

Manheim Township Parks & Recreation Board

MONTHLY BOARD MEETING MINUTES

September 1, 2009

- I. The regular meeting of the Manheim Township Parks and Recreation Board was held in the Stauffer Mansion Blue Room on Tuesday, September 1, 2009. There was no August 2009 meeting. Chairman Bohan called the meeting to order at 7:00 p.m. In addition to Chairman Bohan, board members present included DeSha, Gard, Krick, Miller and Reed. Vice-Chairman Laubach was absent. Commissioner Downing attended. Also present was Recreation Director Lewis. Guests present included: Peg Adams, 1960 Melody Lane and Larry Pulkrabek, 230 Eshleman Road,
- II. Walter R. Seace, 320 Petersburg Road, Lititz and Troy Steffy, Parisi Speed School representative, 2323 Oregon Pike.
- II. **Review and Approval of July 7, 2009 Minutes** - Mr. Reed made the motion to approve the July 7, 2009 Minutes as written. This motion was seconded by Mr. Krick. The motion was passed unanimously.

Chairman Bohan introduced Commissioner Downing at this time. Commissioner Downing was attending in Commissioner's Keebler's absence.

Parisi Speed School Presentation – Troy Steffy, representative from the Parisi School explained that the school teaches athleticism to children. Mr. Steffy further explained that he contacted Recreation Superintendent Norton and met with he and Youth Sports & Fitness Coordinator Quarino to establish a “working relationship” with the Parks & Recreation Department. The agreement that was reached was to promote each other by working together in co-sponsoring programs such as the Pitch, Hit & Run Contest and the NFL Punt, Pass & Kick Program. Chairman Bohan stated that the “major impediment” of this situation is that the Parisi Speed School is housed within Universal Fitness Club which is owned by a current Commissioner. Chairman Bohan further stated that we did not solicit for partnership with other fitness organizations that serve Manheim Township residents. Mr. Krick asked Mr. Steffy if he could specify how the Parks & Recreation would benefit by the Parisi School's inclusion. Mr. Steffy explained Parisi's involvement with the Pitch, Hit & Run Contest: he contacted the newspaper for media coverage, brought in Barnstormers' players for autographs. Mr. Steffy was asked if memberships were solicited during the program. Mr. Steffy replied that a free speed pass is offered which entitles the bearer to a free class, 10% off packages and 50% off evaluation for attending the event. Mr. Miller asked if membership is required to Universal in order to participate in the Parisi School. Mr. Steffy stated that you do not have to be a member of the club in order to participate. Mr. Steffy explained that currently there are three programs that are being offered: a Confidence Builder Program class, a Conditioning Program and the Sports Performance Classes. Mr. Steffy stated that the Parisi Speed School is a franchise (48 nationwide) and the second year of the Lancaster school being in business. Mr. Steffy explained that even though the hours are long and the work is hard, teaching these skills is very rewarding in the fact that he receives e-mails from parents who state that the program has changed how their child feels about them self, reinforcing lifestyle changes, etc. Mr. Reed explained that his cousin runs a Punt, Pass & Kick program in another community and does not partner with a community group. Mr. Reed stated that he is not worried about “perception” and reminded the board that at last month's meeting Commissioner Keebler gave rave reviews of the Pitch, Hit & Run program that was offered in the spring. Mr. Reed stated that there has been no offer from other area fitness organizations. Commissioner Downing asked Director Lewis if it would be possible to contact area fitness organizations (LA Fitness, etc) to see if they are interested in partnering with us in any way. Director Lewis stated that this could be done. Chairman Bohan stated that the NFL Punt, Pass & Kick event is a Manheim Township Recreation Department originated event and he does not want it to be “cloudy” as to who is running the event. Care should be taken in that regard. Mr. Steffy stated that Parisi does not have to be on the marketing end of the event; that they can just show up that day for the event. Mr. Miller asked what age children participate in the Parisi School. Mr. Steffy reported that the participants range in age from 7 to adult. Mr. Krick added that his son had participated in a Lancaster Juniors Barnstormers tryout a few weeks ago which Parisi participated in. Mr. Krick stated that there was only one sentence regarding Parisi in an e-mail to parents' and also the speed passes were present at the registration table at the event. He further stated that this was a big help to the event. Mr. Gard stated that he thinks that it is great to have Parisi's participation and agrees with Commissioner Downing regarding area fitness organizations be contacted.

