

Manheim Township Parks & Recreation Board

**MONTHLY BOARD MEETING MINUTES**

**January 8, 2008**

- I. The regular meeting of the Manheim Township Parks and Recreation Board was held in the Stauffer Mansion Blue Room on Tuesday, January 8, 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 (Mr. Reed recently appointed School Board Liaison to the Parks & Recreation Board). Commissioners Downing, Commissioner Keebler, Assistant Township Manager Molchany and Recreation Superintendent Norton were also present. Guests included: Larry Pulkrabek, 230 Eshelman Road, Lancaster, PA 17601. Two additional guests were also present, but did not sign the guest book. Richard Savicky, 370 Blossom Hill Drive and Mr. Joe Ives representing Lancaster County Modified Senior Softball League.

*Note: There was audio difficulty (microphone) at the beginning of the meeting.*

- II. **December 5, 2007 Minutes** – Mr. Miller stated that he was present at the December meeting. He was not included as being in attendance as noted on the minutes. Also roman numerals of agenda items were incorrectly numbered. With these two corrections noted, Chairman Bohan made the motion to approve the December 5, 2007 Minutes as amended. This motion was seconded and approved with all ayes.

- III. **Treasurer's Report** – Ms. Desha reported that she had requested an update of the December report from Dawn Stratchko, Finance Director, but Finance Director Stratchko didn't have an opportunity to respond to this request. Ms. DeSha also reported that the budget numbers for the pools appear to be breaking even, but specifically at Overlook Pool, the Day Camp program is included. Ms. DeSha stated that she has brought this item up for the past two months. Ms. DeSha stated that it has been requested that the Day Camp program be separated from Overlook Pool. Ms. DeSha questioned employee background check payment that was made. Recreation Superintendent Norton explained that these background checks were performed for Youth Basketball volunteer coaching staff. Vice-Chairman Keene questioned payment made for Summer Ice Camp. Recreation Superintendent Norton explained that this was payment for the Ice Camp held this past summer. Superintendent Norton explained further that the group hosting the camp submitted their time sheet later (than normal). Ms. DeSha also pointed out that charges are still showing up as miscellaneous contracted services (for mowing at Reidenbaugh). Ms. DeSha asked if the analysis on this agreement (maintenance) has been done. Assistant Township Manager Molchany explained that the maintenance of the park area at Reidenbaugh was a year-long trial basis and he believed that the situation has been reanalyzed and the reality was "that we were paying way too much money for the services" that were being rendered and that the Parks Division was going to go back to maintaining that area (as they had done previously). Vice-Chairman Keene questioned why invoices were being paid from the Overlook Falls Mini-Golf for City of Lancaster and York Waste, as the course is currently closed. Assistant Township Manager Molchany explained that the waste receptacles are in place and are used by the driving range that is open year-round. City of Lancaster is a quarterly water usage bill. Mr. Reed asked why \$1,400 was budgeted for telephone account in the Overlook Falls Mini-Golf. Recreation Superintendent Norton and Assistant Township Manager Molchany explained that this line item is comprised of computer hook-up (for use of cash register), phone use and also a cellular phone. Mr. Reed also commented that \$35,000 in annual revenue and \$1,400 phone service "just doesn't compute". Ms. DeSha stated that the miniature golf course was "holding its own".

**IV. Committee Reports / Committee Assignments:**

Chairman Bohan entertained volunteers for this year's committees. The following committee assignments were made for the year 2008:

Facilities Committee – Mike Keene / Don Reed (?)

Personnel Committee – Nick Gard / Eric Laubach

Program Committee – Dixon Miller / Deb Desha

Public Relations Committee – Eric Laubach / Nick Gard

Finance Committee – Deb DeSha / Dixon Miller

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

Ms. DeSha commented that since there are not a lot of duties included in the Public Relations Committee if another committee needed to be formed. Chairman Bohan explained that in the past the Public Relations Committee was supposed to work directly with the Township Public Relations person but this was done minimally. Commissioner Downing stated that Public Relations and Community Events Manager Wells does quite a bit of marketing for the Township including Recreation programs and the miniature golf course. Assistant Township Manager Molchany explained that Ms. Wells waits for the contact from the department before the marketing process begins. He further explained that when her job was initially created, she was to handle all of the Township's marketing duties, but at the same time the newsletter editor left, which left Ms. Wells acquiring those duties as well. Both Mr. Gard and Mr. Miller commented that Sport & Fitness Coordinator Haines did the marketing of the miniature golf course for the previous two years. Vice-Chairman Keene stated that the programs that are scheduled at the Boettcher House have been well attended since advertising with the local media, especially The Merchandiser. He also stated that he is not sure how much the public relations person (Boettcher House Board) deals with Ms. Wells as she is so busy. Vice-Chairman Keene also stated that he will share those contacts with the MTPR Board's public relations committee.

