

Manheim Township Parks & Recreation Board

MONTHLY BOARD MEETING MINUTES

October 2, 2007

- I. The regular meeting of the Manheim Township Parks and Recreation Board was held in the Stauffer Mansion Blue Room on Tuesday, September 4, 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, Keene, Laubach, Miller & Ross. Commissioners Keebler, Township Manager Martin, Assistant Township Manager Molchany and Facilities Manager Slick were also present. Guests included: Peg Adams, 1960 Melody Lane, Lancaster, PA 17601, Larry Pulkrabek, 230 Eshelman Road, Lancaster, PA 17601 and Jere A. Hill, 247 Primrose Avenue, Lancaster, PA 17601.

Vice-Chairman Keene welcomed all guests present and stated that any public comment be held to the end of the meeting.

- II. **September 4, 2007 Minutes** - Mr. Miller made the motion to approve the August 7, 2007 and the September 4, 2007 Minutes as written. Mr. Gard seconded this motion.

- III. **Treasurer's Report** – Mr. Miller generally reported on accounts as of the end of August (66% of the year expired). Recreation revenue is at 83% of budget; Leisure (category) expenses are at 62%, Stauffer (category) is at 59%, and Parks (category) is listed at 62%. Mr. Miller asked if any Punch Cards have been sold. Facilities Manager Slick reported that approximately twenty (20) have been sold to date. Mr. Miller reported that Mini-Golf revenue is approximately 32,900, and expenses are at approximately 26,300, noting that the income is more than the expenses. Mr. Miller also reported Grounds Maintenance accounts under most of the park areas is about 155% over budget, which affirms that the 2007 budget was grossly under budgeted. Commissioner Keebler reported that some of the mowing was contracted out (w/ the School District) and she has asked the finance department to look into this to see if it makes financial sense. Commissioner Keebler also commented that Commissioners Casselbury and Downing do not think that this makes sense and this might be why these line items are over budget. Mrs. Ross commented that the joint task force looked at the joint mowing option last year and commented that a big factor in the price was the # of mowings. This was considered on a trial basis for a year to free up staff for other projects. Ms. DeSha clarified (with Mr. Miller) that the Mini-Golf course was operating at approximately \$6,000 profit for this year. Ms. DeSha questioned Overlook Activities Center rentals, asking if the rentals were down for this year. Facilities Manager Slick explained that with the addition this year of the Dutchland Roller Derby group (renting Monday/Wednesday from 9-11 PM), the public ending rental times were reduced to 8:30 PM. She further explained that a few rentals have been lost, due to groups wanting to end later. Also noted was that fall season is the beginning of the “rental season”. Commissioner Keebler commented that the Mini-Golf course is projected to lose approximately \$1,700. Assistant Manager Molchany commented that the numbers are 2 months old and are projected numbers only. Vice-Chairman Keene commented that if the historical numbers that are being used are from the first couple of years of the course operation, when the course was open, but there was major construction going on on-site, that is a “disservice” to the Mini-Golf course.

Vice-Chairman Keene explained that Commissioner Keebler asked if the Commissioner's Report could be moved up in the Agenda, so the Commissioner's Report was presented at this time.

- VIII. **Commissioner's Report** – Commissioner Keebler questioned the board members regarding the budget process, explaining that there are no capital budget items in the 2008 budget for recreation. Mrs. Ross explained that the preliminary budget was distributed Friday, September 28. Township Manager Martin explained that personnel issues were discussed separately in budget meetings that took place today. Assistant Manager Molchany added that personnel issues were not included in the “initial” budget, but will be added as personnel issues are approved. Commissioner Keebler also noted that Skyline Pool funds (for 2008 renovations) were not included in the budget either. Ms. DeSha stated that the board previously requested \$2 M be placed in the budget for the Skyline renovations. To date, the funds have not been added. Township Manager Martin explained that a joint pool team is being formed to talk about the pool issue. He also stated that in the budget meeting that took place today, discussion was not held on capital items. There is an awareness of the interest in Skyline Pool renovations, he further stated. Once plans are established regarding this issue, the funds will then be added at that time. Commissioner Keebler stated that she does not have the support of the other Commissioners for the \$2 M for Skyline Pool.

