

Manheim Township Parks & Recreation Board

**MONTHLY BOARD MEETING MINUTES**

**August 7, 2007 < AMENDED >**

- I. The regular meeting of the Manheim Township Parks and Recreation Board was held in the Stauffer Mansion Blue Room on Tuesday, August 7, 2007. Vice-Chairman Keene called the meeting to order at 7:30 p.m. In addition to Vice-Chairman Keene, board members present included DeSha, Gard, Laubach, Miller & Ross. Recreation Superintendent Norton, Township Manager Jim Martin were also present. Guests present included Steven E. Russell, Esq., 2233 Raleigh Drive, Lancaster, PA 17601 (Manheim Township Blue Streaks Football Association), Andy Woolley, 217 Heatherstone Way, Lancaster, PA 17601 (Manheim Township Soccer Club) and Kaye Pulkrabek, 230 Eshelman Road, Lancaster, PA 17601. **Additional guest (not noted in Guest Book) – Randy Ketchum, 212 Buckfield Road, Lititz, PA 17543.**

Vice-Chairman welcomed all guests to the August meeting. After reviewing the meeting Agenda, Vice-Chairman Keene asked if there were any additional items that needed to be added. Mr. Miller commented that he would like to add under Old Business (V.) review of the Keares operations (Item C.).

- II. **July 5, 2007 Minutes Review** – Commissioner Keebler asked if a copy of the Ordinance Revisions had been distributed (as discussed, so noted in July 5, 2007 Board Minutes). It was explained that this revised document was previously distributed. With no further questions asked regarding the July 5, 2007 Minutes, Mr. Miller motioned to adopt the Minutes as written. This motion was seconded by Mr. Gard.

- III. **Treasurer's Report** – Mr. Miller questioned the York Disposal payment for Stoner Park. It was explained that a dump container was temporarily needed at that location. In review of the Statement of Actual Estimated Expenditures, item by item, Mr. Miller reported that "some accounts are under, some over, but in most sections, totals year to date are running on target". Mr. Miller questioned Recreation Superintendent regarding the salary line item listed in the Activities Center (456) account (which is listed at 76% of budget [as of July 31]). Mr. Miller stated that Recreation Superintendent explained to him that this line item tracks heavy the first part of the year (due to the amount of hours the facility is open) and slows down during the summer months (as facility is only open one evening per week). Mr. Miller also explained that under the 456 account (Activities Center) Recreation Program Supplies account is at 192% of budget. The reason for this, he explained, is that parties held at the facility are now being charged to this account (payment to Keares), as there is no concession account as in previous years, but pointed out that these expenditures are offset by revenue received (for parties).

IV. **Committee Reports:**

**Facilities Committee** – Vice-Chairman Keene reported that a small performing stage is being erected in Landis Woods, near the Boettcher House. Construction will be completed by members of the Northeast Rotary. Mrs. Ross asked if this project should have been brought before the Parks and Recreation Board before the project was started. Vice-Chairman Keene explained that this project had been approved by the Museum Board. Vice-Chairman Keene also reported on a meeting that was held with Township officials on the 2008 Parks Budget (hand out distributed). Assistant Manager Molchany explained that there was no pricing listed with this information. He further explained that the items listed on the hand out will be prioritized and priced out and then the information will be e-mailed at a later date. Flagpoles being removed from Community and Skyline Parks.

Commissioner Keebler commented that Skyline Pool renovations/replacement were not included on this list. Assistant Manager Molchany explained that this item was not included on the list, with consideration of direction to all of the pools that are in need of repair within the Township (Overlook/ Skyline/High School Pools). This should be looked at as a global effort (Commissioners/School Board) for consideration. Commissioner Keebler stated that she needed direction on the pools issue. Ms. DeSha commented that Commissioner Simpson stated at a Commissioners' meeting that if the Overlook Pool bids were over the \$1.5 million that was budgeted, public input was definitely the direction the Township should go. Commissioner Keebler asked the board members how much they were willing to spend to renovate the Overlook Pool. Mrs. Ross explained that \$3.5 million was requested last year for this budget year (2007) for renovation to Skyline Pool.

