

Manheim Township Parks & Recreation Board

MONTHLY BOARD MEETING MINUTES

November 7, 2007

- I. The regular meeting of the Manheim Township Parks and Recreation Board was held in the Stauffer Mansion Blue Room on Wednesday, November 7, 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 and Ross. Commissioners Keebler, Township Manager Martin, Assistant Township Manager Molchany and Facilities Manager Slick were also present. Guests included: Eagle Scout Brad Wesley (Troop #238), Peg Adams, 1960 Melody Lane, Lancaster, PA 17601, Larry and Kaye Pulkrabek, 230 Eshelman Road, Lancaster, PA 17601, Brad Leslie, 1181 Old Eagle Road, Lancaster, PA, Richard F. Savicky, 370 Blossom Hill Drive, Lancaster, PA 17601, Todd Heckman, MTBSA Representative, 331 Millpond, Lititz, PA 17543 and Andy Woolley, 217 Heatherstone, Lancaster, PA 17601.

Chairman Bohan explained that he had received a letter from guest, Eagle Scout Brad Wesley indicating his interest in completing an Eagle Scout project. Eagle Scout Wesley presented his proposed project to the Board. This project would entail renovating the Stoner cemetery (which is located on the Overlook Community Campus). The memorial area will be a 15' x 15' area. Mr. Wesley further explained that he will add topsoil, sod, a 3-sided split rail fence and a memorial plaque. Mrs. Ross asked where the Stoner's are buried. Mr. Wesley explained that they are approximately 30' from the memorial site. Chairman Bohan explained to Mr. Wesley that in addition to the Parks & Recreation Board, he also needed to present his intentions to the Overlook Community Foundation, as the site is on their property.

- II. **October 2, 2007 Minutes** – Mr. Gard made the motion to approve the October 2, 2007 Minutes as written. Ms. DeSha seconded this motion.

- III. **Treasurer's Report** – In Mr. Miller's absence, Ms. DeSha distributed a summary of revenue and expenditures. Ms. DeSha commented that revenue is at 89% of budget and on the expenditure side, 75 % of budget. Ms. DeSha also noted that looking at this report; it looks like Overlook Pool is doing much better (financially) than Skyline Pool. In reality, she pointed out, that on the revenue side, Day Camp and other programs are going through this account which is giving the Overlook Pool an inaccurate accounting. If Day Camp and other programs are deducted from Overlook Pool's total revenue, the pool is in fact in the red by \$11,000, Ms. DeSha reported. Mrs. Ross stated that the Day Camp should have its own account. Commissioner Keebler agreed. Mrs. Ross asked Commissioner Keebler where the barn income was. Mr. Martin stated that the Commissioners requested that all of the barn and concession income/expenditures be separated (into its own account). Mrs. Ross asked why the concession revenue (Skyline Pool) was listed at zero. Commissioner Keebler explained that, according to the Keares agreement, the Township is paid \$1,000/month by Keares for concession operation of the Sand Trap, Overlook, Skyline, and Barny's facilities. When revenues exceed \$500,000, the Township receives five percent (5%) of the revenue which is then split between these facilities. Mrs. Ross stated her concern is that there are concession operation expenses being taken out and no revenue is being realized. Commissioner Keebler reported on the projected year-end expenditures: Unemployment \$3,500 (based on 2006), Retirement \$8,000. Chairman Bohan questioned why \$13,383 expenses for the Sand Trap were (Township) even listed in the Overlook account. Commissioner Keebler stated that what should be questioned by the Board is the electric expended in the amount of \$4,700. Chairman Bohan stated that the Board would like the finance department to take a look at these budgets to make "it a more equitable distribution". Township Manager Martin stated that he will investigate this option (removing Sand Trap from parks budget). Ms. DeSha also noted that the annual pension was expended this month. Ms. DeSha also noted that there were some Overlook Pool renovation costs that were paid out during the last month. She questioned whether these costs (engineering fees) should have been paid out of the capital budget (vs. operating budget) and also asked if the board could receive regular accounting updates on funds expended for this project. Assistant Manager Molchany reported on what items have been paid to date (\$98,000) which includes demolition, materials, labor and trenching work.

Facilities Committee – Vice-Chairman Keene presented a map of the proposed extension of the Heritage Trail. This extension will begin in a few months. Mrs. Ross asked if the residents of Valleybrook have been notified of this project. Vice-Chairman stated that he did not know.

