

Manheim Township Parks & Recreation Board

MONTHLY BOARD MEETING MINUTES

October 5, 2010

- I. The regular meeting of the Manheim Township Parks and Recreation Board was held in the Stauffer Mansion Board Room on Tuesday, October 5, 2010. Chairman Bohan called the meeting to order at 7:00 PM. In addition to Chairman Bohan, board members present included Lee, McBride and Miller. Ms. DeSha, Vice Chairman Laubach and Mr. Krick were absent. Also present was Recreation Director Earnest and Commissioner Martin. Guests present included: Peg Adams, 1960 Melody Lane, Lancaster, PA 17601, Larry Pulkrabek, 230 Eshelman Road, Lancaster, PA 17601 and Intern (from Metropolitan State College of Denver, CO) Erika Anderson, 1607 Judie Lane, Lancaster, PA 17603.
- II. **Introductions** – Erika Anderson, Intern from Metropolitan State College of Denver, Colorado introduced herself and explained that she is completing a 16-week internship with the department. Her major is Sports Management. She further explained that she is working on completing a parent/participant questionnaire for the Teen After School Program and also has set up a Facebook and Twitter accounts for the department. Director Earnest explained that she will be working with Program Superintendent Norton and Youth Sports and Activities Manager Hildebrand on the programming aspects of her internship and with Lorri Haney on the Facebook and Twitter social networking.
- III. **Review and Approval of Parks & Recreation Board Meeting September 7, 2010 Minutes** – Mr. Lee made a motion to approve the September 7, 2010 Board Minutes as written. This motion was seconded by Mr. McBride and then approved unanimously.
- IV. **Treasurer's Report** – In Ms. DeSha absence, Director Earnest reported on the current monthly finance report (as of the end of August). Director Earnest explained that overall we are on track for this time of year (70% through budget year). Director Earnest further explained that the Recreation Department looks at the “bottom line” and then adjusts accounts accordingly.
- V. **Committee Reports**
 - Facilities** – Mr. Lee had no report. Capital projects will be discussed under Finance.
 - Personnel** – In Mr. Laubach's absence, there was no report. Director Earnest reported that new Board applicant applications are being compiled and distributed to the Board in the near future. An ad will be placed in the newspaper.
 - Program** – Mrs. Miller had no report.
 - Public Relations** – Director Earnest reported that as previously mentioned, Intern Erika Anderson will be working on setting up social networking sites (Facebook, Twitter and Blog). Chairman Bohan cautioned that the department should be careful with information that is being put on Facebook as he is not an advocate of social networking.
 - Finance** – Chairman Bohan reported that the prioritized list of the 2011 Capital Budget items that was requested at last month's meeting (from Public Works Director Neff) had been received via e-mail. Chairman Bohan stated that that Public Works Director Neff's priority listing was very interesting. Mr. Lee did find out that there are \$325,000 worth of Capital Improvement Projects (CIP's) and possibly an additional \$100,000 that may “fall” into the 2011 budget year. He questioned what do we now do with this prioritized list? All maintenance related Capital Improvement Projects on the prioritized list total approximately \$233,000, To return a recommendation back to the Commissioners, Mr. Lee stated that he took into consideration the suggestion that was made (at September meeting) to “finishing items that are started” (rather than do 50% of the project now vs. later). Mr. Lee asked how important was the soccer fields repair. Director Earnest stated that it is important. Mr. Lee also stated that there was a request on the list for an area (structure) for vending machines at the Destination Playground area. Mr. Lee stated that also on this list was the completion of the disc golf course (4 holes need to be put in yet). Director Earnest stated that her goal is to have the last 4 holes installed by year's end (December 2010). There is \$13,000 included in the 2011 Capital Budget for seeding and Director Earnest stated that she did not think that it would cost that much. Commissioner Martin suggested that the Parks & Recreation Board's priority list should be submitted to the Commissioners by Friday, October 8. He further explained that the Commissioners have looked at the Capital Budget for 2011, but they have not finalized it yet.

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V. Committee Reports:

Finance – Cont'd.

