

MONTHLY BOARD MEETING MINUTES

June 1, 2010

- I. The regular meeting of the Manheim Township Parks and Recreation Board was held in the Stauffer Mansion Board Room on Tuesday, June 1, 2010. Chairman Bohan called the meeting to order at 7:00 PM. In addition to Chairman Bohan, board members present included DeSha, Laubach, Lee, McBride and Miller. Mr. Krick was absent. Also present was Recreation Director Lewis, Youth Sports & Fitness Manager Hildebrand and Commissioner Martin. Guests present included: Peg Adams, 1960 Melody Lane, Lancaster, PA 17601 and Leroy Emerich, representing American Legion Post #56 (and Post #666 – Neffsville).
- II. **Review and Approval of Parks & Recreation Board Meeting May 7, 2010 Minutes** – Ms. DeSha made a motion to approve the May 7, 2010 Board Minutes as written. This motion was seconded by Mr. Laubach and then approved unanimously.
- III. **Treasurer's Report** – Ms. DeSha distributed a monthly summary for April. Ms. DeSha reported that \$29,000 showing in Community Park (capital budget) still needs addressed. She further explained that she has contacted Finance Director Stratchko (via e-mail) but just sent the communication today. Director Lewis reported that Boettcher House boiler installation expenditure will be moved from the general budget to the capital budget at the end of the year (per Finance Director Stratchko). A year-to-date comparison budget update (January through April 2009/2010) has been received and Ms. DeSha stated that it looks like Parks expenditures are slightly higher this year (2010) as compared to last year (2009)
- IV. **Introductions** - Youth Sports & Fitness Manager Hildebrand introduced himself and thanked the Board for inviting him to the meeting and also for hiring him as the Youth Sports & Fitness Manager.

Director Lewis introduced members of the consulting team that has been hired to update the Parks & Recreation Open Space Greenway Infrastructure Plan. Ann Toole, Project Lead, Ann Yost, YSM Landscape Architects and Nancy Sarcinello, Sarcinello Planning and GIS. Ms. Toole reported that the team is looking forward to preparing the Parks & Recreation Plan. A tentative project schedule was distributed. Ms. Toole further explained that there will be “homework” and reading material throughout the process.

Chairman Bohan announced that the meeting will move forward to Item VIII. New Business as guest Leroy Emmerick had a presentation.

VIII. New Business

Mr. Emerich introduced himself as representing American Legion Post #56 which took over American Legion Post #666 originated in Neffsville. Mr. Emerich explained that the American Legion has an aggressive flag program where the organization installs flagpoles and flags at no to the community. He proposed installation of a flagpole at Community Park. The pole is between 25 and 35 feet and flags are provided whenever needed. The estimated cost for this project is \$3,500 and up and the American Legion would cover the total cost of the project. Director Lewis explained that assorted locations were investigated. Mr. Emerich explained that there are two choices with regards to the pole; a pole that has an internal halyard with lock or a pole with an external halyard with a lock box. Director Lewis stated that the internal halyard pole would be the best. Ms. DeSha asked what the location of the pole would be. Director Lewis explained that the pole would be installed at the top of the hill (on the left). Mr. Emerich asked that Director Lewis contact him with further details. Chairman Bohan entertained a motion for the project. A motion was made to accept the donation of the installation of flagpole and flag at Community Park. This motion was seconded by Mr. Lee and approved unanimously.

V. Committee Reports

Facilities – Mr. Lee had no report. Director Lewis reported that included in the packet was a picture of a piece of playground equipment that she requested the Board members review. She explained that these pieces of equipment were on sale at this time (Game Time). Director Lewis suggested that other pieces of equipment could be viewed on the Game Time website. The equipment may be placed in Community Park. Ms. DeSha stated that it would be replacing older equipment in Community Park.

Director Lewis reported that the Disc Golf Course is fourteen (14) holes completed. Public Works Director Neff is working on getting the layout drawing ready. A tri-fold informational flyer will be created. Its contents will include a map, hole pars and distances, scorecard and parking information. Playing discs will be available for sale and rent at the Mini-Golf site. The additional four (4) holes will be created next year. Mr. Laubach suggested that the map and scorecard be added to the website.

