

Manheim Township Parks & Recreation Board

**MONTHLY BOARD MEETING MINUTES**

**January 20, 2009**

***Rescheduled meeting of 1.6.09, due to inclement weather.***

- I. The regular meeting of the Manheim Township Parks and Recreation Board was held in the Stauffer Mansion Blue Room on Tuesday, January 20, 2009. This meeting was re-scheduled from Tuesday, January 6, 2009, due to inclement weather. Chairman Bohan called the meeting to order at 7:00 p.m. In addition to Chairman Bohan, board members present included DeSha, Keene, Laubach, Miller and Reed. Mr. Gard was absent. Also present was Recreation Director Lewis. Guest present included: Peg Adams, 1960 Melody Lane, Larry and Kaye Pulkrabek, 230 Eshleman Road, Nate Bruno, President, Manheim Township Youth Football Association, 1086 Stillwood Circle, Lititz and Myles DeSha, 616 Courthouse Circle, Lititz, PA.
- II. **Review and Approval of December 2, 2008 Minutes** – Mr. Reed announced that he had two corrections to the 12.2.08 Minutes: 1.) Item #6, Old Business, Steering Committee – MT Comprehensive Plan – Status Update (Page 4) the meeting was incorporated with the Planning Committee (not the School Board, which was what was stated); and 2.) Item #6, Old Business, Pool Status (Township and Joint Task Force (Page 4) Mr. Reed stated that sentence should read “that there is no current plan (vs. good plan) for the Grade 5/6 building,”. Ms. DeSha corrected sentence in Treasurer’s Report to read, “Ms. DeSha stated that she would like to receive the finalized 2009 budget for Parks and (instead of or) Recreation. Ms. DeSha also pointed out that under Item V. Committee Reports, Program Committee; last sentence should read: “Director Lewis asked Ms. DeSha (not Mr. Laubach) / Mr. Miller (Program Committee) if they would think about different program ideas for next year’s Holiday Open House, as it would be celebrating its’ 30th year”. Ms. DeSha explained that she and Mr. Miller comprise the Program Committee, not Mr. Laubach and Mr. Miller. Mr. Reed made the motion to approve the December 2, 2008 Minutes as amended. This motion was seconded by Mr. Laubach. The motion was passed unanimously.
- III. **Treasurer’s Report** – Ms. DeSha distributed an updated report. Ms. DeSha reported that she received a preliminary budget in December. She also stated that the Township Finance Director would not release a copy of the 2009 budget until the Commissioners review and approve it. Mr. Miller asked Ms. DeSha if the new accounting system was more beneficial to her in keeping a handle on things”. Ms. DeSha stated that yes; this system is much more flexible. Director Lewis stated that a meeting will be scheduled with the Finance Director, Ms. DeSha and herself to review what it is that Treasurer DeSha needs and how these reports can be generated.
- IV. **Appointment of Boettcher House Liaison** – Mr. Keene briefly explained the duties and responsibilities of the Boettcher House Liaison. Ms. DeSha asked who the Commissioner Liaison was for this Board. Mr. Keene stated that it was Commissioner Downing. Ms. DeSha expressed interest in becoming the Liaison. Mr. Keene stated that the group’s first meeting for 2009 was tomorrow evening (Wednesday, 1/21). Ms. DeSha stated that she will e-mail him tomorrow to let him know if she can attend.
- V. **2009 Committee Assignments** – Chairman Bohan asked each board member to volunteer for at least two committee assignments. The following was established:

*Facilities Committee:* Mr. Reed, Ms. DeSha;  
*Program Committee:* Dixon Miller,  
*Personnel Committee:* Nick Gard, Dixon Miller.  
*Public Relations:* Eric Laubach,  
*Finance Committee:* Deb DeSha, Dixon Miller.

In addition to the Director's Report that was enclosed in the packet, Director Lewis commented on a few additions. Director Lewis announced that there will be a Citizens Symposium offered for citizens and Board Members to get involved within their community. The Symposium is part of the PA Recreation & Parks Society's annual conference which will be held at Hershey Lodge & Convention Center. All should have received information in the mail. Director Lewis stated that it is a "wonderful opportunity" for Board members to network with other citizens and board members within the state. Mr. Keene and Ms. DeSha stated that they have previously attended these sessions and Mr. Keene commented that the Exhibition Hall is very informational also. Chairman Bohan asked the Board members to check their calendars and it will be addressed again at the February meeting.

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**VI. Committee Reports:**

**Facilities Committee** – Mr. Keene reported that the park signs listing the new park hours are being constructed and some have even been installed. The remainder of the signs will be installed as the weather thaws. Mr. Keene also reported that the electrical work (rewiring) has started at the Boettcher House. Mr. Keene stated that comments about the trails in Landis Woods were received a few weeks ago. Mr. Keene had numerous trail maps laminated and these maps will be put in sleeves and posted throughout the trail areas. Mr. Keene also stated that updated Rules & Regulations signs will be posted in each of the parks kiosks.

