

Manheim Township Parks & Recreation Board

**MONTHLY BOARD MEETING MINUTES**

**March 3, 2009**

- I. The regular meeting of the Manheim Township Parks and Recreation Board was held in the Stauffer Mansion Blue Room on Tuesday, March 3, 2009. Vice-Chair Laubach called the meeting to order at 7:00 p.m. In addition to Vice-Chair Laubach, board members present included DeSha, Keene and Reed. Also present was Recreation Director Lewis and Commissioner Keebler. Chairman Bohan, Mr. Gard and Mr. Miller were absent. Guests present included: Larry Pulkrabek, 230 Eshelman Road, Lancaster, PA 17601, J. Brad Landis, Recreation Department Intern from Millersville University and Melanie Nall, Intern from York College.
- II. **Review and Approval of February 3, 2009 Minutes** – Mr. Reed made the motion to approve the February 3, 2009 Minutes as written. This motion was seconded by Ms. DeSha. The motion was passed unanimously.
- III. **Treasurer's Report** – Ms. DeSha distributed an updated report (January). Ms. DeSha explained that in review of the January financials, she did not notice any unusual expenses. With regard to capital funds, Ms. DeSha explained that expenditures are deducted from Developer's fees that are listed at the top of the report (side 2). Ms. DeSha explained that the Land Acquisition expenditures that were expended out of the Capital account were for two (2) ballfields installed at Stoner Park and lighting at Municipal Park. Mr. Keene questioned the Boettcher House parks account. Director Lewis explained that the other Boettcher House account has been moved to the recreation budget (used to be in the parks department budget). The majority of this line item funds the annual Landis Woods Art Show. Ms. DeSha explained that her goal is to present a report that *summarizes* the overall budget.

Director Lewis introduced Andrew Quarino, Youth Sports & Activities Coordinator. Youth Sports & Activities Coordinator Quarino shared his qualifications and background and explained that he was adding a few programs to the spring listing of activities. Commissioner Keebler reported that the Youth Basketball program was "phenomenal". She asked Youth Sports & Activities Coordinator Quarino to share this information with Recreation Superintendent Norton. Mr. Reed gave kudos to the two female officials in the Youth Basketball program.

Director Lewis also introduced Brad Landis, a master's degree student from Millersville University and Melanie Nall, a student with York College. Both Brad and Melanie are interns at this time with the Recreation Department. Mr. Landis explained that he is working on his master's program in Sports Management in hopes to someday move towards that profession. He is currently a physical education teacher at Schaeffer Elementary. Ms. Nall explained that she is currently a student of York College working on her bachelor's degree in Recreation. Ms. Nall reported that she has been working on re-vamping the Smart Strides program by offering organized walks hosted by Township Commissioners and Board members. The goal of the 8-week program is to walk 10,000 steps (5 miles) per day. Ms. Nall asked anyone that was interested in leading a walk to contact her. Commissioner Keebler stated that she will take this information to the next Commissioners' meeting.

**IV. Committee Reports:**

**Facilities Committee** – Mr. Reed stated that he had no report, but would have one next month.

Ms. DeSha announced that the Great PA Cleanup was set for May 16 at Community Park. Ms. DeSha explained that the date was pushed back due to ordering plants for the event. Ms. DeSha shared some of the tasks that could be performed at this site. Director Lewis reported that the playground equipment at Community Park is scheduled to be updated in 2010. She also reported that the Sundial Garden that was previously discussed to be placed at Community Park would be better placed within Landis Woods Park. Director Lewis also explained that Park Superintendent Lessig would like to re-locate the playground area to the oval paved area (west of Kiwanis #1 Pavilion). With the relocation of this equipment, this would allow the larger groups that rent the park pavilions additional space in order to put up tents. Ms. DeSha shared parks updates that she received from Public Works Director Neff: a.) 90% completion on wiring at the Boettcher House ; b.) bids received for new fields at Stoner Park; c.) waiting for Penn DOT approval for new start of Heritage Path at Landis Woods; d.) clearing snow. Discussion was held on clearing snow on the various park paths (which is currently not done). Mr. Keene reported that the Heritage Path grant has been held up for over a year and he doesn't understand why. This is a 50/50 grant with Penn DOT. Commissioner Keebler suggested that Mr. Keene sent her an e-mail and she will forward to State Representative John Baer.

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

**Personnel Committee** – In Mr. Gard's absence there was no report. Vice-Chairman Laubach announced that a recommendation was forwarded to the Commissioners regarding the opening on the Parks & Recreation Board.

**Program Committee** – Mr. Laubach had no report.

**Public Relations Committee** – No report. Commissioner Keebler reported that a resident on Wallingford Road was not receiving the Recreation guide. Lorri Haney stated that she would check with the mailing service to see if residents living on Wallingford Road were on the mailing list. Ms. DeSha reported that she received a mailing from the Manheim Township Lacrosse Association. Vice-Chairman Laubach asked Mr. Reed if the School Board needed to approve distribution to the schools. Mr. Landis stated that he had received information in his school mailbox and assumed that it had been approved by the school principal. Vice-Chairman Laubach stated that it was a neat marketing tool. Ms. DeSha commented on the Youth Sports program survey numbering scheme (1 through 4) where she thought 1 being the "most likely" where it is actually "least likely". On the second side, Ms. DeSha stated that she did not see the importance of the "Sports Knowledge" section. Director Lewis explained that the Department is trying to keep the Youth Sports survey consistent throughout the various sports. Commissioner Keebler suggested having pencils available when the survey is distributed to encourage people to fill it out and return it immediately.

