

Manheim Township Parks & Recreation Board

MONTHLY BOARD MEETING MINUTES

July 7, 2009

- I. The regular meeting of the Manheim Township Parks and Recreation Board was held in the Stauffer Mansion Blue Room on Tuesday, July 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. Ms. DeSha was absent. Also present was Recreation Director Lewis. Guests present included: Peg Adams, 1960 Melody Lane and Larry Pulkrabek, 230 Eshleman Road.
- II. **Review and Approval of June 2, 2009 Minutes** - Mr. Reed made the motion to approve the June 2, 2009 Minutes as written. This motion was seconded by Mr. Miller. The motion was passed unanimously.
- III. **Treasurer's Report** – In Ms. DeSha absence, there was no report. This item will be deferred until next meeting.
- IV. **Committee Reports:**

Facilities Committee – Mr. Reed had no report.

Personnel Committee – Mr. Gard had no report.

Program Committee – Mr. Miller reported that the Program Committee meeting that was held was very productive. Discussion at this meeting included addressing former Intern Landis's recommendations for the improvement of Overlook Activities Center (better utilization of), organization of High School age focus groups to come up with ideas to incorporate the junior high and high school age group into usage at the center. Mr. Krick also reported that the group met with Concession Manager Funk regarding concessions in programming.

Commissioner Keebler reported on the Pitch, Hit & Run program. She stated that the program was "excellent" and expressed that she wished the turnout would have been better. Commissioner Keebler stated that she heard that there was Punt, Pass & Kick program and she would like the Recreation Department to run that program in the fall. Director Lewis stated that the Recreation Department *is* running the program in the fall and it will be held on September 21st. Commissioner Keebler stated that the scoring system in the Pitch, Hit & Run program was complicated. Mr. Krick questioned what the staffing percentage was for the event. Director Lewis reported that it was 50% Parisi and 50% MTR and 44 participants. Director Lewis continued by saying that she would like to have more one-day events (i.e., Princess Tea Party, food event, etc.) which was discussed at the Program Committee meeting. Mr. Reed asked if we actively seek business sponsors for these types of events. Director Lewis replied that "national events" like the Punt, Pass & Kick event was sponsored last year by Gatorade. Since the national event has a sponsor, we would not be able to seek local sponsors for the event.

Public Relations Committee – Vice-Chair Laubach no report other than what was presented within the board package. Chairman Bohan commented that he had a previous discussion with Commissioner Downing regarding the Parks and Recreation Department not being very visible within the Township. Commissioner Downing suggested that the Department "spotlight" either a Board Member or an employee in the quarterly activities editions to heighten awareness of the department. Both Mr. Miller and Director Lewis stated that we have been doing this in most recent editions.

Commissioner Keebler asked how the Teen Camp was going. Director Lewis reported that this week's enrollment was at 18. Director Lewis also stated that she anticipates that next year's program will be very well attended.

Commissioner Keebler questioned attendance at the pools. Director Lewis stated that a pool membership review will be distributed in the near future. Commissioner Keebler asked if she could have this report by Monday (7/13).

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Mr. Miller asked Director Lewis if Youth Sports & Activities Coordinator Quarino could submit a Teen Camp program evaluation for 2009. Director Lewis stated that she would like to see the program extended for 2010 (days, hours).

Commissioner Keebler suggested that the department offer ski trips (in the winter). Chairman Bohan commented that the school district (Ski Club) used to run weekend ski trips and it was a large undertaking for the chaperones to prepare the trip. Director Lewis reported that Hempfield Recreation takes a weekend bus trip to ski in Vermont. Director Lewis encouraged all the board members to e-mail/phone her with any program ideas that they might have for the future.

Finance Committee – No additional report.

Director's Report – Director Lewis stated that the Director's Report was enclosed within the package. Mr. Krick asked what the time line was for the disc golf. Director Lewis explained that there will be a meeting with the designer (as some changes have been made). Mr. Miller asked if the disc golf that we are purchasing is a regular size, as he had been to an area park and the version they had was "miniature". Director Lewis assured Mr. Miller that it was regular size. Mr. Reed asked if disc golf was presented and approved by the Overlook Community Foundation. Chairman Bohan stated that the concept had been approved, but pending recommendations from Public Works Director Neff, final approval has not been made. Director Lewis stated that the Commissioners have approved the 18-hole disc golf at their last meeting. Chairman Bohan also stated that the NEOS system was also approved by the Commissioners (site to be determined). Commissioner Keebler stated that she liked that the disc golf was handicapped accessible. Mr. Reed asked Director Lewis how she felt concession operations were going at the pools. Director Lewis stated that she is very satisfied with sales at Overlook, but disappointed with sales at Skyline. She also added that she anticipates "the same type of sales as Overlook" for Skyline next year (especially after the renovation).