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VIII. Commissioner's Report (Cont'd.) – Mrs. Ross agreed that funds should be allocated for Skyline Pool for 2008. Mr. Miller stated that funds have been put in the budget for the last five years and these funds were removed. Commissioner Keebler asked if she should call Finance Director Calhoun and request that these funds be put in the 2008 budget. Township Manager Martin stated she do whatever she thought she needed to be done. Commissioner Keebler asked if there was going to be another meeting scheduled to discuss Capital budget items. Township Manager Martin stated that no meeting was scheduled to date, but reiterated that the Commissioners are aware of the Board's affirmation to include the \$2 M for Skyline. Commissioner Keebler asked if the Parks and Recreation Board had relayed their input with regard to the Capital (Parks) budget for 2008 to Public Works/Park Director Neff. Mrs. Ross stated that the Skyline Pool renovations funds are still excluded in the budget that was distributed within this month's package. Mr. Miller stated that discussion was held at last month's meeting with regard to who would be responsible for relaying the board's interest in adding the renovation funds to the budget, as written in the minutes of the meeting. Township Manager Martin stated that this process has been initiated. Commissioner Keebler asked if the proposed air conditioning for the Overlook Activities Center be traded out for the Skyline Pool renovations. Ms. DeSha explained that while having her son enrolled in the Overlook Day Camp this summer, she noticed that there is no air conditioning in the building and no where that the kids can go to cool off. Mrs. Ross reported that she received comments from senior citizens who attended the Book Sale (last week) on how hot the facility was. Facilities Manager Slick explained that it the reason why the rink is not open (for public skating) during the summer months. Mrs. Adams, guest, explained that there used to be large fans in the facility, but they broke and were never replaced.

Commissioner Keebler asked Mr. Hill to speak on the High School pool conditions (that were discussed at a previous School Board meeting). Mr. Jere Hill, guest, reported on the discussions that took place at a School Board Meeting. He explained that the pool is very old and the District would like to propose building a state-of-the-art facility with a joint effort including the Commissioners. Commissioner Keebler urged the Board members to participate and play a role in this process. Commissioner Keebler reported on the proposed pool rate increases (which were e-mailed to Board members). There are proposing significant rate increase for Non-Residents. Discussion was held Mrs. Ross suggested that the rates be increased as proposed in the three-year plan (which was first implemented this past pool season). Vice-Chairman Keene suggested that this item be placed on next month's agenda. Mrs. Ross stated that the Program Committee will address this and report back to the Board at next month's meeting. Mrs. Ross asked Facilities Manager Slick if the pool survey results were available yet. Facilities Manager Slick explained that she would bring them to the Program Committee meeting. Commissioner Keebler asked if Recreation Director Norton could see that the Board members receive the 10-Year Participation Overview that was prepared and distributed to the Commissioners.

IV. Committee Reports:

Facilities Committee – No report.

Personnel Committee – Mr. Gard reported that an exit interview was performed with Sport and Fitness Coordinator Haines. Mr. Gard stated that the basic reason that for her resignation was her perception that the Township has a lack of commitment to Recreation. Resumes have been received and candidates have been chosen and interviews will be performed.

Program Committee – Ms. DeSha reported that the committee had met. Discussions were held on the budget and current staffing. Due to the under staffing in the Department at present, she stated that it is difficult to start any new programs. Ms. DeSha reported on her difficulty in pavilion use. She further explained that of the three times that she has rented a pavilion, she has had to ask the people in the pavilion to vacate, because she had rented the pavilion. Another concern she has is that she had to clean the pavilion before she used it and also that she has heard that people are utilizing drugs in the pavilions. Township Manager Martin stated that these things need to be reported immediately to the appropriate department (police, etc.). Township Manager Martin stated that he agreed that new procedures for renting the parks should be investigated. Presently, pavilion rentals are not posted in the park. In addition to this, various groups are using the parks without contacting the Township. Ms. DeSha also reported that the pool survey results will be reviewed at the Program Committee's next meeting and will bring the results to the next meeting.

Vice-Chairman Keene reported on the Landis Woods Art Show that was held last Saturday (9/29). He expressed kudos to the Parks/Public Works Department for readying the park for this event. It was a well attended event. Vice-Chairman Keene also reported on the status of the performing stage that is being installed within the park.

