

Manheim Township Parks & Recreation Board

MONTHLY BOARD MEETING MINUTES

January 5, 2010

- I. The regular meeting of the Manheim Township Parks and Recreation Board was held in the Stauffer Mansion Blue Room on Tuesday, January 5, 2010. Chairman Bohan called the meeting to order at 7:00 p.m. In addition to Chairman Bohan, board members present included DeSha, Krick, Laubach, Lee and Miller. Also present was Recreation Director Lewis and Commissioner Martin. Mr. McBride was absent. Guests present included: Mr. Larry Pulkrabek, 230 Eshelman Road, Lancaster, PA 17601, Mr. Donald Reed, 76 Glen Moore Circle, Lancaster, PA 17601 and Mr. Walter R. Seace, 320 Petersburg Road, Lititz, PA 17543.

Chairman Bohan extended an official welcome to Mr. Ray Lee and Lynn Miller (School Board Representative), new appointees to the Board. Chairman also congratulated Ms. DeSha on her reappointment to the Board and welcomed Commissioner Martin who was the previous Township Manager but is now serving as a Commissioner Liaison to the Board.

- II. **Election of Officers** - Chairman Bohan reviewed the Slate of Officers that were discussed at the December meeting. The proposed officers for 2010 include: Chairman - Jim Bohan, Vice Chairman - Eric Laubach, Treasurer - Deb DeSha. The motion was made to accept the Slate of Officers as presented by Mr. Krick. This motion was then seconded and passed unanimously.
- III. **Committee Reports and Assignments:** Chairman Bohan explained that historically, first year Board appointments did not serve on a committee.

Facilities Committee - Chuck Krick, Ray Lee
Personnel Committee - Eric Laubach
Program Committee - Deb DeSha, Lynn Miller
Public Relations Committee - Jim Bohan, Kevin McBride
Finance Committee - Deb DeSha

Committee Reports:

Facilities Committee: Discussion of Hours of Operation of the Weaver Road Fields Complex - Mr. Lee asked if there was a drawing. Director Lewis stated that she would e-mail a copy of the map to each board member. Chairman Bohan also explained (for the benefit of the new members) that the only authority that the Parks & Recreation Board has is setting the policies and procedures of the parks and also the conduct that goes on within the parks. Director Lewis explained that the current policy for hours of operation at the parks are dawn to 10 PM with the exception of parks that have lighting which remain open until 11 PM (Stauffer Park). The Director of Recreation may make exceptions to this policy. Director Lewis stated that she believed that the Weaver Road Complex would fall under the 10 PM closing, due to there being "guided sports activities" at that location. Chairman Bohan asked Director Lewis to prepare a presentation for the Board's next meeting.

Ms. DeSha asked if the Board could consider the date (May 1) location (park) and work that will be accomplished for the 2010 "Day of Caring. Ms. DeSha stated that she will forward information to Mr. Krick and Mr. Lee (2010 Facilities Committee members). The Township's "Spring Fling" is slated for May 8. Ms. DeSha suggested Overlook Community Campus (in conjunction w/ the Library Board) and/or Landis Woods (in preparation for the Heritage Trail). Commissioner Martin stated that it is anticipated that the Library will open November 2010 and any plantings in that area will be fresh. Director Lewis requested that Ms. DeSha include Lorri Haney in all communications as she will be involved with the Sustainable Habitats group as the Recreation Divisions's Volunteer Coordinator.

Chairman Bohan invited new Board members to a Board Orientation which would include a tour of all of the parks and also a review of the policies and procedures of the Board. This date will be announced soon.

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III. **Committee Reports: (Cont'd.)**

Facilities Committee: (Cont'd.)

Director Lewis reported that she is working with other Department Heads on closing out a couple of old grants. A site evaluations meeting will be held January 6, 2010 with a DCNR representative in order to close the following grants: Eden Road path extension (path to join Stoner Park to Nitrauer Elementary School) and also Perelman Park which Director Lewis explained that the scope of work for this grant had changed. Director Lewis explained that there were DCNR grants that are available for 2010 but were more limited to land acquisition. She also stated that there are other funding opportunities available if the Board (Finance Committee) wanted to pursue some addition amenities at Perelman Park.

Mr. Lee asked if there was a timeline for the Weaver Road project. Director Lewis stated that the football fields would be ready by August. She also stated that she will send out the timeline. Commissioner Martin announced that the Commissioners have awarded the bid for restrooms and facilities at _____ (could not hear location he mentioned...any idea?). Chairman Bohan explained that all Youth Sports Organizations were invited to view the Weaver Road complex.

Director Lewis reported that the Skyline Pool project was moving along and a pre-bid meeting on the concession area and bathhouse would be held January 6, and all were invited if they wished to attend.

Personnel Committee: Chairman Bohan again welcomed the three (3) new board members.