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Parisi Speed School Presentation (Cont'd.) - Mr. Steffy stated that Rick (Casselberry) is very interested in working with the Parks & Recreation Department in order to offer more to our community. Chairman Bohan relayed to Mr. Steffy that the participation offer is certainly appreciated and he will be contacted after reviewing with staff, Commissioners, etc. Mr. Steffy stated that he understands the situation and apologized if any stress was caused. Chairman Bohan thanked Mr. Steffy for his attendance.

- III. **Treasurer's Report** – Ms. DeSha distributed her report. Ms. DeSha stated that both Overlook and Skyline outdoor pools, Overlook Falls Mini-Golf, Stauffer Park, Leisure were currently showing a profit (year to date), however, Overlook Activities Center, Boettcher House is not. Director Lewis reviewed the Boettcher House accounts with Ms. DeSha, explaining that house rentals are credited to the Park Income account. Mr. Miller asked if the electrical re-wiring work was included (in general fund). Ms. DeSha explained that the electrical work was paid out of capital funds. Ms. DeSha explained that she continues to have difficulty in reporting on the custodial expenses as they are not shown on the report that she gets (has to request each month). Ms. DeSha stated that in overall review of accounts, the majority are up on revenues and down on expenses. Ms. DeSha stated that she would like to meet with Finance Director Stratchko to discuss the movement of funds that has occurred (Sand Trap to OAC for floors?) within the capital accounts. She also stated that she would like to receive an update on the Bikeways fund which does not seem to be used from year to year. She would like to see a five-mile stretch completed within the next 5 years, also stated that there are a lot of broken pieces. Commissioner Downing stated that the Township continued to work on the Heritage Trail (which connects to existing non-motorized path which runs from Lititz Pike and Oregon Pike). Chairman Bohan stated that the “greatest advancement” that was made in Bikeways was when Barry Solodky was chairman of the Parks & Recreation Board. Chairman Bohan also stated that the urgency may have waned once housing developments were required to put in non-motorized paths within their developments. Ms. DeSha reported that there have been no funds deposited into the Recreation Fees account (\$80,000 budgeted). Commissioner Downing explained that impact fees are being collected and he does not know why there is nothing being deposited into this account. Ms. DeSha reviewed summary that was distributed. Ms. DeSha questioned Ticket Sales accounts listed at the outdoor pools. Director Lewis explained that this line item was pool office wages. Ms. DeSha asked how punch card sales are being tracked. Director Lewis explained the procedure that the pools and Activities Center use when someone presents a punch card. In turn, the Finance Department is tracking the financial portion (to each facility). Mr. Miller stated that an evaluation of the Punch Card purchase and use should be evaluated at some time. Ms. DeSha reported that the on-line registration is not working. Director Lewis stated that she was not aware that it was not working. Ms. DeSha questioned whether the Great PA Cleanup be a budgeted line item next year. Ms. DeSha also would like to see additional revenue budgeted for Overlook Activities Center (modernize to attract kids to come in). Ms. DeSha asked if Director Lewis was going to begin to look at pool fees for next year. Director Lewis stated that it has begun to be discussed. Tentatively, raise Skyline's fees to be equal with Overlook's fees (especially because of renovation).

IV. **Committee Reports:**

Facilities Committee – Mr. Reed commented that his overall review of the Parks in Manheim Township this year were favorable, as compared to previous years. Mr. Reed also reported that there was a meeting to discuss the 2010 budget appropriations (parks portion). Present at this meeting were himself, Ms. DeSha, Director Lewis and Public Works Director Neff. A parks monthly status report was distributed within the packet. Chairman Bohan questioned the decision-making process regarding the installation of pole lighting in Jaycee Park. Director Lewis explained that the Township received funding through Department of Community and Economic Development (DCED) funds (through Representative Baer) and the project is partially completed (remainder to be completed at a future date). Commissioner Downing explained that Public Works Director Neff is facing challenges this year with relation to asphalt and gasoline costs.

