

Manheim Township Parks & Recreation Board

**MONTHLY BOARD MEETING MINUTES**

**Wednesday, November 13, 2013**

- I. The meeting of the Manheim Township Parks and Recreation Board was held in the Stauffer Mansion Blue Room on Wednesday, November 13, 2013. Chairman Bohan called the meeting to order at 6:30 PM. In addition to Chairman Bohan, board members present included Dumsler, Hillard, Keene, Lee and Miller. Mr. Walz was absent. Also present was Recreation & Park Planning Director Earnest, Public Works Director Neff and Commissioners Heck and Martin. Guests attending included Roy Baldwin, Raleigh Drive, Lancaster, PA 17601.
- II. **Review and Approval of Parks & Recreation Board Meeting October 2, 2013 Minutes** – Lynn Miller accepted the motion to approve the October 2, 2013 Minutes as written. Mike Keene seconded the motion. The motion was approved unanimously.
- III. **Treasurer's Report** – In Mr. Walz's absence, there was no report.
- IV. **Committee Reports:**
  - A. **Facilities** – Mr. Keene reported on status of Jaycee Park.
  - B. **Personnel** – No report.
  - C. **Program** – Mr. Hillard reported that discussion was held in a recent Program Committee meeting regarding on-line registration process and issues. The on-line registration process (navigation) seems to be catered to the "more advanced generation". Recreation & Park Planning Director Earnest explained that the on-line registration capability (via the Township website) was repaired and is now fully functional. Director Earnest explained that WebTrac now has its own server located at the Township building and also briefly how to obtain an account on WebTrac. Director Earnest shared while she would like the option for the Recreation & Park Planning Department to have its own dedicated web site, she understands the Township's point of view where one website is sufficient. Chairman Bohan asked Mr. Hillard (Program Committee) to make recommendations to the Board.
  - D. **Youth Sports** – Mr. Lee reported that the 2014 User Fee proposal passed unanimously. Mr. Lee asked Director Earnest if these needed to be added to the Fee Schedule. Director Earnest stated that yes, they did need to be added and that she and Mr. Lee would meet to discuss. Mr. Lee also updated Board members on the status of the Manheim Township Soccer Club (also shared this information via e-mail). A smaller executive board structure was suggested and then they could move forward from there.
- V. **Director's Report** – In addition to the Director's Reports that were enclosed, Director Earnest reported on:
  - A. **Park Planning Update** – Director Earnest reported that a meeting with the consultants (YSM) was held prior to the Board meeting tonight in order for them to present findings on the three (3) parks that Master Site Plans are being developed. Invitations will be sent out for a public meeting that will be held in January. Chairman Bohan asked where the public meeting would be held. Director Earnest explained that the meeting would be held either at the Township building or at the Library.
  - B. **LASA Planting Update** – Director Earnest reported on the status of this project. LASA recently reported that plants can not be moved until beginning of December and this project will be coordinated with the Public Works Department.
- VI. **Liaison Reports**
  - A. **Overlook Community Foundation Report** – Chairman Bohan reported that he was not in attendance to the last meeting. Commissioner Martin reported that the meeting was short and that the next meeting will address spending the funds and gearing down.
  - B. **Commissioner's Report** – Commissioner Martin reported that the Township 2014 budget has not changed. Commissioner Heck reported that the 2014 budget is on the Township website for public review. Commissioner Heck also reported that three (3) commissioners have reached the end of their term (Rick Casselbury, Mike Flanagan and Jim Martin) and the Township will welcome three (3) new Commissioners in 2014.
  - C. **School Board Report** – Mrs. Miller briefly reported on district's last meeting agenda. MTSD will swear in new members in December. Chairman Bohan entertained a motion thanking Mrs. Miller for all that she has done and her service for the Parks & Recreation Board. Mr. Lee seconded this motion.

**D. Boettcher House Museum Board Report** – Mr. Keene reported on the last Boettcher House program that was held (Civil War speaker on the life of John Reynolds and re-enactors) at the Boettcher House. There were 55 people in attendance. Minutes were enclosed for the last board meeting.

**E. Pathway Committee** – Director Earnest announced that the next meeting will be held November 21. Roy Baldwin, guest, reported that at the last meeting of the Transportation Technical Advisory Committee (TTAC) two (2) proposals for funding were introduced. One being the Lancaster Inter-Municipal Committee (LIMC) overall study for a path going from Upper Leacock to East Hempfield and the second for the Lancaster County path assessment which will be in 2014 with \$50,000 allocated for this project.

**F. MT Dog** – In Mr. Walz's absence, there was no report.

**G. Habitat MT** – Minutes were enclosed and next meeting is 11/14/13.

## VII. Action Items

**A. Request permission to partner with "Color Me Rad" 5K** – Director Earnest gave a brief overview of the race (June 14, 2014). We would receive a portion of each entry fee and a community non-profit (Edge Out Cancer) will also benefit. The location in Manheim Township is yet to be determined. Chairman Bohan asked what the anticipated expenses would be. Director Earnest stated that we expect to receive 10% of registration fees which should cover expenses. Mr. Keene made a motion to recommend this event to the Commissioners. Mr. Lee seconded this motion. Motion accepted; all in favor.

**B. Recommendation of Fee Schedule Changes to Commissioners** – 2014 Schedule of Fees were distributed. Fee changes are highlighted in yellow. Director Earnest reviewed and stated that Pool Pass Member fees and Pool Daily Admission fees have remained the same as in 2013. Director Earnest explained that the OAC public admission fees have been added to the fee schedule. Also added is the Skyline Parking Lot use fee. Discussion was held regarding adding a prime time fee for synthetic fields (MTAC). Overlook Falls Mini-Golf fees are also now included. Mrs. Miller made the motion to accept the fee schedule as presented. This motion was seconded by Mr. Hillard. Motion accepted; all in favor.

C. Motion to reschedule the January 2, 2014 meeting to January 8, 2014 – Mr. Keene made a motion to reschedule the January 2, 2014 Manheim Township Parks & Recreation Board meeting to January 8, 2014. This motion was seconded by Mr. Lee. Motion accepted; all in favor.

## VIII. Discussion

A. **Old Business (none)**

B. **New Business (none)**

## IX. Correspondence

**X. Public Comments** – Roy Baldwin, President of the Manheim Township Historical Society, shared the conceptual plan for the addition of a 24' x 30' patio (south side) to the Stoner House which has already been presented to Lisa Douglas, Planning & Zoning Director. Director Douglas asked that the plan be recommended by the MTPR Board. Mrs. Miller asked if there was any electrical outlets proposed. Mr. Baldwin stated that there were two (2) incorporated within the plan. Mrs. Miller made a motion to accept the conceptual patio plan as presented. Mr. Keene seconded this motion. The motion was accepted, all in favor.

Chairman Bohan reminded the Board about the annual Appreciation Dinner.

**XI. Adjournment** – The meeting was adjourned at 7:35 PM. Approved unanimously.

Respectfully submitted,

Lorri Haney