

Manheim Township Parks & Recreation Board

**MONTHLY BOARD MEETING MINUTES**

**November 10, 2009**

- I. The regular meeting of the Manheim Township Parks and Recreation Board was held in the Stauffer Mansion Blue Room on Tuesday, November 10, 2009. This meeting was rescheduled to the second Tuesday of November due to the Municipal Election which was November 3, 2009. Chairman Bohan called the meeting to order at 7:00 p.m. In addition to Chairman Bohan, board members present included Gard, DeSha, Krick, Laubach, and Reed. Mr. Miller was absent. Also present was Recreation Director Lewis and Commissioner Downing. Guests present included: Mr. Allen Huber, 401 Eden Road, E-5, Lancaster, PA 17601, Mr. John Furry, 1366 John Adams Drive, Lancaster, PA 17601, Mr. Larry Pulkrabek, 230 Eshleman Road, and Mrs. Peg Adams, 1960 Melody Lane, Lancaster, PA 17601.
- II. **Review and Approval of October 6, 2009 Minutes** – Ms. DeSha commented that the minutes were very long and were very well done. Mr. Reed made the motion to approve the October 6, 2009 Minutes as written. This motion was seconded by Ms. DeSha. The motion was passed unanimously.
- III. **Treasurer's Report** – Ms. DeSha distributed and reported on her monthly report. Ms. DeSha commented that all expenses are being held within budget. Ms. DeSha commented on the total cost of the NEOS system; as she thought the original price was much lower than what was spent (\$21,500 listed in Overlook Activities Center financial for October). Director Lewis explained that the larger unit was purchased was on sale for 30% off. Ms. DeSha questioned if this was the total cost of the unit or did it also include additional items needed for the installation of the play system. Director Lewis reported that the price listed on the financials was just for the NEOS play system and additional items were ordered (base tiles, concrete slab, etc.). Director Lewis explained that this system will be installed by either the Public Works crew or Horst Construction. Ms. DeSha stated that she did not see anything else that stood out as far as operations this year. 2010 Budget will be discussed at a later time.
- IV. **Public Comments**  
  
Chairman Bohan welcomed all guests to the meeting and asked if there were any public comments at this time. There were none.
- V. **Committee Reports:**  
  
**Facilities Committee** – Ms. DeSha distributed colored copies of facilities comparisons that were reviewed at last month's meeting. Ms. DeSha asked that all board members received the parks visits schedule. Ms. DeSha commented that any comments that she received back were copied to all and forwarded to Public Works Director Neff, as some of the maintenance items or suggestions listed might be used to update or formulate Capital Budget line items. Ms. DeSha asked if anyone had visited Skyline Park (Pool). Mr. Gard stated that it was quite a construction zone. Ms. DeSha stated that as a Parks & Recreation Board, discussion was needed on the completion elements of the Skyline Park renovation (i.e., fence line movement, additional amenities [other than pool]). Ms. DeSha commented that the back portion of the park was under utilized and possibly we needed better signage out front. Director Lewis stated that Public Works Director Neff could better facilitate discussions in more detail about the fencing at Skyline Park. Director Lewis stated that she watched the concrete being "blown" on to the walls of the pool. Director Lewis explained that fence discussion should take place immediately, as she and Public Works Director Neff were "walking out" the new fence line area today. Director Lewis also stated that the sign that is on the side of the Pump House will be replaced and suggested that the sign be placed out front in order to gain advertisement opportunities of the parks amenities. Ms. DeSha reported that she had discussed with Public Works Director Neff possible reconfiguration of the fenced in areas at Overlook (move Skate Park "outside" of fenced area which might alleviate policing issues and clean up around the fence.

