

Manheim Township Parks & Recreation Board

**MONTHLY BOARD MEETING MINUTES**

**March 6, 2007**

I. The regular meeting of the Manheim Township Parks and Recreation Board was held in the Stauffer Carriage House 1<sup>st</sup> Floor on Tuesday, March 6, 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, Assistant Township Manager Sean Molchany and Commissioner Keebler were also present. Guests present included Mrs. Peg Adams, 1960 Melody Lane, Lancaster, PA 17601, Overlook Wildlife Society (OWLS) representatives, Nancy Santaniello, 2177 Fruitville Pike, Monica Forte, 2131 Fruitville Pike, Mr. Thomas Shea, 10 Camellia Court, Lititz and Kaye & Larry Pulkrabek, 230 Eshelman Road.

II. **February 6, 2007 Minutes** - Ms. DeSha pointed out that she did not share project photos as so noted under Item. IV. Committee Reports, Facilities Report. These project photos were actually shared by Assistant Manager Molchany. With that correction so noted, Mr. Miller 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 in this month's packet. Mr. Miller asked where \$28 of income came from listed under Overlook Falls Mini-Golf. Lorri Haney explained that these fees were the sale of a gift certificate to the course. Mr. Miller also questioned Park Income which was listed at 12% (for the month). Recreation Director Norton explained that these fees were collected for Pavilion rentals. Mr. Miller also asked what items fall under Rink Commissions. Recreation Director Norton explained that this line item was for commission generated by the vending and gaming machines. Mr. Miller asked Recreation Norton if a report will be forthcoming on the conference attendance. He stated that the conference takes place at the end of this month. Mr. Miller questioned the large expenditure for roof repair amount listed under Parks Building Maintenance (listed on page 12 of report). The location of this expense will be reported on at the April meeting. Mr. Miller questioned expenditures shown regarding concessions. Commissioner Keebler explained that she had talked to Valerie Calhoun, Finance, and there are still transactions (bill backs) that are being paid by Keares. Vice-Chairman Keene asked why more than one printer is being used for various printing jobs throughout the Township. Commissioner Keebler reported that the Township will be looking into printing services annual fees within all township departments. Ms. DeSha asked if the refund report that is distributed monthly can track exactly what account the program refund was for. Lorri Haney explained that the program refund is deducted from the income account that the class fee was deposited to. The report that is distributed by the Finance Department does not show what program the refund was issued for.

IV. **Committee Reports:**

Facilities Committee – Vice-Chairman Keene reported that he has been touching base with Park Superintendent Lessig regarding park facilities reporting. Public Works Director Neff is submitting a detailed monthly parks report to be included within the board package.

Personnel Committee – No report.

Program Committee – Recreation Director Norton reported that Facilities Manager Slick and Sport & Fitness Coordinator Haines met at the Overlook Activities Center on 2/23 with the Program Committee. Explanation of Hershey Track & Field Meet.

Public Relations Committee – No report.

Finance Committee – No additional report.

OWLS Presentation - Monica Forte and Nancy Santaniello expressed their dismay with a situation that occurred on the Overlook Foundation property today (3/6). Clearing for the "Destination Playground" began today which totally destroyed a camping site project that was being worked on by Eagle Scout Matt Shea. This Eagle Scout project was initially authorized by the Overlook Community Foundation Board. Questions were asked by Monica and Nancy on how this could have happened. Mr. Shea also expressed his dismay regarding his son's project being demolished. Chairman Bohan explained that the Parks and Recreation Board had no knowledge of this demolition. Commissioner Keebler asked for Mr. Shea's phone number and stated that she will look into exactly what happened, as obviously, there was some sort of miscommunication.

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## V. Old Business

Adopt-A-Park Program – Mr. Martin reported that Park Superintendent Lessig and Public Works Director Neff are working on this project and also commented that patience would be greatly appreciated that there are a lot of projects being worked on at this time.

