

Manheim Township Parks & Recreation Board

MONTHLY BOARD MEETING MINUTES

Tuesday, March 10, 2015

(Rescheduled from 3.3.15 due to inclement weather)

- I. The meeting of the Manheim Township Parks and Recreation Board was held in the Stauffer Mansion Blue Room on Tuesday, March 10, 2015. Chairman Bohan called the meeting to order at 6:32 PM. In addition Chairman Bohan, board members present included DeLeo, Greene, Hillard, Humma, Keene and Lee. Also present was Commissioner DiMeo and Recreation & Park Planning Director Earnest. Also present was Jeff Kurtz, President MTBSA.

Chairman Bohan updated the members on the removal of snow at the Landis Valley Farm Museum paths. The Farm Museum does remove the snow except for where the pine trees are (7/8 of the path). Director Earnest stated that she will share additional information regarding this later in the meeting.

- II. **Review and Approval of Parks & Recreation Board Meeting February 3, 2015 Minutes** – Mr. Lee made a motion to approve the February 3, 2015 Minutes as written. Mr. Keene seconded this motion. The motion was then approved unanimously.
- III. **Treasurer's Report** – Recreation & Park Planning Director Earnest reported on the Capital Reserve Fund. The current balance in the Parks Capital fund is \$414,800. Director Earnest further reported that the majority of the 2015 allocation will be used at Skyline Pool for repairs and improvements (approximately \$330,000). Director Earnest shared bid information on various pieces of equipment/amenities that are under consideration for the Skyline Pool improvements. Director Earnest continued by reporting on the remainder of the budget: \$62,500 has been allocated for pavilions and accessible paths in Community Park, \$5,000 allocated for outdoor stage improvements at Landis Woods. To date, the only monies expended was for path maps. Director Earnest stated that she will request that this expense be moved to the regular capital account (Pathways and Improvements). Chairman Bohan asked Director Earnest what the estimated parks capital revenue was for the next few years. Director Earnest explained that it is estimated that the 2015 fund will realize approximately \$55,000.

IV. **Committee Reports:**

- A. ***Facilities Management (Maintenance)*** – Director Earnest reported that she had met with Public Works Director Mellott with regard to snow removal of park pathways. Director Mellott agreed that the following paths could be cleared after roadways path parallel to east Delp Road at Landis Woods entrance, Stoner Park path (along Eden Road), Overlook Community Campus path parallel to Granite Run Drive including pedestrian crossing, path parallel to Petersburg Road at frontage to Community Park. Director Earnest reported that the Golf Department is removing the snow in order to access the driving range. A maintenance meeting will be held.
- B. ***Facilities Coordination*** – Vice-Chairman Lee reported that he had met with Director Earnest to discuss and establish prime time hours and seasons at Manheim Township Athletic Complex (MTAC). Vice-Chairman Lee also reported that he will report on the usage of MTAC at next month's meeting.
- C. ***Program*** – Mr. DeLeo reported that a Program Committee meeting will be scheduled for June. Chairman Bohan stated that the 2015 Spring Aquatic Guide is out.
- D. ***Youth Sports*** – Vice-Chairman Lee had no report.
- E. ***Personnel*** – Chairman Bohan reported that ten (10) interviews were conducted for the Youth Sports & Activities Manager position that is open. The position has been offered to Matthew Stopa and will begin April 6. Terry Hildebrand retiring April 30. Chairman Bohan explained the interview process.

Director Earnest reported that Dan Graybill, retired as Overlook Swim Team Head Coach after 36 years. Mr. Graybill will be invited to next month's meeting (April 7) and will be presented with a plaque (for himself) and a plaque that will be mounted at Overlook Pool. Director Earnest also reported that Eric Urban has been hired as Head Swim Coach for Overlook Swim Team. Mr. Urban has been an assistant coach working alongside Mr. Graybill for a few years and also has been a lifeguard and a pool manager and will do a great job for us, Director Earnest believed.

Director Earnest shared that she will invite Terry Hildebrand and Matt Stopa to next month's meeting in order to extend well wishes in retirement to Mr. Hildebrand and welcome wishes to Mr. Stopa.

(Continued)

V. **Director's Report** – The Director's Report was enclosed within the packet. Chairman Bohan asked what the comparison (2014 vs. 2015) in park pavilion rentals to date that was reported. Director Earnest reported that we were "on par" as compared to last year. She also reported that we realized \$46,000 in rental income last year (2014). Mr. Keene questioned why we are down one (1) field at MTAC. Director Earnest explained that we do not have use of one of the fields. A floor repair is needed at the Overlook Activities Center, which will be repaired 4/3/15. Chairman Bohan asked about the pet waste stations. Director Earnest reported that is an action item on tonight's agenda. Mr. Keene asked about the Stauffer Mansion chimney repairs. Director Earnest reported that the repairs have begun. Director Earnest reported on the reconfiguration of the southern parking lot at Stauffer Park due to Marshall Avenue renovations. Director Earnest shared program information sheets on the Native Plant & Wildlife Festival and Thomas Rainer speaking engagement. Also, May 2 is the Great PA Cleanup which will focus on Overlook Community Campus.

VI. **Liaison Reports**

- A. **Commissioner's Report** – Commissioner DiMeo reported that the new sign that has been erected at the entrance of Overlook Community Campus (Lititz Pike) will be lighted. She further explained that the contractor is waiting for the ground to thaw before conduit can be installed.
- B. **School Board Report** – Mr. DeLeo had no report. Chairman Bohan asked if the snow days will be made up at the end of the school year. Commissioner DiMeo stated that students were told that one of the days will be made up during the Easter holiday (Monday).
- C. **Boettcher House Museum Board Report** – Mr. Keene had no report (minutes enclosed). First program to be held March 15 (K-Pets, therapy dogs).
- D. **Pathway Committee** – No report.
- E. **MT Dog** – Minutes were (electronically) attached.
- F. **Habitat MT** – Minutes were (electronically) attached.

VII. **Action Items**

- A. **Committee Assignments** – Assignments break down was e-mailed to all.
- B. **MTBSA request to place batting cage** – Guest, Jeff Kurtz, Manheim Township Baseball Softball Association (MTBSA) representative, requested permission from the board to place a batting cage between the fields located on the Overlook Community Campus. Batting cage specifications were distributed. Vice-Chairman Lee questioned whether the batting cage at Municipal will be repaired. Mr. Kurtz stated that it will be renovated.
- C. **Additional lighting at Community Park – Official vote based on discussion in February** – Discussion was held regarding lighting at Community Park. The consensus of the Board members is that there is no additional lighting needed at Community Park.
- D. **Recommendation to Commissioners on Dog Waste Stations** – Director Earnest distributed background information. Director Earnest reported on the existing "Carry In, Carry Out" program. Discussion was held regarding supporting implementation on a trial basis in various location. Chairman Bohan and Mr. Keene suggested that further information will be gathered and reviewed by the Facilities Committee and will be presented at a future meeting.

VIII. **Discussion**

- A. **Old Business (None)**
- B. **New Business**

IX. **Correspondence** – None.

X. **Public Comments** – None.

Chairman Bohan commented on several of the 2nd interview questions that the candidates were asked. The hired candidate (Matt Stopa) presented a new program for a 5K and presented with an overlay over the map of Overlook Community Campus. Chairman Bohan commented that he was very impressed by his presentation.

XI. **Adjournment** – The meeting was adjourned at 7:29 PM.