

Manheim Township Parks & Recreation Board

MONTHLY BOARD MEETING MINUTES

May 5, 2009

- I. The regular meeting of the Manheim Township Parks and Recreation Board was held in the Stauffer Mansion Blue Room on Tuesday, May 5, 2009. Chairman Bohan called the meeting to order at 7:00 p.m. In addition to Chairman Bohan, board members present included DeSha, Krick, Laubach, Miller and Reed. Also present was Recreation Director Lewis, Commissioner Keebler and Parks Superintendent Lessig. Mr. Gard was absent. Guests present included: Marguerite S.V. Adams, 1960 Melody Lane, Lancaster, PA 17601 and Jeff Labrassa, 2300 Van Reed Road, representative from Disc Golf.
- II. **Review and Approval of April 7, 2009 Minutes** – Mr. Reed made the motion to approve the April 7, 2009 Minutes as written. This motion was seconded by Mr. Laubach. The motion was passed unanimously.
- III. **Treasurer's Report** – Ms. DeSha distributed her monthly report (March). Ms. DeSha stated that she noticed in the Capital budget Landis Woods account (\$12,000) was possibly charged to the wrong account. Director Lewis stated that she will check with Finance Director Stratchko regarding this. Ms. DeSha stated that she did send her an e-mail questioning this. Ms. DeSha also questioned an Overlook Community Campus expenditure listed in the amount of \$52 (should expenditures less than \$100 be included in the Capital budget?) Ms. DeSha also questioned \$50 income showing for the Boettcher House. Director Lewis explained that budget line items for the Boettcher House were moved from the Parks budget to the Recreation Budget. Income generated to this account is from the Landis Woods Art Show (artist fees). Ms. DeSha also questioned where the \$500 donation for bocce courts from the Italian-American Club (Overlook Community Foundation). Director Lewis explained that the donation was probably deposited in the general fund. Ms. DeSha asked if the deposit will be seen in the April or May financials. Director Lewis explained that she already gave the check to the finance department and it probably was already deposited to the general fund. Mr. Reed questioned Capital expenditure of \$66,824 in January (and also expenditures in subsequent months) listed under Land Acquisition. Ms. DeSha explained that these expenditures were for the field work completed in Municipal Park. Commissioner Keebler also explained that permanent lighting has been installed. Mr. Miller questioned why the parks overtime was already at 63.3% of budget (as of 3.31.09). Mr. Miller asked Superintendent Lessig if the Parks Division was working short a person. Superintendent Lessig explained that they were short, but none of the overtime shown in this account was Parks personnel. Commissioner Keebler stated that it might be from weekend snow removal. Mr. Miller also questioned grounds maintenance account at Skyline was at 57% of the yearly budget. Superintendent Lessig stated that Public Works Director Neff would have to answer that question. Commissioner Keebler stated that these expenditures might be in direct relation to specification work for the future pool renovations. Mr. Miller asked Park Superintendent Lessig what surface would be used for the bocce courts. Superintendent Lessig explained that he recommended Hard-Tru (?) but further explained that Public Works Director Neff was looking into cocoa shells. Director Lewis stated that if anyone had any suggestions for surface to call Public Works Director Neff.
- IV. **Committee Reports:**
 - Facilities Committee** – Mr. Reed stated that Public Works Director Neff was to have submitted a Parks report. As it was not here this evening, Mr. Reed assured the board members that he would hand carry next month's report.
 - Personnel Committee** – Mr. Laubach had no report. Director Lewis announced that the Commissioners had voted at their last meeting to allow Keares Restaurant Group to delete Pools and Overlook Activities Center concessions from their contract. The management of this service will return to the Recreation Department. Chairman Bohan stated that initially the Keares group was not interested in taking over the concession areas (in addition to acquiring the Barn) but further explained that the concessions were "part of the deal". Commissioner Keebler asked if a business plan has been completed. Director Lewis explained that she is putting a budget together.

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IV. Committee Reports: Cont'd.

Personnel Committee – (Cont'd.) Director Lewis also explained that Concession Manager Funk will also be in charge of the Township "Snack" boxes/water and also the Library Cafe when it opens. Commissioner Keebler stated that Keares is being assessed a \$750/mo. fee for 14 months. Director Lewis explained that these figures were factored in order that we break even. Commissioner Keebler asked for 3 years of historical Overlook/Skyline Concession information.

Program Committee – Mr. Miller had no report, but stated that the program meeting that was scheduled prior to the board meeting was cancelled due to staff conflicts. This meeting will be rescheduled for the near future.

Public Relations Committee – No report. Ms. DeSha stated that she had taken pictures for the Merchandiser in anticipation of an article on the "Great PA Cleanup". The article should be published later this week. The date for the event is May 16 and we have approximately 40 volunteers to date and anticipating a total of 70 volunteers for this year. The event will take place at Community Park. Mr. Miller commented on what Director Lewis reported on regarding department marketing. Mr. Miller asked Director Lewis if the board should consider developing a marketing committee within the board. Director Lewis suggested that the Public Relations Committee be renamed Public Relations/Marketing Committee. Vice-Chairman Laubach stated that he and Mr. Gard had discussed this as they were looking at the Comprehensive Plan review. Mr. Miller explained that this would help in "increasing the awareness to the public and also increasing public accessibility". Mr. Miller also stated that this committee should interface with Public Relations and Event Coordinator Wells. Commissioner Keebler commented to Mr. Krick that she did receive the information on the Pitch, Hit & Run Clinic. Mr. Krick stated that this clinic was being held in conjunction with Universal and the Recreation Department.

Finance Committee – Ms. DeSha asked if she should begin working on the 5 to 10 year plan. Chairman Bohan stated that she could start thinking about this now. Ms. DeSha stated that she will begin working on it this summer to be ready when the budget process starts in August.

