

Manheim Township Parks & Recreation Board

MONTHLY BOARD MEETING MINUTES

September 4, 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. Chairman Bohan called the meeting to order at 7:30 p.m. In addition to Chairman Bohan, board members present included DeSha, Gard, Laubach, Keene, Miller & Ross. Township Manager Jim Martin and Assistant Township Manager Molchany were also present. Guests present included Andy Woolley, 217 Heatherstone Way, Lancaster, PA 17601 (Manheim Township Soccer Club), Phillip Rule, 1829 Edenwald Lane and Marguerite S.V. Adams, 1960 Melody Lane, Lancaster, PA 17601. Recreation Director Norton and Commissioner Keebler were also in attendance.
- II. **August 7, 2007 Minutes Review** – Mrs. Ross commented that a portion of the Minutes were missing. There was no previous mention in the 8.7.07 Minutes of **Item VI. New Business – F & M Campus – Baker Fields** as referenced by Vice-Chairman Keene (below). The motion to approve the 8.7.07 Minutes was tabled until next month.
- III. **Treasurer's Report** – Mr. Miller stated that he did not receive any financial reports by mail. He only received the last invoices paid report. He noted that the diving board has been replaced at Skyline Pool (\$2,549). In reviewing the Parks Division budget information that was received from Public Works Director Neff, Mr. Miller asked if the \$15,000 spent (to date) in 2007 which is listed under miscellaneous contracted services was for the mowing at Reidenbaugh. Mrs. Ross stated that \$14,000 was the contracted amount for 2007 and also that it was a "trial" basis. Mr. Miller explained that \$15,000 was listed in the proposed 2008 Operating budget. Mr. Miller questioned the decrease of \$3,000 under Overlook Pool Miscellaneous Contracted Services for 2008. Assistant Township Manager Molchany explained that this line item was decreased due to new equipment which will be under warranty. Ms. DeSha noted that the 2007 projected year-end figures are all significantly over what was budgeted for the year. Mrs. Ross questioned the Overlook Activities Center (456) account (Operating Budget), noticing that the year end for 2006 was \$51,000 (2006 budgeted amount was \$47,000), and this year's (2007) budgeted amount is \$60,000. Assistant Township Manager Molchany explained that the roof was repaired and this expense was not included in the budget. Vice-Chairman Keene explained that he had talked to Public Works Director Neff regarding the inconsistent increase/decrease of electric services within the Operating budget. Mr. Miller asked why there were no expenses listed for water, sewer, trash removal and custodial supplies in the Overlook Pool (455) account; while at Skyline the expenditures for these services total around \$5,000. Recreation Director stated that possibly the expenses were listed under the Overlook Activities Center (456) account. Assistant Township Manager Molchany stated that he will check on this issue. In reviewing the Capital portion of the Parks budget, Mr. Miller noted that it did not look like the budget has been adjusted to reflect the renovations at Overlook Pool. Assistant Township Manager Molchany explained that no money was put into the 2008 Capital budget for the Overlook Pool renovations, because the renovations were listed in the 2007 budget. He further explained that additional funds have been requested in the Administration budget for additional items (bathhouse renovations, pool renovation change orders). Commissioner Keebler asked why these items were placed in the Administration budget (rather than the Parks budget). Mr. Miller also questioned the \$400,000 budgeted amount for improvements to the Destination Playground. Commissioner Keebler asked if the Board was ever apprised regarding plans about the Destination Playground. Mr. Miller and Mrs. Ross stated no. Vice-Chairman Keene stated that indirectly the Board was apprised of some of the items that are listed in the proposed budget after last spring's review of the parks. Chairman Bohan explained that the Destination Playground was originally researched and recommended to the Commissioners by the Overlook Community Foundation. This information should have been reviewed by the Parks & Recreation Board. Chairman Bohan suggested that Park Superintendent Lessig and Steve Bussanmas come to the next meeting to discuss the Destination Playground. Mrs. Ross asked for additional backup information on the proposed budget numbers. Recreation Director Norton was also asked if the budget was ready for distribution. He stated that he has not received the spreadsheet yet and would distribute to board members as soon as he received it. Vice-Chairman Keene reported to Mrs. Ross that when he and Public Works Director Neff visited Bucher Park, the tennis courts and backstops (baseball) were in need of repair. Money has been budgeted for these repairs within the Parks budget. He further explained that with the status of possible School District expansion at of Bucher, these amenities may be lost. Mrs. Ross reported that she understood that it was just one baseball field and both tennis courts that will be lost.

