

Manheim Township Parks & Recreation Board

MONTHLY BOARD MEETING MINUTES

February 2, 2010

- I. The regular meeting of the Manheim Township Parks and Recreation Board was held in the Stauffer Mansion Blue Room on Tuesday, February 2, 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, McBride and Miller. Also present was Recreation Director Lewis and Commissioner Martin. Mr. Lee was absent. Guests present included: Mr. John Furry, 1366 John Adams Road, Lancaster, PA 17601 and Mr. Walter R. Seace, 320 Petersburg Road, Lititz, PA 17543.

Vice-Chairman Laubach welcomed Mr. Kevin McBride, new appointee to the Board.

- II. **Review and Approval of January 5, 2010 Minutes** – Ms. DeSha requested corrections to the Minutes as follows: a.) Page 3, Section V. Treasurer's Report: 3rd sentence from the bottom of section paragraph; sentence should read, Ms. DeSha asked what the status was on the recreation programs alerts process that had been previously discussed at the last meeting; b.) Page 3, Section VI. Public Comments: mid-section of paragraph, sentence should include the surname Seace. Sentence should read Mr. Seace asked how he can stay informed on this project. (*Additions to sentences underlined*). Director Lewis also added an additional correction to Page 3 under Section VIII. Old Business, Bucher Land Transfer Agreement Monies, 2nd sentence to include additional attendees at meeting referenced were Director Lewis and Public Works Director Neff. Commissioner Martin requested clarification of sentence on Page 4, Section XI. Commissioner's Report, mid-paragraph referencing MTBSA OCC proposed improvements and MTBSA's \$52,000 owed to the Township. He stated that the Commissioners would need to make a decision on the forgiveness of this debt. Ms. DeSha made the motion to accept the January 5, 2010 Minutes as corrected. This motion was approved unanimously.

III. **Committee Reports**

- A. **Facilities** - Mr. Krick stated that he met with Don Reed (former Facilities Chair) to discuss facilities. Mr. Krick stated that Director Neff was the person to contact regarding facilities. Mr. Krick also stated that he and Mr. Lee would like to meet with Director Lewis in the near future. Chairman Bohan asked Mr. Krick what the recommendations were for the hours of operation for the Weaver Road property. Mr. Krick stated that he thought that the recommendation was made (at last month's meeting) to leave the hours of operation for the Weaver Road property the same as all other parks within the park system. Director Lewis explained that she distributed the curfew law (on table tonight) in order to possibly incorporate (amend) into the tournament or game play rules and regulations. Mr. Krick stated that other sports might possibly be involved (in addition to baseball) and statement included should be generalized to state "by special request to be submitted for approval by the Parks & Recreation Board". Director Lewis stated that what is currently written would cover this. Hours of park are until 10 PM unless special exception has been granted. Ms. DeSha asked if any exceptions to extended hours had been approved in the last year. Other than the concert (WIOV Fall Fest) at OCC, Director Lewis stated that there were no special requests.
- B. **Personnel** - Vice-Chairman Laubach welcomed Mr. McBride to the Board. Vice-Chairman Laubach had no report.
- C. **Program** - Ms. DeSha asked if the date that she proposed for the Great PA Cleanup (May 1) at last month's meeting suited everyone. She stated that she has not discussed this with Public Works Director Neff. Director Lewis stated that the May 1st date has been approved (with Public Works Director Neff). Ms. DeSha also commented that she had checked with the Boettcher House Museum Board with regard to activities on May 1st. The Museum is open, but there are no activities scheduled for Saturday (May 1) so if Landis Woods was chosen as the location for this event, that would be fine, Ms. DeSha added.

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III. Committee Reports

C. Program (Cont'd.) - Ms. DeSha reported that she had met with Director Lewis to discuss programs/programming. A Program Committee meeting will be held once a month in order to "brainstorm and bring new ideas to the Board". Ms. DeSha invited board members to e-mail her with any program ideas that they had. Chairman Bohan asked Director Lewis is there was any organization that offered programming books. Director Lewis stated that she has program past awards that were submitted to the Awards Committee (PA Recreation & Parks Society). Chairman Bohan suggested that board members receive a few of these past awards in their board package each month to review. Director Lewis stated that it had been decided that the Non-Motorized Path Team was going to be reconvene. Ms. DeSha made the motion to form a new committee to address Non-Motorized Paths. This motion was approved unanimously. Chairman Bohan asked for a motion for a Chairman. Ms. DeSha stated that she would chair this committee if someone else would take her place at the Boettcher House Board meetings. Director Lewis stated that she attended the Boettcher House Board Meetings as well. It was decided that Ms. DeSha and Vice-Chairman Laubach would co-chair the Non-Motorized Path Committee.

