

Manheim Township Parks & Recreation Board

MONTHLY BOARD MEETING MINUTES

April 7, 2009

- I. The regular meeting of the Manheim Township Parks and Recreation Board was held in the Stauffer Mansion Blue Room on Tuesday, April 7, 2009. Chairman Bohan called the meeting to order at 7:00 p.m. In addition to Chairman Bohan, board members present included Gard, Krick, Laubach, Miller and Reed. Also present was Recreation Director Lewis and Commissioner Keebler. Ms. DeSha was absent. Guests present included: Peg Adams, 1960 Melody Lane, Lancaster, PA 17601.

Chairman Bohan introduced new board member, Chuck Krick. Mr. Krick is also the President of the Manheim Township Baseball/Softball Association. Mr. Krick will serve on the Program and Public Relations Committees.

- II. **Review and Approval of March 3, 2009 Minutes** – Mr. Miller questioned the amount listed under VI. Old Business – Recommendation for use of \$135,000 – Land Transfer Agreement at Bucher. Director Lewis stated that the initial amount was \$135,000, but the actual amount received from the School District was \$175,000. Mr. Reed made the motion to approve the March 3, 2009 Minutes as written. This motion was seconded by Mr. Laubach. The motion was passed unanimously.
- III. **Treasurer's Report** – In Ms. DeSha's absence, there was no report. Director Lewis stated that information from the Finance Department was included in the packet.
- IV. **Committee Reports:**
- Facilities Committee** – Mr. Reed reported that he requested a Parks Division report from Public Works Director Neff, which was included in the packet. Mr. Reed explained that this report will be submitted on a monthly basis.
- Personnel Committee** – Mr. Gard had no report. Director Lewis reported that on the status of the "Smart Stride Strolls" program rejuvenation. It is anticipated that Township officials will host one of the stroll dates. Director Lewis asked board members to let her know if anyone was interested in hosting one of the strolls.
- Program Committee** – Mr. Miller had no report, explaining that Program Committee meetings were temporarily put on "hold". A Program Committee meeting was scheduled for Tuesday, May 5 (2009) at 6 PM.
- Public Relations Committee** – Mr. Laubach had no report. Director Lewis reported on a presentation that was hosted by the PA Dutch Convention & Visitors Bureau, entitled "Media Trends" that was attended by staff. Director Lewis explained that this session was about getting the information out to the people vs. having the people come to you. Topics touched upon at the presentation included: media consumption habits, the impact of technology, measurability, shifting demographic trends in America and its impact on media, and specific examples of media innovations on the short-term and long-term horizon. Director Lewis also reported that one of the sessions she had attended at the PRPS conference recently introduced Facebook, Twitter. Director Lewis stated that the last bus trip (Washington, DC) was advertised on craigslist (.com) and RSVP.com.
- Finance Committee** – No report.
- V. **Director's Report** – No further report. Director Lewis asked if any one had questions regarding the Director's Report. Chairman Bohan asked if the number of teams were up in the Volleyball league. Director Lewis explained that the Men's Softball League has increased by two (2) teams this year. Mr. Miller asked what the status was on the potential Teen Camp. Director Lewis reported that Youth Sports & Activities Coordinator Quarino was working on a "Teen Adventure Camp" to be offered five (5) separate weeks in the summer (Tuesday, Wednesday, Thursday). This program would target age 13 to 17. This program will be advertised in the summer activities brochure.

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VI. Old Business

Recommendation for Use of \$175,000 – Land Transfer Agreement at Bucher – Chairman Bohan explained that various e-mails were exchanged throughout the month on the recommendation. Chairman Bohan explained that a few members did not wish to place anything on the Foundation property. The majority of members also did not want to spend the money on repair and maintenance vs. new or replacement items. Mr. Miller stated that the decision that needed to be made first was either replacing the tennis courts with tennis courts at what location or is this possibly an “opportunity to unload an under-used asset and replace in its place something new and different”. Chairman Bohan asked Mr. Reed what his thoughts were on the loss of the tennis courts (at Bucher). Mr. Reed stated that he did not think that it mattered. He further explained that tennis has declined in recent years. He explained that he thinks the present courts are under utilized. Mr. Gard asked if convenience had anything to do with the use of the courts. Discussion was held to locate the tennis courts at Stoner Park (need flat surface, very windy, wind screens, etc.). Mr. Reed reported that Lancaster Catholic recently installed six (6) courts and asked if an agreement could be made with them to utilize the courts during certain hours. These courts are currently locked. Mrs. Adams reminded the board that in the planning stages of Stoner Park, tennis courts were proposed. Director Lewis discussed options with staff. Director Lewis explained that she will put a Power Point presentation together on NEOS (action game), sensory playground (w/ court surface to make handicap accessible), tennis court lighting at Stauffer Park (quote received for sports lighting between \$90 and \$105,000), low ropes course at Landis Woods (Director Lewis questioned liability), basketball court at Overlook (Pool), restroom at Community Park North, and disc golf. Commissioner Keebler stated that she since a large item was lost that would like to see a “replacement of similar magnitude and scope”. Any item can be easily funded through the Capital budget. Commissioner Keebler stated that even if the item chosen is over the amount of \$175,000, the balance could be budgeted into the 2010 budget. Director Lewis announced that a meeting has been scheduled with Innova (spelling ?) and Parks Superintendent Lessig to discuss disc (Frisbee) golf (to be installed at Overlook). Chairman Bohan explained that a park in Brownstown had a course which takes “a lot of space, but not a lot of area”. Discussion was held regarding renting Frisbee Golf equipment (from Overlook Falls Mini-Golf facility) and also tee sponsoring.

