

Manheim Township Parks & Recreation Board

MONTHLY BOARD MEETING MINUTES

July 5, 2011

- I. The regular meeting of the Manheim Township Parks and Recreation Board was held in the Stauffer Mansion Blue Room on Tuesday, July 5, 2011. Chairman Bohan called the meeting to order at 7:00 PM. In addition to Chairman Bohan, board members present included DeSha, Keene, Laubach, Lee, Miller and Walz. Also present was Recreation Director Earnest.
- II. **Review and Approval of Parks & Recreation Board Meeting June 7, 2011 Minutes** – Mr. Keene made the motion to approve the June 7, 2011 Board Minutes. This motion was seconded by Mrs. Miller and then approved unanimously
- III. **Treasurer's Report** – Ms. DeSha reported on the monthly financial summary that was distributed. Ms. DeSha pointed out that there were some negative entries in a few of the accounts (Overlook Falls Mini-Golf and Sand Trap) that Ms. DeSha commented she would inquire about with Finance Director Stratchko. Ms. DeSha also stated that she would guess that these negative entries were expenses that have been moved to another account within the budget. Recreation Director Earnest stated that she had again requested that the Sand Trap expenses be removed from the Recreation budget. Ms. DeSha continued by reviewing the capital budget. Developer fees budgeted for 2011 was \$63,000. To date, collected fees are totaling \$223,000 (\$160,000 surplus). Ms. DeSha will check on this as well. Under the Parks accounts, there are three parks that are showing over budgeted amounts (Weaver Road, \$319,000 overage; Heritage Trail, \$86,000 overage and Skyline, a \$93,000 overage). Chairman Bohan commented that he thought the Heritage Trail project was being covered by a grant. Ms. DeSha reported that this year's Summer Playground program, while registration numbers were significantly down, revenue was at the break-even point. Recreation Director Earnest reported that there have been approximately 30 more registrants received. A brief discussion regarding the 2012 budget process and prioritization (and/or reprioritization of parks projects) was held. Chairman Bohan announced that the August 2, 2011 Board Meeting was going to be held.
- IV. **Committee Reports:**
 - Facilities*** – Mr. Keene reported that he had met with Public Director Neff at Overlook Community Campus. Mr. Keene discussed the mounds of ? just beyond Destination Playground. Mr. Keene stated that they also visited Jaycee and Perelman Parks. Mr. Keene commented that nothing has been done to Perelman Park since it was dedicated. Mr. Keene suggested trying to obtain a grant to enhance amenities at both of these "orphan" parks. Additional reports from Ms. DeSha and Mrs. Miller on findings at Perelman and Jaycee were shared. Mrs. Miller stated that there are no benches at Jaycee in addition to the parking lot which is stone and gets very muddy. There is a bark path in the park which floods regularly and you cannot even push a stroller on it Mrs. Miller reported. A brief discussion was held on the status of the Moore Tract (Rutledge Avenue).
 - Personnel*** – Vice-Chairman Laubach had no report.
 - Program*** – Mrs. Miller reported that a program meeting was held and a lot of "brainstorming" was held. Ms. DeSha reported that the Babysitting Program is popular and will be offered in future seasons. Ms. DeSha stated that the Teen Camp was cancelled due to low registration. Recreation Director Earnest stated that the Teen Camp will be offered next year. Mr. Keene asked if there were any issues at the Skate Park this year. Recreation Director Earnest stated that, to date, there have been no issues at the Skate Park this year. Mr. Keene suggested that benches be installed outside the fence at the Skate Park. Mrs. Miller suggested that a "splash pad" be installed somewhere near Destination Playground (have one at Binn's Park in Lancaster City). Recreation Director Earnest suggested that one could possibly be installed at the Dog Park.
 - Public Relations*** – No report.
 - Finance*** – No further report.
 - Comprehensive Parks, Recreation, Open Space and Greenway Infrastructure*** – Recreation Director Earnest reported that she has been in contact with Ann Toole (consultant) regarding the completion of the plan. It is anticipated that the plan be completed prior to October 24 (Commissioner's Meeting) so that the plan can be adopted. The survey results are being tabulated and will be forwarded to us upon completion. Discussion was held reviewing the agenda and discussion that took place at the Public Meeting which was held.

