

Manheim Township Parks & Recreation Board

MONTHLY BOARD MEETING MINUTES

December 2, 2008

- I. The regular meeting of the Manheim Township Parks and Recreation Board was held in the Stauffer Mansion Blue Room on Tuesday, December 2, 2008. Chairman Bohan called the meeting to order at 7:00 p.m. In addition to Chairman Bohan, board members present included DeSha, Gard, Keene, Laubach, Miller and Reed. Also present was Recreation Director Lewis. Chairman Bohan reminded the Board members that the annual Appreciation Dinner will be held at the Barn on December 11 and also that the Holiday Open House will be held Sunday, December 7, 2008.
- II. **Review and Approval of November 5, 2008 Minutes** – Director Lewis reported that in the November 5, 2008 Minutes, it was reported that she stated that the Youth Standards are distributed and that each organization pays for the printing of the standards (*Page 2; Committee Reports; Program Committee (cont'd.); last sentence*). Director Lewis explained that Superintendent Norton pointed out to her that MTPR pays for the printing of the standards (not the individual youth organizations). Mr. Miller stated that the Board Minutes reflect what was stated at the meeting and so note in the December 2, 2008 Minutes the correction to the statement made. Mr. Miller made the motion to approve the November 5, 2008 Minutes as written. This motion was seconded by Ms. DeSha. The motion was passed unanimously.
- III. **Treasurer's Report** – Ms. DeSha reported that she distributed the latest report. Ms. DeSha reported also that she received the Custodial Unit (Parks Division) figures that have been missing the last few months and these reports were distributed as well. Ms. DeSha reported that it looks like Overlook Falls Mini-Golf is "running in the red, where the expenditures are more than the revenues". She stated that possibly for next year, ways to increase business or reduce expenses should be looked into. Vice-Chairman Keene stated that with the departure and no hire of the Sport & Fitness Coordinator position (who also was the Manager of Overlook Falls Mini-Golf) the course did not have as many "special activities" this year. Ms. DeSha also noted that expenses were high at Stauffer Park (107% of budget as of 10.31.08). Director Lewis stated that her salary was being taken out of the Stauffer Park account and this overage would be adjusted before the end of the year. Director Lewis also explained that the Leisure account was under budget due to two additional staff members that were not hired. She further stated that an accurate report will be available in December. Ms. DeSha reported that there is \$66,000 still left in Leisure Program Wages for the year. Ms. DeSha stated that she would like to receive the finalized 2009 budget for Parks or Recreation. Director Lewis explained that the 2009 Budget would be finalized at a meeting scheduled for December 15. Ms. DeSha commented that the Parks Division Health Insurance line item still had \$54,000 to spend and was unsure as to why it was not at 80%. Maintenance and part-time salaries still had \$90,000 left to spend. Sand Trap has overspent \$21,000. \$18,000 was spent for air conditioner repair and she questioned why this expense was not considered a capital expense. Vice-Chairman Keene stated that he will inquire regarding this. Under the Land Acquisition (Capital) account, Ms. DeSha reported that a \$307,000 expense was posted last month for lighting and parking at Municipal Park (total expended to date \$374,000). She also stated that this expenditure seemed higher than what was quoted for preparing the area for football use and parking. Ms. DeSha stated that she would like to get together with Finance Director Stratchko in the future to discuss the refunds process. Vice-Chairman Keene updated the board members on the status of the improvement project that was completed at Perelman Park (river bank reinforcement).
- IV. **Board Elections** - Vice-Chairman Keene read a letter that he received by mail from the Manheim Township Commissioners. This letter explained that Vice-Chairman Keene's second term as a Parks & Recreation Board member would expire on January 1, 2009. As this would be Vice-Chairman Keene's last official meeting, a new Vice-Chairman will need to be appointed. Mr. Gard asked if this was a written policy. Vice-Chairman Keene stated that it was a Township policy under Boards & Commissions. Chairman Bohan entertained a unanimous motion of thanks and appreciation to Vice-Chairman Keene for his service to the Township.

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IV. **Board Elections (Cont'd.)**

Vice-Chairman Keene proceeded with accepting nominations for the 2009 Elections of Officers. Mr. Miller questioned what, if, anything, has been done to fill the board vacancy. Vice-Chairman Keene stated that there was no mention of term limits within the By-Laws, however, he read what was stated in the By-Laws, "Members of the Board shall serve for five (5) years, or until the successor is appointed". Vice-Chairman Keene stated that he is willing to continue until his successor is appointed. Chairman Bohan explained that in the past, a sub-committee of the Parks & Recreation Board would interview the board candidates. This process was changed to allow only the Commissioners to interview MTPR Board candidates (exclusion of MTPRB sub-committee). Chairman Bohan stated that he thought the process was returned to its' original state and that the Personnel Committee and anyone else interested in sitting in on the process could do so. Vice-Chairman Keene stated that the current process is referenced in the Ordinance that was adopted by the Commissioners. It states that candidates would be interviewed by the MTPR Board and recommendations would then be submitted to the Commissioners. Mr. Reed suggested Peg Adams be considered for the open vacancy. At this time, nominations were accepted for 2009 officers. Chairman Bohan stated that he is willing to continue serving as the Chairman. Ms. DeSha was nominated to continue serving as Treasurer. Mr. Miller stated that he is willing to continue serving as Secretary/Treasurer. Mr. Laubach was nominated for Vice-Chairman. All board members favored the slate of officers that were nominated and presented by Vice-Chairman Keene. This was passed unanimously.