Mr. Lee stated that he will prioritize the list and get it out to all Board members. Chairman Bohan stated that the Overlook Community Foundation Board will be receiving income (from the land transfer at the west side entrance) and their priority use for these funds is getting potable water over to Destination Playground area (Dog Park).

Mr. Lee stated that he will highly prioritize the completion of the disc golf course and the Heritage Path. Director Earnest asked if the Overlook Community Foundation has a list of their prioritized projects. Chairman Bohan stated that no, they have not. Commissioner Martin stated that he asked this group to do this. Director Earnest stated that since Mr. Lee is going to prioritize list by location, she will forward prioritized list for that location to the Overlook Community Foundation for their review.

Non-Motorized Pathway Committee – No report.

Comprehensive Parks, Recreation, Open Space and Greenway Infrastructure – Director Earnest reported that the Facility Tour bus trip was very nice. The next scheduled meeting is Thursday, October 21st, Director Earnest stated. Director Earnest asked Mr. Lee if he could attend. She stated that she will e-mail him with the details.

VI. Director's Report – Director Earnest explained that requests have been received from both swim teams regarding hosting final season swim meets (Skyline – Divisionals; Overlook – All-Leagues [2-day event]). She explained that Skyline's request has been approved. Past policy has been that only one (1) pool closing would be accepted per year. In discussing this request with staff, Director Earnest explained that it was felt that current policy should be adhered to due to obligation we have to season pass holders. If Overlook Swim Team's request is approved, the All-Leagues Meet is a two (2) year commitment. Chairman Bohan stated that the policy could be amended to allow each team to have one (1) closure per season. Guest, Larry Pulkrabek shared (for his wife, Kaye, who was involved with Skyline swim team in the past but not present at tonight's meeting) that by hosting these meets and realizing this income, this is what "makes or breaks" the swim teams annual budget. Director Earnest stated that she will submit a summary for this event (income lost and fee charged for facility use). Mrs. Miller suggested that a compromise be offered to season pass holders (if Overlook's request is approved for additional day closures). Mrs. Miller stated that if the "standard procedure" is reviewed and changed she warned that we are very careful that we "are not hurting ourselves in the future". Chairman Bohan asked for a motion. Commissioner Martin asked what is wrong with having annual swim meets at Overlook which will generate income. Director Earnest commented that this is a two (2) year commitment. Director Earnest stated that she asked a representative from the Overlook Swim Team if their request was granted, would they be willing to share income with Skyline. They stated that yes, they would. Director Earnest also asked a Summer League representative if the All-Leagues event could be changed to a one (1) year commitment and they told her no. Discussion was held on swim team collaboration to work together on these events. Mr. Lee made a motion to accept Overlook proposal in addition to them donating a portion of the proceeds to the Township (to benefit pass holders). Director Earnest stated that she will provide the Board with the costs ahead of time. Chairman Bohan amended Mr. Lee's motion to approve Overlook's request "on the condition that Overlook and Skyline partner on it with a substantial amount of money coming back to the Township". Chairman Bohan stated that the Board is giving Director Earnest a clear direction to set up this partnership (between the swim teams).

VII. Old Business

User Fees – Director Earnest explained that the fee schedule that was included in the packet is the current document that was approved at the Commissioners meeting on September 13. Chairman Bohan commented that the meeting was very long and "quite heated". Chairman Bohan explained that the Commissioners suggested that a meeting be held with representatives of all of the Youth Sports Groups (which took place Monday, September 27) and what "regardless of the reality of what came out of the meetings of the 'new fields committee' Chairman Bohan was convinced that the sports teams walked away from those meetings thinking they understood that a \$10/child fee being assessed, partnership for naming rights, advertising, etc. Chairman Bohan stated that this was not what some of the Commissioners understood (as a result of these meetings). Chairman Bohan also stated that there was a significant disconnect between the Commissioners voting for Option #2 (which the MTPR Board did not recommend).

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VII. Old Business

User Fees – Cont'd.