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**V. Committee Reports:**

Facilities Committee – (Cont'd.) Chairman Bohan asked what other Board members thoughts were on removing the Skate Park from the fenced in area. Mr. Reed stated that he would worry about damage. Ms. DeSha stated that the gate is currently not locked at night. Mr. Krick shared a few items that he read when researching skate park issues. Location of the park and also being visible to skaters and non-skaters and also for skaters to take ownership of the area were key findings Mr. Krick stated. Chairman Bohan commented that skater ownership was discussed with community members of the Skate Park Team and this idea was encouraged within the group before the park was actually even built. Mr. Krick stated that “it is so neat when it works”, as he witnessed on Sunday (11/8) approximately 30 people at Skate Park (various age ranges), with no swearing, no fighting, no smoking. Ms. DeSha realized that the park is highly used and would not like to see it taken away, but is concerned with the damage that has already occurred to the Overlook facility. Chairman Bohan commented that there has been talk about moving the skate park over to the Destination area, but that concerns him with regard to the amount of smaller children that utilize that area. Commissioner Downing asked what the hours were for the Skate Park and reported that he had received a complaint from two (2) boys that were asked to leave the park (by two people on skates that stated the park was closed). Director Lewis asked Commissioner Downing when this happened and he stated during the week. Director Lewis stated that she will check on the hours currently listed at the skate park. Ms. DeSha stated that there also has been an issue in the summer (when the pool is open) with skaters utilizing the concession area of the pool (not paying admission fees to the pool) but accessing as skate park is within the pool fenced in area. By moving the skate park away from the area, Ms. DeSha stated that she felt it needed to be in a public area where it is visible and possibly younger skaters would use the facility. Chairman Bohan asked Ms. DeSha where the funds would be coming from for this project. Ms. DeSha stated that the funds would come from the remaining balance of Bucher Land Transfer monies. Commissioner Downing stated that the Commissioners made the decision (at 11.9.09 Commissioners meeting) to transfer the remaining \$107,000 from the Bucher Land Transfer monies to the Weaver Road project. Mr. Reed stated that decision had not come through the Parks and Recreation Board, explaining that the money was given to Parks and Recreation in lieu of park land lost at Bucher to replace park land elsewhere in the Township. Commissioner Downing explained that the Commissioners decided to transfer these monies elsewhere because the Parks and Recreation Board could not decide where they wanted the money to be used. Chairman Bohan stated that this was the first he had heard this. Commissioner Downing stated that this was the Board’s “official” notice. Director Lewis stated that Township Manager Rimer shared this information with her today and she then tried to contact Commissioner Keebler to attend the meeting tonight in order to address this decision with the Board. Commissioner Downing stated that he believes that the Commissioners were “frustrated” with the Board for “not coming up with uses for the money”. Commissioner Downing also stated that he had discussions previously regarding usage of the money with Commissioner Keebler that was to be relayed to the Parks & Recreation Board to which Commissioner Keebler is liaison to. Mr. Reed stated that there was no time limit ever identified on the use of these monies. Commissioner Downing suggested that someone from the Board meet with the Commissioners regarding the usage of the remainder of the monies. Commissioner Downing explained that Assistant Manager Molchany mentioned that there was some discussion of (re)lighting Stauffer Park tennis courts, but Commissioner Downing further stated that he doubted that the remaining funds (\$107,000) would cover the cost of that project. Commissioner Downing explained to the Board that the intent was to identify the need for the two (2) tennis courts that were eliminated at Bucher. Commissioner Downing reported that Commissioner Casselberry had submitted a tennis needs handout to all the Commissioners (including the P & R Liaison) and it should have been distributed to Parks & Recreation Board members. Mr. Reed stated that he and Ms. DeSha have been assessing the Township tennis courts usage since the request for replacement monies were received. Mr. Laubach stated that the Board was currently in the process of investigating the best location for the replacement of these courts.