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III. Treasurer's Report (Cont'd.)

Vice-Chairman Keene stated that depending on what the School District decides about Bucher, monies will no longer be needed to repair. Mrs. Ross explained that in addition to the Bucher fields that will be lost, the Middle School will also lose a field for a few years (due to an additional entrance to the school complex). Mrs. Ross also stated that it is the intent of the School District to replace the tennis courts that will be lost at Bucher. The location of these courts was discussed. Mr. Miller asked if a site plan could be made available to the Board for the Destination Park.

Commissioner Keebler stated that Skyline Pool renovations or Bathhouse were not included in the Parks budget (that was distributed earlier in the meeting). Ms. DeSha said that the budget that was distributed was not the Recreation Department budget, it is the Parks budget. Mrs. Ross stated that a Joint Task Force Committee will be formed and will start meeting. This group will be assessing the Township's pool needs. Township Manager Martin suggested that the Board start looking at what the Township's pool needs are (outside the Joint Task Force). Chairman Bohan suggested that the Finance Committee meet to decide what amount should be put in the budget for Skyline Pool renovations, bring it to the board for approval and then forward the recommendation to the Commissioners. Chairman Bohan also suggested that no budgeted monies be expended for the Skyline renovations until after the Joint Task Force begins meeting and what information comes forth from that group. Discussion was held as to what amount should be placed in the budget to address the Skyline Pool needs. A figure of \$2 million was reached. Commissioner Keebler reported that the bid has been awarded for the Overlook Pool renovations and the work will begin by the end of the month. Chairman Bohan noted that within the last two to three years the Commissioners and the School Board have been "bouncing off each other" and recommended that they actually have some meetings to discuss joint facilities. Chairman Bohan stated that there was a meeting scheduled between the Commissioners, School Board and the Parks and Recreation Board for August 13 and it had been cancelled. Will this meeting be rescheduled? He also stated that it is very well known that all the pools in Manheim Township (outdoor and indoor) need attention and discussions should be held between these entities. Mr. Miller asked who would be responsible for communicating with Public Works Director Neff to include \$2 million in the Parks budget for the renovation of Skyline Pool. Township Manager Martin stated that he would contact Recreation Director Norton in the morning to start the process. Commissioner Keebler stated that she would like Skyline Swim Team included in the meetings. Ms. DeSha stated that if Skyline Swim Team was contacted, Overlook Swim Team should also be included in these proceedings. Phillip Rule, guest and member of the Joint Task Force, explained that he would like to see a large diverse group get together to gather ideas, share and expose these ideas with the public (allowing public input). Commissioner Keebler stated that some senior citizens should be included in this group. Mrs. Ross reported that she has been contacted by a few senior citizens that wish to serve on this committee. Commissioner Keebler stated that she was afraid that the committee process was going to take a long time (decision not made before budget process end). Mr. Miller stated that the School Board was going to make a decision (regarding the pool) by December.

IV. **Committee Reports:**

Facilities Committee – No additional report.

Personnel Committee – Mr. Gard reported that Jen Haines, Sport and Fitness Coordinator has resigned to take a position (Recreation Center Supervisor) in Casper, Wyoming. Her last day with Manheim Township will be September 21st. Mr. Gard questioned the Township's policy on exit interviews and stated that he would like to be included in the exit interview, if one was held. Mr. Miller also stated that he would like to be included as well. The Personnel Committee should all be included in this interview.

