

Manheim Township Parks & Recreation Board

**MONTHLY BOARD MEETING MINUTES**

**May 4, 2010**

- I. The regular meeting of the Manheim Township Parks and Recreation Board was held in the Stauffer Mansion Blue Room on Tuesday, May 4, 2010. Chairman Bohan called the meeting to order at 7:00 PM. In addition to Chairman Bohan, board members present included DeSha, Lee, McBride and Miller. Mr. Krick and Mr. Laubach were absent. Also present was Recreation Director Lewis and Commissioner Martin. Guests present included: Peg Adams, 60 Melody Lane, Lancaster, PA 17601 and Lawson Lundquist, 74 Savo Avenue, Lancaster, PA 17601.
- II. Review and Approval of Public Meeting and Board Meeting April 6, 2010 Minutes – Mr. Bohan complimented Lorri Haney for capturing all of the content of the last meeting. Ms. DeSha questioned cost that was spent per month referenced in the Treasurer's Report with regard to the "Carry In, Carry Out" program. Ms. DeSha stated that the dumpsters were not placed in the parks for the "Carry In, Carry Out" program that was initiated but rather for special programs/groups that are held in the parks. Director Lewis commented that "Carry In, Carry Out" should be deleted and replaced with pavilion usage and special events. Ms. DeSha stated that this item should be clarified. Ms. DeSha commented that she noticed that Chairman Bohan did not vote. With that correction so noted, Ms. DeSha made a motion to approve the April 6, 2010 Board Minutes as corrected. This motion was seconded officially by Mr. Lee and then approved unanimously.
- III. Treasurer's Report – Ms. DeSha distributed a monthly summary for March. Ms. DeSha reported that the first page was a summary of months January, February and March. Ms. DeSha commented that some financial adjustments must have been made in January as she couldn't reach year to date totals. Second page is a summary of this year's actuals vs. last year's actuals (revenue and expenditures). Ms. DeSha commented Stauffer Park revenue is down due to Trustees lowering monthly payment (\$11,000/mo. vs. \$15,000/mo. last year). Punch card sales are down as compared to last year. Mr. Lee questioned if budget was on a monthly basis. Ms. DeSha stated that it is annual. Mr. Lee asked Director Lewis if the budget was broken down on a monthly basis when it was put together. Director Lewis stated that she does not, which she also stated might be helpful in setting projected incomes. Commissioner Martin stated that he was not sure if the Township's financial system can handle the change to "seasonality". Chairman Bohan suggested a quarterly budget as that was closer to "seasonality" than a monthly basis. Ms. DeSha stated that the last page was the Capital Budgets and she still had not received an answer regarding the duplicate \$29,000 and asked Director Lewis if she had any information. She did not. Director Lewis asked Ms. DeSha if she could pursue this with Finance Director Stratchko. Ms. DeSha stated that an additional \$45,000 was paid out in the Weaver Road Complex account. Commissioner Martin stated that contractors submit invoices on a regular basis and then they are paid. Ms. DeSha questioned if the pay phone at Overlook is necessary. Director Lewis explained that the pay phone is utilized by children that do not have a cell phone (for rides home). Ms. DeSha shared that the boiler at the Boettcher House was repaired last month. Mrs. Miller questioned if it was necessary for board members to receive all of the financial information that is received each month. Ms. DeSha stated that she would like Finance Director Stratchko to prepare financial report for the board each month. Director Lewis stated that she would initiate an e-mail to the members to see if they wanted to receive the financials each month. Commissioner Martin stated that the financial system that the Township has now is very sophisticated.
- IV. **Committee Reports**
  - A. Facilities – Mr. Lee had no report. Ms. DeSha reported on the Great PA Cleanup that took place Saturday, May 1. There were over 120 volunteers including a group from Alcoa. Ms. DeSha stated that she was impressed with the Habitat MT group which planted the "Children's Woods" behind the Destination Playground. A lot of work was accomplished. WGAL TV interviewed Director Lewis after the event. Ms. DeSha asked if anyone had an update on the Heritage Path. Director Lewis stated that she would get an update on that project.