At this time, Commissioner Downing addressed the board. First, he congratulated and welcomed Mr. Reed to the Parks & Recreation Board. Commissioner Downing announced that the Commissioners had a reorganization meeting last evening (1.7.08) and close to 30 volunteers were appointed. Commissioner Downing also announced that he has been appointed President. He explained that one of his goals for this year was to meet with all of the boards and commissions to try to "disseminate where the Commissioners are coming from". He further stated that Parks & Recreation is a big part of the Township, being 15% of the total budget, second to the Police Department. Commissioner Downing stated that there has been a "disconnect" in the past few years between the Commissioners and the Parks & Recreation Board. He further explained that one of the goals of the Commissioners is to address this issue and asked the Board for help in fixing this. He stated that a big part of this disconnect, he believed, was communication (lack of, breakdown) explaining that he is a big believer in communications. Commissioner Downing would like to see the Parks & Recreation Board develop a long-term strategy on the projection on the recreational needs of Manheim Township. The Commissioners goal is to meet the needs of the residents. Commissioner Downing reported that he attended a meeting with School District officials regarding the Bucher Elementary School plans. The District would like to enlarge the school on the existing property which incorporates a school/park area (deleting the tennis court and ballfield areas). Commissioner Downing was asked if these areas are widely used and he indicated to them that whenever he drives by those areas, there is no one there. He questioned why he was answering this question, as he is not the person that really knows that information. This information should be answered by this (Parks & Recreation) Board). He further stated that the School District has offered to replace these park areas at another location within the Township. Commissioner Downing stated that he is not sure if the programs are meeting the needs of the residents. Ms. DeSha stated that programming is "lacking" due to lack of funding (in the budget) and lack of personnel. Commissioner Downing stated that one of the "disconnect" items is the Youth Sports Associations' requested needs to the Commissioners. Ms. DeSha stated that as early as last year, Youth Sport groups were invited to the attend the Parks & Recreation Board meeting in order to address their needs as an organization. Not one group took advantage of this invitation. Chairman Bohan stated that the important issue causing the "disconnect" was the youth organizations bypassing the Parks & Recreation Board and going directly to the Commissioners. Mr. Miller stated that if the Parks & Recreation Board is entitled the task of managing and making field projections, then the responsibility of the Commissioners when approached about this subject should be, "Did you talk to the Parks & Recreation Board first?" If satisfaction is received at the Parks & Recreation level, then report back to the Commissioners. Commissioner Downing stated there is going to be "a lot of friction" once these groups form their own entity (non-profit status). Vice-Chairman Keene stated that the scheduling of fields and maintenance should not have been turned over to the MTSC. Chairman Bohan commented that he was looking forward to a new year and was happy that the Commissioners are engaging in a "spirit of cooperation and collaboration". He asked Commissioners Downing and Keebler why the Creation Ordinance was tabled at the December Commissioners' meeting. Neither Commissioner could recall. A comment was made that the item was not "tabled" but was actually removed from the agenda. Mr. Miller stated that he appreciated Commissioner Downing and recognizing that the communication process is an issue and he hoped that this process can be worked through. He further stated that what concerns him most is the process that decisions get reached and the degree that the board is not even in the loop. Chairman Bohan stated that additional "vehicles of communication" needed to be established, as just the minutes of the board meetings are not enough.

