

Manheim Township Parks & Recreation Board

**MONTHLY BOARD MEETING MINUTES**

**July 5, 2007**

- I. The regular meeting of the Manheim Township Parks and Recreation Board was held in the Stauffer Mansion Blue Room on Thursday, July 5, 2007. Chairman Bohan called the meeting to order at 7:30 p.m. In addition to Chairman Bohan, board members present included DeSha, Gard, Keene, Laubach, Miller & Ross. Recreation Superintendent Norton, Township Manager Jim Martin were also present. Guests present included Dave Nesland, 5 Clover Court, Lititz, PA 17543, Randy Ketchum, 212 Brookfield Lane, Lancaster, PA 17601, Lew Chillot, 3 Olde Mill Court, Lititz, PA 17543, Duane Sizemore, 380 Mill Pond Drive, Lancaster, PA 17601, Steven E. Russell, Esq., 2233 Raleigh Drive, Lancaster, PA 17601 (all Football representatives, Manheim Township Blue Streaks Football Association) and Marguerite S.V. Adams, 1960 Melody Lane, Lancaster, PA 17601.

Chairman Bohan welcomed guests present and explained that the football youth standards would be moved up in the Agenda.

- II. **June 5, 2007 Minutes Review** – Mr. Miller stated that there were a few items in the Minutes that will be followed up on and he also made the motion to accept the minutes as written. The motion was seconded by Ms. DeSha. This motion was accepted to all ayes.

- III. **Treasurer's Report** – Mr. Miller explained that he was not able to review the monthly report, as it was just distributed. Mrs. Ross asked if it would not be more beneficial for non-Finance Committee Board members to receive Township financial information within their monthly packager (vs. mailing information to all board members). Discussed also was the possibility of receiving financial information in e-mail format. Township Manager Martin stated that he will check with the Finance Department regarding this request. Mr. Miller explained that he will review the monthly report (that was just distributed) and will confer with the Finance Department if he has any questions regarding it and give a report at next month's meeting. If any other Board members had any questions regarding it, Mr. Miller stated that they can e-mail him. Recreation Superintendent Norton asked for clarification on the distribution of the Invoices Paid Statements. It was requested that these reports be distributed to only the members of the Finance Committee.

IV. **Committee Reports:**

**Facilities Committee** – Vice-Chairman Keene reported that he and Public Works Director Neff finished up on the parks reviews (with the exception of the pools). In the near future, a 1, 3, 5 and 10 year park plan will begin. Vice-Chairman Keene invited the board members to take a look at the new playground equipment that has recently been installed at Jaycee Park. Ms. DeSha stated that the Destination Playground (Overlook Community Campus) looked complete. Township Manager Martin explained that the Grand Opening will be held on Friday, July 13 at 12 Noon.

**Personnel Committee** – Mr. Gard reported that the Recreation Job Descriptions were finalized by Recreation Superintendent Norton. A presentation for comments and recommendations will be addressed in the Agenda.

**Program Committee** – Ms. DeSha reported that the Program Committee had met briefly. Ms. DeSha asked Township Manager Martin if he knew that Keares (concessionaire) was not open on one (full) day at Overlook Pool. Township Manager Martin reported that he was unaware that they were not open and stated that he was notified that they would be closing early. He also reported that Keares will be open daily until 6 p.m., unless pool closes earlier, due to inclement weather. Ms. DeSha stated that the contract with Keares states that they be open during pool hours (which is until 8 p.m.). Township Manager Martin asked that a record be kept as to when these early closings are occurring.

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

Program Committee (Cont'd.) Recreation Superintendent Norton will forward this list to Township Manager Martin. Ms. DeSha also reported that Recreation Superintendent Norton and staff will be prioritizing activities (for budget purposes). Ms. DeSha also reported that the back fence at Skyline Pool was cut and people were entering through it. Township Manager Martin stated that routine inspections should be performed on the perimeter of the facility. Ms. DeSha stated that one issue that needs to be addressed in the majority of the parks is beautification. Ms. DeSha also reported that a discussion was held at the Program Committee meeting regarding allowing camping at some of the park facilities in order to deter vandalism in our parks.