**Finance Committee** – No report.

**V. Director's Report** – No further report. Director Lewis asked if any one had questions regarding the Director's Report. Ms. DeSha asked how the Department was participating in the Township event Spring Fling. Director Lewis explained that Kelly Wells will be soliciting for help for this event. Director Lewis reported that Neff and Nitrauer Elementary schools were being looked at to host a site for the Playground program this summer (due to the loss of site at Bucher). Commissioner Keebler stated that it is important for this program to be held at a facility (vs. outdoors at Community Park).

**VI. Old Business**

**Recommendation for Use of \$135,000 – Land Transfer Agreement at Bucher** – Ms. DeSha asked Commissioner Keebler what the status was on these funds. Commissioner Keebler stated that the Commissioners were waiting for a recommendation from the Parks & Recreation Board. Director Lewis reviewed suggestions received by Board Members. Mr. Miller suggested tennis courts on the Foundation Property; Frisbee Golf (Foundation Property, Stoner Park, Landis Woods). Mr. Keene's suggestions were moving the skate park to Stoner Park (currently at Overlook); one or two tennis courts at Overlook; basketball court at Overlook. Mr. Keene stated that if there is a security issue with the Skate Park, Stoner Park might not be a good possibility for moving it to that area. Discussion was held on adding a street hockey/ice hockey outdoor area at Overlook. Ms. DeSha's suggestions were a rock wall at Overlook Falls Mini-Golf and segway rentals at Overlook Falls Mini-Golf and adding a zip line. Mr. Reed questioned liability of segway rentals and a rock wall. Mr. Landis suggested a ropes course in one of the Township's wooded area. Mr. Laubach suggested utilizing the money to complete some of the bike paths. Director Lewis suggested that a recommendation to forward to the Commissioners be finalized by next month's meeting.

**VII. New Business**

**Correspondence** – Enclosed. Ms. DeSha stated that she attended a school skating event at Overlook Activities Center and it was very well attended. Director Lewis announced that we received a \$500 donation from the Lancaster Italian Cultural Society for the construction of bocce courts.

**MT Parks & Recreation Comprehensive Strategic Plan** – Director Lewis announced that she is working on a grant through DCNR for a comprehensive plan. Director Lewis suggested that a Rec Tap grant through PA Recreation & Parks Society for the board might be a better option. Director Lewis also announced that she is going to be seeking a grant to help with some of the construction costs for the pool. Request up to \$250,000. Ms. DeSha asked what needed to be done in order to form the committee for the Comprehensive Plan. Director Lewis stated that this will be discussed at next meeting.

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

**Parks, Fields and Facilities Committee** – Vice-Chairman Laubach had no report. Director Lewis stated that this item could be incorporated with the strategic planning. Commissioner Keebler stated that the Commissioners held an Executive Session to discuss land acquisition, but this parcel did not have a price tag. Commissioner Keebler stated that due to the economic times, she did not anticipate a land acquisition. Guest Pulkrabek suggested that land acquisition be leased (instead of purchased). Commissioner Keebler also suggested the Commissioners consider implementing a “fee in lieu of” for commercial in addition to residential property development.

**VIII. Overlook Community Foundation Report** – In Chairman Bohan's absence, there was no report.

**IX. Commissioner's Report** – Commissioner Keebler reported that the Commissioners will be discussing Skyline renovations at their next meeting. The original plan was to do the same thing as was done at Overlook to Skyline. This is what will be discussed at this meeting. Vice-Chairman Laubach asked if there was a Land Research Committee within the Township. Commissioner Keebler stated that it was Commissioner Simpson and Assistant Township Manager Molchany (who meet and talk to the developers).

**X. School Board Report** – Mr. Reed commented that Bucher Elementary was now fenced in and playing fields have been taken out of commission. The project will be completed by July of 2010 and currently running on schedule. Commissioner Keebler asked where MT baseball will play (since they used the two fields at Bucher). Director Lewis stated that the two fields at Stoner Park will be ready for their use. Mr. Reed suggested temporary field usage at retirement community (Brethren Village, Airport Road) on land that was purchased but not developed yet. Vice-Chairman Laubach asked the status of the EMMCO proposal. Mr. Reed reported that Director Lewis has met with school officials. Director Lewis stated that nothing has been received to date in writing.

**XI. Museum Board Report** – Mr. Keene reported that the first (of the year) meeting of the Landis Woods Art Show Committee will be meeting Wednesday, March 4. Mr. Keene also reported that the new wiring is almost complete. Mr. Keene distributed the latest listing of the Boettcher House Programs. Director Lewis reported that sound equipment has been ordered.

**XII. Adjournment** - With no further business to discuss, Mr. Keene made the motion to adjourn the meeting at 8:42 p.m. This motion was seconded by Ms. DeSha and passed unanimously.