

Manheim Township Parks & Recreation Board

**MONTHLY BOARD MEETING MINUTES**

**Tuesday, February 3, 2015**

- I. The meeting of the Manheim Township Parks and Recreation Board was held in the Stauffer Mansion Blue Room on Tuesday, February 3, 2014. Chairman Bohan called the meeting to order at 6:30 PM. In addition Chairman Bohan, board members present included DeLeo, Greene, Hillard, Humma, Keene and Lee. Also present was Commissioner Heck and Recreation & Park Planning Director Earnest.

Jonathan Humma and Rick Green, new members, introduced themselves and shared information about themselves.

Chairman Bohan explained expectations for the board's communication process.

- II. **Review and Approval of Parks & Recreation Board Meeting January 7, 2015 Minutes** – Mr. Keene made a motion to approve the February 3, 2015 Minutes as written. Vice-Chairman Lee seconded this motion. The motion was then approved unanimously.

- III. **Treasurer's Report** – Recreation & Park Planning Director Earnest stated that she will report on the Parks Capital budget next month.

Chairman Bohan forwarded to Item VIII. Action Items:

**VIII. Action Items**

- A. **Committee Assignments** – Chairman Bohan explained the structure and responsibilities of each of the Board Committee Assignments (included in packet). Mr. Humma has been added as support on the Facilities Maintenance Committee and Mr. Green has been added as support to the Program Committee. Chairman Bohan also explained Board Member Liaison members and stated that the Board's purpose was to offer a "sounding board for the community and a support system for the staff of Parks and Recreation". Vice-Chairman Lee made a motion to approve the Committee Assignments listing with the following changes: Change Facilities Management committee title to Facilities Maintenance, correction of John Hillard's name – delete "i" in last name; correction of Ricky Green's name to Rick Green; and correction of Mr. Green's name listed on the Program Committee to Rick. With those corrections, noted Mr. Hillard seconded this motion. The motion was then approved unanimously.

**IV. Committee Reports:**

- A. **Facilities Management (Maintenance)** – Mr. Keene reported a police incident where turf damage was realized on the Overlook Community Foundation soccer fields (vehicle). Director Earnest reported that the extent of the damage cannot be determined until the snow melts. In addition to turf damage, there might be sprinkler damage as well.

Mr. Keene questioned status of cost analysis of snow removal on walking paths (mentioned in March 2014 Board Minutes). Mr. Keene commented that Manheim Township's slogan is "Healthy Community" and explained that if walking paths are not cleared than the "Healthy Community" is not being presented. Chairman Bohan stated that the paths at Landis Valley Farm Museum have been snow-free all winter. Director Earnest explained that there are predesignated paths that have snow removal. She further explained that the snow removal cost analysis was previously being worked on by Carl Neff, Public Works Director (since retired) as a result of John Furry's request (Pathway Committee) regarding path maintenance. Director Earnest stated that she will pass along to Phil Mellott, Public Works Director. Mr. Keene stated that the shed (next to restrooms) lights are still on. Director Earnest explained that she did send a message regarding this issue and she will follow up. Mr. Keene questioned the status of the reopening of the skate park. Director Earnest shared an update. She explained that the OAC roof repairs are not complete, so roofing equipment is still in the skate park area. Also, the ramps have snow on them and the repairs to the current skate park equipment did not happen before the winter temperatures set in. The roofing company damaged a piece of the equipment which they have received an estimate for and will pay for the damages to repair it. Director Earnest suggests that the equipment piece not be repaired (as all needs replaced) and the money received from the roofing company be used when new equipment is purchased. Mr. Keene suggested purchasing the new equipment and replacing it in a timely manner as this is a heavily used park amenity. Director Earnest explained that the money needed to be put in the budget before equipment can be purchased and it is not in the 2015 budget. She further explained that the existing equipment will be repaired. Chairman Bohan reported that both new members will also receive a parks tour.

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#### IV. Committee Reports: (Cont'd.)

**B. Facilities Coordination** – Mr. Lee had no report.

**C. Program** – No report. Winter/Spring Activities edition currently out. Director Earnest reported that the Aquatics Guide is currently being prepared. Mr. Keene reported on the nature program “Owl Prowl” which he attended. Mr. Keene shared owl information that was distributed at the program.

**D. Youth Sports** – Vice-Chairman Lee reported that it is sign up time for most of the youth sports organization. He shared that he sent an e-mail to the Girls Lacrosse group reminding them to remove the sign up information signs after their sign ups.

