

Manheim Township Parks & Recreation Board

MONTHLY BOARD MEETING MINUTES

Tuesday, February 7, 2017

- I. The meeting of the Manheim Township Parks and Recreation Board was held in the Stauffer Mansion Blue Room on Tuesday, January 7, 2017. Chairman Bohan called the meeting to order at 6:30 PM. In addition to Chairman Bohan, board members present included Boufford, DeLeo, Keene and Kreiner. Mr. Hillard was absent. Also present was Recreation & Park Planning Director Margie Earnest, Commissioner Dave Heck and Youth Sports & Fitness Manager Matt Stopa. Guests included: Mr. Adam Whittaker, President, MT Soccer Club, 134 Prentis Place, Lancaster, PA 17601 and Mr. David Vissilaros, Vice-President, MT Soccer Club.

Chairman Bohan introduced Joseph Boufford, newly appointed board member. Mr. Boufford shared that he has been a resident since 2005, has two (2) children that participate in recreation programs, and does marketing for a firm that processes machinery.

Chairman Bohan introduce Matt Stopa, Youth Sports & Fitness Manager. Chairman Bohan commented what a "marvelous" job Matt is doing regarding running the Youth Basketball programs, as he has grandsons in the program.

- II. **Review and Approval of Parks & Recreation Board Meeting November 1, 2016 and the January 2, 2017 Minutes** – Vice-Chairman Keene made the motion to accept both the November 1, 2016 Minutes and the January 2, 2017 Minutes as written. There was no December meeting due to no quorum. Ms. Kreiner seconded this motion. The motion was then approved unanimously.

- III. **Treasurer's Report** – Treasurer's Report will be distributed and reviewed at a later time during the meeting.

IV. **Committee Reports:**

- A. ***Facilities Maintenance*** – January report was enclosed within the packet. Director Earnest commented that the year-end (2016) report was also included. Vice-Chairman Keene reported that the maintenance crew have been attending to tree and shrubbery trimming and sign replacements.
- B. ***Facilities Coordination*** – No report.
- C. ***Program*** – The 2016 last quarter (Fall, 2016) program report was included within the packet. Director Earnest explained that within the Excel report there are tabs, one for each programmer. Chairman Bohan commented that he had two (2) recommendations for the format of the program report, 1.) tabs named by programmer and 2.) that all programmers use same format.
- D. ***Youth Sports*** – Presentation and discussion of MTSC signage request (IX. Discussion, B. New Business, 1.) MTSC signage request presentation.

Mr. Whittaker, President of the Manheim Township Soccer Club, explained the current evening field scheduling times would like to request that the evening scheduling times be modified so that more playing time is available each evening. Currently MT Football is using the 6-8 PM time. Request to change time to accommodate two (2) time slots per evening 5:30-7 PM and 7-8:30 PM.

Mr. Whittaker presented a proposal to have a pavilion and restrooms be built in the area of the soccer fields (within Overlook Community Campus). Vice-Chairman Keene questioned where the pavilion would be built and also commented that restrooms are being placed at the Destination Playground by June, 2017. Are two (2) restroom facilities needed in that area, Vice-Chairman Keene questioned. Chairman Bohan commented that he would like to have a meeting

Mr. Whittaker presented that the MTSC would like to purchase and install a sign to place at the fields. This sign would include their logo. Director Earnest shared that the Township is planning on installing a large kiosk near that area for Rules & Regulations, etc. Director Earnest suggested putting the MTSC signage at that location, separate from the kiosk. Mr. Whittaker stated that he will send a proof of the sign to all.

Chairman Bohan thanked the Soccer Club for all they do for the youth of the community.

The board briefly discussed the requests that the MTSC presented (field scheduling time modifications, pavilion placement within the park, signage and the hierarchy process of requested projects.

