

**MONTHLY BOARD MEETING MINUTES**

**June 2, 2009**

I. The regular meeting of the Manheim Township Parks and Recreation Board was held in the Stauffer Mansion Blue Room on Tuesday, June 2, 2009. Chairman Bohan called the meeting to order at 7:00 p.m. In addition to Chairman Bohan, board members present included DeSha, Gard, Krick, Laubach, Miller and Reed. Also present was Recreation Director Lewis. Guest present included: Peg Adams, 1960 Melody Lane, Larry Pulkrabek, 230 Eshleman Road, and Public Works Director Neff.

**II. Review and Approval of May 5, 2009 Minutes –**

Mr. Reed asked that a correction be made on the May 5, 2009 Minutes. On page 2, Item **VI. Old Business - Recommendation for Use of \$175,000 - Land Transfer Agreement at Bucher**, 4th sentence: replacing the word "he" with "the". Sentence should read, Park Superintendent Lessig stated that this price did not include running **the** service from the Carriage House to the courts. Mr. Reed made the motion to approve the May 6, 2009 Minutes as amended. This motion was seconded by Mr. Miller. The motion was passed unanimously.

Mr. Reed asked if questions that were asked on quite a few line items from last month-end budget report could be reviewed. Ms. DeSha explained that the Capital Budget line item for the Landis Woods electrical work has been amended to reflect the total invoiced for the electrical work. \$12,000 was originally budgeted and the electrical work actually cost \$33,000 (overage charged to another account, but will be transferred to original account after amendment to the budget is made). Ms DeSha stated that the funds that were donated for the installation of Bocce courts at the Overlook campus Director Lewis had reported last month that these funds were deposited into the general fund. Ms. DeSha asked Finance Director Stratchko could place donation funds into a separate account to assure that they get appropriated to the proper projects. Director Lewis stated that this was an excellent idea. Another questionable item was the overtime account at 63.3% of budget thought to be overtime for snow removal. Ms. DeSha stated that she has asked Finance Director Stratchko to investigate the overtime charged and will report on this at a later date. Skyline maintenance account was at a high percent of budget as of the end of March. Last month, Commissioner Keebler suggested that, possibly, specification work that has been completed to date was placed in this account. Public Works Director Neff commented that there was a \$3,500 pump purchase that was made. Mr. Reed asked if any recommendations were submitted to the Commissioners' with regard to the \$175,000 Bucher Land Transfer Agreement (of items presented last month). Chairman Bohan stated that a letter has been drafted and will be presented later in the meeting.

III. **Treasurer's Report** – Ms. DeSha distributed her report, commenting that were not a lot of unusual items that stand out. Ms. DeSha reviewed a comparison of April 2008 vs. April 2009, commenting that revenue and expenditures are increased in 2009. Ms. DeSha reported that as discussed earlier, an amendment to the budget will be presented at the next Commissioners' meeting to address Capital Funds - Landis Woods electrical work. Ms. DeSha asked if anyone had any questions regarding the report. No one had any.

**IV. Committee Reports:**

**Facilities Committee** – Mr. Reed reported that a Parks report was distributed and Public Works Director Neff was present if any one had any questions regarding it. Ms. DeSha shared photos of various parks that she had taken on her parks visits within the last month. Ms. DeSha commented to Public Works Director that the parks looked great this year. Three out of the five parks that she visited had visible park security (on foot and bicycles), Ms. DeSha reported. Ms. DeSha reported also that there were a few issues with graffiti that she reviewed with Public Works Director Neff this evening that he assured her would be taken care of. Ms. DeSha reported that 113 volunteers participated in the Great P'A Cleanup event. The Public Works Department later paved the area (Community Park). The shade sails have been installed on the stage within Landis Woods. Director Lewis commented that donations were received from the Northeast Rotary Club for both the stage structure (2008) and the shade sails (2009). Ms. DeSha asked if gravel around the bocce courts at Overlook Community Campus was being used for the court installation. Public Works Director Neff stated that the courts should be completed before August 21 target date. A fire pit area is also being constructed. The open area between the bocce courts and the pine grove is the future court area that was previously proposed, Public Works Director also stated. This site could also incorporate street hockey, basketball court and ice rink. Ms. DeSha stated that she had visited Perelman Park recently and there was absolutely no trash within the park. Director Lewis stated that we have a "very dedicated" volunteer that has been doing work there.

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#### IV. Committee Reports: (Cont'd.)

Personnel Committee – Mr. Gard reported that he had no report other than he and Vice-Chairman Laubach had met regarding the Comprehensive Plan information that will be updated in the future.