Program Committee – Ms. DeSha reported that the Program Committee had not met within the last month. She commented that she thought the Overlook Day Camp was very well run and that her son thoroughly enjoyed it this summer. Ms. DeSha asked Recreation Director Norton the status of the pool survey. Recreation Director Norton explained that the deadline for submittal was yesterday (9/3) and the information received will be compiled for future report.

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

Public Relations Committee – Mr. Laubach reported that mailers were all out and announced that Community Day was on Saturday (9/8). Chairman Bohan commented that “this thing is gorgeous, but can we have Parks & Recreation up here instead of just Recreation”, referring to the Program Activity Flyer.

Commissioner Keebler commented that she had received a lot of positive feedback regarding the pool’s extended schedule (for an additional week).

Mr. Gard commented that the sign that was erected at the Community Campus (Fruitville Pike entrance) was looked great. It currently is advertising Community Day. Mr. Miller commented that he had not been contacted regarding helping out at Community Day. Recreation Director Norton explained that the job assignments for this day were received last week. Assistant Township Manager Molchany explained that the majority of the assignments utilized Township staff. Recreation Director Norton said that he will check with Sport & Fitness Coordinator Haines to see if Mr. Miller is needed with the Fun Run.

Finance Committee – No additional report.

V. **Old Business**

Board By-Laws and Creation of Ordinance – Chairman Bohan distributed the latest 8.7.07 version of the By-Laws with noting changes in Section 6 (2nd page). Chairman Bohan suggested that change be made to Section 6., subsequent of the discussions held at a meeting that was held earlier in the day, was to drop the word “supervise” and keep the word “regulate”. The Board would still have the responsibility of adopting rules and regulations governing how parks and facilities will be used. Chairman Bohan also noted that he suggested removal of the clause stating that the Parks & Recreation Board had the power to enter into joint Parks & Recreation agreements. Chairman Bohan also explained that he added the sentence, “The Parks & Recreation Board should be advisory to the Manheim Township Commissioners regarding all budgetary and financial issues within the jurisdiction of the Board”. Chairman Bohan asked the Board to accept these changes so noted and recommended for the Parks & Recreation Board’s consideration (in addition to the Commissioners and legal counsel). Mr. Miller asked what the concern was regarding changing the word “supervising” to “regulating”. Chairman Bohan explained that the term “authority to supervise” seemed to imply that members of the Board could actually supervise staff in the department. Mrs. DeSha asked if the first sentence could read, “The Board shall have the authority to regulate parks, recreation programs **and facilities** of the Township” (addition of the words “**and facilities**”). Mr. Miller stated that he thought additional verbiage should be added to reflect more responsibility to oversee than the word “regulate” demonstrates. Mr. Miller explained that the word “regulate” to him means just setting the rules. He would like to see added somehow into the paragraph verbiage that would emphasize the responsibility to oversee the condition of, make recommendations for, etc. which goes beyond just the word “regulate”. Mr. Laubach stated that that is the difference between “supervise facilities” as opposed to “supervise personnel”. Township Manager Martin stated that this should also be covered in the By-Laws. Vice-Chairman Keene stated that he will check the By-Laws to see if this is included. Additional review of the ordinance continued. Assistant Manager Molchany explained that there is a section that is not included in the present ordinance that Board was reviewing, but this section will be merged in to it to form the complete and final document.

Chairman Bohan stated that what happens with the By-Laws is tentative, depending on what happens with the Ordinance. Chairman Bohan distributed a copy of a draft copy of the By-Laws to Commissioner Keebler. Chairman Bohan formally thanked Vice-Chairman Keene for all his work on the proposed By-Laws. Chairman Bohan requested that the discussed changes be e-mailed to the board members. Ms. DeSha asked if another meeting should be scheduled to discuss the By-Laws. Chairman Bohan stated that the board could decide that after the changes are reviewed again. It was decided that no motion was required at this time, since both documents will be reviewed again by the Board. Township Manager Martin stated that he will meet with Vice-Chairman Keene regarding the proposed By-Laws. Township Manager Martin suggested that the By-Laws be reviewed annually. Chairman Bohan also stated that any feedback on the By-Laws should be e-mailed to Vice-Chairman Keene as soon as possible.

