

Manheim Township Parks & Recreation Board

MONTHLY BOARD MEETING MINUTES

August 17, 2011

Rescheduled Meeting from 8.2.11

- I. The regular meeting of the Manheim Township Parks and Recreation Board was held at the Boettcher House Napolitan Room on Wednesday, August 17, 2011. This meeting was rescheduled from meeting date of Tuesday, August 2, 2011 which was cancelled. In the absence of both Chairman Bohan and Vice-Chairman Laubach, Secretary/Treasurer DeSha called the meeting to order at 5:00 PM. In addition to Secretary DeSha, board members present included Keene, Lee, and Walz. Bohan, Laubach and Miller were absent. Also present was Recreation Director Earnest. The following guests attended the meeting: Larry & Kaye Pulkrabek, 230 Eshleman Road, Lancaster, PA 17601; Peg Adams, 1960 Melody Lane, Lancaster, PA 17601 and Mr. Rob Fisher, 430 Valley Road, Lancaster, PA 17601.
- II. **Review and Approval of Parks & Recreation Board Meeting July 5, 2011 Minutes** – The following corrections were made to the July 5, 2011 Minutes: At Youth Sports Committee (Item IV. Committee Reports, page 2, 2nd paragraph, 6th & 7th sentence). Sentences was amended to, “The Commissioners are updated for their information (no action required) and are not receiving the information for approval. Ms. DeSha asked what the recourse is if the Youth Sports groups do not abide by the standards.” With corrections so noted, Mr. Keene made the motion to approve amended minutes of the July 5, 2011 Board meeting. This motion was seconded by Mr. Walz and then approved unanimously
- III. **Treasurer’s Report** – Ms. DeSha reviewed report that was distributed. Ms. DeSha commented on questions that were asked last month. MT Athletic Field showed over budget last month (\$490,000). Last year (2010), was under budget by \$707,000 which was carried over to 2011 budget, but not reflected in budget. Landis Woods over budget (Capital) by \$86,619. Ms. DeSha explained that we are waiting for state grant monies that will offset this amount. Skyline over \$93,365. Ms. DeSha reported that Finance Director Stratchko reported that there was an amount left over in an accrual account at the end of last year that needed to be posted to this year. OAC had an expenditure that was not budgeted for in 2011. This expense was for telephones that were blown out from a storm. Sand Trap had showed a \$6,000 credit. This was an amount that was moved to the Capital Budget. Ms. DeSha commented on this month’s report. Reviewing revenue accounts: At Skyline Pool, 45% of Membership revenue was realized within the Early Discount period, leaving 55% realized from May through end of June. At Overlook Pool, 49% of membership revenue was realized within the Early Season Discount period, leaving 51% realized from May through the end of June. Ms. DeSha also commented that when combining both pools income, a surplus of \$8,000 has been realized for 2011. The Overlook Activities Center has a \$7,000 increase in income (as compared to 2010). Overlook Falls Mini-Golf has realized a \$3,000 increase in income (as compared to 2010). Leisure account revenue is up this year as well, due to the increase in fees for the Playground program. Ms. DeSha explained that this program is breaking even. Ms. DeSha commented that the Parks and Custodial expenses have increased this year by \$65,000 (as compared to expenses in 2010). Ms. DeSha stated that these items should be paid attention to when preparing the 2012 budget. Mr. Keene asked if reasons were known for the Custodial and Parks expenses increases. Recreation Director Earnest stated that she will check with that Department Head. Ms. DeSha asked if anyone had any comments on concerns regarding the report.
- IV. **Committee Reports:**
 - Facilities** – Mr. Keene reported on the status of the 2012 Capital Improvement Projects (CIP) that is currently being compiled in order to establish the 2012 budget (copy distributed). He further explained that Recreation Director Earnest met with Phil Mellott and Carl Neff to discuss “wish list” (which Mr. Keene distributed). The due date for 2012 CIP items is Friday (8/19). Mr. Keene asked board members to review the list, prioritize, and make additions, etc. by Friday (8/19) so he can forward to Recreation Director Earnest (and copy to Township Manager Rimer). Mr. Keene briefly reviewed each item on the distributed list. Ms. DeSha distributed CIP list and gave a copies to guest, Mr. Fisher and Mrs. Adams. Mrs. Adams commented that she will pass along Overlook Community Campus items listed to the Foundation Board (OCF), as “clearly, their mission is not over”.
 - Personnel** – In Vice-Chairman Laubach’s absence, there was no report.
 - Program** – In Mrs. Miller’s absence, there was no formal report. Recreation Director Earnest stated that there is a committee meeting scheduled for 9/9, time will be e-mailed to committee members. Ms. DeSha commented that summer programs (Playground, Day Camp, etc.) ran smoothly.