Chairman Bohan explained that what he took from the Commissioners meeting (9.13.10) was that for a period of one (1) year the \$10/child per sport per season user fees that have currently established will be collected and the Parks & Recreation Board along with the Youth Sports Organizations will hold a series of meetings to explore the promotion of income producing facilities and also discuss user fees to be established in the future. Chairman Bohan asked Mr. McBride if he agreed that this is what transpired (as he was also in attendance at the meeting). Mr. McBride agreed and as a result of the meeting the one (1) year is a “trial”. Mr. McBride also commented that, “unfortunately, we are back at square one”. Mr. Lee stated that we need to provide the sports organizations with the “fund raising package”. Chairman Bohan stated that a clear statement (number that is needed by the Commissioners) is needed from the Commissioners in writing. Chairman Bohan recommended that the members of the Board endorse Director Earnest and himself drafting a statement to the Commissioners requesting “a very clear statement” of what is needed. Director Earnest suggested that a meeting be held between herself, Chairman Bohan, Township Manager Rimer and Commissioner Simpson to discuss these expectations. Director Earnest has been asked to put together the “advertising package”. She further explained that Youth Sports & Activities Manager Hildebrand will be attending Youth Sports organizations meeting (and also with Women’s and Men’s Lacrosse groups) to review sports agreements and also the youth standards.

Mr. Pulkrabek stated that he believes that there is a “structural” defect within the Township that needs to be addressed. Commissioner Martin commented that he would like the Commissioners to work “as a team”.

Mrs. Miller asked if the Youth Standards could be adjusted in a way to benefit each Youth Sports group. Both Director Earnest and Chairman Bohan stated that the Youth Sports Standards are based on standards at a national level. Director Earnest stated that the goal of the Parks & Recreation Department is to provide safe, playing fields (venues, facilities) keeping in mind that which is in the best interest of the child.

Mr. Lee stated that we owe the sports teams “a package of opportunities to go out and raise some money”. This will possibly repair their “frustrations”.

Mr. Lee made the motion that one (1) board member put the opportunities package together to be reviewed and approved by the members of the board by next month’s meeting. The “packages” will then be presented to the Youth Sports groups. Mr. Lee volunteered to do this. No one seconded this motion.

Mr. Lee’s motion was amended by Chairman Bohan to add that the package of income opportunities be collaborated by the Recreation Department and the Parks and Recreation Board. Mr. McBride seconded this motion. All members voted unanimously in favor of this motion.

Skate Park Issues – Director Earnest announced that staff is working on implementing suggestions that Zach Keene (Intern) had submitted previously. Director Earnest also commented that she has discussed the idea of a “Skate Park Club” with Youth Sports & Activities Director Hildebrand.

VIII. New Business

Correspondence – Enclosed.

2011 Fee Schedule Recommendations – Director Earnest announced that the information that was presented included a 2.5% increase on pool season pass fees, an increase of \$10 in each category under Overlook Activities Center (page 4 of 7) which has been recommended by staff. A motion was made to accept these changes and recommend such to the Commissioners by Mr. Lee. Mr. McBride seconded this motion. No further discussion. All members voted unanimously in favor of this motion.

Public Facilities Use Agreement – Enclosed - Template that was approved at the 9.13.10 Commissioners’ Meeting. Mr. Lee had a comment on the User Agreement that was approved. He heard comments from the MTBSA that there are a lot of things that they do not like about the agreement and that negotiations will need to happen. Mr. Lee stated that this might be the time to adhere to what the agreement states (and allow no negotiations). Director Earnest explained that she and Youth Sports & Activities Manager Hildebrand have reviewed this document and will be meeting with Township Manager Rimer regarding it. Director Earnest asked Mr. McBride to review the document and comment on it.

IX. Overlook Community Foundation Report – Chairman Bohan reported the he would e-mail a draft of the last meetings minutes. Commissioner Martin suggested that a signed agreement be obtained with the MT Historical Society, as the group is utilizing the house at present.

- X. **Commissioner's Report** – Commissioner Martin had no additional report.
- XI. **School Board Report** – Mrs. Miller had no report. Director Earnest shared that Youth Sports & Activities Manager will be attending the school district's next Student Lay Advisory Board (SLAC) meeting.
- XII. **Museum Board Report** – No report.
- XIII. **Public Comments**: No additional comments
- XIII. **Adjournment** - The meeting was adjourned at 8:57 PM.

10.6.10