(Continued)

V. Committee Reports

Director Lewis reported on the status of the NEOS system. The first inspection did not pass (Code Compliance). The code failure lies in the electrical system that was placed by PP & L (volunteer initiative – United Way Day of Caring). This issue is being addressed. An opening date of June 15 will be rescheduled. Chairman Bohan stated that people are utilizing the disc golf. Commissioner Martin invited the Parks & Recreation Board members to a “Disc Golf Challenge” between the Parks & Recreation Board Members and the Commissioners. The date will be determined in the near future.

Director Lewis reported on the status of the Skyline Pool renovation. She stated that the pool is 97% ready and will be opening on June 12.

Personnel – Mr. Laubach reported that in addition to Youth Sports & Activities Manager Hildebrand starting, all part-time summer staff has been hired.

Program – Ms. DeSha reported that summer camps begin June 14. She spoke with Director Lewis on potential new fall programs. A program meeting is scheduled for Wednesday, June 3. Director Lewis asked Ms. DeSha to schedule a meeting with Facilities Program Manager Slick at a later time, as she is unable to attend meeting on June 3.

Public Relations – Chairman Bohan reported that the Manheim Township website has the capability for e-mail sign up (distributed screen shot of website). Chairman Bohan stated that he will continue to work with Director Lewis and Kelly Wells on this website option. Mrs. Miller suggested that when someone signs up for e-mail updates, they would receive a Township “perk” (some sort of facility coupon).

Finance – No additional report.

Non-Motorized Pathway Committee – Vice-Chairman Laubach reported on the meeting that was held on March 9. A “walk around” took place at Nitrauer and Westminster Presbyterian properties. Director Lewis stated that a CIP will be included on this project in the 2011 budget. Vice-Chairman Laubach also reported that the property was sold located next to Calvary Church (Eden Road).

Comprehensive Parks, Recreation, Open Space and Greenway Infrastructure – Discussed previously.

VI. **Director's Report** – Director Lewis stated that there was no written Director's Report this month. All summer staff has been hired (Playground, Day Camp, Pool staff, concession staff, etc.). A summer Activities brochure was distributed. Director Lewis reviewed new program offerings for summer.

VII. Old Business

No items listed under Old Business

VIII. New Business

Correspondence – Enclosed.

User Fees – Commissioner Martin reported that the Commissioners have requested a “solid recommendation” from the Parks & Recreation Board on facility user fees. Director Lewis read the motion that was made by Commissioner Casselberry, which directed “staff to move forward to work with sports groups using the Field Committee recommendations for review and comment by the Parks & Recreation Board and Commissioners”. Director Lewis commented that staff will be presenting a few recommendations to the Parks & Recreation Board for their comments. Mr. Lee asked why this process was starting over. Commissioner Martin explained that the Commissioners were expecting something more positive from the Parks & Recreation Board. Chairman Bohan questioned what the Fields Committee was all about further explaining that he had suggested previously (in April) for the Parks & Recreation Board (or Recreation Department) to spear head working with a Fields Committee to create a recommendation to the Commissioners. This did not happen. A single fee for Weaver Road was the result he stated. Chairman Bohan stated that direction is needed from the Commissioners. Mr. Lee explained that there are three things going on. Weaver Road sports group user fees (\$10/head) which has already been agreed upon, the Youth Sports Agreements which needs to be developed and advertising (signage). Commissioner Martin suggested that all of the facility user fees be looked at (on a global level).

(Continued)

VIII. New Business (Cont'd.)

User Fees – Director Lewis explained that the recommendation should be to the Commissioners that the users fees should be formulated by the balance not funded by the Commissioners (tax subsidized) instead of the per head user fee. Mr. Lee stated that the “wagons are circling and are going nowhere”. He explained that the decision that was made (regarding user fees at the Weaver Road site) was \$10/head. Mr. McBride explained that the User Group was created to address the Weaver Road project and the Commissioners now want the Parks & Recreation Board to give a strong recommendation on how to move forward on fees for all of the field facilities. Director Lewis explained that staff will bring several recommendations to the Parks & Recreation Board for their review and approval. These recommendations will come to the Board by the July meeting. Mr. McBride asked Commissioner Martin when construction will begin on the Weaver Road project. Commissioner Martin explained that the bid has been awarded and construction should begin with a month.