Commissioner Keebler announced that RFP's are being accepted for the Township's engineering consultant work.

Public Relations Committee – No report.

Finance Committee – No additional report.

V. Old Business

Board Bylaws and Creation Ordinance – Status Update – Vice-Chairman Keene reported that the By-Laws were redistributed. With regard to the status of the Creation Ordinance, one of the paragraphs was to be re-worded and checked by legal consultant and presented back to the Parks and Recreation Board for approval and recommendation to the Commissioners. Assistant Township Manager Molchany stated that he will proceed with this process immediately. The Board By-laws can not be adopted prior to the completion of the Ordinance process.

Steering Committee – MT Comprehensive Plan – Vice-Chairman Keene reported that 3,200 residents responded to the resident questionnaire that was mailed out. This is a return of 20%, which is a very good number. These results are being tabulate and this data will be shared after it has been tabulated.

F & M Campus – Baker Fields – Mrs. Ross reported that she and Chairman Bohan had met with a representative from F & M with regard to the use of Baker Fields. Mrs. Ross has asked Recreation Director Norton to prepare a formal proposal to present to F & M. F & M indicated that they cannot commit to a long-term agreement.

5 and 10-Year Capital Expenditure Strategies – Item discussed previously.

VI. New Business

Pool Status (Township and Joint Task Force) – Mrs. Ross reported that there is a meeting scheduled for next Tuesday to start organizing this group. Mr. Phillip Rule will be heading up the formation of this group.

Rules, Regulations, and Policies Committee – Park Facilities – Mrs. Ross explained that Recreation Director Norton and Parks Superintendent Lessig are reviewing this document. Assistant Township Manager Molchany further reported that the fee schedule and rental rates are being reviewed by Recreation Director Norton and staff. A draft of this document will be e-mailed to board members. Ms. DeSha questioned if “no smoking” policy (at facility entry ways) are addressed in this document.

Moore Tract (Township Ownership) – Township Manager Martin reported that this property has been acquired and the deed has been recorded and suggested a committee be formed to meet with the Grandview Chase Condo Association. Vice-Chairman Keene will contact Public Works Director Neff regarding this request.

2008 Meeting Dates – Township Calendar – This document was included within the package. Discussion was held regarding the location (ADA accessible) and time of the Parks and Recreation Board's monthly meetings. Vice-Chairman Keene suggested that the meetings be held (again) in the Stauffer Mansion Board Room with notification made available to the potential public that would attend the meetings that would require the handicap accessibility. At that time, the meeting would be moved to an accessible location to accommodate meeting guests. Commissioner Keebler stated that one of the Commissioners thinks that the meetings should be held at the Municipal Building. Township Manager Martin asked that the board contact Linda DiPerna to let her know what has been decided with regards to the 2008 meeting scheduled.

Correspondence – Enclosed.

VII. Overlook Community Foundation Report – Meeting minutes were enclosed. Mrs. Adams reported that the group will meet again in November. Mrs. Adams explained that there are many discussions going on regarding the future of this board.

VIII. Commissioner's Report – Reported earlier by Commissioner Keebler.

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IX. School Board Report – Mrs. Ross reported that drawings have been received from architects for the Bucher Elementary School project.

X. Museum Board Report – Mr. Keene reported on an upcoming program to be held at the Boettcher House; entitled, “Introduction to Genealogy” to be presented on Sunday, October 14.

Vice-Chairman Keene suggested that the Parks and Recreation Board should meet more than once a month a month. Vice-Chairman Keene asked if Board members thought it was necessary to add a “work session” meeting. A few board members did not think this “extra” meeting was necessary.

Mr. Hill questioned the “nebulous” \$2 M dollars that has not yet been allocated for Skyline Pool renovations. Township Manager Martin explained the capital budget process to Mr. Hill, explaining that this money will be allocated if the Commissioners deem necessary.

Mrs. Adams reported on the Book Sale and commented also that she hoped that this sale would continue, even though the Township was building their own library.

Assistant Township Manager Molchany reported that the Overlook Pool renovations began Monday.

XI. Recreation Activities Report – Enclosed.

XII. Adjournment – With no further business to discuss, the meeting was adjourned at 9:35 p.m.