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

Commissioner Downing explained that the Commissioners may change their meeting schedule format. Currently, he explained, there are two (2) meetings held each month. One of those meetings (the last Monday of the month) is proposed to change to a "work session" where no new business will be taken on but decisions will be made. The second meeting will also serve to improve the five (5) Commissioners communication process. Chairman Bohan stated that he thought it a good idea if one of the Board members attend the Commissioners meeting, as things come up that pertain to the Parks & Recreation Board. Commissioner Keebler suggested that Chairman Bohan or Vice-Chairman Keene meet with her once a week to improve communication between the Board and the Commissioners. Chairman Bohan asked what the status of the approval of the Creation Ordinance was. Will it be on the Commissioners next meeting agenda? Neither Commissioner Downing or Keebler knew if it would be on the agenda for next meeting. Assistant Manager Molchany explained that it is not on the agenda for the next meeting, as it has not been advertised. Assistant Manager Molchany stated that he will investigate what happened and if it is eligible to be on the agenda of the meeting. He further explained that there is a possibility that it will be on the agenda. Commissioner Downing stated that the Commissioners "have some comfort" in the decision to hire a Director. He commented also that when Director Lovelette resigned his position, communication became "fragmented". Commissioner Downing stated that the Parks division separation (to Public Works) is working very well and invited members to let him know if they didn't think this was so. Commissioner Downing reiterated that strategic planning was paramount. Are more soccer fields needed? Mr. Miller stated that the Soccer Club had not, to date, come to the Board with their needs. Commissioner Downing stated that they are looking for "independence". Vice-Chairman Keene stated that he and Public Works Director Neff are beginning a process this month to invite committee members to participate in formulating a long-term plan. Vice-Chairman Keene stated that there seems to be not enough individuals to run the Township. Commissioner Downing suggested that Vice-Chairman Keene work with Parks Superintendent Lessig. Vice-Chairman Keene stated that he will check with Public Works Director Neff to see if this is acceptable. A discussion on how to establish strategic planning was held. Commissioner Downing stated that if an outside agency is needed to come in and conduct a study. Mr. Miller stated that a study was commissioned and conducted by Assistant Manager Molchany. He further explained that the staff recommendations that were made were in that study were not carried out and now it is good to know that if the department needs consulting help that we can access that. Mr. Miller stated further that we need to identify our broad agenda for strategic planning in order to make use of a consultant.

Mr. Joe Wise Ives introduced himself as the President of the Lancaster Senior Modified Softball League. Mr. Ives reported on the problems encountered last year in renting Brecht Elementary field (late start, glass, maintenance of field, etc.). He explained that the group had sent a letter requesting the use of a field in Community Park (north end field), stating that this field was not used last year. The season will start on May 12. Mr. Wise would like to ensure that the group is considered for the use of this field. Mr. Savicky explained that he had a meeting with Public Works Director Neff and Parks Superintendent Lessig on the field site and Superintendent Lessig told him that the field was not used the previous year and if the group was interested in renting the field he would need to contact the Parks & Recreation Board, as they were the ones that could authorize this use. Mr. Savicky then came to the Parks & Recreation Board meeting and stated that "no one (on the Board) seemed to know anything", stating that there is certainly a lack of communication. Chairman Bohan explained the process after a request is received by any group. The decision is not made immediately when the request is received. Assistant Manager Molchany reported that there are proposed enhancements to Brecht field that may have already begun. Mr. Savicky stated that the group was not interested in using Brecht field. Vice-Chairman Keene stated that the north end field was being used by the Soccer club and asked Mr. Savicky; if after the improvements on Brecht field would the group be willing to rent it? Mr. Savicky explained that the outfield is mostly weeds. Mr. Laubach asked Superintendent Norton when the field reservation process was going to begin. Superintendent Norton explained that Stauffer Park field is used specifically for the Men's and Women's Softball Leagues which is sponsored solely by Manheim Township. He explained the process that was in place for outside groups wishing to utilize the fields, commenting also that this was the process in previous years, and that he had no idea what the process was going to be this year as a result of the "field meetings". Commissioner Keebler questioned whether the group that is currently using the north end field at Community Park be asked to use Brecht field in order to accommodate the Senior Softball League's request for this field. Superintendent Norton stated that the High School used Brecht field until the middle of June. Assistant Manager Molchany stated that Manheim Township premier fields are offered to Manheim Township sports programs first before they are opened up to outside groups. Mr. Savicky questioned why they were considered an outside group. Superintendent Norton stated that it is because the group was part of the Lancaster County Senior Softball League.

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

Chairman Bohan explained that their consideration will be considered, but he cannot ensure the outcome at this time. He further explained that any field decisions cannot be made before March 1<sup>st</sup>. Chairman Bohan suggested that if he would deliver the group's request to the Fields Committee at their next meeting which is scheduled for Friday, January 18 (7 AM). Mr. Laubach invited Mr. Ives and Mr. Savicky to attend the meeting.

**V. Old Business**

Board By-laws and Creation Ordinance – Status Update – Discussed previously.

