

Manheim Township Parks & Recreation Board

MONTHLY BOARD MEETING MINUTES

February 5, 2008

- I. The regular meeting of the Manheim Township Parks and Recreation Board was held in the Stauffer Mansion Blue Room on Tuesday, February 5, 2008. 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 and Reed. Assistant Township Manager Molchany and Recreation Superintendent Norton were also present. Guests included: Peg Adams, 1960 Melody Lane, Lancaster, PA 17601 and Kaye Pulkrabek, 230 Eshelman Road, Lancaster, PA 17601.
- II. **January 8, 2007 Minutes** – Ms. DeSha stated that guest Peg Adams name was referenced throughout the minutes, but was not on the attendance list (Item I) of the minutes. Recreation Superintendent Norton also noted that guest Joe Ives was referenced twice in the 1.8.08 Minutes as Joe Wise Ives. Recreation Superintendent Norton stated that he will speak with Lorri Haney regarding this. With these two corrections noted, Chairman Bohan made the motion to approve the January 8, 2008 Minutes as amended. This motion was seconded by Mr. Miller and approved with all ayes.
- III. **Treasurer's Report** – Ms. DeSha reported commented on the review of 2007 budget (end-of-year). She commented that we were over budget for the year and the reason being that some of the line items for 2007 were under funded. Ms. DeSha stated that she would like to acquire the revenue portion of the budget so a comparison of actual figures (2007 vs. 2008) can be prepared. Ms. DeSha noted that she would like to take a look at the refund accounting process. She also commented that she would like to meet with Finance Director Stratchko to discuss processes to measure the finances in 2008. Ms. DeSha pointed out that she highlighted (on the report) capital funds that did not get used for 2007. Mr. Miller asked Assistant Township Manager Molchany what happens to capital funds that do not get dispersed within a given budget year. Are they automatically carried to the next budget year? Assistant Manager Molchany stated that he would have to check and report back to the Board. Chairman Bohan questioned Recreation Fees budgeted for \$50,000 but end of year came in at \$212,000? Commissioner Keebler stated that she will need to take a look at the budget, as adjustments were made by former Finance Director Calhoun. Ms. DeSha questioned payment made to Vermont Systems (RecTrac / WebTrac software). Recreation Superintendent Norton explained that this payment was for the software maintenance and updates which is paid on an annual basis. Recreation Superintendent Norton further explained that he will check on the addition to the Pass Management Module regarding WebTrac. Ms. DeSha asked if this addition was targeted for use this season (Early Season Discount period).
- IV. **Committee Reports:**
 - Facilities Committee** – Vice-Chairman Keene scheduled a meeting with Public Works Director Neff, Parks Superintendent Lessig and Board member Don Reed for February 12. Vice-Chairman Keene reported that bids were awarded for preliminary backstop grading work at Community Park. Something about a backstop somewhere (?) bids awarded for backstop work, but not paid out yet. Vice-Chairman Keene also reported that there is an interested resident who lives near Jaycee Park who is interested in initializing the Adopt-A-Park program at Jaycee. Mrs. DeSha suggested that the Great PA Cleanup Project should begin and also tie this program into this Adopt-A-Park project. Discussion was held on what had previously been done with relation to the Great PA Cleanup Project. Ms. DeSha asked Assistant Manager Molchany if Public Relation Specialist Kelly Wells contact her regarding this project.
 - Personnel Committee** – Chairman Bohan reported that he was included in the group that screened resumes for the open Director's position. Mr. Gard reported that two (2) candidates had been interviewed for this position. Township Manager Martin is checking references on one of the individuals interviewed. Mr. Laubach reported on one of the individuals (from Ohio) that had been interviewed. Commissioner Keebler reported that one of the references received on this person was not favorable. She suggested that additional references be checked on this person. Mr. Gard stated that he will contact Township Manager Martin regarding this issue.
 - Program Committee** – Mr. Miller reported that the flyer is out. He also commented that staff is able to staff and honor the programs that we are offering at this time. Mr. Miller reported that this committee will continue to "think of ways to creatively integrate programs within the School District".
 - Public Relations Committee** – Guest Peg Adams shared articles published on the program Walk Around the Rink. Vice-Chairman Keene shared information that was published regarding the Boettcher House.
 - Finance** – No further report.

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V. Old Business

Board By-laws and Creation Ordinance – Status Update – Chairman Bohan reported that the Creation Ordinance has been adopted. Vice-Chairman Keene reported that Board members should have the final draft of the revised By-Laws (dated 2.5.08). Mr. Miller made the formal motion to adopt the By-Laws as written. This motion was seconded by Ms. DeSha. Chairman Bohan (and members of the Board) thanked Vice-Chairman Keene for all his work on updating the By-Laws. With no further discussion, this motion was approved with all ayes.

Steering Committee – MT Comprehensive Plan – Vice-Chairman Keene reported on this group's last meeting. Assistant Township Manger Molchany reported that chapters of the plan are going to be published to the website for public review and comment.

Ms. DeSha asked Commissioner Keebler at this time if the budget can be published on the website, as it has been done in the past.

F & M Campus – Baker Fields – Assistant Township Manager Molchany reported that he last spoke with Keith Orris (F & M Representative) last week. Mr. Orris reported that they are still reviewing the Township's field utilization proposal and also looking at F & M's intramural sport needs. Assistant Manager Molchany further explained that Mr. Orris indicated that he should be able to notify the Township within the next few weeks with regard to the proposal. Mr. Reed explained the parking process that is used for field use on the Baker Fields. Parking is available only at the Lancaster Country Day School. Since gates are locked, subsequently, people have to jump a fence (to get to the fields). Mr. Reed suggested that the parking situation also be discussed within the negotiations.

