

MONTHLY BOARD MEETING MINUTES

Tuesday, November 11, 2014

- I. The meeting of the Manheim Township Parks and Recreation Board was held in the Stauffer Mansion Blue Room on Tuesday, November 11, 2014 (rescheduled from November 4, 2014). Chairman Bohan called the meeting to order at 6:30 PM. In addition Chairman Bohan, board members present included DeLeo, Keene and Dumser. Mr. Lee was absent. Also present was Commissioner DiMeo and Recreation & Park Planning Director Earnest. Guests attending: The Farrell Family (John, Jeanne, Hank and Jane), 356 Ashford Drive, Lancaster, PA 17601 and Commissioner Hodge.

Chairman Bohan thanked all for their attendance tonight as the meeting was rescheduled from last week due to Elections.

- II. **Review and Approval of Parks & Recreation Board Meeting October 7, 2014 Minutes** – Mr. Keene asked that a sentence within the minutes be corrected at Item V., Director’s Report – currently state, “Mr. Keene stated that Eagle Scout projects can not be replaced with park maintenance”. Sentence correction: “Eagle Scout projects cannot replace park maintenance.” Mr. Keene made a motion to approve the October 7, 2014 Minutes as corrected. Mr. Hillard seconded this motion. The motion was then approved unanimously
- III. **Treasurer’s Report** – Chairman Bohan stated that the board did get a copy of the Recreation Budget (2015). Recreation & Park Planning Director Earnest explained that the Parks and Capital budgets (2015) were presented last night and she will send these budgets to members in electronic format once it is received. Chairman Bohan requested a summary of income and expenses for each cost center. Director Earnest stated that she can prepare this. Commissioner DiMeo explained that the 2015 budgets are within public review currently and will be finalized December 15, 2014.
- IV. **Committee Reports:**

A. Facilities Management – Mr. Keene questioned whether the Township’s line painting contract has been completed for 2014. He further reported that many of the road lines within the Overlook Community Campus are no longer visible (faded). Commissioner Hodge explained that the line painting was inclusive with the road paving. Director Earnest stated that there is at least one park that is earmarked for line painting in the 2015 budget – Skyline Park. Mr. Keene asked for explanation of the following items that were included in the Commissioner’s Minutes: 1.) 10/16/14 Public Meeting (8 AM) - Phil Mellott suggested closing Skyline and limiting Skyline and Overlook’s competition. Mr. Keene stated that this sentence should either be explained or retracted. Director Earnest stated that he “was speaking off the cuff” and it was his personal opinion. Commissioner Hodge stated that the closing of Skyline was not going to happen; 2.) Mr. Molchany suggests that Landis Woods wetland issue can be resolved by taking the signs out and closing the paths off. Commissioner DiMeo stated that discussion was held on the path issues and nothing has been determined as a resolve. Director Earnest stated that there is a Master Site Development plan for Landis Woods and will follow a good majority of the recommendations that have been made. Director Earnest reported that funds have been requested in the 2015 budget that would enable the Township to apply for a 2016 grant which would fund fifty-percent (50%) of wetland decking/trail project. Mr. Keene also commented on Commissioner Heck’s request for a comparison of maintenance (Parks vs. Public Works). Director Earnest shared that Phil Mellott (who has been on the job 3 months) suggested putting the Parks and Public Works budgets “all in one pot”. Director Earnest stated that she and Commissioner Heck both said that these budgets should continue to be separated and a facility costing by each site. Mr. Keene questioned the retirement of an employee, the replacement of that employee with a current employee that now has double the amount of duties. Director Earnest stated that the Township will be hiring another person to assist Phil Mellott. In addition, Director Earnest stated there are two (2) maintenance positions open which are now in the process of interviewing. She will report back to the board as to who was hired. Mr. Keene also questioned irrigation at the Manheim Township Athletic Complex. Director Earnest stated that at this point we need the field re-graded and seeded for 2015 use. Director Earnest will report back on the status of this project. Director Earnest urged members to contact her if they had any questions prior to the meeting in the hopes that an answer can be perhaps be given and discussion take place. Mr. Keene reported that a tree has been cut down at Stoner Park (near the pipeline). Director Earnest explained that if the tree is now downed by Manheim Township (staff) then the service that is used is Gephart’s and they have been instructed how to down the trees in order that the wood can be used. Park wood is utilized as detailed in this month’s Director’s Report.

B. Facilities Coordination – In Mr. Lee’s absence, there was no report.

(Continued)

IV. Committee Reports: (Cont'd.)

C. Program – Mrs. Dumser reported that the committee did meet (October) and discussion was held with regard to Fall programs attendance and working on Winter/Spring 2015. Using Facebook to advertise individual classes.