Mr. Laubach asked Recreation Superintendent Norton if he has received any feedback (positive or negative) from the Skyline Pool staff with regard to how they felt the season was going. Recreation Superintendent Norton explained that he had attended Skyline's last In-Service Training Meeting and discussion was held regarding enforcement of rules, interpretation of rules, etc. He also stated that the Police Chief has relayed through various department head meetings that that staff should not hesitate to call (the police) if they feel it is necessary and the need arises.

Public Relations Committee – Mr. Laubach reported that he had received the latest "Township Today". Mrs. Ross reported that there was an article published in the newspaper regarding Skyline Swim Team's charity event (Overlook/Skyline//Bent Creek/Lancaster Country Club).

Finance Committee – No additional report.

At this time, the meeting was forwarded to Item **VI. New Business**, Youth Sports Standards, Manheim Township Youth Football.

#### IV. **New Business**

**Youth Sports Standards (Manheim Township Youth Football Association)** - Chairman Bohan gave a brief history of the Youth Sports Standards. He further explained that approximately every five years, all youth organizations are called and invited in to review the current standards. Mr. Russell, Football Association President, explained that the current standards are primarily okay. A few small changes were suggested. Within the standards, it states that no more than 8 games should be played. Mr. Russell explained that depending on the number of children that register for the program, JV games are added. Last season 8 Varsity games were played, as well as 8 to 12 JV games. The number of JV games is dependent upon how many register for the program. Duane Sizemore, former president of the association, commented that the football program has continually grown throughout the years. Discussion was held on acquiring additional fields for the football use. Mrs. Ross reported that F & M is interested in leasing the sport fields (Baker Campus - Harrisburg Pike) and suggested that the Township pursue leasing. Chairman Bohan asked the organization to forward their field usage needs to either Recreation Superintendent Norton or a member of the board. Chairman Bohan thanked visitors for coming to the meeting. Chairman Bohan asked that Baker Campus be added to next month's agenda.

#### V. **Old Business**

Ordinance Revisions – Discussion & Recommendation – Chairman Bohan explained that the Parks & Recreation Board's role in the process of the ordinance revision is advisory only. The Commissioners will enact revised ordinance. Township Manager Martin reported that discussions are ongoing with the Commissioners with regard as to what the role is of Parks and Recreation Board. Mr. Miller, Chairman Bohan and Vice-Chairman Keene recommended that the Board should remain "Parks & Recreation" (vs. solely "Recreation"). The latest draft (dated 6.27.07) does include both entities. Township Manager Martin explained that the Ordinance should be very specific as to what role the Board has, where the By-Laws should state how the Board does things. Chairman Bohan made the motion that the Ordinance draft of 6.27.07, minus the last paragraph in Section 6, be recommended for adoption (by the Commissioners). Mr. Miller seconded this recommendation. Township Manager Martin suggested that Section 5 be revised. This section pertains to the number of members on the board.

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## V. Old Business

Ordinance Revisions – Discussion & Recommendation (Cont'd.) - Vice-Chairman Keene made the motion, in revision to the motion previously made by Chairman Bohan, noting the following changes in Section 5: "The Park and Recreation Board shall hold regular meetings and shall designate the time and place thereof, and shall keep a record of all its proceedings." (deletion of the remainder of the paragraph: ~~"Four [4] members shall constitute a quorum. A vacancy in the Board shall occur when any member shall fail to be present at four [4] consecutive regular meetings, or twenty five percent [25%] of such meetings in any fiscal year, unless such absence shall be excused by the Board and the reason therefore entered in the proceedings."~~) and in Section 6. Deletion of the entire last paragraph: ~~"The Personnel Committee of the Board shall participate in the interview process of prospective Board members and submit recommendations to the Board and the Manheim Township Commissioners."~~ Mrs. DeSha asked if this item would be on the Commissioner's next meeting agenda (7/9). Township Manager Martin stated that it would probably not be included on their next meeting agenda. The motion recommended (above) was seconded to all ayes.