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IV. Committee Reports: (Cont'd.)

Facilities Committee (Cont'd.) – Commissioner Keebler said that it would be a good idea to do so. Assistant Manager Molchany explained that Reese, Lower, Patrick and Scott owns approximately 200 yards along the back of the current path (back of Oregon Pike) and the Township has been in contact with them for over 10 years in order to develop this property. He further stated that they would like to design it as part of their master plan. Mrs. Ross suggested again that we need to let the residents know what is proposed. Funds for this project have been allocated by a state grant (\$650,000) that the Township received at least six or seven years ago, Assistant Manager Molchany explained.

Vice-Chairman Keene also reported on the status of the Municipal Gardens. He announced that the current site will be moved. The two locations that have been proposed are the Overlook Community Campus or at the Township Compost site (Recycling Center). Mrs. Ross asked if the new location will contain the same square footage as the current site. Vice-Chairman Keene stated that he had talked to Recreation Director Norton today regarding the current utilization of the current gardens. Facilities Manager Slick explained that information regarding the number of plots rented could be accessed through the Recreation Department. Ms. DeSha stated that in a board meeting last year, Park Superintendent Lessig indicated that most of the current gardeners were adjacent homeowners and that possibly, if the gardens were moved, the utilization would decrease. Assistant Manager Molchany stated that internal discussion to date included finding out how many gardens were rented (in 2007) and contacting gardeners to inform them of the proposed site change and also asking them if the site does change, would they continue to utilize the plot(s). Ms. DeSha asked if gardeners were made aware that this would be the last year at the current site. Facilities Manager Slick stated that the gardeners were given this information upon garden registration. Commissioner Keebler stated that a survey will be going out to the current gardeners soliciting their input on this proposal. Chairman Bohan stated that the Board strongly recommends to the Commissioners that input be received from the gardeners and also if the site chosen is on the Overlook Community Campus then the Overlook Community Foundation needs to be notified for approval.

Personnel Committee – Mr. Gard reported that four (4) candidates have been interviewed for the Sport & Fitness Coordinator vacancy. He further explained that out of the four candidates that have been interview to date, those have been narrowed down to two (2). An additional two (2) candidates will be interviewed later this week. The position will be filled within the next two weeks. Township Manager Martin asked if after a candidate is chosen (by the Personnel Committee) any other Board members wanted to interview this person. Ms. DeSha stated that they (Board) would trust the Personnel Committee decision (on the choosing of the candidate).

Program Committee – Ms. DeSha distributed a parks accomplishments list. Chairman Bohan asked Ms. DeSha if she would share responses once they are received. Ms. DeSha reported that the Program Committee did meet during the month. One of the tasks pool surveys but due to the lack of staff in the Recreation Department this item has been deferred. Also discussed were the Pool Analysis and this item will be addressed in the future? Commissioner Keebler explained that Commissioner Downing had contacted her regarding the comments that were received by a past swim instructor at the last Commissioners meeting. Some of these comments included lifeguard shortage and low wage per hour rate. Facilities Manager Slick explained that lifeguards were lost this past summer due to the wages that were offered. Wage increases were requested for the 2007 budget but were cut. Commissioner Keebler stated that she has received complaints from swim lesson registrants that there are too many children in the classes and also inconsistency of swim instructors. Commissioner Keebler asked what the plan is going to be. Ms. DeSha stated that there were discussions last year that Manheim Township lifeguards are not paid comparatively to anywhere else in Lancaster County. Mrs. Ross stated that the wage budget was not increased even though there was an increase in the state minimum wage. Township Manager Martin explained that funds were put in the budget for that purpose. Commissioner Keebler instructed Facilities Manager Slick to communicate wage increase needs to the Commissioners. Facilities Manager Slick stated that she had indicated such with Recreation Director Norton (according to chain of command). Assistant Manager Molchany stated that requests for the increase of lifeguard wage funds had been presented to the Commissioners (budget hearings) for the past five years. Chairman Bohan also stated that the Board has always been "devoted to being competitive" (in salaries) and further explained that a lot of Township youth pursue jobs elsewhere due to the low wage factor. Commissioner Keebler asked the Board and the Program Committee to formulate a strategy to increase swimming lesson and program utilization.

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IV. Committee Reports: (Cont'd.)