Review of Land Acquisition for Fields (Weaver Road) – Chairman Bohan presented a preliminary plan for this acquisition that has been prepared by ELA Sport Group. Tentatively proposed are synthetic playing areas which compose two full size soccer fields, or 3 full size football fields, which will be lighted. In addition, natural grass field areas, parking areas and other amenities.

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Review of Land Acquisition for Fields (Weaver Road) [Cont'd.] - Entrances are proposed on Weaver Road and also on Derbyshire Road. Commissioner Downing explained that he has requested that Assistant Township Manager Molchany take a look at an alternate entrance/exit into this park. Commissioner Downing also stated that the Commissioners have \$5 Million allotted for Phase I of this park, with anticipation he commented, that it will be a 15-year process. Chairman Bohan reiterated that the plan presented was tentative and at this time being prepared internally. Commissioner Downing stated that caution should be made with lighting placement on the synthetic fields (which is very close to resident dwellings). Chairman Bohan asked board members to review and comment to Director Lewis on the proposed plan within the next two weeks and those findings will then be compiled and forwarded to Assistant Manager Molchany. Mr. Miller questioned whether what was presented on the plan represented the needs in relationship to the findings of the former Fields Committee. Commissioner Downing explained that the Fields Committee was initially charged with finding fields for football which grew to baseball and lacrosse needs. Chairman Bohan asked members to forward their comments to Director Lewis. Chairman Bohan stated that the Township is accepting input on the tentative plan; not orders. Chairman Bohan also stated that he sent an e-mail communication regarding the Township's recent land/field purchase to all of the youth sport organizations and was disappointed that the only replies back he received were from the baseball and soccer groups. Commissioner Downing stated that he has been contacted by the baseball group that they are in need of more fields. Guest, Mr. Pulkrabek commented that High School women's soccer will be switching seasons (spring to fall) within the next year and he did not know how that was going to impact field usage. Chairman Bohan stated that this is a "huge conflict" (same season field hockey and women's soccer). Mr. Pulkrabek suggested that the Township plant this acquisition in anticipation of use by next summer. Chairman Bohan again stated that all comments should be forwarded to Director Lewis by September 15.

Mr. Miller suggested that the parks be reviewed again on a monthly basis. This had been done in the past (a few parks reviewed each month according to a schedule). Commissioner Downing stated that he had received an e-mail communication from a former Commissioner "blasting" the condition of Overlook Community Campus. He stated that he has forwarded the information to Public Works Director Neff and Township Manager Rimer. Ms. DeSha stated that discussion was held at the budget meeting with Public Works Director Neff of moving the Skate Park fence so that it is not within the pool area and other area amenities (playground area, courts) can be utilized by the public.

Personnel Committee – Mr. Gard had no report. Chairman Bohan announced that there will be a brief Executive Session following the meeting to discuss personnel issues.

Program Committee – Mr. Miller had no report.

Public Relations Committee – There was no report as Vice-Chair Laubach was not in attendance.

Finance Committee – No additional report.

Director's Report – Director Lewis stated that the Director's Report was enclosed within the package.

V. Old Business

Bucher Land Transfer Monies - Director Lewis announced that the NEOS System arrived today. She further explained that she is communicating with Public Works Director Neff on getting the system in the ground. Commissioner Downing asked where the system will be placed. Director Lewis stated that the location chosen was the wooded area by the Overlook Skate Park, but the final location decision will be reviewed by the Parks & Recreation Board and the Commissioners. Director Lewis commented that the final design is being prepared for the disc golf course by Jeff LaGrassa (representative, Disc Golf). Mr. LaGrassa will present the final design to the Parks & Recreation Board, the Overlook Community Foundation and the Commissioners. Chairman Bohan reminded the Board members that discussion was held previously on doing additional research on the tennis court situation within the Township. He asked the Facilities Committee members to research this and report back to the Board at the October meeting. A brief discussion was held on tennis courts and lighting within the Township.