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IV. Committee Reports: (Cont'd.)

Public Relations – No report. Recreation Director Earnest reported that we have been getting “some really good press”. We received an award for Cell Phone Recycling from PROP which will result in a news article.

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 status of the plan. Toole Recreation Planning will be attending the next Habitat MT meeting which is scheduled for 9/8, 8:30 AM, at the Manheim Township Library. They will also, on that day, be conducting some additional single interviews. Preliminary results will be forwarded to members soon. The survey results will be posted to the Township website. Recreation Director Earnest stated that she will be sending the “raw data” to Chairman Bohan so he can also share reports. Ms. DeSha asked when the plan will be presented to the Parks & Recreation Board. Recreation Director Earnest asked Toole for a calendar for the balance of the year. She further explained that additional interviews and another public meeting are going to be scheduled. Guest, Mr. Fisher, asked if you can sign up for interviews. Recreation Director Earnest stated that Mr. Fisher could be interviewed. Mr. Fisher will send Recreation Director Earnest e-mail communication so she has his information.

Youth Sports Committee – Mr. Lee reported that three (3) of the Youth Sports groups have provided input on the update of the Youth Sports Standards (Football, Cheerleading and Soccer). The updated standards will be presented at the September meeting. Mr. Keene questioned whether the Soccer organization provided input. Mr. Lee explained that each of the youth sports groups are governed by their own national, regional, state rules which we have no control over. Mr. Lee further explained that the standards were initially established because we wanted community (local) input on what is and what is not appropriate with regard to standards for youth sports. Ms. DeSha asked if copies of the updated standards were going to be voted on at the September meeting. Mr. Lee explained that members should receive updates via e-mail prior to the meeting. Mr. Keene suggested that the details of the Youth Sports Standards updates (and other detailed projects) be addressed in a work session (vs. regular Board meeting). Mr. Lee asked if this thought could be put on hold for another month, anticipating that this project should not (and will possibly not) be largely time consuming.

Youth Sports Agreements – Recreation Director Earnest reported that three (3) signed agreements have been received. There are an additional two (2) that need to be signed.

Guest, Larry Pulkrabek, commented that it might be possible that the “leverage” that is needed in order for the appropriate safety standards for facility users and spectators should be implemented through the Township’s insurance coverage. If not compliant, field use would be prohibited. Guest, Mrs. Adams, commented that the Township, Township citizens and Township children need to be protected.

Ms. DeSha stated that she would like to see all youth sport standard be posted on the website. Mr. Lee commented that each sport parent should sign off electronically on the receipt and agreement of MT Youth Sport Standards.

Director's Report – Report was enclosed within package (electronic). Ms. DeSha asked if a copy of the Overlook Activities Calendar could be made available to Board members and also be posted on the Township’s website. Mr. Keene stated that Mr. Lee asked for a Field Usage Calendar that would be distributed on a monthly basis. Recreation Director Earnest stated the answer yes (to both requests). Ms. DeSha questioned skate park vandalism. Recreation Director Earnest explained that the vending machines located within the park have been vandalized recently. This is the only complaint that involved the skate park this summer, Recreation Director Earnest stated.

V. Old Business

Update to Park Rules and Regulations – Mr. Keene distributed 2008 and 2011 Park Rules & Regulations updates. Mr. Keene asked if members to review and comment (with changes/additions) as soon as possible.

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V. Old Business (Cont'd.)

