

Manheim Township Parks & Recreation Board

MONTHLY BOARD MEETING MINUTES

July 8, 2008

- I. The regular meeting of the Manheim Township Parks and Recreation Board was held in the Stauffer Mansion Blue Room on Tuesday, July 8, 2008. Chairman Bohan called the meeting to order at 7:02 p.m. In addition to Chairman Bohan, board members present included DeSha, Gard, Keene, Laubach, Miller and Reed. Also present was Recreation Director Lewis. Guests included: Larry and Kaye Pubkrabek, 230 Eshelman Road, Lancaster, PA 17601 and Peg Adams, 1960 Melody Lane, Lancaster, PA 17601.
- II. **Review and Approval of June 3, 2008 Minutes** – Ms. DeSha pointed out that the first sentence of the Treasurer’s Report was not correct. Mr. Miller explained that it should read “Mr. Miller announced that new finance software was purchased by the Township and would be implemented by July 1.” With that change so noted, Mr. Miller made a motion to approve the June 3, 2008 Minutes as corrected. This motion was seconded by Mr. Laubach.

At this time, Vice-Chairman Keene made a motion to amend Article 4.02 of the MTPR By-Laws changing the time of the meeting from 7:30 PM to a time agreed upon by the majority of the board members. Mr. Gard questioned if a legal notice needed to be advertised each month (from this month forward). Director Lewis stated that she will check with Linda DiPerna to see what has actually been advertised so far. This motion was seconded by Mr. Miller, to all ayes.

- III. **Treasurer’s Report** – Ms. DeSha reported that she had received the usual summary sheets. Ms. DeSha noted that there were some large numbers listed under the Sand Trap account. Mr. Miller stated that we have not received an adequate explanation for this account. Ms. DeSha questioned whether this account should be removed from the Recreation Budget since they have no control over it. Chairman Bohan stated that since he has been a member of the Board, the accounting for the Sand Trap has always been “out of whack”, explaining further that certain expenses were charged to it that should have been charged somewhere else. Mr. Miller questioned who controlled the reservations for the Sand Trap Pavilion. Director Lewis stated that she had contacted Randy from Keares to reserve for the Board Picnic. Mr. Miller stated that we have no control over any part of the Sand Trap. Director Lewis also stated that the Keares group is on a contract. Director Lewis asked Ms. DeSha if there was any revenue information revealed that she has received with regard to pool concessions. Ms. DeSha stated that only expenditures are showing in the Sand Trap account (no revenue). Chairman Bohan would like to request clarification from Township Manager Martin with what is being charged to this account. Mr. Miller stated that whenever a question arises regarding the Keares contract, Township Manager Martin and Assistant Manager Molchany have been telling the Board that the Township is being reimbursed for these services. Ms. DeSha stated that she will be meeting with Finance Officer Stratchko this month. She further explained that the new finance software will be better able to extract specialized reports that are requested. Ms. DeSha reported on the year to date capital budget. Ms. DeSha reported that the Overlook Pool Renovations were over budget by \$400,000. Chairman Bohan reported that the project did have quite a few change orders. Mr. Reed stated that the original price did not include the bathhouse and snack bar renovations (\$200,000 added). Ms. DeSha stated that various members of the Board kept asking if this project was going to be over budget and at the time, there was no real concern. She also stated that she felt that this is “flagrant overspending” and she did not understand it. Ms. DeSha requested the status on the remainder of the line items listed on the Capital budget (from Public Works Director Neff). Vice-Chairman Keene reported that the annual parks inspections will be scheduled shortly. The findings at these inspections will directly impact the 2009 budget requests. He asked if any of the board members had any concerns or comments regarding the parks to contact him. Ms. DeSha commented that most of the park maintenance line items are over budget. She also commented that there is a sewer problem over at the Overlook Community Campus that has been being worked on for weeks. Director Lewis reported that the sewer issue created a sink hole and as a result of the sink hole the sewer problem was realized. Director Lewis also stated that while the sewer line was being repaired, a power line got severed and had to be repaired as well. Ms. DeSha questioned Director and Manager line items; as fees are being charged to the Director line item while no money was budgeted to it. Director Lewis explained that her salary is what is coming out of the Director line item and also that she thought there was money put in the budget for it. She suggested that they meet with Finance Director Stratchko.

(Continued)

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

Vice-Chairman Keene questioned Museum Board Account line item. Director Lewis explained that she requested that this line item be moved from Parks to Recreation as expenditures from the Landis Woods Art Show (program) are paid out of it.