Chairman Bohan stated that the agenda will move forward to Item E., Advertising in the Parks (Rules and Regulations). Director Lewis explained that the Rules and Regulations will need to be changed based on what the Board agrees to with regard to advertising in the parks. She stated that she is in agreement with advertising within the parks as long as it is “tastefully done”. Director Lewis further explained that discussions regarding advertising on the fences at the Weaver Road complex have already begun. Director Lewis reported that new AED’s are needed and a local business (Mike Matto, Secret Sneaker) was interested in donating funds for the purchase of new AED’s but would like the opportunity to advertise their business in lieu of donation. Discussion was held on park signage (youth groups selling sign advertising). Chairman Bohan suggested that staff make recommendations to the Board on park signage. Mrs. Miller asked if the timing of these recommendations was realistic (during busy season). Director Lewis stated that in addition to Recreation staff, other Township staff would be working on these recommendations and she would bring them forward at the July meeting. Director Lewis explained that she would like action tonight on the Secret Sneaker donation/advertisement agreement. Director Lewis asked for the Boards’ permission to accept a donation from Secret Sneaker to offset the purchase of the new AED’s that are needed and this donation will include advertisement at both pools (signage above bulletin board). This request was seconded by Mr. Laubach and all board members agreed.

Flag Pole Donation at Community Park – Previously discussed.

Youth Sports Standards – Baseball post-season All-Star teams – Director Lewis reported that the Youth Sports Standards (Baseball) and the updated National Standards for Youth Sports were included in the packet and she hoped that all members got to review them. Chairman Bohan gave a brief history of the Youth Sports Standards. Director Lewis stated that we are faced with a situation that violates the written standards (All-Star team practicing on MT fields). Youth Sports & Fitness Manager Hildebrand explained the current situation of the violation of standards. Youth Sports & Fitness Manager Hildebrand explained that he contacted Mr. Heckman (MTBSA) to inform him of the violation and Mr. Heckman stated that they will be going ahead and using the field. Chairman Bohan stated that this would be an opportunity for the Board to invite the sports groups in again and discuss the current standards. Are changes needed to the standards? Chairman Bohan stated that All-Star/post-season play is prohibited according to the Youth Standards. Mrs. Miller asked how many times the youth sports groups have been “called out” on a violation of the standards. Chairman Bohan stated that he didn’t know if we ever have. Mrs. Miller questioned who polices all of the “must” regulations that are listed within the standards. Chairman Bohan explained that each sports group has a “complaint process” in which the standards should be used in order to assure compliance according to the standards. Ms. DeSha stated that her son has played soccer for a number of years and she has never received a copy of the standards. Chairman Bohan explained that “a standard is not a regulation, but rather a statement of what we value”. Mr. Lee questioned how we would know if the Soccer Club was hosting an All-Star team right now at Overlook, as they schedule their/our soccer fields at OCC. Director Lewis stated that the Soccer Club is supposed to be supplying their schedules to Recreation Office. Chairman Bohan stated that Director Lewis and Youth Sports & Fitness Manager inform Mr. Heckman (MTBSA) that All-Star post-season play is not consistent with the standards and they are not allowed to use our fields and also that review of all youth sports standards will be opened shortly. This motion was approved unanimously, with all eyes.

Advertising in the Parks (Rules and Regulations) – Previously discussed.

- IX. Overlook Community Foundation Report** – Chairman Bohan reported that draft Minutes were included in the package.
- X. Commissioner’s Report** – Commissioner Martin had no further report.

- XI. **School Board Report** – Mrs. Miller reported that Graduation will be on Thursday (6.3.10). Shared news article on walnut tree (Stauffer Park) and Biology Department Stream article. Mrs. Miller invited members to participate in the golf outing that will take place later this week.
- XII. **Museum Board Report** – Ms. DeSha had not report, as the Museum Board did not meet.
Ms. DeSha asked the Board to address absenteeism of one of the Board members. She questioned what happens after three (3) consecutive meetings missed. Discussion was held on what the By-Laws state. Chairman Bohan stated that he will draft a letter to send.
- XIII. **Public Comments**: None.
- XIII. **Adjournment** - The meeting was adjourned at 9:27 PM.

6.7.10