Program Committee (Cont'd.) - Mrs. Ross stated that these strategies should be spear-headed by the Recreation staff who are professionals. Chairman Bohan explained that this was the direct chain of command. Chairman Bohan asked Facilities Manager Slick to present the numbers to the Commissioners again. Commissioner Keebler summarized that the Board's response on this subject was that it is the staff's problem and the Board has no interest in proposing a strategy. Mrs. Ross explained that these numbers and issues have been presented to the Commissioners before. Chairman Bohan stated that it is appropriate for the Commissioners to come to the Board with citizens' concerns and it is also appropriate to request information from the staff, but reiterated that the Board also needs to be informed. Commissioner Keebler reported that Recreation Superintendent Norton did share pool analysis with the Commissioners. Commissioner Keebler suggested that the Board recommend strategies to the Commissioners. Ms. DeSha commented that there is a Recreation staff shortage. Vice-Chairman Keene stated that currently there is a facility and staff shortage. Vice-Chairman Keene asked "How can programs be increased if facilities and staff are lacking?" Township Manager Martin explained that it needs to be realized that this was a unique year (no pool available due to high school construction, staff issues). Chairman Bohan summarized that the Board would recommend to the Commissioners to again review the lifeguard wage increase request in order to make these salaries/wages comparable. Ms. DeSha explained that the Program Committee has been meeting on a monthly basis and have come up with new program strategies, but further explained that these strategies can not be implemented without staff.

Public Relations Committee – No report.

Finance Committee – In Mr. Miller's absence, there was no additional report. Chairman Bohan reported that he had attended the last Commissioners' meeting where the final budget was presented by the Finance Department to the public. Chairman Bohan asked why the \$2 Million to renovate Skyline Pool which was recommended (and confirmed by the Finance Department that the request was received) was omitted from the presentation at the meeting. Commissioner Keebler commented that she was "very upset" when she learned that this line item was removed from the budget "because the Parks & Recreation Board really didn't want it in the budget" and several Commissioners instructed staff to remove it. Mrs. Ross stated that the Board (with the Finance Committee) put together a budget and the budget that was presented at the Commissioners meeting was not the one that was proposed by the Board. Ms. DeSha asked if anyone had received a copy of the budget. Chairman Bohan explained the past budget process.

V. Old Business

Board By-laws and Creation Ordinance – Status Update – Vice-Chairman Keene reported that the status of the Board By-laws is on hold waiting for the legal review. Assistant Manager Molchany explained that the Ordinance has been finalized and recommendation to the Commissioners from the Parks & Recreation Board should be included on the Commissioners' next meeting. Chairman Bohan made the motion to recommend this Ordinance for consideration of adoption by the Commissioners. Mr. Laubach seconded this motion; while the remainder of Board members indicated all ayes. Chairman Bohan asked Facilities Manager Slick to have included on the Board's January Agenda the item Board By-laws.

Steering Committee – MT Comprehensive Plan – Vice-Chairman Keene reported that the last public meeting will be held on November 14th at Landis Homes (7 PM). Ms. DeSha commented that one issue that was brought to attention was the trash removal program (Carry In, Carry Out). She explained that whenever she is asked about the program, she explains what a cost savings is realized by the Township. She reported also that the Soccer Club leaves a lot of trash on the fields after their field use and, perhaps, the Soccer Club should be contacted regarding this issue. She also recommended that an article be put in the newsletter regarding the program (listing the pros/cons). Chairman Bohan explained the process that took place in the adoption of this program. At the time the Carry In, Carry Out program was adopted, the cost savings to the Township was approximately \$30,000. Commissioner Keebler stated that a lot of Township residents think that the program is a joke and that the Township is "too cheap" to buy trash receptacles. Ms. DeSha recommended that an article be published explaining that this program keeps the parks cleaner looking (no visible trash cans) and the cost savings realized by the Township (by not having to pick up trash).

F & M Campus – Baker Fields – Chairman Bohan reported that he and Mrs. Ross had previously met with an F & M representative to discuss the possible utilization of the fields on the Baker campus. F & M is receptive to the idea on a short-term basis.

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V. Old Business (Cont'd.)

