

Manheim Township Parks & Recreation Board

**MONTHLY BOARD MEETING MINUTES**

**Tuesday, March 1, 2016**

- I. The meeting of the Manheim Township Parks and Recreation Board was held in the Stauffer Mansion Blue Room on Tuesday, March 1, 2016. Chairman Bohan called the meeting to order at 6:30 PM. In addition to Chairman Bohan, board members present included DeLeo, Green, Hillard, Keene, Kreiner and Humma. Also present was Commissioner DiMeo and Recreation & Park Planning Director Earnest.
- II. **Review and Approval of Parks & Recreation Board Meeting February 2, 2016 Minutes** – Vice-Chairman Keene made the motion to accept the minutes as written. Mr. Green seconded this motion. The motion was then approved unanimously.
- III. **Treasurer's Report** – Chairman Bohan announced there was a March Capital Budget update enclosed. Recreation and Park Planning Director Earnest commented that she created a 2016 Capital Budget worksheet (Excel). This will be updated to the Board each month. Director Earnest will be meeting with Guy Bunteman and John DeKnikker to discuss worksheet items.
- IV. **Committee Reports:**
  - A. ***Facilities Maintenance*** – Vice-Chairman Keene reported that spring park maintenance has started. Bench repair and wood carpet are a few maintenance items at Destination that have been completed. Director Earnest reported that Matt Stopa and Guy Bunteman met with Manheim Township Baseball/Softball Association's representative at Municipal Field to look at the existing bullpen which will be repaired.
  - B. ***Facilities Coordination / Youth Sports*** – No report. Director Earnest reported that she had received a call from a School District representative regarding the Recreation and Park Planning Department participating in a Job Fair that the School District is hosting on March 29; our department will participate.
  - C. ***Program*** – No report.
  - D. ***Youth Sports*** – No report.
  - E. ***Personnel Committee*** – No report.
- V. **Director's Report** – The Director's Report was enclosed within the packet. Director Earnest reported that she and the programming staff will attend the PA Recreation & Park Society annual conference which will be held March 13-16. Director Earnest reported that she has been asked to serve on the Governmental Affairs Committee as chairman.

Vice-Chairman Keene questioned status (part-time, full-time, volunteer) of internship offered for nature programs. Director Earnest explained that the intern would be paid if they are performing duties as a part-time employee. The intern applicant is a student at Penn State and his internship requirement is for 400 hours. Director Earnest also reported that the apartment is in working order at the Boettcher House and could possibly be used by the intern. She also stated that an agreement must be prepared for the use of the apartment.

Chairman Bohan asked the comparison (2015 vs. 2016) in the pavilion reservations to date (which are currently at 66). Director Earnest reported that is along the same track as 2015. Vice-Chairman Keene shared that he saw pavilion users at Destination Playground pavilion on Tuesday during the hurricane watch. Vice-Chairman Keene commented that no ice skating signs have been posted at the pond in Overlook Campus. Director Earnest reported that the "Toad Crossing" signs have been put up.
- VI. **Liaison Reports**
  - A. ***Commissioner's Report*** – Commissioner DiMeo reported
  - B. ***School Board Report*** – Mr. DeLeo reported that the District has hired the following staff: interim Director of Pupil Services, Human Resource Director and an interim Superintendent. A section has been added to the Agenda. On March 8 the Board will hold a community conversation from 7-9 PM in the Cafeteria and registration can be completed on the District website. March 10 work session has been moved to the High School Auditorium (6:30 PM) for a Superintendent search presentation. Chairman Bohan reported that he was pleased with the interim position choices.
  - C. ***Boettcher House Museum Board Report*** – No meeting, no minutes.
  - D. ***Pathway Committee*** – Director Earnest reported that a special meeting was held and the minutes (draft version) were enclosed. Director Earnest and Planning and Zoning Director Douglas met with representatives from Westminster Presbyterian Church, Worthington Development, Lancaster Bible College and the School District to discuss small tract to connect Landis Valley Road to Stoner Park. Director Earnest explained that deed questions regarding a cemetery on church and college properties needs to be resolved.

**E. MT Dog** – Mr. Hillard reported that a meeting was held in February, but due to illness he was not able to attend. He and Director Earnest will meet with this group to discuss undefined issues.

Chairman Bohan commented on the heavy usage at all areas of Overlook Community Campus.

**F. Habitat MT** – Director Earnest announced the date for the 5<sup>th</sup> Annual Native Plant & Wildlife Festival will be held Saturday, April 30 at the Overlook Community Campus from 9AM to 4PM. Director Earnest reported that the plants have been ordered for this event and many vendors have already signed up. Jodi Sulpizio, Naturalist, attends the Habitat MT meetings.

Reviewing the attached annual program evaluation, Chairman Bohan asked if a summary of programs can be prepared by season for the Board's review. Director Earnest stated that she will try to have staff accommodate this request; staff completes the annual review during down times that don't always coincide with the seasons.

**VII. Action Items**

None.

**VIII. Discussion**

**A. Old Business**

- 1.) Plan Update – Director Earnest reported that the plan was adopted by the Commissioners on 2/22/16. Director Earnest stated that the next step forward will be to ask the Commissioners to move forward with Phase 1 at Jaycee Park. She further explained that the deadline to apply for a DCNR grant (50/50 matching) is fast approaching. A copy of the Plan Summary will be at the front desk if anyone is interested in reviewing it. Director Earnest reported also that Lancaster County is in the process of updating their Master Plan. The program has been named "Places 2040" and representatives from Manheim Township will serve on this committee (Earnest, Douglas, Mecum and possible a staff member from Recreation & Park Planning).

**B. New Business**

None.

**IX. Correspondence** – Thank you for support received from Manheim Township High School from Mike Zell, Girls Softball Coach and Hoopiness instructor, Jenny Hill, news article that was published.

**X. Public Comments** – None.

**XI. Adjournment** – The meeting was adjourned at 7:03 PM with a motion made by Mr. Hillard. This motion was seconded by Mr. Humma. Approved unanimously. Next meeting April 5, 2016.