

Manheim Township Parks & Recreation Board

**MONTHLY BOARD MEETING MINUTES**

**Wednesday, March 12, 2014**

**(Rescheduled from March 6, 2014)**

I. The meeting of the Manheim Township Parks and Recreation Board was held in the Stauffer Mansion Blue Room on Wednesday, March 12, 2014. Chairman Bohan called the meeting to order at 6:30 PM. In addition Chairman Bohan, board members present included Dumser, Elliott, Hillard, Keene and Lee. Member DeLeo arrived at 7:53 PM. Also present was Commissioner Heck, Recreation & Park Planning Director Earnest and Public Works Director Neff. Board Commissioner DeMeo was absent. Guest attending included Mr. Larry Pulkrabek, 230 Eshleman Road, Lancaster, PA 17601.

II. **Review and Approval of Parks & Recreation Board Meeting January 8, 2014 Minutes** – Mr. Hillard made a motion to approve the January 8, 2014 Minutes as written. Mr. Keene seconded this motion. The motion was approved unanimously.

III. **Treasurer's Report** – Chairman Bohan questioned Recreation & Park Planning Director Earnest if there was any report. Director Earnest reported that there have been no changes since the end of the year.

IV. **Committee Reports:**

**A. Facilities** – Mr. Keene had no report.

**B. Program** – Mrs. Dumser reported that there was a meeting held at the end of February. Discussion was held about how well attended the winter programs have been despite the weather. The spring aquatic programs edition has been mailed and the summer activities are being finalized. Adult & Family Program Manager Norton is doing research on obtaining a recreation website (separate from the Township website). Becky Slick, Facilities Program Manager informed the Program Committee members that she was required to provide information to Director Earnest on Senior Citizens pool discounted daily rate (Item VII. Action Items, Item A. on tonight's agenda).

Mr. Hillard asked Director Earnest about Commissioner Mecum's recommendation to have a "nanny" pool pass. Director Earnest stated that she will share staff recommendations for this request under Action Items (below).

**D. Youth Sports** – Vice-Chairman Lee reported that reports will be compiled for this year's Youth Sports User Fees that have been collected. Vice-Chairman Lee stated that Manheim Township Baseball Softball Association has opted out. MTBSA will pay the resident non-profit rate. There is also a separate agreement between Manheim Township and MTBSA for the use of the Foundation fields where they will pay half of the maintenance fees.

V. **Director's Report** –

Director Earnest asked if there were any questions regarding the report that was distributed. Mr. Keene asked if there was an update on the Grandview Chase NFWF grant (February 2014 report). Director Earnest reported that a meeting will be held Kelly Gutshall, Land Studies, on 3/17/14. The Township will not be funding any part of this grant. Director Earnest stated that she will report back to the Board next month.

Director Earnest reported on:

A. Park Planning Update – The Public Meeting was held 1/22/14 at the MTPL Morgan Center at 6 PM. Chairman Bohan stated that the Comprehensive Plan Planning public meeting was a very successful meeting. Mr. Keene suggested that a map of the entire Township be posted at the next public meeting.

B. Update on Skyline Pool repairs – Director Earnest reported that the Skyline Pool gutter and filtration remediation plan was included within the packet. Director Earnest reported that this repair will correct the issue that we are having with the water leveling. Director Earnest explained that the pool needs to be drained for the repair to be made. Public Works Director Neff explained that if the repair cannot be corrected within the three week period in April, that we will have to continue this year with the issue unsolved and address in the fall along with the second phase of the repair process. This repair will correct the circulation capacity which will fix the issue that we are having now with the pumps overheating. Chairman Bohan asked if the repairs are necessary due to a design flaw. Public Works Director Neff explained that, at the time, (of redesign) it was an economical decision that was made in not upgrading the system which we are doing now.

VI. **Liaison Reports**

**A. Overlook Community Foundation Report** – Chairman Bohan reported that the minutes of the last meeting were included in the packet. Chairman Bohan stated that one item that was acted upon was at the meeting was the disbursement of funds (\$50,000) to the Manheim Township Historical Society for the Stoner House.

## VI. Liaison Reports (*Cont'd.*)

**A. Overlook Community Foundation Report** (*Cont'd.*) – Mr. Keene had a question regarding the \$5,800 funds approved (listed on February 2014 minutes) for landscaping and grading (removal of mounds). He explained that on 10.26.12, \$9,800 was allotted for the purchase and planting of shade trees and, to date, no shade trees have been planted. He further questioned if the \$9,800 and the \$5,800 were still existing in order to perform the landscaping and grading and the shade tree plantings. Director Earnest stated that the funds are left. Public Works Director Neff explained that the shade trees purchase and plantings were put on hold until after the landscaping and grading were completed. After the landscaping and grading is complete, an area assessment will be made as to how many shade trees (30-100) can be planted. Director Earnest shared that she had submitted the information to Ann Yost of Master Site Planning consulting firm YSM and that a recommendation from this firm will be used in the design and planting of the area. Chairman Bohan stated that he will contact Finance Director Stratchko to request a total list of disbursements made from the Foundation account (from the beginning).

**B. Commissioner's Report** – Commissioner Heck reported that “things have been fairly quiet”. Chairman Bohan thanked the Commissioners for extending the opportunity to discard yard waste free (due to winter storms) at the compost site. Chairman Bohan shared that when he went to the compost site, he was asked what his zip code was. When stating 17601 the guard said he was good. Discussion held on how residents are identified (at the site), as some 17543 zip codes are not Manheim Township. Township ID card necessary? Also discussed was the extension of the free yard waste deadline (ended Sunday, 3/9). Commissioner Heck asked Chairman Bohan to share extension deadline recommendation to Township Manager Molchany (copy all commissioners).