IV. Committee Reports:

Facilities Committee – Vice-Chairman Keene reported that the next parks inspection will be held within the next 1 to 1-1/2 weeks. Vice-Chairman Keene reported that the Landis Woods Stage dedication was quite nice. Mr. Reed asked who is responsible for watering the newly planted trees in Jaycee Park, as some of them are dying. Chairman Bohan suggested that Mr. Reed contact Parks Superintendent Lessig (in Public Works Director Neff's absence). Mr. Reed also commented that the "Carry In/Carry Out" program was working nicely at the Jaycee Park location.

Ms. DeSha questioned shading expense (\$5,000) at Overlook Community Campus. Vice-Chairman Keene reported that they might have been purchased for shading at the Destination Park. Chairman Bohan stated that he remembers Assistant Manager Molchany speaking of shading a large area at the last Overlook Community Foundation meeting.

Personnel Committee – Mr. Gard had no report. Chairman Bohan wanted to note a conversation he had previously with Director Lewis. He explained that he strongly suggested to her that after she gets "comfortable" that she take a look at the personnel issues of the Department with regard to the current demands on staff, especially since the Sports & Fitness Coordinator position is still vacant.

Program Committee – Mr. Miller had no report.

Public Relations Committee – No report. Chairman Bohan shared news article submitted by guest Peg Adams.

Finance Committee – No additional report.

Director's Report – Enclosed in the packet. Director Lewis commented that she had nothing to add.

Chairman Bohan congratulated the board on their work on the new P & R Birthday Party Policy & Contract which was addressed between meetings. The new policy and contract was included within the mailed packet. Director Lewis reported that a Birthday Party Policy & Contract will be revised for the Activities Center. Chairman Bohan stated that the board used to have the option to recommend facility fees to the Commissioners. Ms. DeSha asked how the Friday night skating was going. Director Lewis stated that it was going very well. She further explained that the abbreviated summer schedule is due to the lack of air conditioning and the lack of use during the summer months. The Roller Derby group is practicing during the summer months.

V. Old Business

Steering Committee – MT Comprehensive Plan – Status Update - Mr. Keene reported on the status of the meetings that continue to be held. Current meeting discussions include housing density, building heights, etc.

5 and 10-Year Capital Expenditure Strategies – Status Update – Chairman Keene reported that this item will begin to be addressed next month (August 2008).

Fields Committee Report – Chairman Bohan explained that this group has been disbanded as the charge of this committee has been satisfied and some of the recommendations are currently being put into action. Ms. DeSha asked if the Commissioners were going off on their own with what was recommended by this group. Mr. Reed stated that at the last Commissioners meeting a lighting and parking lot contracts were approved to be installed at Municipal Park. Mr. Miller commented that fields will continue to be an important Township issue and urged the board to keep this issue on the boards' agenda. Chairman Bohan stated that if the sports organizations do create the 501.c(3), they should be included in the Parks & Recreation Board meetings each month.

(Continued)

V. Old Business (Cont'd.)

Fields Committee Report (Cont'd.) - Chairman Bohan agreed with Mr. Miller regarding the pro-activity of the Board with regard to playing fields. Ms. DeSha commented that she thought that an outside source should be contracted to come in and assess our needs. Ms. DeSha also suggested that we also offer other sports (in addition to basketball). Chairman Bohan questioned why we are not conversing with other Townships regarding these issues.

Rules, Regulations and Policies Committee – Park Facilities – Vice-Chairman Keene reviewed some of the changes in this document. Vice-Chairman Keene reviewed Item #11. Firearms and explained that this item will need to be changed (due to recent city and Supreme Court rulings). Director Lewis explained that she had a conversation with Police Chief Harkins and Township Manager Martin and this item did not need to be re-worded. She further explained that if anyone is in any of the parks with firearms and the police are called; these situations will be handled on a case by case basis. Vice-Chairman Keene stated that he was unsure of the alcohol policy for an event that was sponsored by the Boettcher House Museum Board. If the Board was selling alcohol at the sponsored event, a permit would need to be obtained from the PA Liquor Control Board. If alcohol was not being sold, only permission is needed from the Director of Recreation. Guest Peg Adams asked if alcohol will be served at the WIOV 105 Country Music Fest in October. Discussion was held regarding holding this event at the Overlook Community Campus (35,000 estimated attendance). With no further comments or questions, Chairman Bohan entertained a motion to accept the Rules, Regulations and Policies as written. Before Vice-Chairman Keene would second this motion he had a question regarding the closing time of Overlook Pool which was listed at 11 PM where Skyline's closing time was listed at 10 PM. Director Lewis stated that she had changed the closing time of Skyline to 10 PM and Overlook Pool should also be closing at 10 PM. Mr. Gard questioned whether a closing clause should be included. Vice-Chairman Keene suggested something like "Times/Availability could change subject to the discretion of the Director of Recreation". Mr. Reed asked who would be reviewing the Country Music Fest contract. This event is being handled by Kelly Wells and Sean Molchany. Chairman Bohan stated that it is not a Parks & Recreation event. Mr. Reed explained why review of the contract is necessary. Ms. DeSha explained that she felt she has not had enough time to review the rules & regulations document. Chairman Bohan requested that this item be deferred for one more month, in order to make changes discussed. This item will be voted on at the next meeting.