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**V. Committee Reports:**

Facilities Committee – (Cont'd.) Director Lewis commented that she is not under the impression now that it is a “use it or lose it situation” and that the Parks & Recreation Board should continue to feed ideas to the Board of Commissioners for submission as CIP’s and encouraged the Board to keep researching the need for tennis courts. Chairman Bohan stated that communication with the Commissioners (in either direction) is clearly not there. Chairman Bohan explained that he has requested discussion with the Commissioners regarding the role of the Commissioner Liaison to the Parks & Recreation Board. Commissioner Downing stated that the NEOS and disc golf were proposed and approved in an expedient manner. Chairman Bohan stated again that this is the first time that the Board has heard that there have been discussions by the Commissioners “that we dropped the ball again because we didn’t come up with a plan for the remainder of the monies”. Commissioner Downing stated that he didn’t mean to say it like that; he is assuming that is what the Commissioners were thinking. Commissioner Downing encouraged the Board to identify and forward any projects to the Commissioners as soon as possible. Ms. DeSha stated that the Board has not even seen the 2010 Capital Budget to date. Both Commissioner Downing and Director Lewis stated that they had received a version of the 2010 Capital Budget. Director Lewis stated that the Community Park playground equipment replacement is in Capital budget for 2010, further explaining that the Capital Budget was just discussed today and Ms. DeSha is slated to receive a copy. Ms. DeSha explained that all of the pavilions at Community Park need to be repainted/repared. Commissioner Downing stated that he contacted the service group that had originally built one of the pavilions asking if they could take a look at it and possibly repair. The group did take a look at it and decided that all of the members in their group were too old to complete a project such as this. However, they were willing to provide some compensation to the Township for the renovation of the pavilion. This information was forwarded to Public Works Director Neff. Commissioner Downing explained that this project was considered as an Eagle Scout project, but due to using scaffolding to complete the project (height), it was felt that this was not project that was deemed safe for an Eagle Scout. Commissioner Downing further explained that there is someone (that has been contracted by the service organization) that has begun work on the pavilion. Ms. DeSha stated that it is imperative that we maintain what we have and stop neglecting projects by pushing them aside to future years. Ms. DeSha also stated that the Parks & Recreation Board were not given the option to present their ideas to the Commissioners for either budget. Commissioner Downing asked who presented the budget this year (he was absent for these meetings). Director Lewis stated that she attended a conference and was not present for the meeting, but Facilities Program Manager Slick and Public Works Director Neff were present. Commissioner Downing expressed that he is also concerned with the continuing expansion of the parks system and the ability to maintain what we have and commented that he feels very bad for Public Works Director Neff who is limited in budget as well as staff. Commissioner Downing added that there are people that would be interested in volunteering to do projects. Director Lewis stated that we could organize more dates than “Earth Day” (Great PA Cleanup) and “Day of Caring”. Mr. Reed asked if volunteer requests could be published in the Township newsletter. Commissioner Downing stated that this has been done previously, but it much easier if the volunteer projects are identified. Ms. DeSha stated that there are certain tasks that you just cannot ask volunteers to do (painting swing sets, replacing brick pavers, etc.). Chairman Bohan asked Commissioner Downing if the Bucher Land Transfer monies were already gone or could the Board identify a project for the use of the remainder of the money. Commissioner Downing stated that he would present an identified project to the Commissioners, but he could not guarantee that the Commissioners would approve it. Chairman Bohan suggested to Mr. Reed and Ms. DeSha (Facilities Committee) to identify a project if needed as soon as possible. Commissioner Downing reminded the Board that these monies were not to be used for maintenance. Commissioner Downing commented that the Golf Division would like to see the Skate Park gone (moved) as it creates “a lot of problems for our golf people”. There is signage for the skaters to stay off the cart paths, but they do not obey. Brief discussion was held as to where to move the skate park (Stoner, Municipal). Chairman Bohan asked Mr. Reed and Ms. DeSha if they could e-mail their suggestion within a week, so it can be forwarded to the Commissioners.

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**V. Committee Reports:**

Facilities Committee – (Cont'd.) Chairman Bohan suggested that the parks reviews continue to take place so that maintenance needs can be identified to the Public Works Department for the beginning of the year (2010). Commissioner Downing questioned the status of identifying the need for an employee to maintain the Township's 23 buildings/properties (by keeping a log, follow-up, etc). This position has been filled by Ben Roth, Director Lewis reported. Chairman Bohan asked that the Board be informed of procedure.

Personnel Committee – Mr. Gard had no report. Director Lewis requested that reviews and recommendations of the MTPR Board member candidates be returned to her by Friday (11/13), in order that interviews are scheduled for these candidates. Director Lewis stated that some of the candidates included in the packet were interviewed last year. Director Lewis suggested that an Executive Session be held at December 1<sup>st</sup> meeting. Chairman Bohan asked the Board to note this. Commissioner Downing suggested that someone with a sports background be chosen for the board opening. Ms. DeSha asked if there was any report on a parks person (due to Park Superintendent Lessig's resignation). Commissioner Downing reported that the Public Works Department has been reorganized to accommodate the loss of this staff person. Director Lewis stated that John DeKnikker has taken over Chris Lessig's duties and Ben Roth has taken over Tom Smith's duties (retired 2009).