Mr. Krick shared information regarding a program that is currently running in Hempfield. The program pairs parent and child with physical fitness and culminates with a 5K run at the end of the program. Mr. McBride shared that Manheim Township offers a similar program, entitled "Girls on the Run". Director Lewis stated that she had previously requested Youth Sports & Fitness Coordinator Quarino to look into this program. Mr. McBride stated that he has a contact person for this group.

Chairman Bohan invited Mr. Furry (guest) to also participate on the Non-Motorized Path Committee. Mr. Furry accepted this invitation.

D. **Public Relations** - No report.

E. **Finance** - No report.

IV. Treasurer's Report – Ms. DeSha distributed 2009 Year to date summary. This report highlights 2009. Ms. DeSha stated that the revenue categories for the 2010 budget seem a little high, but might be due to pool fees going up considerably in 2010. Ms. DeSha reported on the Capital budgets that were revised quite often for 2010. In addition, Ms. DeSha stated that future years capital projects are listed. Ms. DeSha stated that the fixed asset list that she requested at last month's meeting will not be available until March. Mrs. Miller asked when was the last time that pool fees were increased. Ms. DeSha explained that each year the fees are increase, but last year, Skyline's daily admission was lower than Overlook, as Overlook had been renovated. This year, Director Lewis, explained daily admission fees for Skyline were increased to match Overlook's (due to the Skyline renovations this year). Director Lewis also reported that the Membership fees were also increased for 2010.

V. Public Comments

There were no public comments.

VI. Director's Report – Director Lewis announced that in addition to the Director's Report, additional handouts on the table tonight included the Fall 2009 Program Revenue (Income vs. Expenses), the 2010 Recreation, Park, Open Space and Greenway Plan timeline. Commissioner Martin asked if the Greenway timeline could be revised. Director Lewis stated that she will change the Review Process to November 2010-January 2011 and Project Completion to October 2010. This would make the presentation to the Commissioners the second meeting in February (2011). Mr. Krick asked if there was a "pricing philosophy" was which is used for programming, as he noticed a significant overage. Director Lewis explained the "formula" that is currently used (fee determined by minimum limit divided by expenses with any additional over minimum profit realized).

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VI. **Director's Report** (Cont'd.) – Mr. Krick questioned this philosophy, commenting that shouldn't programs be run to meet variable costs. Director Lewis explained that some of the programs that are offered by the Recreation Department are run as a "benefit to the community" such as Playground and are offset by programs that realize profit. Director Lewis stated also that these decisions have been made by the Board. Chairman Bohan stated that the philosophy is not to "make money" but also "not to lose money". Vice-Chairman Laubach stated that "fees can not be so low, that you are competing with local businesses / private enterprise". Director Lewis also stated that none of the salaries that operate the building (Stauffer) are taken into account on this report. Chairman Bohan explained that the "philosophy" has changed throughout the years (Commissioner make up). Chairman Bohan shared that in the past, the Parks & Recreation Department (when included Golf Course) had realized 84% of revenues over expenses. Ms. DeSha asked Commissioner Martin if the Sand Trap Restaurant line items could be moved from the Recreation budget to the General Government (in order to match up revenue with expenses). Commissioner Martin replied that some of the Commissioners have the philosophy "that if a facility is not making any money, then get rid of it". Commissioner Martin explained that the Township has taken back the operations at the pools and the Sand Trap (from Keares). Director Lewis stated that the Township has only taken back the pools (to date). She further explained that since the liquor license was transferred to Keares (to operate Barny's and the Sand Trap), they are still managing the Sand Trap. Chairman Bohan questioned why the Sand Trap was not moved to the Golf budget. Director Lewis stated that she will check on this situation and report back to the board at next month's meeting. Ms. DeSha shared that the Overlook Activities Center realized their all time high revenue amounts a few weekends ago. Director Lewis also commented that the bid was awarded for the concession and bathhouse areas at Skyline Pool. She further explained that umbrellas and chairs would be ordered under state contract. Commissioner Martin asked Chairman Bohan if any considerations had been made to advertising at the pools (on umbrellas, chairs, etc.). Director Lewis deferred this question to Public Works Director Neff and also stated that she didn't believe that it has been previously discussed. Ms. DeSha questioned if this was how we wanted to present our pools. Chairman Bohan stated that decision would need to be made by the Board. Chairman Bohan explained that a request for advertising signage (outfield fences on baseball fields) had previously been requested and the Board did not accept this proposal. Mrs. Miller stated that an "appropriate" list of businesses would need to be accepted. Director Lewis reported that the Sustainable Habitat Committee met with the Commissioners on January 11 and the Commissioners authorized the steering committee to move forward. This group had presented their proposal at a previous MTPR Board meeting.