F & M Campus – Baker Fields (Cont'd.) Chairman Bohan also reported on another meeting that was held with Township staff, MTPR Board members and the Youth Sports Association representatives to discuss their field needs. Chairman Bohan reported that the immediate need for additional fields is the Football Association, as they are losing fields utilized at Highland Presbyterian Church. Chairman Bohan explained that additional meetings have been held with the Youth Sports Associations and Commissioner Casselbury regarding artificial turf fields. In Commissioner Casselbury's absence, Assistant Township Manager Molchany reported that supporting information is being collected in order to assess the field needs by all youth sports organizations within the Township. Mr. Laubach commented that the Lacrosse organization has a field need, as they have been "adapting" by using existing fields. Guest Todd Heckman agreed that the Lacrosse organization has been "very resourceful and innovative" regarding field usage, as Baseball has done the same, but urged the Board not to "take the approach that they (the Lacrosse/Baseball groups) are adaptable and will be okay" and will have no field needs. Mrs. Ross explained that all youth sports organizations have been invited to attend the monthly MTPR Board meetings to express their needs (short-term and long-term) and the Baseball group has to date not participated in this option. Chairman Bohan explained that it is time to find out the short-term and long-term needs of all of the Youth Sports Associations. Chairman Bohan also stated that if the Commissioners wanted to place \$3 million dollars in the budget for additional fields that was fine, but strongly suggested that the MTPR Board be included on all field proposals (location, time line, etc.).

Guest Richard Savicky explained that he is involved in a Senior Softball League, which utilized Brecht ballfield. He further explained that in the last three (3) years, he has had to mow the field himself six times. He did discuss this issue with Recreation Norton, who explained that Mr. Savicky needed to contact the school directly regarding the mowing of the field. In discussions with Sport & Fitness Coordinator Haines, Mr. Savicky explained that he was informed that kids are the fields' number one priority and adults come second. Mr. Savicky explained that he met with Public Works Director Neff regarding getting access to using another field within the Township. Public Works Director Neff suggested that Mr. Savicky contact Sport & Fitness Coordinator Haines to gain permission to use a field in Community Park that he stated is not being used. When Mr. Savicky called Sport & Fitness Coordinator Haines and asked to reserve this field for 2008, he was told that it would have to wait until January to see if any other group requested it. Vice-Chairman Keene stated that Public Works Director Neff should not have been contacted, as he has nothing to do with field scheduling. Chairman Bohan reviewed the process that should happen when residents have issues with the Parks and Recreation Department. Residents should report to staff first and then to the Parks and Recreation Board. Mrs. Ross explained to Mr. Savicky that the mowing of the school fields had been sub-contracted out for 2007. Chairman Bohan explained that there needs to be procedures in place for interactions between the Parks and Recreation Board and the Commissioners. Chairman Bohan requested that Mr. Savicky submit his field request for 2008 in writing and also stated that Mrs. Ross will check into the issue of mowing. Mr. Savicky stated he will send his request in writing to Chairman Bohan. Vice-Chairman Keene explained to Mr. Savicky that by submitting his field request in writing in January, did not guarantee him the field, as fields are, generally, scheduled in March/April. Mr. Savicky stated that he hoped that he had a better repore with the new Sport & Fitness coordinator. Mr. Heckman praised former Sport & Fitness Coordinator for the field reservation process that takes place every year, commenting that it is a monumental task.

At this time, Assistant Manager Molchany reported on a meeting that was held last Wednesday with Commissioner Casselbury and Commissioner Keebler to review information that Commissioner Casselbury gathered from Public Works Director Neff, Mr. Woolley and various area sports turf providers and high schools to address present and future sport field (grass and synthetic) needs within Manheim Township. He further explained that two fields will be lost within the School District (one at Bucher and one at the Middle School). Locations within the Township were chosen and proposals obtained. Assistant Manager Molchany reviewed each proposal but stated that since the proposals were received, the Township found out that turf can be obtained by state contract, realizing the Township a great savings. All plans presented would add two fields (side by side). The first conceptual plan that was reviewed is located within Municipal Park. Mrs. Ross asked if this plan addressed enough parking for field use and Township functions. Assistant Manager Molchany stated that there is not enough parking designated on the plan. The second conceptual plan is located within the Overlook Community Foundation (2 baseball or soccer fields and football field), further explaining that if this location was chosen, and the Overlook Community Foundation Board would need to approve the plans. All of the conceptual plans presented were based on synthetic materials.

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V. Old Business (Cont'd.)