- V. Director's Report** – No further report. Director Lewis stated that distributed this evening was the Recommendation for the Overlook Activities Center that was completed by intern J. Bradley Landis. Director Lewis asked everyone to review this plan and let her know of any ideas/input to the plan. This plan will also be reviewed by staff. Director Lewis explained that she did get permission from Township Manager Rimer to pursue establishing a Facebook account. Director Lewis reviewed 2009 Early Season Discount Pools report. Ms. DeSha asked for information on the new Teen Camp that will be held this summer. Director Lewis explained that the program will run Tuesday, Wednesday and Thursday. Each week will have a theme (rock climbing, canoeing, etc.). Director Lewis explained that Middle School students will be making a commercial. Mr. Krick stated that in the Director's Report the Pitch, Hit & Run clinics location was referred to as "multi-use" fields. He stated that this was a new term for him. Director Lewis stated that when these fields were built, they were referred to as "multi-use" fields (baseball/softball). Mr. Krick explained that the baseball fields were paid for (80%) by the Baseball Association.

VI. Old Business

Recommendation for Use of \$175,000 – Land Transfer Agreement at Bucher – Director Lewis lead a presentation on possible uses for the \$175,000. Director Lewis stated that if anyone wanted information on anything that was presented to let her know and she would see that they would receive it. Tennis Court lighting at Stauffer Park (Musco Lighting - \$90,000 to \$105,000). Park Superintendent Lessig stated that this price did not include running he service from the Carriage House to the courts. Discussion was held regarding how these lights would be lit (timer, tokens, etc.). Addition of tennis courts at Stoner. Mr. Miller stated that lighting should also be considered at other tennis courts within the Township perhaps more centrally located than Stauffer Park. Inter-active play equipment (Neos, 360). Director Lewis stated that this has been at the annual conference for the past four (4) years. On sale now for \$22,700 until the end of May. Concrete being placed around the bocce courts. Public Works Director Neff asked Director Lewis to share the need for \$51,500 for nine (9) shade structures to go around the bocce area. Handicapped accessible playground. Rental of Segways (\$6,200 each) at Overlook Community Campus.

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VI. Old Business (Cont'd.)

Recommendation for Use of \$175,000 – Land Transfer Agreement at Bucher (Cont'd.) – At this time, Mr. Jeff Labrassa made a presentation on disc golf. This course would tentatively be placed within the Overlook Community Campus. Approximate price for course would be \$10,000. Commissioner Keebler suggested obtaining sponsors for each hole. Discs could also be sold at the Mini-Golf site for \$10. Chairman Bohan thanked Mr. Labrassa for his presentation.

Discussion was held regarding tennis court lighting at Stauffer Park. Mr. Laubach suggested that the lighting also be looked at to include the Basketball courts (realizing savings by installing “green lighting”). Discussion was held on alternate locations for lighting tennis courts (MT High School). Mr. Miller asked how the board could assess tennis court needs and demands within the Township. Board members will study tennis court usage throughout the summer. Mr. Reed asked if Lancaster Catholic courts could be used. Director Lewis explained that these courts are locked. Mr. Reed stated that the decision should be made immediately regarding earmarking some of the money for the shade structures that are wanted for the bocce courts as they have already started construction on them. It was the consensus of the Board to pursue the following for the use of the funds: Neos, disc golf and tennis court lighting. Chairman Bohan stated that he will send these suggestions to Commissioner Keebler so that she can present them to the Commissioners. Chairman Bohan stated that any amenities that were proposed to be installed on the Foundation Property needed to be reviewed by the Overlook Community Foundation Board.

VII. New Business

Correspondence – Enclosed.

MT Parks & Recreation Comprehensive Strategic Plan – Chairman Bohan began by saying that everyone received a copy of this document previously. Chairman Bohan explained how the last plan (1998) was updated. There was a committee formed that consisted of various board members in addition to citizens. Director Lewis reported that Township Manager Rimer suggested that a professional P & R Comprehensive Plan be done in 2010 (requesting funds for 2010 budget). Director Lewis continued by saying that board members can continue to update the plan (as assigned at 4.7.09 meeting) and when the professional plan is contracted this information could be included as well. Chairman Bohan stated that more than once Commissioner Downing has offered to find the funds to have the plan updated. Ms. DeSha asked if the funds could be asked for now. Director Lewis stated that she would rather it be through the budget process. Commissioner Keebler stated that she will say something to the Commissioners. Commissioner Keebler reported that the Commissioners are concerned about the operating budget. She further explained that the Township’s pension plan lost \$8 million dollars, which will be amortized. Commissioner Keebler stated that the Township is in the process of re-forecasting predictions.

VIII. Overlook Community Foundation Report – Chairman Bohan explained that he was out of town for the last meeting, so could not report.

IX. Commissioner’s Report – Commissioner Keebler reported that she had attended one of the Smart Stride Strolls and enjoyed it. Commissioner Keebler reported that the Commissioners met in Executive Session regarding land acquisition negotiations. Commissioner Keebler reported that Keares will be charged \$100 per day if the Sand Trap Restaurant does not open and the golf course is open. Ms. DeSha reported that the Tastes of the Township event was cancelled (due to lack of attendance).

X. School Board Report – Mr. Reed stated that he hoped all went to the High School Open House. A lot of positive comments were received. Mr. Reed reported that the EMMCO Proposal had not been voted on yet.

XI. Museum Board Report – Ms. DeSha reported that the stage was scheduled to be stained on May 2. Director Lewis stated that this was cancelled due to inclement weather and will be rescheduled.

XII. Adjournment - With no further business to discuss, the meeting was adjourned at 9:27 p.m. This motion was seconded by Ms. DeSha and passed unanimously.