V. Old Business

Recommendation for Use of Bucher Land Transfer Monies - Chairman Bohan announced that Director Lewis did present both the disc golf and the NEOS system to the Commissioners. Chairman Bohan asked if the NEOS system was "winterized" (not usable during the winter months). Director Lewis stated that the system is intended to be used year-round and is guaranteed for three (3) years. Discussion was held on to where to place the system. The two locations that have been discussed to date are Overlook Community Campus (outside pool fence, between Skate Park and Destination Playground) and Community Park.

Chairman Bohan stated that the Board recommended the purchase of disc golf at Overlook Community Campus with a total cost between \$10,000-\$11,000. By the time it was presented to the Commissioners, 9 of the holes had been changed to "handicapped accessible" which bumped up the cost to \$38,000. Section 6 (as written), Chairman Bohan read, "We (MTPRB) have the authority to regulate Parks and Recreation programs, youth standards, rules and regulations, etc." Chairman Bohan continued by stating why should any of the sports groups talk to the Parks and Recreation Board when they have no authority or power? They are correct. Chairman Bohan explained that we (MTPRB) suggest recommendations for a certain amount of funds and then other people working for the Township (Commissioners, etc.) turn around and spend four times the amount that was recommended and not even come back to the Parks & Recreation Board to see what we think. Commissioner Keebler stated that she thought that what was recommended was the MTPRB recommendation. Chairman Bohan stated no. She then asked why didn't he say something at the Commissioner meeting? Chairman Bohan stated that a project that was recommended for \$10,000 has escalated to nearly \$40,000 and is now handicapped accessible. Commissioner Keebler asked when this happened. Chairman Bohan stated that sometime between the MTPRB meeting, which was June 2 to the time it was presented to the Commissioners, July 13?. Commissioner Keebler stated that she thought all of the Commissioners were under the impression that the recommendation came from the MTPRB.

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V. Old Business (Cont'd.)

Recommendation for Use of Bucher Land Transfer Monies – Cont'd.

Chairman Bohan continued by saying that he is questioning the procedures that are being followed. In order to have "any credibility and a true role in this Township", and if the Commissioners purchase land for field use, he would like to see the ordinance changed (revised?) to reflect that the Manheim Township Parks and Recreation Board and Department are charged with the sole development to come up with the recommendations to be presented to the Commissioners. Commissioner Keebler stated that she agreed that the "driver behind the development of these fields" should come from the MTPR Board but should not be "isolated to this Board". Chairman Bohan explained that in suggesting to change the ordinance would mean that the MTPRB would decide "who sits at the table" (to include sports groups and staff). Chairman Bohan stated that he intends on attending the Commissioners' meeting and asking them, "What do you want this Board to be?" We have people in the Township who are "experts" that are not even being consulted, Chairman Bohan commented. Chairman Bohan read the "updated" ordinance that he would like Solicitor Bill McCarty to review. Mr. Miller stated that he strongly supports the concept of the updated ordinance and the Board can not serve effectively in an advisory role without some of these items in place. Mr. Miller continued by saying that in the past few years, he has had little incentive to be part of the board, due to in large parts of Parks and Recreation decision-making processes that were being made and happening without any consultation with this board. Mr. Reed commented that he feels that the "least amount of people involved in making land acquisition decisions" is best due to the amount of money that is involved. He continued by stating that he does not foresee the Commissioners, at any time, allowing the board to pursue land acquisition. Chairman Bohan stated that the key words in the updated ordinance is "overseeing development" and not "acquisition". The language may need to be changed to make this absolutely clear. Chairman Bohan reported that another example is the Skyline Pool renovations. Commissioner Keebler said that if the Commissioners put \$15 million in the budget for a Community Center, with the new ordinance, the Parks and Recreation Board would then formulate a "task force" to come up with a recommendation to be presented to the Commissioners' as to what would actually go in to the Community Center. Commissioner Keebler encouraged this "task force" should include at least two Commissioners, in order to insure the recommendations were approved. Mr. Reed strongly stated, in his opinion, the Commissioners' DO NOT! want a Community Center. Mr. Krick stated that the Parks and Recreation Board should take an initiative to "educate themselves" on the needs of the youth sports organizations. Mr. Krick stated also that fields needs are sometimes long term and sometimes immediate. Mr. Krick stated that he agreed there should be a "formal process" to which there is not one right now. Mr. Krick stated that if the Parks and Recreation Board is providing a "forum" for people to come together to make a recommendation is a "good thing" but if the Parks and Recreation Board is putting themselves "in between the needs and the decisions being made" then that is a "bad thing". With the approval of the revised ordinance, Chairman Bohan is anticipating that the current process will change and there are hierarchies, procedures and systems that have to be followed. If any Commissioner receives a call regarding Parks and Recreation, the Commissioner needs to direct that call to the Parks and Recreation Board. Commissioner Keebler stated that with the board only meeting once a month, that perhaps that is why that people contact the Commissioners (which meet more than one a month). Director Lewis stated that if she has an issue that she needs Board input on before the actual board meeting, she will e-mail board members and most times this form of communication is "functioning and should be the process". If issues cannot be resolved through e-mail or phone communication, than a special meeting would be convened, Director Lewis explained. Commissioner Keebler reiterated that she is "totally onboard" with Chairman Bohan's intent to revise the ordinance. Director Lewis explained the role and function of the Youth Sports and Fitness Coordinator attending each Youth Sports Organization meetings every month. She further explained that since he has been going to these meetings for the past four months, nothing noteworthy has come up that needed to be board addressed. Commissioner Keebler asked Mr. Krick (who also serves as president of the Manheim Township Baseball Association) if there was a chain of command. Mr. Krick stated it did not occur to him in the past that information was to be or was being transferred back to the Parks and Recreation Board through the (Youth) Sport and Fitness Coordinators attendance at the meetings.

