

Manheim Township Parks & Recreation Board

MONTHLY BOARD MEETING MINUTES

April 4, 2007

- I. The regular meeting of the Manheim Township Parks and Recreation Board was held in the Stauffer Mansion Green Room on Wednesday, April 4, 2007. Vice-Chairman Keene called the meeting to order at 7:30 p.m. Vice-Chair welcomed guests and asked that all public comment be addressed at the end of the meeting. In addition to Vice-Chairman Keene, board members present included DeSha, Gard, Miller & Ross. Recreation Superintendent Norton, Township Manager Jim Martin, Assistant Township Manager Sean Molchany and Commissioner Keebler were also present. Guests present included Mrs. Peg Adams, 1960 Melody Lane, Lancaster, PA 17601 and Larry Pulkrabek, 230 Eshelman Road.
- II. **March 6, 2007 Minutes** – Mr. Miller pointed out that the Facilities Committee report <Item IV. Committee Reports> was not complete. Vice-Chairman Keene stated that he did not recall what he reported on specifically and that he will check with Lorri Haney to obtain the information that is missing. Mr. Miller also pointed out that under the Item III. Treasurer's Report, sixth sentence from the end of the paragraph should read, "Commissioner Keebler explained that she had talked to Valerie Calhoun, Finance, and there are still transactions (bill backs) that are being paid **BY** (instead of 'to') Keares. Mr. Miller also wished to correct the verbiage under Item V. Old Business – Transition to Recreation Department, last sentence in the paragraph to read, "If recommendations are going to be made and then **DISREGARDED** (instead of 'opposed') by the Commissioners, what is the point?". With those corrections so noted, Vice-Chair Keene made the motion to accept the minutes as corrected. This motion was accepted to all ayes.
- III. **Treasurer's Report** – Mr. Miller reported on the monthly reports that were included within this month's package. Mr. Miller commented that sales have increased at the OAC Sport Shop. Recreation Superintendent Norton explained that a discount has been extended to the Dutchland Derby Rollers group and they are purchasing all of their equipment needs from the Sport Shop. Mrs. Ross questioned invoices paid listed under account #452.510 Parks Telephone on Invoices Paid 3.12.07 report. It was determined that these items were Parks Minor Parts. Mr. Miller asked Recreation Superintendent Norton what expenditures exhausted the Computer Operation/Maintenance account under the Leisure Account. Superintendent Norton explained that this was payment for RecTrac software maintenance. Mr. Miller also asked what parks send out that is listed under printing and postage. Commissioner Keebler stated that it was for the brochure. Listed under "Parks" division, it is not the parks brochure. This will be checked with the Finance Department. Refunds shown on the end of month report were discussed. Ms. DeSha requested that end-of-month reports be distributed before (instead of) inclusion with the board package materials. Commissioner Keebler stated that board members that have questions regarding any of the financial reports may call Valerie Calhoun (Finance). Commissioner Keebler stated that she would really like to take a look at the whole Leisure Account. Recreation Superintendent pointed out that this account included direct and in-direct costs. Recreation Superintendent Norton reviewed the refund account process. Commissioner Keebler stated that she would like to see direct and in-direct costs for all programs and asked the board members (on Finance Committee) if they wanted to be included in this process with Valerie Calhoun (Finance). Mrs. Ross commented that direction from the Commissioners is needed on what the expectations are required for profitability for programs. Township Manager Martin stated that the meeting with the Commissioners and the Parks and Recreation Board is Friday (direction of Board) and that these types of items can be addressed after this meeting.
- IV. **Committee Reports:**
Facilities Committee – Vice-Chairman Keene reported that Carl Neff, Public Works Director, had supplied a report for this month (included in package). Vice-Chair shared that he attended a few seminars at PA Annual State Conference sponsored by PRPS and distributed materials that he received. He will obtain additional copies for the remainder of the board members. Vice-Chairman Keene announced that the first parks "inspection" meeting (for 2007) has been scheduled for May 3 and all are invited. The location chosen for the start of these monthly parks reviews is Community Park and will then include Landis Woods. This should take approximately two hours. Ms. DeSha reminded the board members about the Great PA Cleanup which will be held on April 21. Assistant Manager Molchany reported on the status of the Destination Playground (OCC). The Phase I deadline was December and completion is estimated in July.

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IV. Committee Reports: (Cont'd.)

Personnel Committee – Mr. Gard reported that the Personnel Committee has been invited to attend a meeting with the Commissioners that is scheduled for April 10. Commissioner Keebler explained that this meeting's agenda will include looking at all Recreation job descriptions and also the addition of the new position.

