

Manheim Township Parks & Recreation Board

MONTHLY BOARD MEETING MINUTES

February 8, 2011

- I. The regular meeting of the Manheim Township Parks and Recreation Board was held in the Stauffer Mansion Blue Room on Tuesday, February 8, 2011. This meeting was rescheduled from Tuesday, February 1, 2011 due to inclement weather. Vice-Chairman Laubach called the meeting to order at 7:00 PM. In addition to Vice-Chairman Laubach, board members present included DeSha, Keene and Miller. Chairman Bohan, Mr. Lee and Mr. Walz were absent. Also present was Recreation Director Earnest and Commissioner Martin. Guest present was Mr. Larry Pulkrabek, 230 Eshleman Road, Lancaster, PA 17601.
- II. **Review and Approval of Parks & Recreation Board Meeting January 4, 2011 Minutes** – Ms. DeSha made the motion to approve the January 4, 2011 Board Minutes. This motion was seconded by Mrs. Miller and then approved unanimously
- III. **Treasurer's Report** – Ms. DeSha reported on General Fund Parks and Recreation Summary 2010 and 2011 that was distributed. She explained that a quarter to quarter comparison is shown on page 2. She further explained that the Township financial reporting system has been recently upgraded. It is anticipated that a broader range of reporting will be available through this upgrade. Ms. DeSha stated that she will split out capital items to show more detail in the future. Mrs. Miller asked why income was not included (within Parks) in report for the Sand Trap as only expenses were showing. Discussion was held regarding this as the Sand Trap accounts have been set up this way since Keares obtained management of the facility. Director Earnest reported on the status of the Program Analysis for 2010 that she commented last month she would bring to this month's meeting. Director Earnest explained that Program Superintendent Norton is "diligently" finalizing this report.
- IV. **Committee and Liaison Assignments**
The 2011 Board and Committee organization lists were included in this month's package. The Committee Assignments for 2011 are as follows:
Facilities: Mike Keene (Chair), Ray Lee; **Personnel:** Eric Laubach (Chair), Glenn Walz; **Program:** Lynn Miller (Chair), Debbie DeSha; **Public Relations:** Jim Bohan (Chair), Lynn Miller; **Finance:** Debbie DeSha (Chair), Glenn Walz; **Youth Sports:** Ray Lee (Chair), Jim Bohan; **Comprehensive Plan Committee:** Margie Earnest.
- V. **Committee Reports:**
Facilities – Mr. Keene reported that a monthly parks overview has been established (through the Comprehensive Plan study). Next month's parks overview is Community and Municipal Parks. Director Earnest stated that she will send out the parks overview schedule via e-mail to all members.
Ms. DeSha reported that the date has been set for this year's Great PA Cleanup (Saturday, May 7) which is the day before Mother's Day. Discussion was held regarding whether this was a good date or not to hold the event. Recreation Director Earnest stated that the board had already approved this date.
Personnel – Vice-Chairman Laubach welcomed Mike Keene as a new member of the board. Recreation Director Earnest stated that the Department is accepting applications for part-time summer staff.
Program – Mrs. Miller and Ms. DeSha reported on the committee meeting that was held the week of 1/31. New program ideas were discussed which included "Try It Free" class (free class coupon) and programs for seniors. A February 15 information submittal deadline has been established for the inclusion in the spring 2011 activities edition. Ms. DeSha also reported that Recreation alerts could be sent through the Township's new website. Recreation Director Earnest explained that this is a service that is offered through the website but explained that people need to sign up for it.
Public Relations – Recreation Director Earnest reported on the advertising commitments that have been received at the Weaver Road Field complex. Eight (8) 5 x 9 signs, one (1) 3 x 5. Two (2) of these commitments are not paid (to date). Recreation Director Earnest stated that she will send this information to all board members (via e-mail). Ms. DeSha asked how many advertising sign spaces are available. Recreation Director stated that there are 200. Recreation Director Earnest also reported that Manheim Township Lacrosse have sold eight (8) signs to date.
Finance – No further report.

(Continued)

V. **Committee Reports:** (Continued)

Comprehensive Parks, Recreation, Open Space and Greenway Infrastructure – Recreation Director Earnest reported on the status of the plan update. The survey has been completed and will be sent to a random sample of 1,500 residents. Production (of the survey) is to begin Wednesday, February 9. There will be a pre-letter sent to the 1,500, then the survey and after the survey a “reminder” postcard. Additional focus groups will include seniors and a spring time communication with students utilizing and visiting the parks.

Youth Sports Committee – No report.

VI. **Director's Report** – Report was enclosed within package. Recreation Director Earnest reported that Mary Lou Barton, representative from the Habitat MT group will attend board meeting of March 1, 2011 and will give the board an update on the Habitat MT. She also reported that John Furry, representative of the Non-Motorized Path Committee will attend the Board's April meeting.

VII. **Old Business – None.**

VIII. **New Business**

Correspondence – None.

Review and Comment of MT Dog/Manheim Township Agreement – Recreation Director Earnest reported that this item will be tabled and represented at next month's (March) meeting. The agreement is undergoing further review. Commissioner Martin reviewed the history of the MT Dog group with the board members. Ms. DeSha asked if the original agreement could be forwarded to the members. Recreation Director Earnest stated that she will send this information to board members.

IX. **Overlook Community Foundation Report** – Mrs. Miller reported on last month's meeting. Discussion that was held at the meeting was primarily with regard to the Manheim Township Historical Society and the repair of the Stoner House porch which is past deadline. Mrs. Miller also reported that the election of officers was postponed due to members absence at the meeting.

X. **Commissioner's Report** – Commissioner Martin had no report.

XI. **School Board Report** – Mrs. Miller reported that budget discussions are being held. The School Board is looking at a reduction across the board. The 5/6 Building's ground breaking was postponed due to inclement weather.

XII. **Museum Board Report** – Mr. Keene reported that the Board is finalizing their program schedule for 2011 and he stated that he will share with everyone once it has been published. Mr. Keene reported also that Clair Garman, Chairman of the Museum Board, was featured in an article published in the Lancaster Intelligencer Journal (2/6/11). Mr. Keene also reported that a larger drain has been installed and the floor repaired to alleviate the flooding issues at the house.

XIII. **Non-Motorized Path Committee Update** – Vice-Chairman Laubach and Mr. Keene serve on this committee and attended the last meeting. Mr. Furry's report was included in the package. The next meeting will be held February 18, 2011. The Heritage Trail's grand opening is planned tentatively for sometime in May.

XIV. **Habitat MT** – Recreation Director Earnest announced that the next meeting of this group is scheduled for Thursday, February 10.

XV. **Public Comments** – Guest, Mr. Pulkrabek thanked the Board “for what they do”.

XVI. **Adjournment** - The meeting was adjourned at 8:05 PM with a motion made by Mr. Keene. This motion was seconded by Ms. DeSha.