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V. Old Business (Cont'd.)

Recommendation for Use of Bucher Land Transfer Monies – Cont'd.

Mr. Miller asked Mr. Krick what would be needed in order for his organization to feel "connected" to the Board and Department. Mr. Krick stated that he thinks its happening just by his inclusion on this Board. Mr. Krick suggested that each of the sports organizations be invited to the meetings (one each month) to give a brief presentation report as to what their groups' needs are. Mr. Krick stated that his concerns regarding the revision of the ordinance is that the board is not ready to take on the responsibility of educating themselves on the needs of the sports organizations and also the people that have not heard the conversations about the revision, "it's going to look like the Board is trying to legislate something rather than make it happen". Commissioner Keebler stated that she shares these same concerns. Mr. Gard stated that sports organizations will not come to this board first until it is known that it is favorable to get this board's approval first before any recommendations get forwarded to the Commissioners. Commissioner Keebler stated that there is more repore needed between the Parks and Recreation Board and the Youth Sports Organizations. Mr. Miller summarized that the revision ordinance is in no way a way to require authority but to structure process. Commissioner Keebler stated that she does not foresee a problem with this ordinance revision. Chairman Bohan thanked former board member Mike Keene for all of his work on the current ordinance. If the field land acquisition is approved, Chairman Bohan would like to present this as the first draft as ammendment to the Parks and Recreation Board Ordinance 2008-5 (Section 6). Mr. Miller made the motion to proceed as Chairman Bohan previously explained. This motion was seconded by Mr. Gard, and voted 3 ayes, 2 nays. Mr. Laubach stated that he is not sure if this is the appropriate time to revise the ordinance and thinks its "too forceful". Director Lewis stated that since the separation (of Parks from Recreation) the board now has a "greater role". Mr. Miller explained his concern with the acquisition of the fields' parcel that each youth sports organization should not be able to lobby Commissioners for their particular piece of the property. Mr. Reed stated that he thought it was "too strong". Mr. Gard stated that it should be highlighted that it is a "first draft" and reiterated that until the sports organizations know that there is a reason that they should be here, they are not going to interested (it needs recommendations). Chairman Bohan stated that he will attend the Commissioners' meeting (Monday, July 13) and will relay that the Parks and Recreation Board would like to begin to amend Section 6 of the Ordinance which addresses the role and responsibilities of the Board and would like to recommend that the Commissioners allow the Parks and Recreation Board to oversee the process of development of the fields acquisition. Mr. Gard stated that he would like to see the "process" be the focus.

VI. New Business

Correspondence – Enclosed within packet.

VII. Overlook Community Foundation Report – Chairman Bohan reported that the meeting was held at the Stoner House (tour). The Foundation Board supports the recommendation to the Commissioners in getting the exterior of the building restored. Chairman Bohan also reported that the "conceptual" plan for placing the disc golf on the foundation property was approved. Also discussed was the NEOS system, but did not discuss specifics on putting the system on foundation property. Chairman Bohan stated that the foundation board was excited about disc golf, as it will get more people utilizing the property.

VIII. Commissioner's Report – Commissioner Keebler reported on the \$25 million dollar bond that was authorized by the Commissioners. Commissioner Keebler stated that the distribution would be as follows: \$5 million to the library, \$4 million to extend and improve water line pressure in Neffsville area, \$10 million for field land acquisition and development, leaving an excess of \$6 million. Mr. Reed asked Commissioner Keebler what happened to the \$5 million that was earmarked from the sale of the sewer fund. Commissioner Keebler explained that \$5 million was invested on a higher interest rate than what could be borrowed on a tax-free basis. Mr. Reed asked if this was going to be publicized. The BOC will not be marketing the bond until a topography report (on the acquisition) is completed, Commissioner Keebler reported.

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- IX. **School Board Report** – Mr. Reed had no report.
- XI. **Museum Board Report** – No report.
- XII. With no further business to discuss, Chairman Bohan made the motion to adjourn the meeting at 9:06 p.m. This motion was approved and passed unanimously.