Pool Status (Joint Task Force Report) – Added Plan B - Chairman Bohan asked Director Lewis to explain Plan B (which was included in the packet). Discussion was held with regard to the differences between Plan A and Plan B (Plan B is half the cost). Mr. Reed stated that this was "going nowhere fast". He explained that the Aquatic Club wants to run the whole program and if it is on school property that may not be allowed; Manheim Township School may not want to relinquish such; they would like advertisers on site on school property and finally, parking for the pool to be available during the day. He explained that there is no next meeting scheduled with this group. Mr. Miller suggested that the board make a recommendation regarding their stand on the outsourcing of Aquatic Programming and forward that on. Mr. Laubach suggested that plan-ahead strategies be put together for fields and pools. Chairman Bohan suggested a Facilities Committee be added to address both of these amenity issues. Chairman Bohan stated that he will discuss the formation of this Committee with Director Lewis. Mr. Reed commented that someone needs to take charge of periodic audits of amenities and also take on the responsibility of overseeing the amenity needs of the Township. Chairman Bohan agreed with Mr. Reed. Director Lewis commented that she did meet with a representative from the Soccer Club regarding field use.

VI. New Business

Correspondence – Enclosed in packet. Chairman Bohan reported that the proposal received from Lancaster Aquatic Club (LAC) was included in the packet. Director Lewis commented on the last paragraph of the Plan B proposal. Director Lewis explained that our aquatic programs benefit Manheim Township where if LAC administers Manheim Township aquatic programming their profit will directly benefit their swim team and their fees will be higher than ours. Mr. Laubach commented that all the task forces/youth organizations that the Township is accepting money from (in order to not raise taxes) to accommodate their needs is not working. Chairman Bohan commented that in his personal opinion what happened with the Township/Soccer Club Agreement at the fields on the Overlook Community Campus is that the club felt constrained by the payments and renegotiated a new agreement, in lieu of the making the monthly payments, the club would take over the maintenance of the fields.

(Continued)

VI. New Business (Cont'd.)

Correspondence (Cont'd.) - Vice-Chairman Keene stated that "by virtue of that deal, we have lost control of those fields". Chairman Bohan suggested that the Board make a motion that the board is not receptive to LAC's proposal for taking over Manheim Township Recreation's indoor aquatic programming. Mr. Gard stated that we (the board) have not seen anything to analyze to determine whether it is (or is not) in the Community's best interest. Chairman Bohan asked Director Lewis (along with Facilities Manager Slick) to research and analyze our aquatic programming and report back to the board with the findings. Ms. DeSha commented that once this analyzed data is received by the board, a solid recommendation can then be forwarded to the Commissioners from the board. If need be Ms. Kuntz from LAC could be invited to attend a meeting. It was decided that this item will stay on the agenda for another month.

VII. Overlook Community Foundation Report – Chairman Bohan reported that the Parks & Recreation Board is no longer receiving copies of the Minutes. He stated that he will copy Director Lewis, so the Board can receive copies. The next meeting is scheduled for Tuesday, July 15. He announced that there will be no August meeting. Deed restrictions discussion continues.

VII. Commissioner's Report – In Commissioner Keebler's absence, there was no report.

VIII. School Board Report – Mr. Reed announced that the District has a new superintendent, Gene Freeman who begins August 4. Sixty-four (64) applications were received for this position. Mr. Reed gave a brief overview of Mr. Freeman's qualifications.

IX. Museum Board Report – Mr. Keene had no report.

Chairman Bohan reported that he is unable to attend the August 5 meeting. Discussion was held regarding re-scheduling the August meeting or cancelling it. The meeting was tentatively re-scheduled for August 19. Vice-Chairman Keene made the motion to cancel the August meeting due to multiple conflicts. This motion was seconded by Mr. Miller. Director Lewis will contact Linda DiPerna to advertise this change as a Legal Notice.

X. With no further business to discuss, Mr. Laubach made the motion to adjourn the meeting. This motion was seconded by Vice-Chairman Keene.