VII. Old Business

Bucher Land Transfer Agreement Monies – Chairman Bohan asked the status of the investigation of the movement of fencing at Overlook. Director Lewis stated that nothing had been decided to date. Mr. Krick stated that he thought that considerable progress was made. Ms. DeSha stated that the money was removed from the 2010 budget.

Comprehensive Parks, Recreation, Open Space Plan and Greenway Infrastructure Plan – Director Lewis stated that as previously discussed, she will revise the timeline. Director Lewis will forward a copy of the RFP once it is completed to all Board members. Chairman Bohan asked if the start of the project can be moved forward. Project to begin in March (vs. May). Guest, Mr. Furry asked if the Non-Motorized Path activity will be included in the Parks & Recreation plan. Chairman Bohan stated yes, it will be included.

Weaver Road Property Update - Director Lewis distributed an updated Weaver Road plan. Mr. Seace reported that construction debris from a construction site (Stonebridge) just west of the Weaver Road property is littering the site. Discussion was held on the updated plan that was distributed. Mr. McBride asked how groups obtain use of the turf. Director Lewis explained the hierarchy. Chairman Bohan explained that the Recreation Department is in charge of scheduling all fields (except OCC Soccer Club fields). Vice-Chairman Laubach asked if this facility will be staffed. Director Lewis stated that it is anticipated that it will not be staffed. Director Lewis commented that if this facility is fenced, there will be a key involved. She continued that meetings are currently being held to discuss recommendations that will be presented to the Board.

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VII. Old Business

Weaver Road Property Update (Cont'd.) - Chairman Bohan asked Commissioner Martin if public meetings have been scheduled to share design with the residents of Manheim Township. Commissioner Martin stated that he hoped that meetings are not held before recommendations by the Parks & Recreation Board are received. Chairman Bohan also asked Commissioner Martin if the Parks & Recreation Board would be the "agents" for the public meetings. Commissioner Martin stated that the Parks & Recreation Board should be promoting it. Commissioner Martin suggested that Director Lewis discuss this with Township Manager Rimer. Director Lewis shared information regarding the lighting of this facility. This proposed lighting was presented by Assistant Township Manager Molchany at a meeting that took place February 1.

Eventis Discussion - Chairman Bohan explained that Mr. Dennis Stratton was invited to make a presentation about Eventis but was unable to attend this month's meeting, but would be presenting at the March meeting. Mr. McBride shared that he is on the Eventis Board.

VIII. New Business

Correspondence – Enclosed. Sustainable Habitat article. Chairman Bohan asked if there were any comments on the Cooperation Agreement between Manheim Township and the Manheim Township School Board. Ms. DeSha asked if this was a replacement to previous agreement. She also commented that there was a lot of "vague" wording within the agreement. Director Lewis explained that similar new programs could be added to our curriculum. Mrs. Miller commented that it only affects the High School and Middle School properties. Ms. DeSha asked if a representative of the Board attend the Stauffer Park Trustees meetings. Director Lewis stated that she attends these meetings and does report to Board members through the Director's Reports. Director Lewis reported that the Martin Luther King Volleyball Weekend brought 5.7 million into the community. This group used Overlook Activities Center as one of their game sites.

IX. Overlook Community Foundation Report – Chairman Bohan reported that he would e-mail board members the Foundation Minutes.

X. Commissioner's Report – Commissioner Martin reported that the Manheim Township Comprehensive is nearly finalized.

XI. School Board Report – Mrs. Miller reported on the status of the renovation of the Grade 5/6 building. Public meeting was held. Mrs. Miller also updated the Board on Bucher Elementary renovations.

XII. Museum Board Report – The minutes for their last meeting was enclosed in the package,

XIII. Adjournment - The meeting was adjourned with a motion made by Vice-Chairman Laubach at 8:40 p.m. This motion was seconded by Mr. Krick.

Respectfully submitted,

LA Haney