F & M Campus – Baker Fields (Cont'd.) - Guest Heckman (representing MT Baseball/Softball Association) explained that there was an agreement made with the Overlook Community Foundation to build four (4) fields on this site. Mr. Heckman further explained that the Baseball/Softball Association invested the funds for two (2) fields and questioned when and where the other two (2) fields would be built. Chairman Bohan explained that this agreement was not made with the Community Foundation Board, but with the Commissioners. Assistant Manager Molchany stated that this plan also does not address enough parking. Mr. Heckman commented that synthetic fields can be multi-use; little league players do not need mounds, dugouts, etc. The third conceptual plan is also on the Overlook Community Campus, but located on Township property. Mrs. Ross stated that the field utilization numbers really need to be looked at in order to plan for what we need now and also for growth. Ms. DeSha commented why spend \$4-5 million dollars on synthetic fields when you can spend hundreds of thousands on multiple fields. Assistant Manager Molchany explained that these proposals are the first of many. Mrs. Ross stated that what the issue is right now is one of the Commissioners allocating \$3.4 million dollars in the 2008 budget to build one of the conceptual plans presented tonight. Commissioner Keebler stated that both she and Commissioner Casselbury would like to see \$3.4 million put in the budget for these fields, further commenting that she does not understand why the Parks and Recreation Board is not favorable to the idea. Vice-Chairman Keene stated that he agreed with Ms. DeSha, natural turf and implementing an increase on the rotation of fields. Chairman Bohan commented that this is "one solution to what is perceived to be a problem". The imminent issue is the football practice fields that are being lost at Highland. Commissioner Keebler reiterated her disappointment that the board is not receptive to this state-of-the-art facility. Guest Kaye Pulkrabek commented that what is being questioned is the motivation of the Commissioners. Guest Larry Pulkrabek commented that he thinks that the Commissioners are trying to "fill up" Overlook Park so the Library (and other amenities) can not be built there. He further explained that the "Foundation's job is to work over a long period of time to properly allocate the layout, for the benefit of all of the citizens in Manheim Township". He further stated that as a consequence of the Parks & Recreation Board being dysfunctional; it is unable to work on the long-term planning. He stated that the Board are working on the short-term plan and will work on the long-term plan in the near future. Mr. Pulkrabek further expressed that the Commissioners are trying to "ram right through" this budget addition due to the timing sequence of the budget. This will be a huge mistake, as it is pitting the other citizens against the sport groups. This should not be decided tomorrow. Chairman Bohan stated that Mr. Woolley, MT Soccer Club, told the Board in a meeting that the Soccer Club had no immediate need for field use. Mr. Woolley explained that was not his message and further stated that the reason that turf is being explored is that the Soccer Club is unwilling to share fields with the Football Association. That is why Baker Fields can not be used for both (Soccer/Football) Mr. Woolley explained. Chairman Bohan stated that the Board is still "hurting" from the realization that the plans to renovate Overlook Pool were devised without any input from this Board and stated also that even though a few conversations have taken place (by phone) on the turf field proposals, it would be irresponsible for the board to agree without exploring fully the field needs and possibly less expensive alternatives. Commissioner Keebler stated that two of the Commissioners are committed to doing something now, rather than waiting two or three years (post analyzation). This is why the High School project was so much more, she stated. Chairman Bohan explained the reason why the High School project costs were elevated was due to a few residents trying to have nothing happen (with regard to renovation) or "band aid" the original High School. Mr. Laubach stated that the money could be put in the budget and not spent. Mrs. Ross asked why these funds are being allocated in the budget, but funds that were requested for Skyline Pool renovations were removed. Assistant Manager Molchany reiterated that the fields presented were conceptual only. Commissioner Keebler stated that "these conversations have gotten way to heated and negative" and expressed her disappointment. Ms. DeSha reported that she had spent four hours over the weekend visiting all of the parks in Manheim Township. Visibly, Overlook Community Foundation is "magnificent" and every other park has issues due to money not being allocated for the maintenance of these parks, she further explained. Mr. Pulkrabek suggested to Chairman Bohan to meet with the Commissioners regarding short-term and long-term planning issues. Realizing personnel issues (lack of) to perform these directives has become difficult. Ms. DeSha stated that the starting point for this directive should come from the staff, not the board members. Mrs. Ross explained that there have been two meetings with the Commissioners where the Board stated that they felt they were being excluded in doing what they wanted to do as a board. Assistant Manager Molchany stated that even though Commissioner Casselbury pursued the concepts, the process would be to go through the Parks and Recreation Board. Chairman Bohan stated that the message he is hearing from Commissioner Keebler is her disappointment that the Board is not in favor of these proposals. Mr. Heckman, representing Manheim Township Baseball, stated that he appreciated the willingness of people being responsive to the Baseball Association's needs. Chairman Bohan expressed that there needs to be procedures in place as to how a board interacts with the Commissioners. There needs to be a chain-of-command. What has happened is the Board has been bypassed by going to the Commissioner level first.