Program Committee – There was no report.

Public Relations Committee – Vice-Chair Laubach suggested instituting "Parks Alerts" much like the "Crime Alert" sign up on the Township website. These could be sent out electronically to Recreation customers. Chairman Bohan agreed that it was a good idea and stated that even though the Township has a Public Relations person, there is a lot more that the (Parks &) Recreation Department can be doing on the marketing side of things. Director Lewis reported that a radio (on assorted stations) ad will be aired for the Overlook Activities Center 20 times in the next three weeks. Director Lewis stated that she will send this ad electronically to the Board members. Commissioner Downing asked if The Merchandiser was ever contacted for coverage. Director Lewis stated yes. Director Lewis shared a news article that was published regarding one of our part-time concession workers saving someone's life at Suzy's Hole.

Finance Committee – No additional report. Ms. DeSha stated that she will share concerns, if any, When she receives a copy of the budget.

Chairman Bohan thanked the Board for their patience in his absences during his traveling consultations.

Director's Report – Director Lewis stated that the Director's Report was enclosed within the package. Mr. Krick questioned Director Lewis on the status of the High School Dodge Ball League. Director Lewis reported that the league has been cancelled due to low team registration. Ms. DeSha shared that she takes her son on Saturday evenings to play various games (Dodge Ball, etc.) and we should be doing something like that at the Overlook Activities Center. Director Lewis reported that a Mural Class will be offered during the winter session which will be a family class to re-paint the Party Room. Director Lewis stated that she will bring examples to the next meeting. Ms. DeSha questioned Director Lewis on the status of the Disk Golf project. Director Lewis reported that due to the rainy weekend weather, the designer has not completed the final design. This should be completed within the next few weeks. Ms. DeSha asked if there were any issues with the Dutchland Derby group that have been utilizing the Overlook Activities Center for the past three years. Director Lewis explained that the format for this year has expanded (double header bouts) and she will access revenue and report back to the board. Ms. DeSha asked if the group would be interested in offering any programs through the Recreation Department. Director Lewis stated that she will think about that suggestion. Ms. DeSha asked if a quarterly update can be received from Youth Sports & Activities Manager Quarino on the Youth Sports groups meetings. Director Lewis stated that the Director's report is a compilation of all staff's activities.

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## VI. Old Business

Bucher Land Transfer Monies – Previously discussed (IV. Committee Reports: Facilities Committee).

Comprehensive Parks, Recreation, Open Space and Greenway Infrastructure Plan – Director Lewis explained that this item has been placed in the 2010 Budget (\$50,000) and \$25,000 has been earmarked for the 2011 Budget. It is anticipated that the updated plan will be complete in 2011. Director Lewis stated that once the budget is primarily approved (11/30), she will send out Request For Proposals (RFP's) to several firms that are backed by DCNR.

Weaver Road Property Update – Director Lewis reported that an engineering meeting has been scheduled with ELA for later this month. Chairman Bohan reported that all Youth Sport groups have been met with individually so feedback and needs have been received. There will be one more meeting with all groups, Chairman Bohan explained. Director Lewis stated that there were some very good suggestions brought forth by all groups. Chairman Bohan stated that the Board will be apprised of future developments on this project.

Heritage Path Discussion – Chairman Bohan reported that it was voted by the Commissioners at last evening's meeting that the Heritage Path project will be re-bid before the end of 2009. Chairman Bohan commented that he was glad that this project had not "disappeared" due to challenges that arose. Mr. Reed asked if there really was a 1,200 ft. gap on Valley Road. Commissioner Downing reported that it was 150 ft. and there are no plans to alleviate the gap. Mr. Furry gave a brief update on properties on Valley Road where land has not been dedicated. Ms. DeSha stated that Bikeway funds are not being used. Commissioner Downing reported that there will be some pathways put around the new library. Ms. DeSha stated that she would like to see bikeway linkages constructed rather than sidewalks. Mr. Furry shared information on the Non-Motorized Path Team that was present within the Township members consisting of Parks & Recreation Director Lovelette, former Commissioner Baldwin, Assistant Manager Molchany, Planning & Zoning Director Greaves. He explained that this sub-committee faded away (without leadership and support) upon the resignation of Director Lovelette. Mr. Furry requested that as soon as the opportunity is right, a Commissioner representative be chosen and this team reconvene. Mr. Furry commented that the issue is not the support from Director Lewis and Public Works Director Neff, the issue is priorities, "everyone in the Township has a little bit more to handle for their normal work week". Commissioner Downing stated that he will address this issue in December. Ms. DeSha suggested that trails be marked for distance. Commissioner Downing stated that this is a very large maintenance issue.