F & M Campus – Baker Fields – Chairman Bohan questioned Assistant Manager Molchany on the status of the use of Baker Fields. Assistant Manager Molchany explained that he had received a call from Keith Orris (F & M Representative) who told him that F & M Boards were processing/considering the request. Commissioner Keebler asked if there was a cost involved. Assistant Manager Molchany explained that the Township proposal included the maintenance of the fields (in lieu of rental cost). Commissioner Keebler asked Assistant Manager Molchany if she could receive a copy of the proposal. Assistant Manager Molchany stated that he would supply her with another copy of the proposal. Chairman Bohan asked Assistant Manager Molchany to e-mail him if anything is heard from F & M.

5 and 10-Year Capital Expenditure Strategies – Discussed previously.

Field Committee Report – Chairman Bohan reported on the last meeting of this committee. Commissioner Simpson asked for decisions to be reached. Public Works Director Neff and Assistant Manager Molchany reviewed possible field additions on the Dombach property (Foundation property by the Dog Park) and the Library area (between the Destination Playground and the soccer fields) and also locations at Municipal Park. School District Superintendent Singer shared site drawings (on school property). Chairman Bohan also reported that the plans presented at the Foundations properties would entail excessive grading and possibly a 6-8' retaining wall (Dombach property) and spacing and parking issues (Destination/Dog Park location). Municipal Park was approved by the committee as the site to further pursue. Superintendent Singer entertained in cooperation with the School District building a cluster of fields at the Oregon Road entrance (near the Neffsville Fire Co.). In addition to this proposal, Superintendent Singer also proposed that the two (2) fields that are located on the "back 40" of the school property could very well be signed over to the Township. Assistant Manager Molchany reported that a sub-committee has been formed from the existing committee to address desirable layout, lighting options, etc. The members on this sub-committee will include Assistant Manager Molchany, Commissioner Casselberry, Kevin Raquet, MT Athletic Director and a Parks & Recreation representative. The first meeting will be held Thursday, January 10 at noon. Subsequent meetings will be held until a field recommendation is reached.

Guest Peg Adams asked what the status was on the hiring of a Director. Assistant Manager Molchany explained that resumes were being accepted until December 24. A meeting will be held Thursday, January 10 to review the resumes that have been received.

Chairman Bohan stated that the majority of the members on the field committee are in favor of collaborating with the School District.

Steering Committee – MT Comprehensive Plan – Vice-Chairman Keene reported that the first sections of the Comprehensive Plan are completed and will be posted on the website (Manheim Township).

**VI. New Business**

Pool Status (Township and Joint Task Force) – Superintendent Norton provided an overview of the last meeting of this group, which was e-mailed to Facilities Manager Slick. Superintendent Norton reported that Wallover Associates is proposing to build their own aquatic facility

Rules, Regulations, and Policies Committee – Park Facilities – This item will be addressed after the Ordinance and By-laws have been passed. Assistant Manager Molchany distributed an updated version of the Rules, Regulations of Park Facilities. Chairman Bohan asked the Board members to review the document and get any changes/corrections to either Molchany or Keene. Superintendent Norton shared the requirements for scout groups to utilize the camp site facility (Overlook Community Campus).

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**VI. New Business (Cont'd.)**

2008 Pool Fees and Charges – Ms. DeSha asked Commissioner Keebler if the 2008 proposed pool fees and charges have been reviewed. Commissioner Keebler stated that the fees proposed look okay. Commissioner Keebler asked Superintendent Norton how residency status is checked for pool patrons who do not have their ID card with them. Superintendent Norton explained that pool staff are checking accompanied adults ID. Chairman Bohan entertained a motion to recommend pool fees presented to the Commissioners for review and approval at their next meeting. Mr. Miller made the motion to approve the fees presented and to also include non-residents in the early season discount period. This motion was seconded by Mr. Gard.

Correspondence – One piece of correspondence sent to a Youth Basketball waiting list parent.

**VII. Overlook Community Foundation Report** – No report.

**VIII. Commissioner's Report** – Commissioner Keebler had no additional report.

**IX. School Board Report** – No report.

**X. Museum Board Report** – Mr. Keene had no report.

**XI. Recreation Activities Report** – Enclosed. Ms. DeSha asked if the Dutchland Derby renewal was finalized at the same fees as was charged last year. Superintendent Norton stated yes.

Ms. DeSha also shared the pool survey results (last year's). Chairman Bohan asked if members can review the results of the survey and will be discussed at next month's meeting (will be on the agenda).

**XII. Adjournment** – With no further business to discuss, the meeting was adjourned at 10:40 p.m.