

Manheim Township Parks & Recreation Board

MONTHLY BOARD MEETING MINUTES

September 7, 2010

- I. The regular meeting of the Manheim Township Parks and Recreation Board was held in the Stauffer Mansion Blue Room on Tuesday, September 7, 2010. Note: There was no August meeting. Chairman Bohan called the meeting to order at 7:00 PM. In addition to Chairman Bohan, board members present included Ms. DeSha, Mr. Lee and Mrs. Miller. Vice-Chairman Laubach, Mr. Krick and Mr. McBride were absent. Also present was Recreation Director Earnest, Public Works Director Neff and Commissioner Martin. Guests present included: Larry and Kaye Pulkrabek, 230 Eshelman Road, Lancaster, PA 17601.

Chairman Bohan commented that he needed to leave the meeting by 8:15 PM.

- II. Review and Approval of Board Meeting Minutes July 6, 2010 – Mr. Lee made a motion to approve the July 6, 2010 Minutes as written. This motion was seconded officially by Mrs. Miller and then approved unanimously.

- III. Treasurer's Report – Ms. DeSha reported on the monthly summary (as of the end of July) that was included in the packet. Ms. DeSha pointed out that revenues are up and expenses are down when comparing this years' quarters vs. last years' quarters.

IV. **Committee Reports**

- A. Facilities – Mr. Lee had no report. Public Works Director Neff gave an update on the status of the Heritage Path. PW Director Neff reported that 85% of the budget on this project has been spent. A 50-foot bridge span will be added when it comes in. The project had realized a 2-month stoppage. The project should be completed by November 1st.

Public Works Director also gave an update on the Weaver Road Complex project. He commented that the contractor is doing a "great job" and the "job is going well". Debris is being removed from the site. Assistant Township Manager, Sean Molchany is heading up the project. Seeding on the project should happen by September 1st. Chairman Bohan asked if MT Football will be utilizing the Weaver Road site this fall. Public Works Director Neff explained that no, MT Football will be using the fields at Municipal Park this fall. Public Works Director Neff further explained that it was anticipated by the Township that an original barn on the site could be saved, but due to a total foundation shift, PW Director Neff explained that it would not be able to be saved (financially).

- B. Personnel – Chairman Bohan reported that another member of the Board would need to be appointed to this committee, as Mr. McBride would not be renewing his tenure on the Parks & Recreation Board. Chairman Bohan asked if any of the members wanted to volunteer for this committee. Mr. Lee stated that he would be interested in doing so. Chairman Bohan stated that board opening applications are being collected. Ms. DeSha commented that board meeting attendance should be amended in the By-Laws. She would like to see the number of consecutive meeting absences reviewed. It is currently at three (3). Chairman Bohan stated that this should be reviewed by the Personnel Committee.

- C. Program – Ms. DeSha had no report.

- D. Public Relations – No report. Chairman Bohan introduced the Board to Survey Monkey (an on-line survey system). This service is available for a \$200 annual fee. This could possibly take the place of program evaluations. Director Earnest explained that the department does have e-mail addresses of patrons, as it is on all registration forms. Mr. Lee asked how e-mail addresses are managed. Director Earnest explained that there was no real management of the addresses other than they are entered into the RecTrac system. Mr. Lee shared Constant Comment information (an e-mail address management software). Director Earnest explained that the Township will be having a new website by the end of the month.

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- E. Finance – Capital budget discussion. Director Earnest distributed “2011 Capital Budget – Priority Listing (3-5 Year Plan). Meeting September 10th at 9 AM, Mr. Martin reported. Public Works Director Neff reviewed 2011 priority list. He requested that members review the list and notify Director Earnest as soon as possible if something is wished to be added. Chairman Bohan asked if the priorities of the projects could be numbered and then e-mailed to board members for their review. Feedback will then follow. Commissioner Martin commented that projects needed to be completed (not just started). Maintenance of the facilities that we have should be a priority, he further stated.
- F. Non-Motorized Pathway Committee – No meeting, no report.
- G. Comprehensive Parks, Recreation, Open Space and Greenway Infrastructure – Director Earnest announced that a facilities tour has been scheduled for Thursday, September 23rd (4-8 PM). Dinner is included. An invitation will be sent out via e-mail. The Overlook Community Campus addresses have been re-established including a map (distributed this evening).

V. **Public Comments:** None.

VI. **Director's Report** – Director Earnest reported that over 500 registrations have been received so far for fall programs. Eighteen (18) have registered for the first “No School Camp” which is Thursday, September 9th.

VII. **Old Business**

User Fees – Chairman Bohan reviewed what has transpired at the July meeting. A recommendation was presented to the Commissioners. Three (3) board members attended the Commissioner’s meeting and one interested resident attended. The Commissioners are to vote on this item at their 9.13.10 meeting. Mr. Martin commented that there will be a motion on the table to adopt what was recommended and then voted on. Discussion was held regarding potential advertising at the Weaver Road complex (and other parks?). This package will be drafted by Director Earnest.

VIII. **New Business**

Correspondence – None.

Skate Park Issues – Chairman Bohan reported that he received an e-mail from Golf Pro, Ken Ord regarding the issues that are occurring on areas surrounding the Skate Park. Director Earnest asked the board to think about these issues. She stated that she will send an e-mail out to all with possible resolutions. Director Earnest stated that this will be on the agenda for next month. Commissioner Martin asked Director Earnest to put a timeline (deadline) for completion on this issue.

IX. **Overlook Community Foundation Report** – Chairman Bohan stated that the draft of the Minutes for the last meeting was enclosed within the packet. Chairman Bohan urged members to go over to the new MT Library when it opens.

X. **Commissioner’s Report** – Commissioner Martin had no further report.

XI. **School Board Report** – Mrs. Miller reported that “school is open”.

XII. **Museum Board Report** – Ms. DeSha reported that September 11th is the Herb Fair and on September 25th, the Landis Woods Art Show will take place.

XIII. **Adjournment** - The meeting was adjourned at 8:20 PM with a motion made by Ms. DeSha. This motion was seconded by Mr. Lee.