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At this time the meeting was forwarded to **VI. New Business**. Turf Field Proposal from FieldTurf, Inc. – Mr. Andy Woolley, President, Manheim Township Soccer Club addressed the board on the turf field proposal that was solicited from FieldTurf, Inc. by the Manheim Township Soccer Club and the Manheim Township Youth Football Association (proposal distributed). This organization installed their product at the Manheim Township High School. These fields would be utilized by the MTYFA August through November and MTSC from December through July. Ms. DeSha asked if other alternatives were looked at. Mr. Woolley explained that they had. Mrs. Ross asked if F & M – Baker Fields was an option, as they were interested in leasing the fields. Mr. Woolley stated that would be a good option. Commissioner Keebler questioned how youth sports association's requests were handled in the past. Chairman Bohan stated that both the Manheim Township Baseball Association and the Soccer Club came forward with their proposals. Mr. Gard asked if Mr. Woolley could provide a list of property (private) options that the group has looked at for use. Chairman Bohan thanked Mr. Woolley for his patience and the proposal.

Steering Committee – MT Comprehensive Plan – Vice-Chairman Keene reported...remainder not audible on tape.

F & M Campus – Baker Fields – Discussed previously.

VI. New Business

Pool Status (Township and Joint Task Force) – Discussed previously.

Five and Ten Year Capital Expenditure Strategies – Commissioner Keebler reported that the Commissioners would really like the Township (all boards and commissions) to formulate a long-term (5 to 10 year) capital plan. Mrs. Ross asked if this would not be addressed in the comprehensive plan. Commissioner Keebler stated that this request is specifically for financial budgeting purposes. Chairman Bohan questioned if both the comprehensive plan and the 5-10 year capital expenditure strategies should be “dependent of each other”. Assistant Township Manager Molchany explained that the comprehensive plan will address “generic” needs of the Township, where the 5-10 year capital plan should address more specific needs. Chairman Bohan suggested that a list of specifications/requirements be e-mailed to he and Recreation Director Norton. Assistant Township Manager Molchany briefly explained requirements requested for the 5-10 year capital plan. Chairman Bohan suggested that the Facilities Committee meet with Recreation Director Norton on this subject. Mr. Miller stated that “there is a possibility that this 5 and 10 year plan might influence some of the aspects of the comprehensive plan”. Mrs. Ross stated that the School Board had population information and statistical data that she would be willing to share. Assistant Manager Molchany explained that the comprehensive plan will not be complete until possibly October, November or December. Assistant Manager Molchany explained that this request should be submitted to Finance Officer Calhoun within the next two weeks.

Rules, Regulations, and Policies Committee – Park Facilities – Mrs. Ross explained that this committee has not had the opportunity to meet yet.

Correspondence – Enclosed.

- VII. Overlook Community Foundation Report** – Chairman Bohan reported that there was no meeting in August. He announced that there will be a luncheon meeting on September 13. Chairman Bohan reported that there is, currently, an opening on this Board.
- VIII. Commissioner's Report** – Commissioner Keebler had no further report.
- IX. School Board Report** – Mrs. Ross reported that a movie will be held at Penn Cinema on Oct. 21 to sponsored by the Manheim Township Educational Foundation. This event is a fund raiser for this organization. Mrs. Ross briefly explained this group's purpose and function.
- X. Museum Board Report** – Vice-Chairman Keene reported that he had spoken with Commissioner Downing regarding the completion of the performance stage area in Landis Woods. Commissioner Downing promised that this area would be complete in time for the Landis Woods Art Show, September 29. Vice-Chairman Keene also announced that the Conestoga Herb Guild would be hosting an herb faire on Saturday, September 8th (at Landis Woods).
- XI. Adjournment** – With no further business to discuss, the meeting was adjourned at 9:30 p.m.