## VII. New Business

Correspondence – Enclosed within packet.

2010 Budget – This item was previously discussed.

Board Member Interviews – This item was previously discussed.

Fee Schedule Changes and Recommendations to Commissioners – Director Lewis announced that the Fee Schedule Changes proposed updated version on the table tonight. Director Lewis briefly reviewed each fee increase listed (Resident and Non-Residents Pool Pass fees increased by 5%, Resident Punch Card increased to \$120, Park Pavilion facility fees – fees remained the same, but new time format proposed (7 AM-3 PM or 3PM-close – adjusted custodian scheduling), Stauffer Room Reservations increased \$5 each category, Ballfield reservations fees, lighted sports fields fees increased, Boettcher House Rental). Director Lewis entertained questions regarding proposed fee schedule. A few questions were asked. Chairman Bohan questioned if the Class B – School District category listed was in place prior to the Eventis conversations. Director Lewis stated yes. Mr. Reed made the motion to approve the schedule of fees as proposed and presented to the Commissioners for their approval. Mr. Gard seconded this motion. Motion passed unanimously.

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- VIII. Overlook Community Foundation Report – Chairman Bohan reported that the draft minutes from the 10.20.09 meeting were on the table this evening. Chairman Bohan commented that the Stoner House issue continues to continue. Chairman Bohan also reported that Steve Bussanmas, President of the Overlook Community Foundation is finishing his second term on the Board. Chairman Bohan stated that Commissioner Simpson announced that the Commissioners have been reevaluating the current process (retirement after serving two terms [4 years each term]). Commissioner Downing stated that he did not agree with the current process and expressed to the Commissioners that if a person is interested in continuing on a Board beyond the two year term then they should be permitted to do so (if the Board wishes as well). Chairman Bohan stated that after the meeting he contacted Dixon Miller (two term expires in December 2009 on the MTPR Board) and asked Mr. Miller, in light of the reconsideration of the process, would he be interested in continuing on the Parks & Recreation Board. Chairman Bohan explained that Mr. Miller had already responded that he would not be continuing, and has since scheduled other activities. Commissioner Downing reported that Township Manager Rimer had asked him to talk to the owners on the corner of Fruitville Pike (at the entrance of OCC) to see if they were interested in selling property and Commissioner Downing stated that they were not interested. Commissioner Downing asked Chairman Bohan if Andy Woolley had contacted Kevin Lapp? Chairman Bohan explained that Billy Schwartz owns land that contains the entrance drive. Commissioner Downing stated that Mr. Schwartz exercised his option a long time ago (to acquire from the Township). Commissioner Downing stated that there is/was a legal issue regarding this with Mr. Schwartz. Commissioner Downing stated also that he contacted Kevin Lapp and Mr. Lapp was not interested in selling.
- IX. Commissioner's Report – Commissioner Downing had no further report other than to state that this has been a very rough budget process for 2010. There will be no tax increase for 2010. Commissioner Downing commented that the Police contract is awaiting their approval. Commissioner Downing reported also that Manheim Township will takeover police services for Lancaster Township. A brief discussion was held regarding the merging of school districts. Commissioner Downing announced that Rick Casselberry, Mike Flanagan and Jim Martin won election and will be the sworn in, in January.
- X. School Board Report – Mr. Reed reported that the building committee has recommended an architect for the 5/6 grade building. It is anticipated that the new building will open July, 2012. Mr. Reed reported that Bucher renovations are on schedule. He also announced that in Fall of 2010 a full day kindergarten will begin at Reidenbaugh.
- XI. Museum Board Report – Ms. DeSha had no report.
- XII. With no further business to discuss, Chairman Bohan made the motion to adjourn the meeting at 9:20 p.m. This motion was approved and passed unanimously.