D. Youth Sports – No report.

E. Personnel – Chairman Bohan asked if any interview (for Board openings) has been set up. Director Earnest explained that she had been in contact with Mr. Lee regarding this but he is not here tonight. Director Earnest anticipates that recommendations for these members will be presented at next month's meeting. The MTPR Board's vote will then be presented by Mr. Lee at a Commissioner's meeting.

V. **Director's Report** – Chairman Bohan announced that the Stauffer Holiday Open House will be held Sunday, December 7 from 1 to 4 PM. Director Earnest had no further comments regarding the report.

Chairman Bohan shared that he had met with the new School Superintendent, Mr. John Nodecker.

Guest, Hank Farrell, Boy Scout, introduced himself and asked questions about the department and the parks. Mr. Farrell asked how the parks and programs are funded. Director Earnest explained that approximately \$2.8 million is designated for the parks and recreation budget. Funds are received through allocated tax dollars and programs are funded by program fees that pay the facility costs and the instructor's fee. Mr. Farrell asked how land is acquired to make it into a park and also who decides what amenities will be in the park. Chairman Bohan explained that there are several ways that the Township acquires land. In the acquisition of Landis Woods, the property was donated where the Athletic Complex on Weaver Road was purchased, Chairman Bohan explained. Director Earnest shared that Perelman Park and the Overlook Community Campus were partially funded by grants received. Mr. Keene explained to Mr. Farrell, in addition to the ways previously mentioned, the Township also acquired recreation space through the Subdivision and Land Development Ordinance. Mr. Farrell asked how residents can help to maintain the parks. Chairman Bohan stated that the biggest thing that someone can do is use the parks, further explaining that there are a lot of residents that don't even know where all of the park are. Director Earnest explained that there are two annual events that the Township participates in, Day of Caring and the Great PA Clean-Up. Director Earnest encouraged Mr. Farrell to get his Boy Scout involved in these annual events.

VI. Liaison Reports

A. Overlook Community Foundation Report – Chairman Bohan stated that the Overlook Community Foundation Report was enclosed. Mr. Keene stated that he did not receive the minutes. Chairman Bohan reported that he made a motion at the meeting that funds, if remaining after dissolution return to the Township and be earmarked for water fountain and restroom facilities at Destination playground. The motion was past unanimously. Mr. Keene shared that lighting might be needed around the Destination playground area. Director Earnest explained that there will be lighting on the restroom building.

B. Commissioner's Report – Commissioner DiMeo reported that the 2015 Budgets are under public review at this time and will be voted on December 15, 2014.

C. School Board Report – Mr. DeLeo reported that the Board voted on the candidate for the Director of Open Campus. Mr. DeLeo shared upcoming School Board meeting dates.

D. Boettcher House Museum Board Report – Mr. Keene reported on the Veteran's Day program that was presented Sunday, November 9th.

E. Pathway Committee – No meeting. Director Earnest shared Belmont Development maps that were distributed. Director Earnest briefly reviewed pathways within this development. Commissioner Hodge said Mr. Frey (developer) always does the right thing and goes above and beyond. Chairman Bohan shared Annapolis, MD story about QR Codes at museums, stores and restaurants.

F. MT Dog – No meeting; upcoming meeting in November (next week).

G. Habitat MT – Director Earnest reported that the minutes were enclosed. Isaac's fundraiser Thursday, November 6. Director Earnest will resend invitation.

VII. Action Items

A. Resolution 2014-1 – Mr. Keene made the motion to reaffirm and update Park Rules and Regulations. This motion was seconded by Mrs. Dumser. Chairman Bohan thanked Mr. Keene for all of his work on this project. Motion past unanimously. Mr. Keene shared a few rules and regulations that are still published that have been changed. Director Earnest will investigate these.

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VIII. Discussion

A. Old Business

VIII. Discussion (Cont'd.)

B. New Business

Chairman Bohan stated that he previously mentioned the Holiday Open House that will take place on December 7, 2014. Chairman Bohan also reminded members that the Appreciation Dinner is December 11, 2014.

IX. Correspondence (None)

- X. Public Comments** – Jane Farrell, guest, shared that her Girl Scout Troop participated in a community garden and explained what vegetables were planted. Chairman Bohan thanked the Farrell family for attending.

- XI. Adjournment** – The meeting was adjourned at 7:10 PM, with a motion made by Mr. Keene. Mr. DeLeo seconded the motion. Motion approved.

Respectfully submitted,
Margie Earnest, Secretary
Manheim Township Park and Recreation Board