Vice-Chairman Keene stated that he would like note in the Minutes that board terms are not included in the By-Laws. Mr. Miller stated that he would like to know if this policy is a written policy. Mr. Gard asked if the other obligations that Vice-Chairman Keene was involved in within the Township (Comprehensive Plan, Boettcher House Board Member, etc.) would continue or subside. Vice-Chairman Keene explained that the Comprehensive Plan was nearly complete. He stated that he is planning to continue as a Boettcher House Board member, but not as a P & R Board representative.

V. **Committee Reports:**

Facilities Committee – Vice-Chairman Keene reported that he previously reported the status of the project completed at Perelman Park. Vice-Chairman Keene reported that the park guards (supplied by the Police Department) were employed on a year-round basis. Ms. DeSha asked if new signage had been put into effect with regard to the change of park hours. Vice-Chairman Keene reported that new signs will be constructed over the winter months to reflect the time change. Vice-Chairman Keene also commented on park lighting issues that he wished to address in 2009. One of the areas was the paths within Overlook Community Campus. He explained that these paths are widely used and there is no lighting along them. Additional areas are Community Park and Jaycee Park. Chairman Bohan stated that he noticed an additional area was at Municipal Park (since the addition of football use and parking). Vice-Chairman Keene updated the board on the progression of the new electrical wiring that is needed at the Boettcher House and also at the Stauffer Caretaker's house. Bids have been received and will be opened and bid awarded. Vice-Chairman Keene asked the status of addressing the Lancaster Ski Club need for parking at Skyline. Director Lewis stated that what had been previously discussed was that the Ski Club should be charged for the use of the parking lot. Vice-Chairman Keene recommended that for profit use of facilities should be further addressed in the Facilities Use document, to reflect allowed usage by profit group at the discretion of the Parks & Recreation Board and Recreation Director, but request a percentage of proceeds be paid to the Parks & Recreation Department. Discussion was held regarding the change of wording in Use of Facilities document (under Limitations). Mr. Miller recommended that it be made clear to profit groups wishing to use facilities, that the order of usage (priority) which is already in place has been exhausted, which would allow the profit group to have clearance to use the facility. Vice-Chairman Keene explained that this is stated in the document under Availability (first come, first served).

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V. **Committee Reports: (Cont'd.)**

Facilities Committee (Cont'd.)

Mr. Miller stated that if we begin exercising the right to refusal, then questioned what our exposure if to discrimination and lawsuits. He further explained that "if the door is opened, the door needs to stay open". Director Lewis explained that it is worded "exceptions at the discretion of..." Mr. Miller questioned statement listed under Limitations regarding sectarian/religious activities. It was explained that this statement was included to incorporate the Elizabeth Ludgate will (inception of Stauffer Park) where stated building could not be used for any private or sectarian/religious function. Discussion was also held regarding revising verbiage in the document regarding groups meeting that are not open to the public.

Personnel Committee – Mr. Gard reported that he and Director Lewis met to discuss changes in the current job descriptions. Mr. Gard and Mr. Laubach stated that the changes that were presented by Director Lewis were fine. Mr. Gard asked if the next step would be for the approved job descriptions be presented to the Board for their approval. Director Lewis stated that they will now be presented to the Board for approval. Mr. Gard stated that the Committee will meet at least once a quarter. Chairman Bohan asked Director Lewis if she is going to contact Township Manager Rimer regarding the open Board position. She stated that she has already e-mailed him.

Public Relations Committee – Mr. Laubach reported that their were various public relations items within the package this month including the Holiday Open House flyer which will be held this coming Sunday (December 7). Mr. Laubach also shared that his 20th year High School Reunion was held at the Barn (OCC). He stated that a lot of the people that attended were very impressed and Keares did a fine job.

Program Committee – Mr. Miller reviewed the Youth Sports Survey that had been distributed to the Football youth sports organization. Chairman Bohan stated that the Youth Sports Survey should be distributed to all youth group organizations. Mr. Laubach stated that, in his view, it is very difficult to coach football and just as difficult to give equal playing time to all players registered. Ms. DeSha suggested that a question be added, "Were the standards made available to you?" Ms. DeSha also stated that she didn't understand the section "Relevance of the importance the sport to your child". Director Lewis explained that the section was included to use as a gauge of what is important to the child and parent. Ms. DeSha asked what we will do with that information. Mr. Gard asked if a generic form could be generated with each individual sport having a supplement. Director Lewis explained that it started out that way. Ms. DeSha asked if the survey be included in the back of the standards.

