

Manheim Township Parks & Recreation Board

MONTHLY BOARD MEETING MINUTES

November 5, 2008

- I. The regular meeting of the Manheim Township Parks and Recreation Board was held in the Stauffer Mansion Blue Room on Wednesday, November 5, 2008. Chairman Bohan called the meeting to order at 7:00 p.m. In addition to Chairman Bohan, board members present included DeSha, Gard, Miller (arrived at 7:15 p.m.) and Reed. Also present was Recreation Director Lewis. Guests included Marguerite S.V. Adams, 1960 Melody Lane, Lancaster, PA 17601. Commissioner Keebler was also present. Absent were members Keene and Laubach.
- II. **Review and Approval of October 7, 2008 Minutes** – Mr. Reed stated that in review of the October 7, 2008 Minutes, the present concession stand building (located in Stauffer Park) was referred to as a restroom building instead of a concession stand which was noted on Page 3, Committee Reports, Director's Report, paragraph 2, second sentence. The concession stand building will be replaced with a restroom building in the future. Mr. Gard made the motion to approve the October 7, 2008 Minutes as amended. This motion was seconded by Mr. Reed. The motion was passed unanimously.
- III. **Treasurer's Report** – Ms. DeSha reported that she distributed the latest report. Ms. DeSha reported that she was able to update the summary, but no reporting could be done under Parks – Custodial Division. Ms. DeSha stated that she will be following up with Finance Director Stratchko in order to get those numbers. As the end of September, Ms. DeSha explained that the Parks Division is getting "dangerously" close to being over budget, and perhaps overspending should be addressed. Mr. Reed questioned Parks totals shown on Ms. DeSha's distributed summary. Ms. DeSha explained that there might be a formula error and she will check and fix it. She also stated that Recreation is doing very well as far as expenses and revenue; but Parks Maintenance is over budget. Commissioner Keebler stated that Carl Neff, Public Works Director and Phil Mellott, Public Works Assistant Director manage the Public Works budget. Commissioner Keebler stated that perhaps someone from the Public Works department should attend the meeting. Ms. DeSha stated that Parks Superintendent Lessig used to occasionally attend the meetings. She also stated that she thought that there should be some representation from the Parks Division at the monthly meetings as "we are a Parks & Recreation" Board. Commissioner Keebler stated that she will discuss this with Commissioner Downing. Commissioner Keebler asked Ms. DeSha if she met with Public Works Director Neff to answer any questions that she may have. Ms. DeSha explained that she does communicate with him via e-mail. She explained that she recently questioned him regarding capital items that have not been expended yet. Recreation Director Lewis updated the Board members on a few projects canoe launch at Pearlman Park repaired in the next few weeks. Commissioner Keebler suggested that the Facilities Committee should meet with Public Works Director Neff on a monthly basis. Mr. Miller stated that Vice-Chairman Keene does meet with Public Works Director Neff on a fairly regular basis. Commissioner Keebler was unsure if Parks Superintendent Lessig would be able to answer questions. Mr. Reed asked if the revenue listed on the summary under Overlook Pool included the Day Camp program. Ms. DeSha stated that it did include Day Camp. Ms. DeSha explained that she will be meeting with Finance Director Stratchko to request better financial reporting anticipating that it will be better for 2009. Director Lewis reminded the board members that the 2009 Budget will be presented at the Commissioner's meeting on Monday (11/10).
- IV. **Committee Reports:**
 - Facilities Committee** – Mr. Reed had no report.
 - Personnel Committee** – Mr. Gard reported that he and Director Lewis are trying to schedule a meeting to discuss several personnel issues. Commissioner announced that one extra staff person has been approved for the 2009 budget. Mr. Miller stated that the Department is actually two (2) employees short according to the Department Study results that were completed by Assistant Manager Molchany. Mr. Miller asked Director Lewis if she needed any guidance from the Program Committee on formulating the job description for the new staff person. Director Lewis explained that she would like to meet with Mr. Gard to discuss the job description first and then present to the board.
 - Program Committee** – Mr. Miller had no report. Mr. Miller stated that it was noted in the October 7, 2008 Minutes that he was present at the meeting, when in fact, he was not present.