Transition to Recreation Department – Assistant Township Manager Molchany explained the review process by the Commissioners of the Recreation Department Report and Recommendations that he compiled and was presented to the Commissioners last Friday (3/2). In general, he further reported, the Commissioners did not disagree with any of the recommendations which were presented in the report, nor did they make any formal decisions on any items because the Commissioners wished the Parks and Recreation Board to review/comment on the report before any action was taken. Assistant Township Manager Molchany stated that the Board's ordinance, by-laws and duties should be reviewed and be rewritten. Commissioner Keebler expressed that the Commissioners want to work with the Parks and Recreation Board members in order to "hash out" the issues that need to be addressed. She also stated that this dialog is definitely needed. Vice-Chairman Keene asked if further discussion on this topic be addressed at additional meetings (outside of regular Board meeting). Mrs. Ross asked Township Manager Martin to what consistency are Township Boards required to update their by-laws? Township Manager Martin stated that by-laws (non state-mandated) exist for the Parks & Recreation Board, the Overlook Community Foundation Board and the Boettcher House Museum Board. A meeting will be scheduled with Board members and Commissioners to discuss the issue that need to be addressed. Mr. Gard asked if there were any rules governing first-class township code with regard to Parks and Recreation Boards. Assistant Manager Molchany stated that the majority of the Parks & Recreation Boards in a first-class township are hybrid boards, as they do not do any of the hiring/firing or anything associated with finance. They advise and make recommendations. Mr. Miller stated that there needs to be some correlation between what the Board recommends to what happens in the end result. If recommendations are going to be made and then disregarded by the Commissioners, what is the point?

OCC Soccer Fields / MTSC Agreement – Assistant Manager Molchany reported on the status of this agreement. He also reported that the MTSC would like full responsibility of the fields, including scheduling (in addition to maintenance). A copy of the master schedule for these fields would be supplied to the Parks & Recreation Department. Discussion ensued on adding this scheduling aspect to the proposal. Assistant Molchany reiterated that the final agreement has not been reached but a final draft is anticipated to be received by 3/16.

Multi-Facility Punch Card – This proposal was distributed last month by Ms. DeSha. No action has been taken on this proposal to date.

Program Cost Analysis – Mr. Miller would like to present to the Commissioners a program cost analysis that will show the Commissioners what we offer and how much we pay for it. Mr. Martin suggested running the cost analysis for a few programs through RecTrac to see if this is what report is needed.

## VI. New Business

Skyline Swim Team – 2<sup>nd</sup> Annual Invitational – Recreation Director Norton reported on the Skyline 2<sup>nd</sup> Annual Invitational that was initially approved to occur on June 12, 2007. The Invitational date was changed (without Township approval) to June 30. They were contacted by Facilities Manager Slick and told that this date would not be acceptable due to the fact that it was a holiday weekend. The invitational was then re-scheduled for Sunday, June 24 (pool closing at 2:30 PM). Again, Facility Manager Slick stated to them that prior approval of dates for any use was mandatory. Board discussed options. The meet was approved for June 24 (pool closing at 4 PM). A letter should be sent extending approval and also stating that this would only be happening this year and prior approval would be mandatory for all future date requests.

Recreation Superintendent Norton reported that a new phone system will be put in at Stauffer Mansion, as the old system was no longer supported.

Mr. Laubach reported on that he attended a Non-Motorized Path team meeting. Assistant Township Manager Molchany reported that the P & R Comprehensive Plan map update will be finalized.

Correspondence – Enclosed.

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**VII. Overlook Community Foundation Report**

**VIII. Commissioner's Report** – Commissioner Keebler reported that a fund raiser has been hired for the Library project.

**IX. School Board Report** – Mrs. Ross reported on the Act I referendum. She also announced that proposals are being accepted for Bucher Elementary School.

**X. Museum Board Report** – Mr. Keene reported that Board President, Clair Garman, has returned after pacemaker surgery.

**XI. Adjournment** – With no further business to discuss, the meeting was adjourned at 9:40 p.m.

Respectfully submitted,

Lorri A. Haney