Program Committee – Ms. DeSha reported that the monthly meeting of the Program Committee was held. Present was Ms. DeSha, Mrs. Ross, Recreation Superintendent Norton, Sport & Fitness Coordinator Haines and Program Facilities Manger Slick. Ms. DeSha also announced that a meeting has been scheduled with MTHS principal, David Hanna to discuss recreation opportunities with high school aged participants (4/13). Mr. Gard reported on a field hockey camp that was held last year. Recreation Director Norton reviewed the RecTrac/WebTrac enrollment reports that were included in the package. Ms. DeSha asked if parks staff and recreation staff were communicating effectively. Both Township Manager Martin and Assistant Township Manager Molchany stated that they have not heard that there are communication issues. Township Manager Martin explained that staff meetings are being held on a "daily basis" (commenting also that these "daily" meetings have taken the place of the weekly Department Head meetings). Township Manager Martin asked if instances can be sited when they do happen. Assistant Manager Molchany explained that Parks Superintendent Lessig is still the contact person for parks (facility/grounds) concerns, Tom Smith is still the contact person for building maintenance concerns and Betty Savitz's responsibilities will be taken over by Wendy Herr, Parks and Public Works department. He further explained that any activity/program concerns would contact the Recreation Department. Ms. DeSha suggested that each punch on the 20-punch pass card be \$4 (Total for card = \$80). Commissioner Keebler stated that she like the punch card idea. Recreation Superintendent Norton asked if the card would be designated for Residents only and also that we need to get direction from the finance department as to where the income will go for the sale of these cards. Township Manager Martin suggested that this be instituted next year. Ms. DeSha anticipated that it would be ready to be sold by June. Vice-Chairman Keene stated that he would take charge of getting these cards printed. Recreation Superintendent Norton stated that, initially, possibly a tally sheet would be at each location to track punch visits (vs. administering in RecTrac). In addition, tally sheets are being formulated just in case RecTrac does go down at a particular facility.

Public Relations Committee – Ms. DeSha reported that Barny's Grill is advertising and also that the Great PA Cleanup (4/21) will be advertised in all papers. Assistant Manager Molchany reported on an entrance sign that will be installed on Fruitville Pike (OCC). In addition to facilities signage, it will also have an LED Board that can advertise various upcoming events at OCC facilities.

Finance Committee – No additional report.

V. Old Business

Adopt-A-Park Program – Vice-Chairman Keene reported that this program is still "out there". He is just waiting for it to happen.

Transition to Recreation Department – Vice-Chairman reminded the members about the meeting with the Commissioners to be held this Friday (4/6) and also the Personnel Committee meeting with the Commissioners on the 10th (4/10).

OCC Soccer Fields / MTSC Agreement – Assistant Manager Molchany reported on the status of this agreement. This agreement has been approved by the Commissioners and final signatures are being obtained. Ms. DeSha asked if a copy of this agreement could be forwarded to the board members. Assistant Manager Molchany explained that this agreement states the MTSC takes over all maintenance and scheduling responsibilities of the Overlook Community Campus soccer fields. The Township has no responsibilities for these fields. He also stated that the agreement expires December 31, 2007 and must be renewed one month prior to expiration. He further explained that there are provisions in agreement addressing field damage. MTSC must also supply the Recreation Department with their schedules for this facility. Vice-Chairman Keene asked if MTSC will be permitted to offer soccer camps on these fields. According to park regulations, private soccer camps are not permitted to be held on park property. Approval from the board must be obtained before any special event is run.

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VI. New Business

Keares Concession Contract (Pools) – Ms. DeSha explained that Keares Concession at the pools last summer did not mirror pool operational hours. This was an issue with patrons. A copy of the concession agreement that was signed by Keares was included in this month's package. Vice-Chairman Keene stated that there needed to be some penalty in breaking the contract. Commissioner Keebler stated that she will be monitoring the pool hours. If they are not open during pool hours (as stated in agreement) this is a breach of contract. Township Manager Martin suggested that a meeting be scheduled to review the agreement before this year's pools opening.

Correspondence – Enclosed. Recreation Superintendent Norton read a letter that was received from a resident who no longer wished to receive the activities brochure. Recreation Director Norton also stated that, unfortunately, the address could not be removed from the mailing list, as the brochures are sent out via bulk mail (designated quantity goes to each carrier route, not delivered to residents individually).

VII. Overlook Community Foundation Report - Mr. Miller asked what the status was on the Eagle Scout project that was disturbed by the start of the construction process of the Destination Playground. Assistant Manager Molchany reported that a site southwest of the original site is being looked at in order to rectify this situation. Mrs. Adams reported that Monica Forte (OWLS representative) contacted the Boy Scout Council requesting that this site be used instead of Camp Mack. Commissioner Keebler reported that Monica Forte informed her that this evening was the OWL group's last meeting.

VIII. Commissioner's Report – Commissioner Keebler reported that the new Police Chief will be starting April 16. He is from the Philadelphia area. Commissioner Keebler also reported that a Library Board has been selected. Dave Miller is president. The current library is moving to 2121 Oregon Pike. The library independence process is complete she also reported. Discussion was held regarding whether the Township will be able to raise the 2.7 million needed to build the Library. The Library Board is anticipating that they will be in the "new" building within a year and a half.

IX. School Board Report – Mrs. Ross reported that proposals will be received this month from architects regarding the Bucher School project. She also reported that the Board voted to waive Kindergarten classes required hours because of the snow days this year. Mrs. Ross stated that the entire school campus will be closed over the summer months (due to renovation).

X. Museum Board Report – Mr. Keene reported that there was an Art Show Committee meeting tonight. The Boettcher House has opened (weekends) for the season and the first program of the year will be held in two (2) weeks.

Recreation Activities Report was enclosed within the package. Recreation Superintendent Norton announced that the Dutchland Roller Derby group's special event bout won an "Excellence in Programming" award. Two (2) representatives from this group were at the conference to accept the award.

XI. Adjournment – With no further business to discuss, the meeting was adjourned at 9:50 p.m.

Respectfully submitted,

Lorri A. Haney (not present)