

Manheim Township Parks & Recreation Board

**MONTHLY BOARD MEETING MINUTES**

**February 3, 2009**

- I. The regular meeting of the Manheim Township Parks and Recreation Board was held in the Stauffer Mansion Blue Room on Tuesday, February 3, 2009. Chairman Bohan called the meeting to order at 7:00 p.m. In addition to Chairman Bohan, board members present included DeSha, Gard, Keene, Laubach, Miller and Reed. Also present was Recreation Director Lewis.
- II. **Review and Approval of January 20, 2009 Minutes** – Mr. Reed made the motion to approve the January 20, 2009 Minutes as written. This motion was seconded by Mr. Miller. The motion was passed unanimously.
- III. **Treasurer's Report** – Ms. DeSha distributed an updated report. Ms. DeSha reported Finance Director Stratchko is in the process of finalizing the 2009 budget. She stated that she and Director Lewis will be meeting with Finance Director Stratchko to discuss what reports are wanted and needed from the Finance Department.
- IV. **Committee Reports:**

**Facilities Committee** – Mr. Reed stated that there was no report. Ms. DeSha stated that she will be contacting Public Works Director Neff regarding the annual PA Cleanup which will be held mid-April. Advertising for the event and information should be prepared soon to go out and also distributed to the schools.

Mr. Keene asked why non-motorized paths were not cleared of snow at Community, Stoner and Foundation walking paths. Mr. Keene stated that there is no snow removal equipment small enough to accomplish this task. Director Lewis explained that the plaza area at Stauffer Park is removed of snow with a small piece of equipment that is housed here. Mr. Keene stated that he thought there as a transportation and unloading issue with that particular piece of equipment. He asked Director Lewis to confirm this with Park Superintendent Lessig. Director Lewis stated that possibly one parks' paths could be cleared and the remainder paths left for residents to cross country ski, etc.

Director Lewis reported that she and Public Works Director Neff have discussed the Great PA Cleanup and also that Lorri Haney has been appointed the Volunteer Coordinator for the Recreation Department. She will coordinate volunteers for the Adopt-A-Trail (Park) program. Ms. DeSha explained that Wendy Herr, Public Works Department, coordinated donations that were received for the volunteers of the Great PA Cleanup (coffee, water, etc.). Director Lewis suggested to Ms. DeSha that she stop by on Friday to see Carl Neff and Wendy Herr to discuss with them the Great PA Cleanup. Ms. DeSha explained that the Envisions program is looking to do some Community Service and stated she will forward our information to them regarding Adopt-A-Trail (Park).

**Personnel Committee** – Mr. Gard reported that quite a few interviews have taken place within the last month. In addition to the Youth Sports and Activities Coordinator position opening interviews, Board member candidates were also interviewed. Director Lewis explained that reference checks for three (3) of the candidates for the Youth Sports and Activities Coordinator position are in process. Ms. DeSha asked what the next step concerning the position with the Commissioners. Director Lewis explained that the next step from the Board is to recommend candidate to the Commissioners. The Personnel Committee has already forwarded this recommendation. Discussion was held regarding the process of the appointment of the new board member. Mr. Gard explained that over thirty (30) resumes were received for the Youth Sports and Activities Coordinator position.

**Program Committee** – Mr. Miller had no report, but stated that once the new person comes on board, a Program Committee meeting will be held.

Director Lewis reported that the Manheim Township Librarian, Katrina Anderson, submitted a list of potential programs that she would like to run through the Library for 2009. Director Lewis explained that she did distribute this list to program staff. Mr. Miller asked if the potential programs submitted with in collaboration with the Recreation Department. Director Lewis stated that some of the programs on the list were intended to run in conjunction with the Recreation Department.

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**IV. Committee Reports: *Cont'd.***

**Program Committee – *Cont'd.***

Chairman Bohan stated that he encourages any connections that the Recreation Department has with the Library in order to collaborate with them and he will discuss this with Steve Bussanmas, who is on the Library Board (as well as the Overlook Community Foundation).