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V. Old Business (Cont'd.)

F & M Campus – Baker Fields (Cont'd.) - The interaction between the Board and the Commissioners is a concern. Guest Andy Woolley stated that it has been an “entertaining and interesting” watching the interaction between the Board and the Commissioners. Mrs. Ross asked Mr. Woolley for the information that was requested at the meeting that was held on October 17. She stated that it has not been received to date. Chairman Bohan stated that he believes that there is a dysfunction between the Board and the Commissioners. Mixed messages have been received from the Commissioners. Commissioner Keebler asked the board members if a recommendation from the board could be taken back to the Commissioners to include \$3.4 million dollars in the 2008 budget. Chairman Bohan asked the board members to vote on this item. Votes are as follows: Mike Keene, no; Nick Gard, yes, conditionally (after proper evaluations of needs are assessed); Deb DeSha, no; Eric Laubach, yes, conditionally; Beth Ross, no. Chairman Bohan suggested that the message taken back to the Commissioners is a mixed reaction. Commissioner Keebler asked if the Board is going to be upset if this is included in the budget. Chairman Bohan stated that the Board is used to recommending items and the Commissioners not accepting them. Chairman Bohan made the motion to recommend that \$60,000 be included in the capital budget for field development (to accommodate baseball and football short-term needs). This motion was carried with all ayes. Mrs. Ross stated that the needs for the use of Baker Campus fields (F & M) need to be identified in order to meet with them again. Assistant Manager Molchany explained that he has received that information, but would like to meet with Recreation staff to finalize. Chairman Bohan stated that once an agreement is finalized it will be recommended to the Commissioners. Commissioner Keebler suggested that the Commissioners be involved in the agreement process. Chairman Bohan stated that the Commissioners will review the agreement before it is forward on to F & M.

5 and 10-Year Capital Expenditure Strategies – No more discussion needed.

2008 Proposed Pool Fees – Ms. DeSha distributed the 2008 proposed pool fees that have been drafted by the Program Committee. These proposed fees/rates have also been e-mailed. She reviewed the proposed fees. Commissioner Keebler reported that the Commissioners will be a significant rate increase for the non-resident. Ms. DeSha asked if the Program Committee’s proposal could be forwarded to the Commissioners for recommendation. Mr. Gard stated that he would like at least some form of incentive be included for the non-resident referring to the season pass holder (i.e., early bird discount). Chairman Bohan explained that this item will be placed on the agenda for December.

VI. New Business

Pool Status (Township and Joint Task Force) – Mr. Laubach reported on the last meeting of this group. This group is meeting the 1st and 3rd Mondays of the month (7 PM, Stauffer Mansion). Commissioner Keebler asked who was in charge of choosing the committee members. Facilities Manager Slick reported that initially it was the groups’ chairman, Phil Rule, but has recently changed to Jody Kuntz. Mr. Laubach explained that information is being gathered.

Rules, Regulations, and Policies Committee – Park Facilities – Assistant Township Manager Molchany reported that a draft of this document was e-mailed to board members and to date, no comments have been received back. Discussion was held to the functionality of the current group e-mail option. Chairman Bohan stated that when used it always “bounces” back (not sent). Commissioner Keebler stated that she never get e-mails from any Board members. Assistant Township Manager Molchany stated he will check into this situation.

Moore Tract (Township Ownership) – Vice-Chairman Keene reported that an agreement will be proposed with the homeowners’ association.

Correspondence – Enclosed.

VII. Overlook Community Foundation Report – Chairman Bohan announced that the Foundation Board’s next meeting is next Tuesday (11/13) as a 501c3 is optional.

VIII. Commissioner’s Report – Commissioner Keebler had no additional report.

IX. School Board Report – Mrs. Ross had no report.

X. Museum Board Report – Mr. Keene reported on an upcoming program to be held at the Boettcher House on Saturday, November 10, Discussions with World War II veterans. He also announced that on Sunday, November 11 there would be a “Carving Demonstration”.

XI. Recreation Activities Report – No report.

XII. Adjournment – With no further business to discuss, the meeting was adjourned at 10:36 p.m.