VII. New Business

Correspondence – Chairman Bohan reported that a letter was received from the Lancaster Italian Cultural Society with their \$500 donation toward Bocce court installation at Overlook Community Campus. Director Lewis explained that before the check was accepted she did touch base with Ms. DiCola regarding the mention in the letter of two of the courts being covered and lighted. She explained that the courts will be not be lighted this year, but will possibly be in the future, as funds become available. Mr. Reed asked what the park hours were. Director Lewis explained that the current hours of use at the parks is dawn to 10 PM, with the exception of Stauffer Park which are dawn to 11 PM.

Commissioner Keebler commented that Andy Kelly was the team photographer for the Manheim Township Soccer Club program. Mr. Kelly donates proceeds from his photography to a scholarship fund (for people that are unable to pay for the program). Director Lewis explained that she had forwarded the TSS contact information to Recreation Superintendent Norton to pursue, as we were not currently offering photographs to the Youth Basketball program. Commissioner Keebler stated that Mr. Kelly’s work was exceptional compared to other photographers. Mr. Krick explained that the photography opportunities are very competitive, additionally commenting that the Baseball/Softball Association looks at various photography groups each year. Mr. Krick also explained that Mr. Kelly was only one person and when you are photographing over 250 children, a one-person operation is not enough.

Update on 2009 Great PA Cleanup Event - Chairman Bohan read a report that was submitted by Ms. DeSha. A meeting was held to review plans for this year’s Great PA Cleanup which will be held at Community Park. The plans for day include: replace boards on horseshoe pits, planting around front beds (road & main entrance), spread wood carpet around play equipment and mulch beds, paint (stain) restroom buildings and various other things. This event will be held May 16. Mr. Miller, Mr. Reed, and Mr. Bohan volunteered to help on this day. It was suggested to contact Boy Scout groups to partake on this day.

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VII. New Business (Cont'd.)

MT Parks & Recreation Comprehensive Strategic Plan – Chairman Bohan explained the process of the last update (Vice-Chairman completed as project). Chairman Bohan suggested that the areas of the plan be divided up into areas of interest to each member.

Chapter 1. ***Purpose, Plan, Vision and Overview*** – Chairman Bohan suggested doing this section last.

Chapter 3. ***Community Inventory*** (Township History, Natural Resources, Demographic/Economic Studies, Existing Land Use) which Chairman Bohan explained most of content will be obtained in the present Manheim Township Plan, stating also that he will update this section.

Chapter 4. ***Recreation and Parks Inventory*** (Introduction, Public Lands, Facilities and Programs, Semi-Public and Private Lands and Facilities and Public Recreation Programs. Chairman Bohan asked Director Lewis if staff could complete this section. Director Lewis said yes.

Chapter 5. ***Needs Assessment*** (Introduction, Parks and Greenways, Facilities, Programs, Administration). Chairman Bohan stated that there was nothing listed regarding field needs. The largest area in this section will be completing a needs assessment. Section Two. Parks and Greenways; Section Three. Facilities (Facilities Committee review); Section 4. Programs (Program Committee review; and Section 5. Administration (in addition to Director Lewis and staff, Personnel Committee review). Chairman Bohan will obtain summaries and recommendations from the Fields Committee. Chairman Bohan also suggested adding to Parks and Greenways Needs a category entitled Sports Fields. Also add to Facilities Needs, a category entitled gym space, meeting space. Chairman Bohan asked if all members had a copy of the Comprehensive P & R Plan Update. Director Lewis will make copies for all (except Mr. Reed). Chairman Bohan explained that in place of the Parks, Fields and Facilities Committee line item on the agenda, updates on the status of the P & R plan will be reported upon. Chairman Bohan asked if he should review the overall Township plan. Mr. Reed stated that it is not specific enough for use in the P & R plan. It is anticipated that this document be completed by August, Chairman Bohan stated. The last chapter (Chapter 6. Recommendations) will be completed by all members.

VIII. Overlook Community Foundation Report – Chairman Bohan asked if anyone had any questions regarding last meeting Minutes (draft version) that were included in the package. Mr. Miller asked what the \$20,000 listed on the revenue report generated from. Chairman Bohan stated that this was ground leases or donations from the library (on hold). Mr. Miller also questioned item listed under New Business regarding MTYFA not interested in funding improvements to the park. Chairman Bohan stated that was referring to Youth Football Association not interested in participating in the turf field proposal.

Mr. Krick asked how it was decided which parks retained permanent restrooms vs. portable ones. Chairman Bohan explained that decisions to add restrooms in the parks were decided by the budget. Chairman Bohan also stated that this could also be addressed within the comprehensive plan.

IX. Commissioner's Report – Commissioner Keebler reported that the Commissioners were looking at land acquisition. Commissioner Keebler reported that Wayne Wade has been contracted to do the design work for Skyline Pool and requested (Director Lewis) to make sure that Pam Schmidt (Skyline Swim Team Parent's Association) was included in communication. Director Lewis stated that Facilities Manager Slick had spoken to Ms. Schmidt recently. Director Lewis shared the preliminary plan from Wade Associates which was e-mailed. Director Lewis and board members reviewed the plan.

X. School Board Report – Mr. Reed reported that the Education Foundation will have a presentation for the School Board on Thursday evening (4/9). Mr. Miller asked when the High School Open House was going to be held. Mr. Reed replied April 18.

XI. Museum Board Report – Director Lewis reported in Ms. DeSha's absence. Director Lewis reported that the electrical wiring has been completed. The new alarm system has been installed.

XII. Adjournment - With no further business to discuss, the meeting was adjourned the at 8:19 p.m.