**Personnel Committee** – In Mr. Gard's absence, Director Lewis reported that six (6) candidates have been interviewed for the Youth Sports & Activities Coordinator position so far and one (1) additional candidate will be interviewed on Friday. Director Lewis stated that her goal was to have the position filled by mid-February. In regard to the Board position opening, Director Lewis stated that she appreciated all the feedback that she has received so far from the current board members regarding the potential board candidates. She further explained that three (3) people will be interviewed on Wednesday, January 28th (afternoon; 2:30, 3:30 and 4:30 PM) and welcomed all Board members that were interested in being present at the interviews to attend. Mr. Reed asked Director Lewis if the candidates that were not chosen would be notified. Director Lewis explained that she would be notifying them after the interviews have taken place.

At this time, to accommodate guest Nate Bruno from the Manheim Township Youth Football Association, Chairman Bohan forwarded the meeting to an item under:

**VIII. New Business**

**Youth Sports Surveys Results – Football** - Chairman Bohan began by explaining the process of the Youth Sports survey. Chairman Bohan explained that the questions on the surveys will be individualized by each sport. A blank copy of the survey was included within the packet. Out of the 250 surveys that were distributed within the football association, 32 were returned (31 of which were analyzed). The results were formulated by Chairman Bohan on a report entitled "An Analysis of the Parent Evaluations of Football Program - 2008", which was included in this month's packet. The 32 returned surveys represent eleven percent (11%) respondents (approximately 250 surveys distributed). Director Lewis explained that originally, the surveys were going to be distributed at the Football Association's banquet. Rather, they were e-mailed to all participants two different times. Director Lewis further explained that the Soccer and Cheerleading programs will receive the surveys next. She also explained that the participants of the Basketball program which is held by the Recreation Department will receive a survey also. Chairman Bohan briefly reviewed the analyzed data on the report. Overall, Chairman Bohan stated that he thought that the people that participated in the survey really liked the program. Mr. Miller asked Mr. Bruno what grades constitute the "C" team. Mr. Bruno responded that 4th and 5th graders make up the "C" teams. Mr. Miller also asked if 4th or 5th graders play on the "B" team. Mr. Bruno replied that the only way a 5th grader could play on the "B" team is if he was overweight for "C", as there is a sliding scale between weight and age. Chairman Bohan stated that the surveys received were "an affirmation" that what the Football Association is doing is what the parents want the association to do and is also consistent with the Board's expectations. The issues that are known within the "C" team will be addressed and rectified in the future. Mr. Miller asked Mr. Bruno if the issues within the "C" team are personnel issues (vs. within the program structure). Mr. Bruno replied that there is a combination of issues within the "C" team. He further explained that due to the high number of participants in the "C" division, the Football Association, this year, decided to split the "B", "C" and "D" into two divisions (a Division 1 and a Division 3, with Varsity & JV games in each division), so that a larger number of kids were playing in meaningful games. Also due to the large number of participants, it is very difficult to recruit quality coaches for this many teams (need 7 coaches per team), Mr. Bruno explained. He also explained that there were some "coach's personality issues" that have been discussed at the Executive Board meetings. Chairman Bohan commented about Youth Sport Associations hosting a parent orientation to explain expectations, hand out Youth Sports Standards, etc. Mr. Bruno explained that they had, in the past, hosted Parent Orientation meetings, but in recent years, parent attendance was very low. He further explained that this issue has been discussed and will be addressed. Parents will be required to attend the Parent Orientation Meeting and if they do not, Mr. Bruno stated, that their child will not play. Mr. Bruno thanked the Board for their support.

Meeting returned to Item **VI. Committee Reports.**

**Public Relations Committee** – No report.

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**VI. Committee Reports (Cont'd.)**

**Program Committee** – No report.

**Finance Committee** – No report.

**Director's Report** – No further report.

**VII. Old Business**

**Steering Committee** – MT Comprehensive Plan - Mr. Reed stated that the Steering Committee was finished. The plan is now with the Planning Commission. He further reported that the Planning Commission will incorporate within their regular meeting one-half hour sessions addressing certain components of the Comprehensive Plan.

**5 and 10 Year Capital Expenditure Strategies – Status Update** - No report.

**Recommendation of use for \$135,000 - Land Transfer Agreement at Bucher** – Chairman Bohan asked the members if anyone has any ideas. Ms. DeSha stated that this was requested to be put "on hold" by Commissioner Keebler until the Commissioners decided. Mr. Keene stated that he had some suggestions and he would submit a list. Mr. Keene explained that the location for these courts that was previously discussed was Stoner Park. Director Lewis suggested that the Board make a recommendation on how these funds are to be used. Mr. Keene recommended that the Board pursue placing the courts at Stoner Park. Mr. Miller questioned the current utilization of tennis courts within Manheim Township. Chairman Bohan reported that at the Overlook Community Foundation Board meeting, Public Works Director Neff presented enhancements anticipated at Destination Park (multi-use playing field, bocce, etc.). Chairman Bohan suggested that each board member, by next month, recommend two (2) projects that these funds might be used for. Mr. Miller asked who makes decisions regarding the addition of amenities at Overlook Community Campus. Chairman Bohan explained that ultimately, the Commissioners make the decisions as they are needed for the funding. He further explained that the Foundation does recommend items to the Commissioners.