Program Committee – Mr. Miller reported that the Program Committee meeting that was previously scheduled had to be re-scheduled. This meeting will be re-scheduled this evening.

Chairman Bohan reported on the Youth Basketball survey results that he had prepared. 40 program surveys were returned. Mr. Miller asked how many participants there were. 410 children participated in the program. Chairman Bohan will e-mail results to Director Lewis who will then e-mail to remainder of board members.

Public Relations Committee – Vice-Chair Laubach no report other than the Summer Activities edition has been mailed out.

Finance Committee – No additional report.

Director's Report – Director Lewis stated that the Director's Report was enclosed within the package. Mr. Miller asked if dance recital mentioned that was held at Hempfield was a program that we held. Director Lewis explained that this was the finale of the dance programs that we held from Fall, 2008 through May, 2009. Every other year the recital is held at Manheim Township facilities. Mr. Miller questioned meeting held with Manheim Township Baseball/Soccer Association official (Todd Heckman), Carol Simpson, Commissioner, Public Works Director Neff, Assistant Manager Molchany and Director Lewis regarding changes to the fields at the Overlook Community Campus. Director Lewis explained that this meeting was a very preliminary meeting to discuss changes to the fields (baseball vs. softball), permanent mounds, dugouts, restroom facilities, scoreboards, lighting, etc. Director Lewis stated that Commissioner Simpson asked the Baseball/Softball Association to present their "wants" in written form to the Commissioners. Chairman Bohan commented that he was "bothered" that this meeting was held with two Commissioners, neither of which are liaisons to the Parks & Recreation Board. No representatives from this board were invited to attend the meeting. Chairman Bohan stated that a message be delivered to the Board of Commissioners to address this issue. In addition, Ms. DeSha stated that any land acquisition that the Township is anticipating purchasing should also include the Parks & Recreation Board. Mr. Krick explained that the reason this meeting was held with the Commissioners is to discuss proposed amenities in lieu of payment of the debt by the Baseball/Softball Association.

Chairman Bohan commented that the field matrix document was excellent. Mr. Krick commented that there are a few fields that are shared between the Baseball Association and the Soccer Club. Director Lewis explained that these shared fields are tracked "in-house" and is not published on this field matrix. This matrix will be extremely helpful in the future.

Mr. Miller wanted to reiterate his position on the previous comments that were made regarding the Baseball Association and the Commissioners to Mr. Krick. While Mr. Miller stated he understood that the OCC field agreement was with the Commissioners he stated that the purpose of this board acts as an advisory board to the Commissioners on issues directly relating to Parks & Recreation. When decisions are being made that affect Parks & Recreation, they need to be involved.

Chairman Bohan commented on the size of Skyline swim team registrations (250). Chairman Bohan also commented on Swim Team Parents meeting regarding concession items sold at swim meets. Director Lewis stated that the meetings are continuing and she will keep the board apprised of the outcome. Chairman Bohan stated that in the past there were very specific items that the Swim Team Parents could sell at the meets (not in competition with pool Snack Bar). Discussions are also being held, Director Lewis stated, are various swim team items being sold at the Snack Bar (i.e., refillable water bottles, towels, shammies, etc.).

Director Lewis reviewed proposed Skyline Pool renovations drawing that were included within this month's package. She announced that the proposed pavilion has been cut. Multiple slides are being considered in lieu of a diving board.

Director Lewis added that a meeting will be held this Friday (6/5) at Skyline with the pool designer.

Director Lewis distributed information on disc golf from the disc golf representative that was present at last month's meeting. Chairman Bohan will invite the disc golf representative to attend an Overlook Community Foundation meeting.

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Director's Report – Cont'd.

Director Lewis announced that she will be out of the office on vacation from June 15th through the 23rd. Ms. DeSha stated that she will not be in attendance at the next month's board meeting, as she will be on vacation.

**V. Old Business**

Recommendation for Use of Bucher Land Transfer Monies - Chairman Bohan read a letter that he prepared to send to the Commissioners' with the Board's recommendations for the use of these funds. Chairman Bohan asked the board members to review and then sign. Possible uses recommended and listed are: replacement of lights at Stauffer Park tennis and basketball courts, construction of one or two tennis courts at Stoner Park, moving the Skate Park and constructing tennis courts at the Overlook pool area (at Skate Park's location), installation of NEOS activity center at Destination Park and/or other park sites, installation of disc golf on Overlook Community Foundation property and/or other park sites, installation of handicapped accessible playground. The Board would also like to study the need for more tennis courts within the Township. The Board would also like to include some or all of these projects in its short and long term planning. Ms. DeSha questioned if it wasn't already decided to go forward with the disc golf and the NEOS system right away. Chairman Bohan stated that the disc golf needed to be presented to the Foundation Board before we could move forward with installing disc golf on the Foundation property. Mr. Miller stated that he thought the Foundation property would be most appropriate for the Foundation property. Mr. Reed stated that it would not be cost effective to build one tennis court. It was decided that the placement of the NEOS system should be deferred to Park Superintendent Lessig (Parks). Chairman Bohan stated that he will revise the letter and e-mail draft to board members. Mr. Miller made the motion to recommend to the Commissioners to move immediately forward on the NEOS system and disc golf and study the tennis court issue within the next several months and using the balance of the funds within the next fiscal year. This motion was seconded by Mr. Gard. This motion was approved unanimously.