Mr. Lee questioned the status of the punch list items at Manheim Township Athletic Complex. Recreation Director Earnest explained that the grass areas will be maintained for one (1) year by the contractor and by the end of that year, 90% of the fields will be grass (not more than 10% weed) and the islands/other grass areas will be at 80% grass (not more than 20% weed). The one year will begin once the project is signed off. The electricity for the tobacco barn will be completed within two (2) weeks. Recreation Director Earnest has requested, on behalf of Baseball Association that the baseball field base paths be set at 90'. Pegs will also be set at 80' (75'?). Mr. Keene asked if there was any trespassing signage posted on the turf fields. Recreation Director Earnest stated that once the rules and regulations are updated, signage will be updated which will include ordinance. Recreation Director Earnest announced that "open" time for the facility has been scheduled and advertised in the Fall Activities Edition. The open times have been scheduled during the day in order to accommodate facility rental users which premium time includes evenings and weekends. Open time is not for "competitive" play Recreation Director Earnest further explained.

VI. New Business

Schedule of Fees and Charges Update – This item has been tabled until September meeting (in order to include Chairman Bohan).

Board Retreat - This item has been tabled until September meeting (in order to include Chairman Bohan).

VII. Overlook Community Foundation Report – Draft Minutes enclosed in package.

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

IX. School Board Report – In Mrs. Miller's absence, there was no formal report. Recreation Director Earnest shared (for Mrs. Miller) walls and foundation are being constructed on the 5th/6th grade building, the pilot all-day kindergarten program will begin in two (2) weeks and the activities fee will be voted on this week.

X. Boettcher House Museum Board Report – Mr. Keene reported that the Minutes were included within the package. Mr. Keene reported on the upcoming programs to be held at Landis Woods. The Annual Art Show will take place on September 24. Mr. Keene distributed this year's postcard for the show. Mr. Keene reported on the program that had taken place (Sunday, August 14); program moved indoors due to inclement weather.

XI. Pathway Committee Update – There was no meeting held in July. Guest, Mr. Fisher asked when the next meeting will be held. Recreation Director Earnest stated that it is 8/25. Mr. Fisher explained that his property is adjacent to the Heritage Trail. He further explained that numerous items have been stolen off his property and that he has four (4) children under the age of 8 and has a safety concern with his property line abutting up to the Heritage Trail. He stated also that he had met with Public Works Director Neff and also MaryLou Barton, Habitat MT. Both were conducive to creating a larger buffer between property line and trail. Additionally, Mr. Fisher reported that there are old paths that are beyond the trail and kids are congregating there to shoot geese with blow guns, etc. Discussion was held (w/ Public Works Director Neff and Ms. Barton) to eliminate these old trails to alleviate these issues. Recreation Director Earnest explained that the Parks and Recreation Board was the place to begin the process. Mr. Fisher reported that LASA will be coming in and taking down trees (from the creek) down through Landis Woods. Mr. Keene stated that he will discuss this with Phil Mellott (Township official). Temporary easement agreement has been received by Mr. Fisher from LASA. Mr. Keene asked that Mr. Fisher contact him so they can meet on property.

XII. MT DOG – Mr. Lee requested that this item will be discussed at the September meeting.

Appointment of new MT DOG Liaison – Glenn Walz was appointed new liaison to the MT Dog board.

XIII. Habitat MT – Recreation Director Earnest stated that the minutes were included within the packet of information received this month. Mr. Keene asked if elimination project had been brought up at the last meeting. Recreation Director Earnest stated that this item was not discussed. Ms. DeSha commented that Habitat MT projects should be brought to the attention of the Parks and Recreation Board. Recreation Director Earnest agreed. Ms. DeSha commented that she thinks the Parks portion of events/activities needs to be coordinated, organized and communicated better. She also commented that as a Parks and Recreation board member, this is the most frustrating. Guest, Larry Pulkrabek, shared that the Habitat MT group is a volunteer group that sets up projects on a month to month basis.

XIV. Public Comments – No additional.

XV. Adjournment - The meeting was adjourned into Executive Session at 6:55 PM.