**VIII. New Business**

**Correspondence** – Enclosed within packet.

**Approval of Job Descriptions** – Director Lewis reported that the current Job Descriptions were included within the packet and the Personnel Committee have already reviewed and approved. Mr. Miller made the recommendation to approve the revised Job Descriptions as written. This recommendation was seconded by Mr. Reed. Chairman Bohan stated that Board approval is not necessary for the day to day operations and Job Descriptions fall into this category. All approved.

**New Board Member** - Item previously discussed. Chairman Bohan reminded the members that the interviews will be conducted on Wednesday, January 28.

**Parks, Fields and Facilities Committee** - No report.

**Youth Sports Surveys results - Football** - Previously addressed.

**IV. Overlook Community Foundation Report** – Chairman Bohan reported that updates of all of the current projects were reported on at the last meeting. He reported that a shed at the Stoner House has been approved for demolition. Chairman Bohan reported that the Library is progressing. Chairman Bohan apologized for not including Minutes in the package. Mr. Miller asked what the relationship was between the Foundation and the Library. Chairman Bohan stated that the site for the Library was located on Foundation property. The Library group will share their design with the Foundation Board. Mr. Miller asked if there was any lease of land Agreement. Chairman Bohan stated that he did not know and he will check on it.

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- X. **Commissioner's Report** – In Commissioner Keebler's absence, Director Lewis reported that the Commissioner did adopt a fees and charges policy. The pool fees were approved with the addition of free passes (# per member) issued to all pool members. Discussion was held regarding "real cards" vs. "virtual" ID cards. Director Lewis stated that the ID card was a good way to collect data. Mr. Miller stated that the cards were used for safety and control. Director Lewis also reported that the Commissioners passed the Open Records Policy. This new system enables persons that request public records to do so by filing out a form. Mr. Reed asked if a time limit was going to be set on records. Director Lewis stated that it will be administered according to First-Class Township Code.

Ms. DeSha stated that she did not receive the 2009 Winter Activities edition. Director Lewis explained that a list of residents not receiving the information was being compiled. Mr. Keene stated that sections of the northeast quadrant were missing from the Township mailing list.

Mr. Miller asked the status of interest in the new programs that were offered. Director Lewis stated that the language courses received registrations, but not enough to run the programs. Mr. Miller asked if there was any update on the credit card update processing with regard to WebTrac. Director Lewis stated that WebTrac has been down for a month, as the Township server is being transferred to another location.

Chairman Bohan commented that there are no programs offered (Winter, 2009) for two year olds.

- XI. **School Board Report** – Mr. Reed reported on a proposal that has been received by the School Board from the Manheim Township Education Foundation regarding an agreement to contract with EEMCO (Event Management & Marketing Company). This company will have naming rights for fields (Middle and High School campuses only) and events management. These events will be held only at the Middle and High School campuses (all grounds including gymnasiums and pool). Where Parks and Recreation will be impacted most, Mr. Reed explained, was a request for a 9-month in advance use of facilities schedule and secondly, a fee would also be charged (per hour) to the Department. Chairman Bohan expressed his concern regarding the reciprocal relationship that the Township has had with the schools will be compromised if this agreement is approved. Mr. Reed stated that the details will need to be worked out. Mr. Reed stated that he thought the School Board was going to make the impact with Parks & Recreation as minimal as possible. Mr. Reed stated that there will be a charge for the use of the pool. Mr. Keene stated that scheduling 9-months in advance was a very high expectation. Mr. Reed supplied Director Lewis with the information that was distributed (including the fee sheet).

Guest Larry Pulkrabek asked the status of the Parks & Recreation's long term strategic plan. Chairman Bohan stated that he didn't believe that there was one. Mr. Pulkrabek questioned why the Parks & Recreation Board was not addressing a long-term strategic plan at this time since the Township is currently working on updating the Township Comprehensive Plan which is very generic (no P & R detail). Mr. Miller stated that the Board had this same concern within the past year, but was directed by Assistant Manager Molchany to address the update of the Parks & Recreation Plan after the Township Comprehensive Plan was adopted. Mr. Keene stated that now that the Township Plan is within the Planning Commission, the Parks & Recreation plan can now be updated. Mr. Keene also stated that a format to do this is needed. Director Lewis suggested that a grant from the state could be obtained to facilitate this group. Chairman Bohan stated that when the direction came from Assistant Manager Molchany, the Department was lacking a Director. Chairman Bohan thanked Mr. Pulkrabek for his suggestions.

Mr. Keene reported that the By-Laws will be updated as follows: Article III. Membership (Section 3.03) Members of the Board shall serve as 5 years, or until successor is appointed... Mr. Keene stated that the verbiage omits the words two consecutive five-year terms. This will be added. Mr. Keene also questioned if the Township policy should be referenced within the By-Laws. Chairman Bohan stated that he believed that it was just a "Township Process".

- XII. **Museum Board Report** – No report.

- XIII. **Adjournment** - With no further business to discuss, Chairman Bohan made the motion to adjourn the meeting at 9:00 p.m. This motion was approved unanimously.