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

This line item was cut from the budget. Mrs. Ross further explained that the Commissioners then decided to include \$1.5 million in the 2007 budget to renovate Overlook Pool, adding that the Parks and Recreation Board had no input on that allocation. Mrs. Ross stated that public input was definitely appropriate in this case. Mrs. Ross also explained that all of the pools in the Township are over 50 years old (2 outdoor – Overlook / Skyline and 1 indoor - High School Pool) and as a Township we should invest in these infrastructures. Commissioner Keebler explained the process in selecting the Overlook Pool for renovation first (vs. Skyline). She felt that the chances were greater of acquiring the funds for Overlook as Overlook is considered our “flagship” park and made the decision to put Overlook in the budget because she knew it would be accepted. It was a last minute thing she stated. Mr. Miller commented that it was all about the process of how the money was allocated, commenting also that “why would a decision be made of that magnitude as a last minute item”. Again, Commissioner Keebler asked what the Board was willing to spend to renovate Overlook Pool. Ms. DeSha commented that there has been only one meeting to date on this year’s budget. Commissioner Keebler explained that the budget that will be submitted next week will change numerous times. Vice-Chairman Keene explained that even if the bids came in over the budgeted \$1.5 million allocation, the amount would still be significantly less than that what was initially requested in this year’s budget (\$3.5 million) that was cut. Mr. Gard questioned why the e-mail was sent out to schedule a joint meeting to discuss pools situation. Commissioner Keebler asked what joint meeting. Assistant Manager Molchany explained that at the last Commissioner’s meeting, Commissioner Simpson asked that a group be formed to discuss possibilities of using and purchasing joint pool facilities. This e-mail was sent out to the Parks and Recreation Board Facilities Committee. He further explained that this would be the first meeting with the primary focus on brainstorming. Mrs. Ross reported on the status of the current High School pool. The consensus of the Board members was that at whatever price the bids come in at, they agree to go ahead and renovate. Mrs. Ross asked Assistant Manager Molchany if any feedback has been received from any of the contractors. He stated that a lot of questions were asked regarding the bid specifications, but the bids will be opened tomorrow (8/8/07).

Personnel Committee – Mr. Gard had no report.

Program Committee – Ms. DeSha reported that the Program Committee had met. A Pool Survey was sent out this past weekend. Responses/comments will be tabulated. This survey will address the service at the pool (staff, concessions, etc.). A meeting will be scheduled shortly to discuss the 2008 budget and also the department’s 2008 goals and objectives.

Mrs. Ross questioned if Lancaster Bible College had playing fields available for use (as reported in a previous Commissioners meeting). Ms. DeSha stated that she would follow up with someone to answer this question.

Public Relations Committee – Mr. Laubach had no report.

Finance Committee – No additional report.

At this time, the meeting was forwarded to **Item VI. New Business.**

F & M Campus – Baker Fields – Andy Woolley, newly elected president of the Manheim Township Soccer Club, spoke to the Board about the present and future field usage needs of the Soccer Club. He further explained that the number of children participating in the soccer program each year is consistent and he does not foresee that this number will go down. As an immediate need in field usage continues to grow, the Soccer Club would like to partnership with other youth sports organizations (football) in the usage of fields. Steve Russell, President, Manheim Township Blue Streaks Youth Football, explained that the youth football league will be losing the usage of one of their current fields at Highland Presbyterian Church. They had been utilizing that field for two years. Mr. Russell explained that football registration is growing and will continue to grow each year. He further explained that in discussion with Andy Woolley, Soccer Club, was trying to find a “solution to try to work jointly”. The Soccer and Football seasons do not overlap (Football runs from August through November and Soccer field use would use the remainder of the year). Various locations for future fields were discussed.

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## VI. New Business (Cont'd.)

F & M Campus – Baker Fields (Cont'd.) - Township Manager Martin stated that he spoke with Keith Orris, representative from F & M, to discuss the possible usage of the Baker Fields Complex. Township Manager Martin requested that the season schedules for football, soccer and lacrosse be obtained, in order to assess what the global field needs are. A brief discussion was held on synthetic fields. Recreation Director Norton stated that he will contact the youth organizations (Football, Soccer and Lacrosse) to acquire their season schedules (and future field needs). Mr. Woolley stated that he and Mr. Russell will make this same presentation to the Commissioners at their next meeting. Mr. Miller commented that he is glad that the youth sports organizations are discussing field utilization resources together and also stated that the Board is in support to providing facilities for the youth sports organizations. He also commented that in addition to looking at the immediate needs of field usage, he suggested that the Township pursue acquiring more field space than is needed right now for use in the future.

Mrs. Ross stated that there was suggestion (at a Commissioner's Meeting) that Lancaster Bible College fields might be able to be utilized. Mrs. Ross asked if Recreation Director Norton could contact them regarding this.

## V. Old Business

Board By-Laws – Status Update – Vice-Chairman Keene announced that only one person responded to last month's request to review the proposed by-laws document (that was distributed at last month's meeting). Vice-Chairman requested that board members review the proposed document and forward their comments to Chairman Bohan. He also requested that a separate meeting be scheduled to discuss the new by-laws adoption. The new Ordinance will be adopted at the next Commissioners Meeting (8/13). A special meeting to discuss the by-laws was scheduled for Tuesday, August 28 at 7 PM, Stauffer Mansion.

Steering Committee – MT Comprehensive Plan – Vice-Chairman Keene reported that the Manheim Township Planning survey started arriving in the mail to township residents today (8/7). Vice-Chairman Keene encouraged board members, as Township Residents, to fill out the survey. Vice-Chairman Keene announced that there are four (4) public meetings that will be hosted by the Steering Committee at various locations within the Township. They are: Tuesday, August 7 – Schaeffer Elementary School; Wednesday, August 8 – Reidenbaugh Elementary School; Monday, August 20 – The Barn at Overlook; and Wednesday, November 14 – Landis Homes Retirement Community.

Mr. Miller asked the status of the follow up regarding Keares (concession) not being open on various reported days that the pool was open. Township Manager Martin reported that he did contact Randy from Keares and one of the days that they were not open, they had no staffing available. All of the other days, Township Manager Martin reported, were due to a miscommunication with pool staff regarding closing times on those particular days.