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#### IV. Committee Reports

- A. Facilities – (Cont'd.) - Ms. DeSha asked what the status was on the NEOS System and the disc golf. Director Lewis stated that she was guaranteed both projects would be completed by June 15. Disc golf will be 9-holes this year. Signage will direct disc golfers. Ms. DeSha asked if the Board could have input on the play equipment that was chosen at Community Park. Director Lewis stated that she would bring some information to the next meeting, as she had met with the representative. Ms. DeSha suggested a wood structure which would be handicapped accessible, and also realizing that the maintenance would be a little more difficult than a plastic structure. Mr. Lee asked if a structure like this could be constructed with an alternative wood product. Chairman Bohan stated that the Great PA Cleanup was started by Ms. DeSha and the Board. Mrs. Adams stated that she was impressed with the age range of the volunteers that helped with the program.
- B. Personnel – In Vice-Chair Laubach's absence, Director Lewis reported that Youth Sports & Fitness Coordinator resigned on April 7. A job posting (newspaper & PRPS website) and had forty-eight (48) applicants. Mr. Terry Hildebrand will start as Youth Sports & Fitness Manager on May 17. Chairman Bohan stated that he and Vice-Chairman Laubach participated in Mr. Hildebrand's interview. Director Lewis explained that the job description changed in title and further explained that there is no "Coordinator" band in the broad band system that the Township uses. In order to fit in the Broad Band system the title was changed to "Manager". Commissioner Martin briefly explained the Township's Broad Band system.
- C. Program – Ms. DeSha had no report.
- D. Public Relations - No report. Chairman Bohan asked Director Lewis to send him an e-mail reminder to contact someone in the Municipal Office to discuss a monthly e-mail newsletter distribution. Commissioner Martin suggested an electronic sign. Director Lewis stated that she will check with the Stauffer Trustees regarding an electronic sign. Ms. DeSha stated that our website should be upgraded and marketed so that it is utilized more and possibly even reducing flyer size and referencing website more. Director Lewis reminded the board that marketing and public relations is part of the Comprehensive Plan Update.
- E. Finance – No additional report.
- F. Non-Motorized Pathway Committee – In Mr. Laubach's absence, Ms. DeSha had no report (as she did not attend the meeting). Chairman Bohan explained that this group has been reestablished. The next Meeting is May 18.

#### V. Public Comments: None.

- VI. **Director's Report** – Enclosed in packet. Director Lewis stated that there was an Early Season Discount (Pool Season Passes) report that was attached to the Director's Report. Sales of pool season passes have increased as compared to last year. Mr. McBride asked if there was a membership capacity for the pools. Director Lewis stated that there was no capacity. Also attached to the Director's Report was a report from staff regarding sessions attended at the PRPS conference. Ms. DeSha asked if the reason that the Pitch, Hit & Run rescheduling was due to weather. Director Lewis explained that was the reason and it has been rescheduled for Sunday, May 9th at the Clipper Stadium. Chairman Bohan asked if Skyline (pool) was going to open on time. Director Lewis reported that she visited the site today and all is progressing well.

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**VII. Old Business**

Comprehensive Parks, Recreation, Open Space Plan and Greenway Infrastructure Plan – Director Lewis requested board members to review each plan and "vote" according to rating categories. Director Lewis asked Chairman Bohan to prepare an e-mail to members (for voting purposes). Chairman Bohan set the deadline for May 13.

Weaver Road Property Update – Chairman Bohan explained that a discussion at last month's meeting had taken place questioning the continuation of development at the rate that has been established. Commissioner Martin reported that the Commissioner have decided to move forward with this project. Update on User Group Maintenance Fees - Commissioner Martin reported on the status of this group. Meetings are being held on Fridays. Information is being gathered by each of the youth sports organizations and the user fees will be established for the turf and synthetic fields. Commissioner Martin stated that he was anticipating a final proposal at this week's meeting (5/9). Commissioner Martin explained that the recommendation will be reviewed by the Parks & Recreation Board. Mr. McBride stated that he was impressed with the way the meeting progressed last week. Chairman Bohan stressed that it is important that the group's recommendation come to the Parks & Recreation Board before recommendation goes to the Commissioners. Director Lewis stated that if signage is going to be put up then the Parks & Recreation Board would need to approve this before it moves forward.

**VIII. New Business**

Correspondence – None.

**IX. Overlook Community Foundation Report** – Chairman Bohan requested that Peg Adams give the Overlook Community Foundation report, as he had not attended the meeting. Peg Adams reported that Stoner House discussions predominated the meeting. Three (3) rooms have been renovated inside the house. Mrs. Adams also reported that the Manheim Township Historical Society will be present at the Township "Spring Fling" event which will take place May 8.

**X. Commissioner's Report** – Commissioner Martin reported on the status of the Library construction. It is moving along very well and is anticipated that it will have a September 2010 opening.

**XI. School Board Report** – Mrs. Miller reported that graduation is slated for June 3.

**XII. Museum Board Report** – Ms. DeSha reported on the items discussed at the last meeting. Speakers and amplification has been ordered and received (for use at the facility).

**XIII. Adjournment** - The meeting was adjourned at 8:30 PM with a motion made by Ms. DeSha. This motion was seconded by Mr. Lee.