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V. Old Business (Cont'd.)

Comprehensive Parks, Recreation, Open Space and Greenway Infrastructure Plan – seeking \$75,000 to be placed in the Capital Budget for 2010 – Director Lewis explained that she is requesting \$75,000 for this plan in the 2010 Capital Budget.

Park and Recreation Board Ordinance - Chairman Bohan thanked the Board for allowing him to express his views on changing the Ordinance. He reported that although the motion was approved to present the change of the Ordinance to the Commissioners, it was not necessary as the Commissioners are in agreement to allow the Parks & Recreation Board and Parks & Recreation Department to take a leadership role in the development of field acquisition and also pursuing recreation facilities for residents of Manheim Township. Chairman Bohan stated that changing of the Parks & Recreation Board Ordinance suggestion has been withdrawn. Ms. DeSha asked if the Parks & Recreation Board will be meeting with the Commissioners on an annual basis. Commissioner Downing stated that meeting could be scheduled to discuss any issues. Chairman Bohan commented that discussion with the Commissioners could include the Parks & Recreation Comprehensive Plan which Commissioner Downing supports, the change of elected officials in the Commissioners and also Parks & Recreation Board openings. Ms. DeSha suggested that this meeting could possibly be held after the first of the year. Mr. Reed stated that rather than hold an annual meeting with the Commissioners, the Commissioner liaison should attend the Parks & Recreation Board meetings on a regular basis. He also stated that Assistant Township Manager Molchany has not attended a Parks & Recreation Board meeting in over a year. Ms. DeSha explained that Assistant Township Manager Molchany was just filling in on an interim basis due to the departure of the Parks & Recreation Director (Department reorganization). Commissioner Downing explained that there will be a new Commissioner Liaison starting at the beginning of the year. Chairman Bohan stated that having a Commissioner at the monthly Parks & Recreation Board meeting is “critical”. Ms. DeSha commented that there should also be a Parks representative, to which Chairman Bohan agreed.

VI. New Business

Correspondence – Enclosed within packet.

Board Opening – Director Lewis briefly explained the new Township procedure/process for serving on a board or commission for the Township. The Parks & Recreation Board terms are in 5-year increments (maximum serve time is 10 years). Applications will be received in September, applications gathered and Director Lewis will present resumes to the Board in October. Interviews will be conducted by the Personnel Committee and candidate recommended to the Commissioners. Director Lewis stated that the Parks & Recreation Board Commissioner Liaison will be invited to attend the interviews.

VII. Overlook Community Foundation Report – Chairman Bohan reported that the minutes for the July 21st meeting were enclosed within the packet. There was no meeting in August. Chairman Bohan reported that a presentation on renovating the exterior of the Stoner House was given at the Commissioners meeting by Steve Bussanmus.

VIII. Commissioner’s Report – Commissioner Downing reported that the pavilion that was proposed at Skyline was taken out of the bid package for the renovation and Commissioner Keebler questioned why. Commissioner Downing stated that if a pavilion is desired at Skyline, funds should be designated in the 2010 budget. Director Lewis explained that a pavilion was sketched on the initial renovation drawings, but a pavilion would take away from the pool’s ground space (where patrons sit). Mr. Reed asked if the tennis courts at Skyline were only accessible through the pool area. Are they usable now that the pool is closed? Answer – no. There is an outside gate, but it is locked.

IX. School Board Report – Mr. Reed had no report. The High School Dedication is scheduled for Saturday, October 17.

X. Museum Board Report – Ms. DeSha reported that the last program at the Museum (Celtic singers) was very well attended (189). Ms. DeSha also announced that the Conestoga Herb Guild will be hosting their Herb Faire on the same day as Community Day (September 12) at the Boettcher House and the Landis Woods Art Show will be held Saturday, September 26.

XI. With no further business to discuss, Chairman Bohan made the motion to adjourn the meeting at 9:02 p.m. This motion was approved and passed unanimously.