(Continued)

Youth Sports Committee – Mr. Lee asked Board members to refer to memorandum regarding Youth Sports fees that was distributed. Mr. Lee explained that the Board has been asked by the Commissioners to make a recommendation on Youth Sports User Fees. Last July, the Commissioners asked the Board to make a recommendation that would raise half of the maintenance costs to maintain the fields. Mr. Lee continued by saying that the recommendation that was made at that time was the package of advertising opportunities that were for Manheim Township Athletic Fields (Weaver Road). A three-year plan to recoup the portion of maintenance costs was established. Mr. Lee suggested that the Board recommend the same recommendation that they recommended last July. Mr. Lee commented that the Commissioner's are going to do what they want anyway. Chairman Bohan recollected that the Commissioner's decided that the fees charged to the Youth Sports groups was \$10 per athlete, per season, per year. A brief discussion followed the review of the Banners/Signs Report that has been sold to date. Chairman Bohan stated that none of this should have been taken care of on the Commissioners' level, that it should have stayed on the MTPR Board level. Mr. Lee made the motion to recommend to the Commissioners' the same recommendation that had been made last June. This motion was seconded by Mr. Laubach. Recreation Director Earnest stated that she will send to the Commissioners.

Mr. Lee reported on the process for updating of the Youth Sports Standards. The standards have not been updated since 2002. To date, Mr. Lee reported, the only groups that have responded are Football and Cheerleading. By September, Football, Cheerleading and Soccer standards will have been updated and presented. Mr. Keene asked why the Commissioners' were electronically copied on Youth Sport Standards updates. The Commissioners are not receiving the information for approval. Ms. DeSha asked what the recourse is if the Youth Sports groups to not abide by the standards. Mr. Lee explained that the groups will lose the rights to field use. Ms. DeSha stated that this has never happened. Mr. Lee stated that is the next step in the process. A confirmation/acknowledgement from all parents that register their children for a youth sport needs to be applied through the registration process. Mrs. Miller suggested that if a conflict arises through violations of the Youth Sports Standards and the youth sports groups are not using the fields, the Township might lose revenue. Mr. Keene stated that if the youth sports groups want to use non-resident fields, they will be paying for them (vs. free use in Manheim Township). Mr. Lee stated that he is documenting all communications regarding this item. Mr. Laubach suggested that signs be put up on backstops, "Have you received your copy of the Manheim Township Youth Sports Standards?" Recreation Director Earnest stated that other Townships have Youth Sports Standards.

- V. **Director's Report** – Report was enclosed within package (electronic). Recreation Director Earnest reported that there is a "little bit of a lull" with regard to field usage currently at MT Athletic Complex, but there are reservations coming up and she was sure that there would be more reservations this fall. Recreation Director Earnest reviewed updated field usage fees. Mr. Lee asked if a field usage calendar could be included at each month's meeting. Grass fields at MT Athletic Complex are "not right", Recreation Director Earnest reported. These fields will need to be re-graded which will push back opening (tentatively set for spring of 2012). Recreation Director Earnest also shared that it is very frustrating to be in her position and not be able to do anything about facility maintenance issues.

VI. **Old Business**

Update to Park Rules and Regulations – Recreation Director Earnest stated that she had met with Mr. Keene to discuss the update of the Park Rules and Regulations. Presently, Recreation Director Earnest reported, she will send updated rules to Mr. Keene for his review and presentation at the August board meeting.

VII. **New Business**

- VIII. **Overlook Community Foundation Report** – Chairman Bohan apologized for not sending out the minutes. He stated that he would send out electronically. Chairman Bohan reported that a report had been received from the Stoner House representatives. Chairman Bohan reported that the Foundation will not be meeting in July. Next meeting scheduled for August 19. At this meeting, a vote will be taken to dissolve this board or not to dissolve this board. If the board votes not to dissolve, the Foundation has been given six (6) key points from the Commissioners that they have asked to be addressed.

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

- X. **School Board Report** – Mrs. Miller reported that the budget has been passed. As the School Board does not meet in July, there is not a lot of information to report on. Mrs. Miller reported that the School Board has voted to assess an activity fee (on all activities that do not receive a grade). An annual \$60 fee will be charged. There is a family maximum.

- XI. **Museum Board Report** – Mr. Keene reported that he will attend the Art Show meeting on 7/6. There is a program at the Museum this Sunday.
- XII. **Pathway Committee Update** – Recreation Director Earnest reported that this committee's name has changed to Pathway Committee. The minutes for the last meeting was included within the package.
- XIII. **Overlook Dog Park** – Mr. Lee reported that a Procedure/Policy Statement is being established. Mr. Lee will give board members a copy at next month's meeting. Discussion of the addition of a portable toilet at the Dog Park was discussed. Mr. Lee also reported that he has requested that the Dog Park rules and regulations be reviewed by the Parks and Recreation Board.
- XIV. **Habitat MT** – Recreation Director Earnest stated that the minutes were included within the packet of information received this month.
- XV. **Public Comments** – None.
- XVI. **Adjournment** - The meeting was adjourned at 9:17 PM with a motion made by Mr. Lee. This motion was seconded by Mr. Laubach.