – Director Lewis explained that there was a current listing of tennis court facilities in the back of the brochure. Director Lewis explained that the School District came up with the cost of \$45,000 per court and would reimburse \$135,000 for the three (3) courts that were removed from the Bucher Park location. Mrs. Adams asked if there was room at Stoner Park for three (3) courts. It was stated that there would only be enough room at Stoner for two (2) courts maximum. Chairman Bohan reviewed the past history with regard to tennis court needs. He explained that a few years ago, there was a group that wanted to install a tennis center within the Community Campus. The Commissioners, at that time, did not want to fund such a project. Chairman Bohan stated that tennis courts have always been planned at Stoner Park and he would like to see that come to fruition. Chairman Bohan asked Commissioner Keebler to relay to Commissioner Downing that a recommendation from the Parks & Recreation Board will be forthcoming.

Punch Cards – This item will be discussed under the budget category.

Skate Park Attendant – This item was deferred until next month's meeting.

VI. New Business

Correspondence – Enclosed within packet.

VI. New Business (Cont'd.)

Manheim Township Youth Football Association – Parent Concerns – Discussed previously.

Parks, Fields and Facilities Committee – This item was deferred until next month's meeting.

- VII. Overlook Community Foundation Report** – Chairman Bohan reported that the minutes were included within the packet. Commissioner Keebler questioned funds listed as held Library contributions in the amount of \$128,975. Chairman Bohan explained that these funds were given to the Foundation in reserve for the Library. Mr. Reed questioned Mike Santaniello's comment regarding not doing a survey on a Township Center. Chairman Bohan explained that this was not a negative comment. Chairman Bohan will be sending Director Lewis a copy of the Powerpoint presentation that he presented at the Foundation's last meeting.
- VIII. Commissioner's Report** – Commissioner Keebler reported that the Commissioner's have an upcoming meeting (Monday, October 14) and she will at a later date update the board on the 2009 budget.
- IX. School Board Report** – Mr. Reed reported that the School Board approved the Education Foundation building a pavilion (field house) located between sports fields at the school complex.
- X. Museum Board Report** – Vice-Chairman Keene reported that the last museum program will be held this upcoming weekend (a Woodcarver's Demonstration). Vice-Chairman Keene also reported that due to the weather (rain!), the attendance dropped from 1,200 to 350. The artists did, however, have sale of items.
- XI. 2009 Budget** – Chairman Bohan explained the history of the budget presentation to the Board. Vice-Chairman Keene suggested that the process remain the same (that the Finance Committee review the budget with Director before the Commissioner presentation). This recommendation met favorably with board members present. Ms. DeSha commented that she has not yet received a copy of the 2009 Parks operating budget and she would like to review it. Commissioner Keebler reported that the 2009 budget was going to be very "controversial" and "really tight". Commissioner Keebler explained that she foresees that the \$2 million for Skyline renovations will be approved, but only one of the staff requested would probably be approved. Ms. DeSha expressed her disappointment on not hiring both the full-time positions requested for 2009, as these positions are sorely needed. Commissioner Keebler stated that the Commissioners will not raise taxes. Chairman Bohan stated that the Parks & Recreation Department has done a great job considering the amount of staff that has been lost. He further stated that with the hiring of Director Lewis, he anticipated an "optimistic sense" that the other lost staff would be hired. Ms. DeSha reiterated that this is a Parks & Recreation Board and a parks representative should attend the meetings and by not doing so, she considered it a "total neglect" to this Board. Commissioner Keebler reported that the Township is considering a major land acquisition. Commissioner Keebler stated that she would talk to Commissioner Downing regarding parks representation.
- XI.** With no further business to discuss, Mr. Keene made the motion to adjourn the meeting at 9:40 p.m., which was seconded by Mr. Gard. This motion was approved unanimously.