**E. Personnel** – Chairman Bohan reported there was no report. Director Earnest reported on the status of the hiring of the Youth Sports and Fitness Manager position (due to Terry Hildebrand’s retirement 4/30/15). Deadline for receipt of applications was originally set at 2/3/15 but has been extended to 2/9/15. The Personnel Committee will interview the top ten (10) candidates. When second interviews occur, Sean Molchany, Township Manager, will be present.

**V. Director’s Report** – The Director’s Report was enclosed within the packet. Director Earnest updated members of a few projects that were included within the report. A Stauffer Trustees meeting will be held on 2/18/15 at 11 AM at the Fulton Bank Office, 1 Penn Square. The parking lot project (south of park at Marshall Avenue) will begin March 1, 2015. Trustee, Vince Lattanzio, passed away on 1/9/15. The Trustees are currently in the process of finding his replacement from Fulton Bank. Director Earnest announced that she is researching pet waste stations for park pathways which will be discussed at the March meeting. She further explained that one of the reasons that we currently do not have pet waste stations is due to the “Carry In, Carry Out” program that our park system has. In 2006 when the program was initiated, the Township realized a \$50,000-\$60,000 savings. Chairman Bohan reported that he was glad to see that we currently have five (5) Eagle Scout projects in motion. PRPS Conference discussion. Chairman Bohan asked Director Earnest if Dan Graybill (Overlook Swim Team Coach, 36 years) was also retiring as the High School Coach. Director Earnest explained that Dan would still be coaching at the High School and a recognition was being planned for Mr. Graybill at April board meeting. Mr. Keene asked if the slide at Skyline was going to be replaced this year. Director Earnest explained that these repairs are going out to bid. Functional aspects of the repair will be presented in Phase I of the bid document and three additional amenities options also will be included. Director Earnest explained that her Facilities Manager will review to make sure she is comfortable with safe lifeguarding options. Chairman Bohan asked Director Earnest if she would share the three (3) options with the Board. She stated that she would.

Mr. DeLeo reported that he researched information on the Community Life Task Force. Director Earnest stated that she would attend a meeting if he wanted to go.

#### VI. Liaison Reports

**A. Overlook Community Foundation Report** – Foundation dissolved. This item will be removed from the agenda.

**B. Commissioner’s Report** – Commissioner Heck reported that the two (2) items previously mentioned (Skyline Slide replacement and Pet Waste Stations) have been brought to the Commissioners attention. Commissioner Heck invited the board to present feedback regarding these two items back to the Commissioners.

Request on field rentals for 2014. Director Earnest stated that she would direct staff to report on use hours and dollars per field.

**C. School Board Report** – Mr. DeLeo reported that the Verizon lease for a cell tower was approved and also approval of the 2015/2016 school calendar. Mr. DeLeo also reported that the board will not raise taxes by more than 1.9%.

**D. Boettcher House Museum Board Report** – Mr. Keene had no report. There was no meeting due to inclement weather. Mr. Keene shared that the meeting in February has been rescheduled to 2/19/15 due to 2/18/15 falling on Ash Wednesday. He stated that he didn’t recall the meeting ever being rescheduled for Ash Wednesday.

**E. Pathway Committee** – No report.

**F. MT Dog** – Mr. Hillard reported that a meeting was held in January, looking to appoint a new Communications Chairman.

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**G. Habitat MT** – Director Earnest reported that the Native Plant & Wildlife Festival is scheduled for Saturday, April 25<sup>th</sup> with a speaker scheduled for Friday, April 24<sup>th</sup> at the MT Convocation Hall. Currently scheduled on the date of the event are five (5) nurseries, twenty-five (25) educational displays, four (4) live animal exhibits and thirteen (13) speakers.

**VIII. Discussion**

**A. Old Business (None)**

**B. New Business**

Additional Lighting at Community Park (resident request) – Director Earnest reported on a resident request for additional lighting at Community Park. Director Earnest explained that she has spoken with resident and also sent a letter stating that additional lighting is not needed. She invited resident to attend the February meeting if he wished to discuss with the Board.

**IX. Correspondence** – None.

**X. Public Comments** – None.

**XI. Adjournment** – The meeting was adjourned at 7:55 PM, with a motion made by Mr. DeLeo. This motion was seconded by Mr. Hillard. Motion approved unanimously.