Update Recreation Department Job Summaries – Discussion & Recommendation – Chairman Bohan asked if there were any comments/questions on the Job Summaries that were prepared and distributed (electronically). Ms. DeSha asked Recreation Superintendent Norton if some of his duties were dispersed between the Director position and the Youth & Activity Coordinator (proposed new position). Recreation Superintendent Norton explained that some of the youth duties that current staff performs have been incorporated into the new position. Discussion was held regarding the need of the Youth & Activity Coordinator (new staff position). The Board's consensus is that this additional position should be pursued for 2008 (if not before). Township Manager Martin made suggestions to the Board how to present budget requests for 2008 to the Commissioners. Mr. Gard made a motion to accept the job summaries as presented, with the exception of adding "Accounts Receivable" to the Administrative Assistant's summary. This motion was seconded by Ms. DeSha, with all ayes. Chairman Bohan thanked the Personnel Committee for their help on this project.

Board By-laws – Status Update – Vice-Chairman Keene distributed revised by-laws, stating that they should be considered "a starting point". Vice-Chairman Keene instructed the members, after their review of the proposed by-laws to send their changes/additions to Chairman Bohan. Chairman Bohan anticipated that a next draft will be available at the next monthly meeting. Chairman Bohan thanked Vice-Chairman Keene for drafting these by-laws.

Steering Committee – M.T. Comprehensive Plan – Vice-Chairman Keene reported on the status of this committee. A questionnaire is being prepared to mail out to residents. Public "listening sessions" have been scheduled in order to obtain additional resident input. The dates for these meetings are listed in the current "Township Today" that was mailed to all residents. The content of the questionnaire was discussed.

Adopt-A-Park Program – Status Update – Vice-Chairman reported that it is anticipated that this program will be adopted in the spring (2008).

## VI. New Business

Moore Tract – Chairman Bohan asked the board members if anyone had any comments or questions regarding this tract. This tract has been offered to Manheim Township. Discussion was held regarding how to convert this tract to public park land. There is a concern to how surrounding residents feel about this property turning into a park. Mrs. Ross commented that she contacted residents who live in that area and asked them for their input regarding making this tract a park and the only concerns that they expressed were to leave the existing wildlife in tact. Discussion was held on the maintenance aspect of this property. After discussion, Chairman Bohan commented that the consensus of the board members was to pursue acquisition of this tract with the understanding that the adjacent homeowner's group be apprised of the proceedings.

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

Long Range Planning / Budget Facilitator – Chairman Bohan asked the board members what their thoughts were on acquiring a budget facilitator for assistance with planning the 2008 Budget. Commissioner Keebler (Commissioners) offered this assistance, if wanted, at last month's meeting. Discussion was held on the need of a budget facilitator. Township Manager Martin explained that since Recreation Superintendent was appointed Director of Recreation, it is expected that he will prepare the Division's budget. After this discussion, Chairman Bohan commented that what was indicated by the consensus of the board members is that this offer is appreciated but politely declined.

Correspondence – Enclosed.

**VII. Overlook Community Foundation Report** - Chairman Bohan reported on the last meeting of the Foundation. The purpose of the meeting, he explained, "was to explore the fact that a sub-set of the Commissioners would like the Foundation Board to deed over the rights of the Foundation property". He further explained that the group feels that by keeping the Foundation intact, it serves as a check and balance system between this board and the Commissioners. Chairman Bohan also reported that the group is interested in exploring ways of protecting the property via a trust, etc. Mr. Gard explained that if the Foundation Board dissolves, as it is considered a 501(c)3 organization, it would need to be transferred to another 501(c)3 entity.

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

**IX. School Board Report** – Mrs. Ross reported that she took a tour of the High School (to view renovations). She also reported that the District is looking at possibly adding a Chinese Immersion program. Completion of the Complex renovations is anticipated for September of 2008. Mrs. Ross also announced that the Manheim Township Foundation will host a presentation at Penn Cinemas in October.

**X. Museum Board Report** – Vice-Chairman Keene reported that there was no meeting last month. Vice-Chairman announced that there will be a program at the Boettcher House on the second Sunday of the month, "Natives of the Susquehanna" (7/15).

**XI. Adjournment** – With no further business to discuss, the meeting was adjourned at 9:46 p.m.