IV. **Review and Approval of November 10, 2009 Minutes** – Commissioner Martin asked the status of the NEOS System and disc golf projects. After reading the minutes to the past few months Board Minutes, Commissioner Martin suggested to the Board that they prepare a current projects schedule to submit to Township Manager Rimer on a bi-weekly basis in order to keep the Commissioners updated and informed. Commissioner Martin stated that he had no idea if the funds have been lost with regard to the Bucher Land Transfer monies (which were referred to in the November 10, 2009 Minutes). Commissioner Martin asked the Board also to put together a timeline for the Comprehensive Plan Update. Commissioner Martin also stated that he did mention to the Commissioners at their last meeting (January 4) that in the past several years "micro-management" of the Boards and Commissions is an item he would like to address in the coming years with the Commissioners, commenting that it has been "destructive" to the staff and also to the Boards and Commissions. He asked the Board for their patience with this issue. He assured the Board that "communications will be better".

Ms. DeSha made the motion to accept the November 10, 2009 Minutes as written. This motion was approved unanimously.

Review and Approval of December 1, 2009 Minutes – Ms. DeSha pointed out that the item numbers starting with Item IV were incorrect. Committee Reports should be Item V., Director's Report, item VI., Old Business, item VII, New Business, item VIII, Overlook Community Foundation Report, item IX, Commissioner's Report, item X, School Board report, item XI, Museum Board report, item XII, and Adjournment, item XIII. Ms. DeSha requested that the wording be amended in correction number Section V. Committee Reports, Facilities Committee, 1st sentence should read "Mr. Reed presented the proposed fencing changes and moving of the Skate Park within the Overlook Community Campus at Overlook Pool" (change the word "removal" of skate park to the "moving of the skate park"). The wording implies that the Skate Park will be removed, when in fact it is proposed to be moved to another location within the campus. Ms. DeSha also pointed out that on page 3 under Old Business, Land Transfer Agreement - Bucher, a sentence was left unfinished. It should read, "Chairman Bohan stated that this item was *previously discussed.*" With those changes to the December 1, 2009 Minutes noted, Ms. DeSha made the motion to accept the December 1, 2009 Minutes as amended. This motion was approved unanimously.

Commissioner Martin questioned the timeline projected for the Comprehensive Plan Update. Commissioner Martin requested that the project be completed by the end of 2010.

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V. **Treasurer's Report** – Ms. DeSha stated that she did not receive the monthly financial information on time, so she had no formal report. Ms. DeSha reported that she had picked up a copy of the "2010 Find-It Guide" (Central Penn Parent publication). This publication had four (4) Recreation Division ads (camp/playground, Overlook Activities Center, pools and Overlook Falls Mini-Golf) within it. She also shared the PA Recreation & Parks Society publication that had an article in it written by former Park Superintendent Chris Lessig. Ms. DeSha noticed that Ephrata Recreation had a program called Zumba and suggested that maybe we take a look at offering such a program through the Recreation Department. Ms. DeSha asked what the status was on the recreation programs alerts process that had been previously discussed at Mr. Lee shared that he utilizes a software program called "Constant Contact" through his business. Director Lewis explained that staff is working on "e-mail ad blasts" and it has been used at least once within the past year.

VI. **Public Comments:**

Guest, Mr. Seace asked when the public is able to view the Board Minutes (after review and approval or before). Director Lewis explained that the Minutes are uploaded to the website after they are approved. Mr. Seace asked if the minutes could be reviewed prior to approval. Chairman Bohan stated that might be a question for Township Manager Rimer. Mr. Reed stated that both the Commissioners and the Planning Commissions' Minutes are not published until after they are approved. Mr. explained the reason why he was asked was that he had attended a Parks and Recreation Board meeting a few months ago where the development plans for the Weaver Road Fields complex was discussed and now this plan has now changed and he was not informed. Chairman Bohan stated that it is the Parks and Recreation Board's responsibility (through formal process) to determine the hours of operation for this park. Mr. asked how he can stay informed on this project. Ms. DeSha stated that the Parks and Recreation Board members are informed on a monthly basis (at their meeting) and the only way to stay informed is to go to the meetings where this development is discussed. Commissioner Martin suggested to Director Lewis that she write a letter to Township Manager Rimer and Commissioner Simpson (Chairman) stating that the process of the development of the Weaver Road property has been questioned. Commissioner Martin questioned whether it is time to have a public meeting to review the plans for this property. He further explained that time was taken to acquire addresses of residents surrounding the area when the driving range was put in (golf) and public meeting was held. Mr. Lee stated that his biggest concern with the proposed project is the intersection of Petersburg Road and Weaver Road...is the Township addressing improvements to this intersection. Ms. DeSha stated that she believes that it is being addressed through the Planning Commission. Mr. Lee asked if both entrances will be in operation. Chairman Bohan explained that there is only one entrance, but there is also a gated entrance which will be used for large events.

VII. **Director's Report** – Director Lewis announced that she has received confirmation that thank you letters have been sent out to the unsuccessful Board applicants. She also reported that staff is working on year-end program reports and these reports should be completed by next month's meeting.