Chairman Bohan stated that the Library will be set up as an independent title 501(c)3, which will question what the Township has on programs offered at the Library. Director Lewis stated that the Library is looking to hire a Program person. Ms. DeSha suggested to Director Lewis that Envisions offer after-school programs through the Recreation Department.

**Public Relations Committee** – No report. Mr. Keene reported that he saw the summer part-time employment ad in the latest "Township Today".

**Finance Committee** – No report.

**Director's Report** – No further report. Director Lewis asked if any one had questions regarding the Director's Report. Mr. Reed asked about Item 3, listed under Personnel – Patron involved in legal matter. Director Lewis explained that a patron at the Overlook Activities Center who was intoxicated and asked to leave the premises. After she left, the police were called and she was arrested. She further explained that since there were several part-time employees that witnessed her behavior, they have been called in to testify. Director Lewis stated that she would like these employees to receive some sort of compensation, since they have to take time off from their regular full-time jobs in order to testify in court. Director Lewis has asked the Township to look into establishing a policy for employees to be paid when they are appearing for the Township's behalf. Ms. DeSha questioned legality of paying people to testify on your behalf. Director Lewis explained that part-time employees will receive some stipend for being subpoenaed, submit their pay stub showing their hourly wage and then reimbursing them for the time that it took for them to appear in court. Mr. Keene asked if the meeting between Township Manager Rimer, Director Lewis, Mr. Kurijaka and Commissioner Keebler was a fact-finding meeting. Director Lewis stated yes. Director Lewis distributed "Effects of proposed EMMCO/school district fees on Manheim Township Parks & Recreation programs". Director Lewis explained that this report only encompasses program information. Director Lewis further explained that Mr. Kurijaka explained to her that this agreement is in preliminary stages only. Director Lewis stated that Township Manager Rimer would like be informed of the Board's position on this agreement. Chairman Bohan shared his dismay regarding the current reciprocal agreement that is in existence (and has been in existence since the Park Board inception of 1969) between the Parks & Recreation Department and the Manheim Township School District. Director Lewis stated that she suggested to Township Manager Rimer that Commissioner Downing meet with School Board President Hannah Bartges, Superintendent Gene Freeman and Joe Kurijaka. She also stated that she expressed that her interest in participating in the process if needed. Mr. Reed asked if the reason that the fee on the report for tennis courts is listed as no charge is because the Stauffer Tennis Courts are now going to be utilized (instead of the High School courts). Director Lewis stated that the intention was to return to utilizing the High School courts.

**VII. Old Business**

**MT Comprehensive Plan - Update** – Ms. DeSha stated that this item should be updated to read "Parks & Recreation Comprehensive Plan". Mr. Reed stated that he reviewed the current Parks & Recreation plan and added that he did not believe it would be that difficult to update. Director Lewis suggested that the plan should be updated for a year time period. Director Lewis announced that she will be attending a Grant Management meeting (sponsored by DCNR) and applying for a grant to redo the Parks & Recreation Comprehensive Plan in its entirety. The grant awards will not be known until September (2009). Ms. DeSha asked if the board members could receive the current plan (1998). Director Lewis explained that the grant award amount is for \$30,000 and the Township will also need to match that amount. Mr. Keene asked Director Lewis to remind Chairman Bohan recommended that the two agenda items MT Comprehensive Plan Update and 5 and 10 Year Capital Expenditure Strategies be combined on the Agenda to be MT Parks & Recreation Comprehensive Strategic Plan. Director Lewis explained how the plan will be updated if we receive the grant.

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**VII. Old Business (Cont'd.)**

MT Comprehensive Plan – Update – Cont'd.

Chairman Bohan stated that he is hoping that the Parks & Recreation Plan can continue to be updated after the MT Comprehensive Plan is complete. Chairman Bohan explained that he will pull useful information out of the Fields Committee meetings information to use for the Parks & Recreation Comprehensive Plan update. Ms. DeSha asked if the Fields Committee is still in existence. Chairman Bohan stated no. Ms. DeSha asked what was being done (with regard to fields) as there is still \$3 million in the budget.

