

Manheim Township Parks & Recreation Board

**MONTHLY BOARD MEETING MINUTES**

**July 6, 2010**

- I. The regular meeting of the Manheim Township Parks and Recreation Board was held in the Stauffer Mansion Blue Room on Tuesday, July 6, 2010. Chairman Bohan called the meeting to order at 7:00 PM. In addition to Chairman Bohan, board members present included DeSha, Krick, McBride and Miller. Vice-Chairman Laubach and Mr. Lee were absent. Also present was Recreation Director Earnest and Commissioner Martin.
- II. **Review and Approval of Parks & Recreation Board Meeting June 1, 2010 Minutes** – Chairman Bohan explained that the final draft of the 6.1.10 minutes were included on the table tonight. These minutes were reviewed. Ms. DeSha made the motion to approve the June 1, 2010 Minutes as written. This motion was seconded by Mrs. Miller and Mr. McBride and then approved unanimously.
- III. **Treasurer's Report** – Ms. DeSha stated that the monthly summary was on the table for review. Ms. DeSha explained that she met with Public Works Director Neff to review parks and the capital accounts. As a result of that meeting, Ms. DeSha updated the board that income (\$80,000-\$100,000) has been realized this month for the recreation fees capital. There is \$29,000 in capital budget for Community Park is for renovation of Kiwanis #2, which will be renovated October/November of this year. The Heritage Park (Landis Woods) is in the process of being constructed (path clearing, etc.). Ms. DeSha stated that that this site might be the location of next year's Great PA Cleanup. Work is underway at the Weaver Road site. Ms. DeSha reported that Overlook Pool is in "desperate" need of holding tanks for backwashing the pool. Chairman Bohan questioned this need (\$30,000), as Overlook was renovated just two years ago. Ms. DeSha explained that this was to tap into (the tanks) which was not utilized when the pool was upgraded. Stoner Park brush cleared away. Ms. DeSha stated that next month's budget will be more clear. 2011 budget line items should be submitted by the end of July. Ms. DeSha stated that restrooms are needed at Overlook Community Campus (to replace existing port-a-johns). Director Earnest explained that that item was the Board's number one priority last year and will remain for 2011 budget.

Discussion was held regarding 2011 budget process (due dates) and the cancellation of the board's August meeting. Chairman Bohan stated that whether to postpone the August meeting would be deferred until the end of tonight's meeting.

IV. **Committee Reports:**

**Facilities** – Mr. Krick had no report.

**Personnel** – In Vice-Chairman Laubach's absence, there was no report.

**Program** – Ms. DeSha reported that meetings were held with program staff this past month. Ms. DeSha explained that new playground equipment for Community Park has been ordered and will be installed later this year. Ms. DeSha reported that Youth Sports & Fitness Manager Hildebrand has a lot of new programming ideas to add. Director Earnest reported on the Overlook Day Camp program and also the Summer Playground program. Registration for Day Camp is up in numbers, as compared to last year. A week has also been added. Director Earnest reported that the Playground program is well attended. Some possible changes for 2011, as the Brecht location only has 35 registered.

**Public Relations** – No report. Director Earnest shared Skyline opening news article and also announced that there is a photo op with the Lancaster News scheduled on Thursday (7/8) to feature a report on the new NEOS system that was installed and also Disc Golf.

**Finance** – No additional report.

**Non-Motorized Pathway Committee Report** – There was no meeting; no report.

**Comprehensive Parks, Recreation, Open Space and Greenway Infrastructure Report** - Director Earnest reported that background information is being gathered and working on contracts. Some information will be going out early next month.

V. **Director's Report** – Director Earnest gave some of her report previously.

Skyline Pool Slide Report – Director Earnest reported on an incident where an adult got stuck in the top slide. The lower slide is open. Staff is no longer comfortable operating the top slide. The slide wobbles 8-10". A consultant from Summit (slide builder) will be coming to look at the slide. Director Earnest also reported that Code Director Forrey also has an issue with the top slide as it doesn't have a proper railing.

Director Earnest reported that the flagpole that was approved to be installed at Community Park by the American Legion Post #56 (Lititz) and American Legion Post #666 (Neffsville) groups will be installed shortly.

Director Earnest reported that she is going to work with Public Relations and Community Event Coordinator Wells on a power point presentation advertising the parks, adding that she has the best interest in the parks. The Township has contracted through Civic Plus to obtain a new website. Director Earnest asked the board members to check out their website at civicplus.com.

Director Earnest reported that Concession Manager Funk has completed an extreme amount of work on the Library Café. Kudos to her for all of this hard work!!!!!!!!!!!!

VI. **Old Business**

**User Fees** – Director Earnest reported on the status of the user fees. She explained that Chairman Bohan condensed memo from Township Manager Rimer from 14 pages to 3-1/2 pages. The condensed version was on the table tonight for all members to review. User Agreement signed with each sports group. Version 4 has already been sent out for everyone's review. Director Earnest suggested that staff be able to "tweak" these agreements when meeting with Sports groups. Mr. Krick asked how we got so far away from a partnership to charging user fees. Commissioner Martin stated that user fees have always been "on the books" and what is changing is how these fees are being administered. From a business sense, Commissioner Martin stated, that we are providing a service and there needs to be a fee associated with that service. Condensed document was reviewed item by item.

Mr. Krick made a motion to recommend that the Board endorses the creation of User Agreements with interested sports groups. This motion was seconded by Ms. DeSha. Mrs. Miller asked for clarification on what would be within these Agreements. By making an agreement, the sports groups needs would be met and Township would benefit by receiving income to maintain the fields. This motion was approved with all ayes.

Mrs. Miller made a motion to recommend to the Commissioners a phase-in on a five year schedule and a 50% percent of subsidy realized over a five year time period, similar to Plan #2 presented. Ms. DeSha seconded this motion.

Roll call vote on motion:

Ms. DeSha – Yes  
Ms. Miller – Yes  
Mr. McBride – No  
Mr. Krick – No  
Chairman Bohan – Yes

Motion carried.

VII. **New Business**

**Correspondence** – Enclosed. NEOS rave.

Archery in the Parks – Director Earnest reported that she received a request (via e-mail) for adding an archery range in the parks. Commissioner Martin asked for details of the range. Concensus of the board was to offer as a program; if at all.

VIII. **Overlook Community Foundation Report** – Chairman Bohan reported that draft Minutes were included in the package.

Disc Golf Course – Director Earnest reported on the status of the disc golf that has been installed. Discs will be available for rent or purchase at the Overlook Falls Mini-Golf site.

IX. **Commissioner's Report** – Commissioner Martin had no further report.

X. **School Board Report** – Mrs. Miller reported that she attended facilities of Apple in California.

XI. **Museum Board Report** – Ms. DeSha reported that 5 people attended on Saturday and 80 on Sunday (Open House weekend). Drainage problem issue. September 25 is the Annual Landis Woods Art Show.

Mrs. DeSha asked what the fence boundaries were at Skyline Park. Chairman Bohan explained that it used to be that the amenities were available to pool members during pool hours and after-season are open to the public. Ms. DeSha suggested that these amenities be opened up for non-pool members during the swim pool season. Talked to Public Works Director Neff and he stated that it would just be a matter of moving a fence. Ms. DeSha suggested Board members visit the area and it can be voted on next meeting.

Chairman Bohan suggested that there be no August meeting.

XII. **Public Comments:** None.

XIII. **Adjournment** - The meeting was adjourned at 9:12 PM. Ms. DeSha seconded this motion.

7.11.10