VIII. **Old Business**

Bucher Land Transfer Agreement Monies – Chairman Bohan reported that a meeting was held at the Skate Park (Overlook). In attendance at this meeting were Bohan, Reed, Commissioners Downing and Martin. The consensus was to revolve any additional plans for the remainder of the funds into the Parks & Recreation Comprehensive Plan. Mr. Reed stated that Public Works Director Neff is working on plans and estimates on the proposed changes at the Skate Park area (Overlook). Chairman Bohan shared the preliminary plans that were discussed. Mr. Lee questioned if the Skate Park would be kept within the Overlook campus. Mr. Lee stated that the one advantage of having the Skate Park where it is, is that the sound (music) is "sheltered" and he has some concern if the Skate Park is moved out in the middle of the park, there might be a larger issue with the sound. Chairman Bohan stated that this could be addressed within the Comprehensive Plan Update. Chairman Bohan explained that this past summer, intern Zach Keene completed his project on studying the issues of the Skate Park. Commissioner Martin asked that the Board think about 2010 and he would like the Commissioners to think about 2011 and 2012.

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VIII. Old Business (Cont'd.)

Ms. DeSha asked what the process was for updating the Comprehensive Plan. Director Lewis explained that the Request for Proposals will go out by the month of January and after proposals are received the Committee will then be formed. Commissioner Martin asked that the Board present a schedule of the Comprehensive Plan update process. Director Lewis stated that she will have a preliminary schedule by the February meeting.

Comprehensive Parks, Recreation, Open Space Plan and Greenway Infrastructure Plan – This item was discussed previously.

Weaver Road Property Update - Chairman Bohan stated that this item was discussed previously.

Eventis Discussion - Chairman Bohan explained that this item was added to the agenda, due to a few concerns that he and Mr. Krick had regarding this entity. Chairman Bohan explained that the original partnership between the School Board and Manheim Township has existed since 1969. Mr. Krick reported that a Eventis Representative, Dennis Stratton, came to the Manheim Township Baseball/Softball Association's last meeting, as the group had concerns regarding the lack of information known about Eventis. Mr. Krick explained that Mr. Stratton made a presentation to the group explaining the purpose of Eventis, what their accomplishment goals are and also the impact that they would have with regard to the MTBSA. Mr. Krick stated that through this presentation, many of their concerns have been cleared up. Mr. Lee asked what the purpose of Eventis was. Mr. Krick explained that Eventis is a non-profit organization that has been set up to schedule (rent) the High School campus/fields and the income realized through them would then be generated back to the Education Foundation. Chairman Bohan asked Director Lewis if she would contact Eventis to make a presentation to the Parks and Recreation Board. Mr. Reed explained that Eventis is part of the Education Foundation and they are only scheduling facilities on the High School property. He further explained that Eventis would like to raise enough money to build a field house at the High School complex. Mr. Reed stated that the Commissioners and the School Board have approved the latest version of the Eventis agreement. This version was reviewed by Director Lewis and School District representative, Joe Kurjiaka.

IX. New Business

Correspondence – None.

X. Overlook Community Foundation Report – Chairman Bohan reported that the Foundation Board did not meet in December. No report.

XI. Commissioner's Report – Commissioner Martin did not have a Commissioner's Report but asked a question regarding Mr. Heckman's (MTBSA) presentation on December 1. Commissioner Martin asked if the Board knew what the outcome was of MTBSA's request (OCC baseball field improvements/enhancements in lieu of repayment of \$52,000 owed to the Township – previous agreement made with the commissioners and the MTBSA). Chairman Bohan explained that the Board unanimously supported the proposal that Mr. Heckman made. Mr. Lee asked if record is kept (by the Township) on the \$52,000 owed by MTBSA to the Township. Commissioner Martin explained that, yes, it is realized under the Capital budget and would need to be forgiven. Mr. Lee explained a situation that happened at the Dog Park where the Key Fob reader was continually being struck by lightning. It was discovered that the electrical was not grounded at the Key Fob reader when the system was installed. Mr. Lee stated, that had Township facilities staff been involved in the installation of the electrical service, perhaps the non-grounding error would have been recognized and corrected before continued service was needed (to correct the problem). Mr. Lee commented that after community interest groups installment of amenities, it is the Township's responsibility to maintain it. Chairman Bohan assumed that the Public Works Department had installed it. Commissioner Martin asked that the Parks & Recreation Board to set up a Capital budget which would include maintenance and replacement of facilities. Ms. DeSha asked Commissioner Martin if she could acquire an inventory of assets.

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- XII. **School Board Report** – Mrs. Miller thanked Chairman Bohan for welcoming her to the Board.
- XIII. **Museum Board Report** – Ms. DeSha reported that there was no December meeting. Ms. DeSha reminded the Board that there is a PA system that is transportable that could be used at other locations. Director Lewis announced that the curtains have been put up at the Boettcher House.
- XIV. **Adjournment** - The meeting was adjourned with a motion made by Ms. DeSha at 8:42 p.m., and unanimously approved.

Respectfully submitted,

LA Haney

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