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

**Recommendation of use for \$135,000 - Land Transfer Agreement at Bucher** – Chairman Bohan stated that this item was deferred last month. Mr. Keene stated that he made a recommendation. Discussion was held regarding an outdoor ice skating amenity. Chairman Bohan reported that at the last Overlook Community Foundation Meeting, Public Works Director Neff and Township Manager Rimer (*Margie – Jim B. said Carl & “Mike”...I am assuming that he meant Mike Rimer? Do you know?*) reported that research is being done on adding a multi-use surface at Destination Park (which could possibly be used for ice surface during winter months). He also reported that the bocce courts will be going in at Destination Park this summer.

This item was deferred. Director Lewis suggested that board members e-mail their recommendations to her regarding the \$135,000.

**VIII. New Business**

**Correspondence** – None.

**New Board Member choice to Commissioners (top three)** – This item previously discussed.

Mr. Keene reviewed the discussion last month regarding adding verbiage to the By-Laws regarding serving only two consecutive terms. Mr. Keene would like to add the following to the By-Laws: “No person shall serve any more than two consecutive 5 year terms on the Parks & Recreation Board”. Once this is voted on and approved, Mr. Keene commented, it can then be added to the By-Laws and redistributed. Ms. DeSha asked if this can be added (to the By-Laws). Chairman Bohan stated that he would like to see this policy. Mr. Keene stated that this addition (to the By-Laws) is important so that future Board members are aware that the maximum term is 10 years. Chairman Bohan stated that this item be deferred.

**IV. Overlook Community Foundation Report** – Chairman Bohan asked if anyone had any questions regarding last meeting Minutes that were included in the package. Mr. Keene questioned item VII. Unfinished business, A. Status Reports, 1. Projects, item (c) Township Center listed on Minutes. Chairman Bohan explained that this item has been discussed since November after Chairman’s Bohan’s visit to a Youth/Senior Center that was built in Rochester, New York. Chairman Bohan reported that he acquired the financial information from this center and has asked the Community Foundation Board if he could have their permission to pursue some type of “Center” for its’ citizens. Chairman Bohan also reported that the capital campaign for the Library is not going as well as originally planned. Mr. Reed questioned Mr. Pulkrabek’s question (IX. Public Comment, Number 1.) regarding the value of what may be under the Stoner shed. Chairman Bohan explained that the shed originally built on a slab and nothing of value is under that slab. It has been established that the basement of the house has the most historical value. Ms. DeSha questioned why the Dog Park has only paid \$1,000/annual? Chairman Bohan stated that he was not sure what the terms with the Township were. The Dog Park is not on land owned by Overlook Community Foundation.

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**X. Commissioner's Report** – In Commissioner Keebler's absence, there was no report.

Ms. DeSha asked when representation from the Commissioners or Parks Division would be present at the Board meetings. Last Parks update submitted was December. Mr. Keene stated that he had indicated to Public Works Director Neff that he would stop by the office for the monthly report and deliver it at the board meetings. Mr. Keene suggested that a formal letter be sent to the President of the Commissioners regarding Commissioner Liaison representation. Chairman Keene stated that he will e-mail Larry Downing. Ms. DeSha stated that there used to be an semi-annual meeting with the Parks & Recreation Board and the Commissioners to discuss goals, vision, etc. and this has not occurred lately. Director Lewis asked the board members to decide when they would like to hold this meeting and she will pass along the request to the Commissioners.

**XI. School Board Report** – Mr. Reed reported that he had no report, as the School Board has not met since last report.

**XII. Museum Board Report** – Mr. Keene reported that the 2009 Boettcher House programs are in the process of being firmed up and also announced that we have a taxidermist now that can process "native species" if found, just give him a call.

**XIII. Adjournment** - With no further business to discuss, Chairman Bohan made the motion to adjourn the meeting at 8:18 p.m. This motion was approved unanimously.