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IV. Committee Reports: (Cont'.d)

Program Committee – (Cont'd.) Mr. Miller stated that after his review of the Board Minutes (10.7.08) with regard to parent complaints received regarding playing time issues in the Manheim Township Youth Football Association League he thought that the suggestion made last month of distributing a post-season program evaluation of this sport was a very good idea. Mr. Miller suggested that the Board initiate that process. Chairman Bohan stated that nothing like this has been done before and if it is chosen to do, that all youth sports would have to be included in the process. Mr. Miller explained that the evaluation would deal specifically with the Youth Sports Association's compliance to the youth standards. Mr. Miller also suggested that the Program Committee meet to discuss this evaluation and then report back to the board. Commissioner Keebler stated that the Commissioners are adamant about channeling youth sport, parks and recreation resident issues through Director Lewis as this is the process. Discussion was held on how the Youth Sport organizations distribute the Youth Standards booklets that are issued by the Recreation Department. Ms. DeSha explained that her son has been in the soccer program for a few years and she has never received a copy of the Youth Sports Standards for Soccer, stating that with on-line registration for programs now, there is no distribution of materials to parents. Chairman Bohan stated that based on the Ordinance that was adopted by the Commissioners, the Parks and Recreation Board dictates field use. He further explained that if field use needed to be withdrawn due to youth sport standard non-compliance the Board would have "no reservations whatsoever" to do this. Chairman Bohan stated that a meeting with the Manheim Township Youth Football Association Board will be scheduled in the near future to discuss the complaints received by parents regarding the Youth Football program for this year. Ms. DeSha suggested putting all Youth Standards on the website so parents could access. Director Lewis said that this could surely be done. Mr. Miller asked if the Youth Sport Standards were distributed to the Youth Sports organizations every year. Director Lewis explained that the standards are distributed and that each organization pays for the printing of the standards.

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

Finance Committee – No additional report.

Director's Report – Chairman Bohan reported that there were two (2) Director's Reports; a Parks report from Public Works Director Neff was on the table and Recreation Director Lewis's report was enclosed in the packet.

V. Old Business

Steering Committee – MT Comprehensive Plan – Status Update – Director Lewis reported on Vice-Chairman's Keene's behalf that nothing has been finalized but the committee is working on it. Mr. Reed announced that the next public meeting is scheduled for November 12 at 6:30 p.m.

5 and 10 Year Capital Expenditure Strategies – Status Update - Chairman Bohan stated that this item will be deferred.

Rules, Regulations and Policies Committee – Use of Park Facilities and Fee Schedule – Director Lewis reported that she and Vice-Chairman Keene had met to finalize the 2009 fee schedule that would be recommended to the Commissioners for their approval. A copy of this fee schedule was distributed. Discussion was held regarding reservation of fields and the usage fees charged. Director Lewis stated that the document has not changed much since the last time it was distributed to the Board. The few changes include the addition of two new baseball fields at Stoner and the addition of a pavilion at Destination Playground (Overlook Community Campus). Discussion was held regarding posting rental calendars at each pavilion. Director Lewis explained that this is being done by the Park Maintenance Department.

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V. Old Business (Cont'd.)

Rules, Regulations and Policies Committee – Use of Park Facilities and Fee Schedule – (Cont'd.)

Discussion was held regarding the reservation process for park facilities (fields, pavilions, etc.). Director Lewis stated why it is imperative to receive the youth sports organizations field usage schedules in a timely fashion in order for other groups to be accommodated. Mr. Miller made the motion to recommend to the Commissioners the Schedule of Fees as presented for 2009. The motion was seconded by Mr. Gard. This motion was approved unanimously.

Rules, Regulations and Policies Committee – Use of Park Facilities and Fee Schedule – (Cont'd.)

Director Lewis reported that a recommendation for the 2009 Pool Fees and Charges was also discussed in the Facilities Committee meeting. A copy of this recommendation was distributed. Director Lewis explained that the standard rates for 2008 were increased by 15%; Family of 2 persons deducted 15% per person. The Family of 5 or more category was deleted. Director Lewis also explained that one free pass per person would be issued when a person purchased a membership. Mr. Miller asked if the fees that were charged in 2008 were adequate. Ms. DeSha stated that 15% was a large increase. Commissioner Keebler suggested that this large of an increase be held off until the renovations to Skyline are complete. Director Lewis explained that lifeguarding fees increased significantly due to two (2) lifeguards being need for the new slide at Overlook. Discussion was held regarding the fee formula that was used in 2008. The thirty day monthly pass was deleted, as only five (5) were sold in 2008 and are very expensive, Director Lewis reported. Mr. Gard recommended that the fees and charges be increased by 8% (less than 10%). Mr. Miller stated that he felt that it was better to have a strong membership base (vs. daily fees). Chairman Bohan stated that he felt that an increase was needed every year. The daily rates were increased by \$1 in order to get rid of the quarters, Director Lewis reported. Commissioner Keebler stated that a lot of positive feedback was received with regard to the increase of the standard rates last year and also that Commissioner Simpson would like to see the rates increased even more for 2009. Chairman Bohan recommended resident rates for Skyline should be \$6 (weekday), \$7 (weekend) and \$4 (after 5); Overlook - \$7 (weekday), \$8 (weekend) and \$5 (after 5) for Overlook. Standard rate (non-resident) increases were discussed. Ms. DeSha suggested that the standard rates be increased to double the amount of what the resident pays. Commissioner Keebler stated that the Commissioners feel that the pools do not generate enough revenue to offset the operation expenses, so essentially the taxpayers are paying for the overage. Chairman Bohan reviewed the standard daily rates recommendations proposed. Consensus of the Board was to increase standard daily rates by \$1 (both pools). Discussion was held with regard to deleting the monthly pass. Consensus of the Board was affirmative (delete the monthly pass). Discussion was held on the increase of the Resident Punch Card. Chairman Bohan suggested that the cost of the pass be increased to \$120 (was \$80 in 2008). Board consensus for 2009 Resident Punch Card was decided to be increased to \$100.