Director Lewis asked Mr. Laubach/Mr. Miller (Program Committee) if they would think about different program ideas for next year's Holiday Open House, as it would be celebrating its 30th year.

Finance Committee – No additional report.

Director's Report – Director Lewis announced that there was information in the package on the Youth Sports Summit. Director Lewis further stated that if a Youth Sports person is on board, that person will attend, along with herself and Superintendent Norton. Director Lewis stated that if any board member wished to attend to let her know, as there are monies in the budget for members to attend. Vice-Chairman Keene stated that the Library Book Sale was going to be held at F & M (instead of Overlook). Mr. Reed explained that this group was looking for a place within the city limits that had enough parking for the event. Director Lewis shared information with the board regarding quarterly brochure printing (transfer services to Synapse, which is a printing broker). Director Lewis explained that this transfer would not be cost effective, so we will be continuing with our current process. Mr. Miller asked about her meeting with Commissioner Casselberry regarding program and collaborative efforts. Director Lewis explained that she met with Commissioner Casselberry who gave her a tour of Universal (Fitness).

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V. **Committee Reports: (Cont'd.)**

Director's Report (Cont'd.) - Discussion during the tour included cross advertising (us advertising their sport programs; he advertise our craft programs). The word collaborative in this instance, Mr. Miller stated, meant Casselberry/Universal vs. Commissioners. Mr. Miller also questioned information from DCNR that was referenced in the Director's Report. Various DCNR booklets were distributed to members. Director Lewis briefly reviewed these documents. Mr. Reed stated that the Director's Report was being distributed to school board members on a monthly basis. Director Lewis explained that it was sent to the Superintendent.

VI. **Old Business**

Steering Committee – MT Comprehensive Plan – Status Update – Mr. Reed reported that a meeting will be held at on December 17 at 6:30 p.m. incorporated with the regular school board meeting.

5 and 10 Year Capital Expenditure Strategies – Status Update - No report.

Pool Status (Township and Joint Task Force) – Mr. Reed reported that the School Board voted unanimously to place the pool proposal on hold, due to the current economy and also due to the fact that there is no good plan for the Grade 5/6 building.

Manheim Township Youth Football Association - Chairman Bohan reported on the meeting that with held with this group, stating that is was a very good meeting. Chairman Bohan stated that the meeting revolved around what can be done in the future to alleviate the problems that were encountered this year. Lacking this year was a full parent orientation relaying the expectations of the program and helping parents understand the team structure. Chairman Bohan suggested to the group that a joint presentation (youth sports organization and Parks & Recreation Board) could also possibly be done. Director Lewis suggested at this meeting, Chairman Bohan explained, a Youth Sports Survey should be distributed to all season participants. Director Lewis stated that it will be a responsibility of the Youth Sports Coordinator to attend youth sports meetings and to assure that parents are receiving the standards. Mr. Laubach recommended getting more parents involved within the programs. Vice-Chairman Keene shared that in his soccer coaching experience, first practice always included coach, parent & child expectations of the program. Mr. Gard expressed that there was just a lack of communication and managing a game with that many players is a challenge. Chairman Bohan stated, again, that the meeting went extremely well.

Pool Fees - Director Lewis thanked everyone for getting back to her in a timely basis with regard to the 2009 pool fees. Township Manager Rimer has requested that each Township department forward their recommended 2009 fees to him, in order to present one resolution for adoption by the Commissioners.

VII. **New Business**

Correspondence – Enclosed within packet. Director Lewis reported that she was contacted by a woman who wishes to plant a tree in one of the parks. Ms. DeSha announced that the Great PA Cleanup will be held April 18, 2009 and was thinking of incorporating "tree planting" into the event.

Parks, Fields and Facilities Committee – This item was deferred.

VIII. **Overlook Community Foundation Report** – Chairman Bohan reported that there was not much to report. The Library group will soon be going public regarding their fund raising campaign.

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

X. **School Board Report** – Mr. Reed reported that the contracts have been placed effective December 1, 2008 and the school will be completed by July, 2010. Mr. Reed stated that field usage at Bucher will be disrupted during construction and suggested that Director Lewis contact Tom Koch for spring and fall use.

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- XI.** **Museum Board Report** – Vice-Chairman Keene reported that there will be no December meeting. The 2009 programs are in the process of being finalized. A sound system for the stage will be installed, Vice-Chairman Keene also reported. Director Lewis reported that shade sails (3) have been purchased for the stage and will be installed.
- XIII.** With no further business to discuss, Chairman Bohan made the motion to adjourn the meeting at 9:10 p.m. This motion was approved unanimously.