

Manheim Township Parks & Recreation Board

MONTHLY BOARD MEETING MINUTES

December 7, 2010

- I. The regular meeting of the Manheim Township Parks and Recreation Board was held in the Stauffer Mansion Blue Room on Tuesday, December 9, 2010. Chairman Bohan called the meeting to order at 7:00 PM. In addition to Chairman Bohan, board members present included DeSha, Lee, McBride and Miller. Vice-Chairman Laubach was absent. Also present was Recreation Director Earnest and Commissioner Martin. Myles DeSha, guest was present.
- II. **Review and Approval of Parks & Recreation Board Meeting November 10, 2010 Minutes** – Some of the copies of the minutes that were distributed from November 10, 2010 meeting had page one on both sides. Mrs. Miller questioned dates within Minutes regarding Board interviews listed under Item IV. Committee Reports, Personnel. Board opening interviews were conducted prior to this meeting and Chairman Bohan stated that an Executive Session will directly follow the meeting tonight. Mrs. Miller made a motion to approve the November 9, 2010 Board Minutes as written. This motion was seconded by Ms. DeSha and then approved unanimously.
- III. **Treasurer's Report** – Ms. DeSha reported on the General Fund Parks and Recreation Summary that was earlier distributed. Ms. DeSha commented on the following: retirement accounts expense in October, pools (both) income \$22,000. Ms. DeSha questioned Developers Recreation Fees (\$172,000) listed on page 2 (Capital Reserve Fund). Director Earnest stated that she would check on it and then send out an e-mail. Ms. DeSha asked where the grant monies will show once received (Heritage Trail). Director Earnest stated that she will check with the Finance Director. Ms. DeSha also questioned the expenditures shown for Skyline Pool, as expenditures shown are under budget. This item will also be checked.
- IV. **Election of Officers 2011** - In Vice-Chairman's absence, Chairman Bohan reported that recommendations for officers remain the same as 2010. Mr. Bohan, Chairman, Mr. Laubach - Vice-Chairman, Ms. DeSha - Secretary/Treasurer.
- V. **Committee Reports:**
 - Facilities* – Mr. Lee reported on the status of the Weaver Road project. The gates have been installed and paving is completed on the south side and work is continuing "diligently".
 - Personnel* – Chairman Bohan recognized Mr. McBride for his term served on the board. His work was greatly appreciated. Chairman Bohan announced that following the meeting, the Board will go into Executive Session to discuss the board openings recommendations that will be forwarded to the Commissioners.
 - Program* – Ms. DeSha commented that she appreciated the program additions of the "Biggest Loser" and Zumba classes. The Winter 2011 activities guide is currently at the printer. The attendance for the annual Holiday Stauffer Mansion Open House was 293. Flyers for this event were not distributed to the schools this year.
 - Public Relations* – No report.
 - Finance* – No further report.
 - Non-Motorized Pathway Committee* – No report. Director Earnest reported that the next Non-Motorized Path Team meeting is scheduled for later this week.
 - Comprehensive Parks, Recreation, Open Space and Greenway Infrastructure* – Director Earnest reported that "things are moving along". First focus group scheduled for January, survey will be mailed to various community members (1,500).
- VI. **Director's Report** – Fee schedule was approved by the Commissioners. Mr. Lee questioned the \$200/hr. fee listed. Mr. Lee believes that this structure needs to be reviewed. Director Earnest explained that within the rules and regulations, concessions have been made for her to "have liberties". She further explained that the user fees can be reviewed/adjusted and brought back to the board for further recommendations for changes to the Commissioners. Director Earnest stated that she will report on the Overlook Dog Park in the future. She also reported that registration will be taken by the Recreation Department and the Township is negotiating the current ODP agreement. Mr. Lee stated that the Overlook Dog Park board is a closed board and should operate as an open board due to the activity operating on public property. Chairman Bohan stated that he would like to see the Overlook Dog Park Board operate as Skyline Swim Team Parents Board (non-members pay a fee to participate at the park).

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VI. **Director's Report – Cont'd.**

Director Earnest stated that the Overlook Dog Park Board does make sure that all dogs are immunized before entering the park. Ms. DeSha pointed out that the program on-line registration is not working on the new Township website.

VII. **Old Business**

Advertising Program – Mr. Lee reported on the status of the Advertising Program. An updated version was distributed. Changes can be noticed in Profit Projection. Ms. DeSha questioned the duration of the contract. Mr. Lee stated that the duration of each contract is for three (3) years. Discussion was held regarding groups choosing their own vendor (for signage). In order to ensure sign conformity, the same vendor needs to be utilized for all signs, Mr. Lee stated. Chairman Bohan stated that he "would be more than happy" to attend the Commissioners meeting to relay the recommendations of this board with regard to consistency, efficiency and cooperation with the teams participation through the Recreation Department. Mr. McBride questioned Director Earnest if the Recreation Department had the resources to accomplish this. He stated that he did not think that the Recreation Department has the administrative resources. On Weaver Park Sign Advertising Package sheet, under Pricing (2nd paragraph, 1st sentence) should read, "It is our considered opinion that avoiding an increase in the \$10.00 per season fee...". Mrs. Miller made a motion to endorse advertising package as amended by suggestion of Mrs. DeSha (changing second to last sentence; removal of statement, "If an advertiser finds a source for production of the banners that can provide comparable materials and guarantees for a lower cost, P & R will use them as a supplier for all banners." This motion was seconded by Ms. DeSha and unanimously approved.

VIII. **New Business**

Correspondence – Enclosed.

Mrs. Miller explained that she received a complaint regarding no trash receptacles at Jaycee Park. Chairman Bohan explained the "Carry In, Carry Out" program.

Ms. DeSha made a motion to create a Youth Sports Committee within the Board. Mrs. Miller seconded this motion. Motion aye by Mr. McBride. Ms. DeSha suggested separate financial tracking for Youth Sports.

IX. **Overlook Community Foundation Report** – Chairman Bohan reported that the Stoner House was the key topic of discussion at the OCF's last meeting. He also reported that architectural digs have been taking place under the porch.

X. **Commissioner's Report** – In Commissioner Martin's absence, there was no report.

XI. **School Board Report** – Mrs. Miller reported that she has been appointed to continue as the School Board Liaison. Chairman Bohan will also continue to serve on the P & R Board. Chairman Bohan has been invited to attend the School Board's next meeting.

XII. **Museum Board Report** – Director Earnest reported that there is no December meeting. Facility is closed for floor renovation.

XIII. **Public Comments** - No comments.

IX. **Adjournment** - The meeting was adjourned to Executive Session at 8:33 PM.