## VI. New Business

F & M Campus – Baker Fields – Vice-Chairman Keene stated that this item was addressed earlier in the meeting.

Rules, Regulations, and Policies Committee – Formation Discussion – Vice-Chairman Keene distributed the current Rules, Regulations and Policies document. Vice-Chairman Keene explained that this document was last updated a year ago. Vice-Chairman Keene requested that two (2) members volunteer to review this document.

Board Picnic – Wednesday, August 22 – Recreation Director reminded the board members to RSVP for the annual picnic which will be held Wednesday, August 22. Township Manager Martin challenged the board members to a golf outing against other Township officials.

Correspondence – Enclosed.

Township Manager Martin distributed a letter that has been received from Keith Kassees, Chairman, Grandview Chase Board of Directors, regarding the Moore Property. The Grandview Chase Board of Directors has agreed to gain control of this property after a three (3) year time period.

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

The Township will initially gain control to begin the partnering process with this group for completion of maintenance after the three (3) year period, at which time the Township will deed the property to Grandview Chase. Mr. Miller made the motion to recommend to the Commissioners that Manheim Township accepts Mr. Moore's offer of this tract and move forward with the cooperation agreement proposed by the Grandview Chase Board of Directors to gain control of the property within a three year period. Mr. Gard seconded this motion. Township Manager Martin instructed Recreation Director Norton to draft a letter stating this motion, to be signed by Chairman of the Board, Jim Bohan, to present to the Commissioners on their August 16 meeting.

**VII. Overlook Community Foundation Report** – Vice-Chairman Keene reported that there was no meeting last month. Assistant Manager Molchany reported on the status of projects that continue at the Overlook Community Campus. Assorted areas have been paved within the campus. He further explained that the sign which will be erected at the Fruitville Pike entrance will be installed shortly. Additional signage will be added at the Barn area designating Mini-Golf, restaurant, banquet area and restrooms. Assistant Manager Molchany also said that additional directional signs will be installed throughout the campus. Brief discussion was held regarding the re-design of the Lititz Pike entrance. Ms. DeSha asked Assistant Manager Molchany who maintains expenses at the Dog Park. Assistant Manager Molchany said that the Township maintains the grass. He explained also that there was a recent electrical issue which payment was split by both entities. Ms. DeSha asked what the status was on the marking of the trails within the campus. Mrs. Ross suggested putting this information on the website. Recreation Director Norton stated that distance information might already be on the website. Vice-Chairman Keene suggested that Mr. Laubach, who is a member of the Non-Motorized Path team submit a report for next month's meeting. Assistant Manager Molchany reported that this team meets on an as needed basis. Mrs. Ross asked how many miles have been gained over the last year. Assistant Manager Molchany explained that a report can be generated.

**VIII. Commissioner's Report** – Commissioner Keebler reported that she is concerned with the unfavorable press that the Commissioners have received on the proposed High Association development (Harrisburg Pike). Mrs. Ross stated that she has received a flyer from a group that opposes this development.

Commissioner Keebler was asked by Commissioner Downing to discuss the condition of the Kiwanis #2 (Community Park) pavilion. It needs to be painted and repaired (roof gable/fascia/soffett). Commissioner Downing approached the Kiwanis Club to make these repairs, but many in the group are older and cannot perform these repairs. Vice-Chairman Keene reported that he had discussed this item with Public Works/Parks Director Carl Neff and estimates are being solicited for this work. He also stated that the Kiwanis Club would be willing to donate some of the funding for these repairs. Commissioner Keebler reported that the diving board has been replaced at Skyline Pool. Mrs. Ross suggested that possibly one of the school groups could help with the pavilion repairs (Key Club). Commissioner Keebler asked for a final price line board members thought should be spent on the pool renovations. Vice-Chairman Keene explained that the consensus of the board was to spend whatever money is available. Mr. Miller suggested that the capital funds that are allocated for the renovations to the pools be kept in the capital budget and added to next year and not let the money be taken out of the fund.

**IX. School Board Report** – Mrs. Ross reported that the School Board would be meeting later in the week and had no formal report.

**X. Museum Board Report** – Vice-Chairman Keene reported that there will be a program at the museum this Sunday (8/12); musical group, "Windsong".

Peg Adams, guest, asked if any staff were trained in CPR to aid the walkers at the Activities Center, if the need arises. Recreation Director Norton explained that he doubted any of the custodians were trained in CPR. There is a phone outside the building that "911" can be dialed on. It was requested a sign be posted for the walkers alerting them there is no supervisor and directions for emergency phone use.

Recreation Director Norton stated that the Skyline Pool will be open the last week in August from 12 Noon until 8 PM.

Commissioner Keebler asked if there was going to be a Dog Swim and children's games at Community Day. Assistant Manager Molchany stated that there would not be a Dog Swim and there would be no children's games as the elementary school PTO's decided not to participate. There will be inflatable rides.

**XI. Adjournment** – With no further business to discuss, the meeting was adjourned at 9:43 p.m.