Director Lewis announced that Zach Keene, Recreation Intern from Temple University will be completing his project on improving the Skate Park. Zach will submit solutions to improve the Skate Park in his report. Director Lewis and Public Works Director Neff briefly explained some of the problems that we have been experiencing at the Skate Park. It is a combination of the equipment wearing out and also disregard of rules & regulations by patrons of the park.

MT Parks and Recreation Comprehensive Strategic Plan – Director Lewis stated that Commissioner Downing and Township Manager Rimer are very pleased that the Board is moving forward with this. Ms. DeSha asked Director Lewis if there were any funds to begin this project this year (2009). Director Lewis stated that there were no funds in the 2009 budget year. Chairman Bohan asked Director Lewis to ask Commissioner Downing regarding these funds as he has encouraged the Board on numerous occasions to move forward on this. Ms. DeSha asked if there was a Landis Woods Comprehensive Plan and should that plan be incorporated in with the Parks & Recreation Comprehensive Plan. Public Works Director Neff explained that former Director Lovelette commissioned a Penn State University Arborist to submit a plan (entitled, Landis Woods Natural Resource Management Plan – 1993). This plan, Public Works Director Neff explained, “Looked at how to control invasive species, managing trails, creating habitat for wildlife”. Public Works Director Neff stated that it would probably not be necessary to roll this plan into the Parks and Recreation Plan, as it is “very detailed and site specific”. Public Works Director Neff also commented that the plan is dated and that Parks and Compost Site staff have been attending Native Species Conferences held at Millersville University to keep current. He suggested that the Board not pursue updating this plan, but, instead, purchase trees to plant. Chairman Bohan stated that this plan is too detailed to be included in the Comprehensive Plan.

**VI. New Business**

Correspondence – Enclosed within packet.

Discussion was held on next month's meeting attendance. Mr. Reed and Ms. DeSha will not be in attendance.

Board Appreciation Picnic – Chairman Bohan briefly explained the history of the annual Board Appreciation Picnic. Discussion was held regarding the date for this event to be held this year. The 2009 picnic will be held on Wednesday, August 26. There will be no board meeting held in August.

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- VII. Overlook Community Foundation Report** – Chairman Bohan reported that there was a draft of the Minutes distributed within the package. Chairman Bohan reported that parts of the funds shown on the report are funds that are being held that have been received as donations to the Library (\$238,000). Chairman Bohan also reported that we have finished paying GeoServices for water issues on the property with the Susquehanna River Basin Commission. Total cost to the Township is over \$180,000. Chairman Bohan reported that the Foundation has approved to underwrite a proposed Library program entitled, “A Little Taste of Asia”. Chairman Bohan reported that there was a lengthy discussions held regarding the Stoner House. Ms. Adams announced that there were 42 Stoner family members at the meeting. Chairman Bohan stated that a cost and a plan are needed to move forward with the renovation of this building. Chairman Bohan reported that a tour of the house will be held prior to the next meeting on June 16<sup>th</sup> at 4 PM. Chairman Bohan reported that deed restrictions are moving along although there is no consensus on them.
- VIII. Commissioner’s Report** – In Commissioner Keebler’s absence, there was no formal report. Chairman Bohan reported that Commissioner Keebler had called him earlier in the day and asked if he could relay a message to the Board members. She would like that the Board to consider including the cost of a Community Center in the 2010 Budget. Chairman Bohan stated that the number one “funding challenge” in the Township now is the Library; secondly additional fields. Chairman Bohan stated also that he encouraged Commissioner Keebler to attend the next meeting.
- IX. School Board Report** – Mr. Reed reported that the EMMCO organization has been renamed, Eventis. He also reported that there is a signed agreement between the school board and Eventis regarding honoring the prior Agreement made between the school district and the Parks & Recreation Department (until which time either party wants to change it).
- XI. Museum Board Report** – No report.
- XII.** With no further business to discuss, Chairman Bohan made the motion to adjourn the meeting at 8:38 p.m. This motion was approved unanimously.