Pool Status (Township and Joint Task Force) – Mr. Reed reported that the School Board will vote on a recommendation on November 18.

Recommendation of use for \$135,000 (land transfer agreement at Bucher) – Ms. DeSha stated that she thought the Board was waiting for additional information regarding this agreement. Chairman Bohan stated there was some confusion regarding the agreement. Did the money need to be used for tennis courts? Commissioner Keebler suggested that the Board wait to make a decision on this issue. Chairman Bohan stated that this item can be deferred and put on the agenda for next month, when all board members will be present.

Manheim Township Youth Football Association (parent concerns) – Chairman Bohan reported that one of the major issues with the Youth Football Association is not making it clear to parents how the Varsity and JV playing times are distributed. A meeting will be scheduled with the Football Association in order to discuss this issue and also the Youth Standards. Commissioner Keebler reported that the Commissioners have met regarding this issue and Chairman Bohan will deliver the message to the Football Association. Commissioner Keebler also stated that the Commissioners “are willing to support” youth sport programs and “want parents to walk away with a feeling of satisfaction and understanding”. Chairman Bohan explained that there was a desire for one of the Commissioners to attend the meeting with the Football Association, but the process that is in place included just the Parks & Recreation Board and Recreation Department.

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V. Old Business (Cont'd.)

Manheim Township Youth Football Association (parent concerns) - Ms. DeSha asked Director Lewis if the public could attend the Youth Sports Associations' Board meetings and also if she had their meeting schedules. Mr. Gard stated that the Sport & Fitness Coordinator used to attend these meetings. Director Lewis stated that she would get this information to Ms. DeSha.

VI. New Business

Correspondence – Enclosed within packet. Chairman Bohan pointed out that Park Superintendent Lessig had submitted a “thank you” letter to the Board for supporting his attendance at the recent NRPA conference.

Parks, Fields and Facilities Committee – Chairman Bohan deferred this item until next month, when all would be in attendance to discuss.

Recommendation of change to Youth Sports Standards – (include mandatory background checks on all adults interacting with children) – Chairman Bohan explained that Director Lewis suggested that mandatory background check verbiage should be added to each of the Youth Sports Standards booklets. Discussion was held regarding what groups already required the background checks. Consensus of the Board members was to add this to each of the Youth Standards.

V. Overlook Community Foundation Report – Chairman Bohan reported that he was not in attendance at the last meeting and asked guest, Mrs. Adams, to report. Commissioner Keebler asked what was going on with the lights (field) on the Foundation Property. Chairman Bohan explained that he had received an e-mail from Assistant Township Manager Molchany stating that the Soccer Club was interested in installing temporary lights on the Foundation fields. This e-mail was also sent to Steve Bussanmus, President of the Overlook Community Foundation, to ask for the Board's (MTOCF) opinion on this request that had been received. Mrs. Adams stated that this was not discussed at the meeting. Chairman Bohan explained that he did respond to the e-mail stating that the only problem he could foresee with regard to this request was what the response would be from the surrounding residents regarding field light installation, as he wasn't sure what exactly was relayed to the residents when the fields were installed. Chairman Bohan also reported that this was Steve Bussanmus' response as well and also, he didn't know the status of this request at this time.

VIII. Commissioner's Report – Commissioner Keebler reported that \$2 million dollars has been included in the 2009 budget for Skyline Pool and also for the additional staff member (Sport & Fitness Coordinator). Mr. Reed asked if funds were put in the budget for fields. Commissioner Keebler stated that there was some money put in the budget for fields. Mr. Miller asked Commissioner Keebler if there was anything to report on the significant land acquisition that was previously referenced within the Board minutes. Commissioner Keebler stated that there was nothing to report.

IX. School Board Report – Mr. Reed reported that the bids for Bucher (Elementary) were opened on 11/3 and will be reviewed on 11/6. He also reported that the Teacher Union Contract has been signed.

X. Museum Board Report – In Vice-Chairman Keene's absence, there was no report.

XI. Budget – Chairman Bohan stated that the budget would be presented to the public at the next Commissioner's meeting which is schedule for Monday, 11/10. Ms. DeSha asked if she could receive a copy of the budget that was going to be presented from the Finance Department.

XI. With no further business to discuss, Mr. Miller made the motion to adjourn the meeting at 8:45 p.m., which was seconded by Mr. Gard. This motion was approved unanimously.