(Continued)

- V. **Director's Report** – The Director's report was included within the packet. Director Earnest FUN 101.3 is doing a Flash Back activity event at Overlook Activities Center on Friday, March 3. Fees will be what we charged in the 80's. Five hundred (500) people are anticipated to attend. The Great PA Clean Up is slated for Saturday, May 6th at Stauffer Park. The Stauffer Park Trustees are providing t-shirts for the event. Chairman Bohan reported that a meeting with Dr. Felty from the School District was held to discuss our Cooperation Agreement. Chairman Bohan stated that another meeting will be held once the Assistant Superintendent is hired.

Director Earnest distributed the Parks Capital projects update and stated that dates completed will be color coded each month.

VI. **Liaison Reports**

A. **Commissioner's Report** – Commissioner Heck reported

B. **School Board Report** – Mr. DeLeo reported that the meeting was moved to the Middle School. There have been nine (9) proposals received which include renovating the existing building, building a new building, renovating plus adding an addition and other options. Tours of the Middle School are continuing to be scheduled. Presentations are posted on the website including the nine (9) proposals and the history of the Middle School.

C. **Boettcher House Museum Board Report** – There was no meeting. Vice-Chairman Keene reported that the first meeting of the year will be held next week and the meeting time has been moved from 7 PM to 6 PM. Director Earnest commented that the time change is updated on the Township website.

D. **Pathway Committee** – No report. Director Earnest reported that the Minutes were enclosed within this month's package.

VII. **Action Items**

A. Motion to accept recommendation of control of MT Dog Operations – Director Earnest reported that the MT Dog's By-Laws/Articles of Incorporation have been reviewed by the solicitor. Upon dissolution, their finances were directed to go to an entity that furthers their purpose. The Agreement with the Township was for 5 years or upon any earlier default. The Agreement with the Township was signed 3/1/16 upon which is was automatically renewed on an annual basis. A motion from MTPR Board is not necessary. A formal memo will be sent to Commissioners stating what has transpired. An annual membership meeting will continue to be held and volunteers from the group will be handling incidents that occur within the park. Director Earnest shared that the income generated for the Dog Park is approximately \$30,000 and the expenditures range from \$8,000 to \$10,000. This item will be removed from the monthly Liaison Reports.

B. Motion to accept 2017 Committee Assignments - Chairman Bohan reported that the 2017 Committee Assignments were included within the packet. Program Committee change Rick Green as lead and Tony DeLeo second. With that change, the 2017 Committee Assignments were approved with a motion made by Ms. Kreiner, seconded by Mr. DeLeo and unanimously approved by all.

C. Motion to recommend grant consultant – Director Earnest reported that she spoke with DCNR regarding Phase I – Jaycee Park. No bid is necessary to continue with the plans. Vice-Chairman Keene made the motion to recommend YSM as the Jaycee Park – Phase I consultant. Mr. DeLeo seconded this motion. All unanimously approved. Director Earnest stated that she will send out costs for all phases. Director Earnest requested that the presented plan be reviewed and then we will send a recommendation to the Commissioners.

VIII. **Discussion**

A. **Old Business**

None.

B. **New Business**

1. MTSC signage request presentation – Presented earlier.

2. Christmas Light Show at Community Park – Director Earnest reported that a copy of the presentation was distributed. The original park for this request was Overlook Community Campus. Overlook Community Campus is not conducive for this type of event. Director Earnest explained that this event has been re-presented at Community Park (road loop). Director Earnest requested that this presentation be reviewed and discussed following a presentation by Christmas Spirit Light Show, LLC at the March meeting.

- IX. **Correspondence** – Correspondence attached. Thank you letter sent from Township Manager Molchany to Kaye Pulkrabek for \$5,000 donation toward future Recreation Center. The large shed behind the Municipal Office (Municipal Park) was purchased from MT Youth Football and will be moved to Skyline.

X. **Public Comments** – None.

XI. Adjournment – Vice-Chairman Keene made the motion to adjourn the meeting at 8:02 PM. This motion was approved unanimously.

Next meeting March 7, 2017.