5 and 10-Year Capital Expenditure Strategies – Vice-Chairman Keene reported on the status of this project. Chairman Bohan stated that part of the 5 and 10-Year plan will definitely include the field needs process. Mr. Miller asked if park roads and surfacing was part of this plan. Assistant Manager Molchany stated that this matrix is already in existence (through Public Works Department).

Field Committee Report – Chairman Bohan reported on the last meeting of this committee. Chairman Bohan explained that due to the school district property field use being suspended, conversation focused primarily on the fields proposal located on various areas on the Foundation property and also at Municipal Park (lighted field). The Municipal Park fields proposal will be discussed at the Commissioners Meeting on Monday, February 25 and also planned is a special meeting to discuss the proposal with the residents, Township Manager Molchany explained. Assistant Manager Molchany also reported that the football field at Skyline will become a game only field this fall, anticipating that this field will stay as such or at least a premier practice field. Commissioner Keebler asked Chairman Bohan if the Overlook Community Foundation Board did not want any more fields placed on the property. Chairman Bohan explained that there were a few members of the Board that did not wish the property to be fully developed with playing fields, but further explained that there was no formal action on this. Assistant Manager Molchany explained that next year there will be no field next year that will be "rested". The next meeting of this group will be February 8, but no meeting will be held February 15.

Ms. DeSha asked if the growth projection numbers that were submitted by the Youth Sports Associations were compared to the School Districts numbers. Assistant Township Manager Molchany explained that most of the sports are predicting a 2% growth with the exception of Lacrosse. Mr. Laubach reported that the Senior Softball team has obtained field use with the School District.

VI. New Business

Pool Status (Township and Joint Task Force) – Chairman Bohan commented that Mr. Laubach did e-mail everyone a report on the status of this group. The deadline, initially, was set for April 15th. He further explained that a lot of information needs to be gathered. Commissioner Keebler asked if Skyline Pool is a separate issue (from the indoor aquatic facility). Mr. Reed stated that he read in the group's minutes that the two will be dealt with separately.

Rules, Regulations, and Policies Committee – Park Facilities – Vice-Chairman Keene reported that the Rules, Regulations and Polices are in the process of review (by Keene, Recreation Superintendent Norton and Assistant Manager Molchany). A final draft is anticipated to be completed by the next Board meeting.

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VI. New Business (Cont'd.)

Rules, Regulations, and Policies Committee – Park Facilities – (Cont'd.) – A few of the board members suggested that Rules and Regulations not be formally adopted until after the Recreation Director has been hired. Mr. Miller discussed the board's current and potential future involvement in assessing and establishing policy relating to operations, not just facilities. Mr. Miller stated that the Program Committee will take a look at it first and then incorporate the board if needed. Recreation Superintendent Norton reported on the Boy Scout Camping Area (Overlook Community Campus) regulations.

Recreation Superintendent Norton stated that he is using the field reservation process that is currently in place until he hears otherwise through the Field Committee. Recreation Superintendent Norton asked Assistant Manager Molchany if the Field Committee had indicated that the Field Reservations would be moving to the Public Works Department. Assistant Manager Molchany stated that the process would remain with the Recreation Department. Ms. DeSha questioned the Soccer Club's seeming rejection of the Park Department's annual field matrix that was presented to them last month. Assistant Manager Molchany stated that this was not a result of the Field Committee. Commissioner Keebler asked if she could acquire a copy of the field matrix. Recreation Superintendent Norton stated that he will e-mail this document to her. Ms. DeSha explained that she has a concern with youth sport groups coming in and telling us what they are going to do. Assistant Manager Molchany stated that the Township has done its best to accommodate all sport groups.

2008 Pool Fees and Charges – Adopted as presented at the January 28, 2008 Commissioner's meeting.

Correspondence – No correspondence.

VII. Overlook Community Foundation Report – Chairman Bohan reported that the group will meet the 3rd Tuesday of each month. Commissioner Simpson is the new representative from the Commissioners.

VIII. Commissioner's Report – Commissioner Keebler reported that the Commissioners have voted unanimously to begin the process of formulating an agreement with the School District with regard to transferring park property at Bucher. Commissioner Keebler questioned why Roller Skating Passes cannot be distributed through the schools any longer. Mr. Reed asked Commissioner Keebler to e-mail him with her needs. Recreation Superintendent Norton explained to Commissioner Keebler the process that is in place of distributing information through the schools.

IX. School Board Report – Mr. Reed announced that the Zoning Hearing Board moved to approve two (2) team ballfields and three (3) soccer fields at Bucher. Mr. Reed supplied a Zoning Exhibit which Recreation Superintendent Norton said he could scan and then forward to all Board members. Discussion was held regarding building an additional three (3) tennis courts within the Township. Are they needed?

X. Museum Board Report – Mr. Keene reported on the status of the amphitheater/pavilion within Landis Woods.

XI. Recreation Activities Report – Enclosed. Recreation Superintendent noted that there were not 265 programs offered, as noted on the report.

Ms. DeSha asked if any one had any questions regarding the Pool Satisfaction Survey. This document was distributed at last month's meeting. Commissioner Keebler asked if Ms. DeSha could bring her a copy of it to next month's meeting.

Mrs. Pulkrabek, guest, asked what ever happened to the adult painting classes that had been previously offered. Recreation Superintendent Norton explained that Eileen Navikas, Watercolor Instructor, was no longer interested in teaching and Linda Gaston, Watercolor Instructor, became involved in teaching at the Pennsylvania School of Art & Design.

Chairman Bohan asked if the Pool Satisfaction Survey could be redistributed.

Chairman Bohan announced that a class that he had been taking is completed, so he should not face past difficulties in attending board meetings.

XII. Adjournment – With no further business to discuss, the meeting was adjourned at 9:04 p.m.