**C. School Board Report** – In Mr. DeLeo's absence, there was no report. Chairman Bohan reported that full day kindergarten has been approved at all buildings within the district.

**D. Boettcher House Museum Board Report** – Mr. Keene reported that the first program of the season was held held (SKH, The Garden Guy).

**E. Pathway Committee** – Director Earnest reported that the last meeting's minutes were included within the packet which included the 2014 list of priorities.

**F. MT Dog** – Mr. Hillard reported that the group will be performing an internal audit of their financials next week. Chairman Bohan asked if there were any requirements (with the Township) in 2014. Director Earnest stated that she will send the Agreement to Mr. Hillard.

**G. Habitat MT** – Mr. Hillard (?) shared that the majority of the discussion at the last meeting was regarding the upcoming Native Plant Festival. Director Earnest reported that the event will be held at the library and information (poster) was available at the Mansion front desk.

## VII. Action Items

**A. Recommendation to BOC on senior pool daily rate and limiting busy days to residents and season pass holders** – Director Earnest distributed list of staff recommendations on this topic. Director Earnest reported that she met with the Commissioners to discuss the following and was charged with, 1.) establish a senior citizen daily rate, and 2.) exclusion non-residents on holidays. These items were then presented to Facilities Program Manager Slick for her recommendations. In addition to holidays (item 2.) busy days were added. Staff recommended that the senior citizen discounted daily rate be only for residents of Manheim Township and \$1 off weekday and weekend rates was recommended. After 5 PM discount is recommended to stay as current rate (\$6). Director Earnest reviewed current definition of immediate family criteria for membership and the reasons for staff not recommending the addition of “nanny” passes. Chairman Bohan commented that he was in favor of the senior citizen discount but said that the discount should be more than \$1 off the daily rate. Director Earnest stated that she has concern about the monetary effects that these discounts would impose due to the fact that whatever is not covered in income will be subsidized by tax dollars. Chairman Bohan stated that a different recommendation can be presented, but ultimately, the commissioners will make the decision. Vice-Chairman Lee commented that he felt it would be difficult for the decision to be made as to when the pool is considered “too busy” to no longer accept non-resident entrance. Director Earnest shared that there were only two (2) or three (3) days during 2013 season that was considered exceptionally busy. Director Earnest shared that if any changes are made, they will not have been advertised for 2014 as the Aquatic Guide has already been printed and mailed out. Chairman Bohan suggested tabling this tonight and creating a sub-committee (can be virtual) for discussion and present at a future meeting. Mr. Lee made a motion to not make any changes to the pool daily season rates schedule for 2014. Mr. Hillard seconded this motion. The motion was approved unanimously.

Member DeLeo arrived at 7:53. Chairman Bohan asked if he would like to make a School Board report (IV. Liaison Reports). Mr. DeLeo reported that all day kindergarten has been approved for the 2014-2015 school year. He also reported that the search continues for a new school superintendent and the deadline is July 1, 2014. Budget will be approved by June 1.

**VII. Action Items (Cont'd.)**

**B. 2014 Youth Sports fee calculations** – Discussed previously (IV. Committee Report, Item D. Youth Sports).

**VIII. Discussion**

**A. Old Business (none)**

**B. New Business**

- 1.) Request for additional lighting at Community Park – Director Earnest reported that two (2) residents have requested additional lighting at Community Park. A Capital Improvement Project will be prepared for presentation for 2015 budget.
- 2.) Letter of support for maintaining the integrity of Stauffer Park land – Chairman Bohan reported that PennDOT has contacted the Trustees of Stauffer Park and asked for Stauffer Park land in order to address road/intersection improvements (Lititz Pike at front of park - west) and in turn, the Trustees have asked the Board to write a letter to PennDOT asking them to maintain Stauffer Park land as existing. Director Earnest shared that according to PennDOT proposal (adding additional lane) would make the road six feet from Stauffer Park property.
- 3.) Request for designated winter trail maintenance – Due to weather this winter, park/trail paths have not been cleared. Director Earnest suggested that before making a recommendation on this a cost analysis has to be completed. Director Earnest reported that the fields at MTAC are clear and rentals will begin.
- 4.) Request for additional tennis courts – Director Earnest reported that she has received a request to put additional tennis courts within Manheim Township. Director Earnest stated that this is not a recommendation that was included in the Comprehensive Plan but this item could be added as a capital item for 2015.

Director Earnest stated that whenever she speaks with someone that has any park or recreation request she invites them to attend the Board meeting.

**IX. Correspondence**

Cross-country skier thank you – Received (enclosed February package) and LNP News article on Comprehensive Plan meeting (enclosed March package).

**X. Public Comments:**

Larry Pulkrabek, guest, commented that the MTPR Board serves a diversity of people within the Township and deserves a lot of attention from the Board of Commissioners.

MTPR Board ID's – Margie to remind board once ID card printer is online.

Chairman Bohan shared information on "Go Stride" app which searches for activities in your area (NRPA hosted). How can our events be added? Director Earnest stated that she will investigate.

Director Earnest distributed 2014 Directories and info cards.

**XI. Adjournment** – The meeting was adjourned at 8:20 PM.

Respectfully submitted,

Lorri Haney