

Manheim Township Parks & Recreation Board

MONTHLY BOARD MEETING MINUTES

September 6, 2011

- I. The regular meeting of the Manheim Township Parks and Recreation Board was held in the Blue Room of Stauffer Mansion, Tuesday, September 6, 2011. The meeting was called to order at 7:00 PM. In addition to Chairman Bohan, board members present included DeSha, Keene, Lee, Miller and Walz. Mr. Laubach and Commissioner Martin were absent. Also present was Recreation Director Earnest. Guests attending the meeting: Larry Pulkrabek, 230 Eshleman Road, Lancaster, PA 17601.
- II. **Review and Approval of Parks & Recreation Board Meeting August 17, 2011 Minutes** – Mrs. Miller made the motion to approve the minutes of the August 17, 2011 Board meeting. This motion was seconded by Mr. Keene and then approved unanimously
- III. **Treasurer’s Report** – Ms. DeSha reviewed report through the end of July that was distributed. Ms. DeSha reported that the pools are doing very well and additional income will be realized (as report is as of July 30, 2011). Ms. DeSha commented that she contacted the Township Finance Director to question the transfer of \$86,619 from (Capital) Landis Woods Park – Heritage Path to (Capital) Bikeways. This transfer was incorrect. Ms. DeSha stated that the Finance Director will be checking with Phil Mellott to see if the actual grant income has been received. Ms. DeSha reported \$707,000 has been carried over (from last year) (Capital) Weaver Road Park (Manheim Township Athletic Complex). Mrs. Miller asked if the pools were busy during the “heat wave” this summer. Recreation Director Earnest reported that, yes, we had.
- IV. **Committee Reports:**

Facilities – Mr. Keene reported on the status of Mr. Fisher’s residential property that is very near a non-motorized paths (Heritage Trail?). Mr. Fisher had been present at the 8.17.11 meeting to report maintenance of path area and also vandalism that has occurred on his property. Mr. Keene explained that he met Mr. Fisher on site to review the area. Mr. Keene also reported that Hurricane Irene caused some significant damage within Landis Woods. Mr. Keene further explained, with regard to the Fisher issue, that Lancaster Area Sewer Authority (LASA) has requested to replace a sewer lateral along this path (Valley Road through Landis Woods, including Mr. Fisher’s property). The project is anticipated to begin this winter, according to Phil Mellott, Mr. Keene stated. Mr. Keene commented that he was disappointed that the Board was not communicated to regarding the LASA sewer lateral renovation. Discussion was held whether this information should have been communicated by the Commissioner Liaison. Chairman Bohan suggested that perhaps “another vehicle” is needed to relay information back and forth (Commissioners/Parks & Recreation Board).

Mr. Keene reported that the bid has been awarded for the renovation of Kiwanis #1 Pavilion (Community Park).

Mr. Lee suggested that a list of pertinent items discussed at the Parks and Recreation Board Meetings be relayed to the Commissioners each month. Chairman Bohan stated that he will begin doing this each month. Mrs. Miller thanked Chairman Bohan for taking on this task.

Ms. DeSha shared that she has been to parks recently and graffiti is a serious issue. Mr. Keene stated that he had discussed this with Public Works Director Neff and in addition of graffiti, wood carving is also an issue. Remedies to this situation were discussed (cameras, additional lighting). Mr. Lee suggested faux cameras (look like real cameras, 9-volt battery, red light on front). Mr. Lee shared story of “Philadelphia Graffiti” art. It was proven that if walls (of buildings) are already graffiti, people will not graffiti over graffiti.

Ms. DeSha reported on the status of an Eagle Scout project that was originally going to involve signage in Landis Woods, but now has proceeded to putting picnic tables in a “picnic grove” that the Public Works Department will be clearing out. Locations were discussed. Ms. DeSha also asked if picnic tables are needed in any other parks. Recreation Director Earnest stated that she has pattern for the covered picnic tables. The signage project became complicated due to all of the specifications needed. Mr. Keene stated that the trail signs definitely need repaired. Chairman Bohan stated that the trails in Landis Woods have not been maintained (as originally planned at the opening of the park). Mr. Keene stated that “routine maintenance” is just not what it used to be.

Personnel – In Vice-Chairman Laubach’s absence, there was no report. Recreation Director Earnest reported that the Commissioners’ approved the change in Harry Norton’s position (as of September 1).

(Continued)

IV. **Committee Reports:** (Cont'd.)

Program – Mrs. Miller reported that a program meeting is scheduled for Wednesday, September 7.

Chairman Bohan commented that the “Township Today” is not “remotely adequate” (size and information).

Public Relations – No report.

Finance – No further report. Chairman Bohan questioned the status of the 2012 budget process. Ms. DeSha stated that capital items were due last week. Recreation Director Earnest stated that she would e-mail preliminary operating budget to Ms. DeSha and Mr. Walz. Recreation Director Earnest asked Ms. DeSha if she had received the “park” portion of the 2012 budget. Ms. DeSha stated that she had not received. Recreation Director encouraged Ms. DeSha to pursue such.

Comprehensive Parks, Recreation, Open Space and Greenway Infrastructure – Recreation Director Earnest reported that updates/survey results have been added to the website. Lorri Haney will send links referred to the Parks & Recreation Plan that has been posted on the Township website (Document Center, Recreation, Comprehensive Plan). Recreation Director Earnest stated that she would like to send recommendation to Commissioners by November 14. Discussion was held regarding the rescheduling of November 1st meeting. This meeting has been rescheduled for October 24 at 5 PM.

Youth Sports Committee – Mr. Lee reported that the Youth Sports Standards were still in need of review and updating.

Youth Sports Agreements – Recreation Director Earnest explained that all agreements have been signed except for MTBSA. Recreation Director Earnest suggested that if agreement is not signed, groups should be billed for field usage as they do not have any agreement with the Township. Chairman Bohan asked if we had the “backing” to accomplish this from the Commissioners and Township Manager Rimer. Recreation Director Earnest explained that she does have the backing of Township Manager Rimer. Ms. DeSha stated that organizations are not following Township Youth Sports Standards. Mr. Lee explained that depending on youth sport, the Township Youth Sports Standards are not used. As a result of discussions, Chairman Bohan stated the motion: Manheim Township Parks & Recreation Board members support Manheim Township staff’s decision to bill sports teams (for field usage at regular rates) that have not yet signed User Agreement by the date of September 15th and going forward. Mr. Keene seconded this motion. All ayes ensued, no opposition.

Guest, Larry Pulkrabek, asked for an answer to his question at last month’s meeting. Is it possible that the “leverage” that is needed in order for the appropriate safety standards for facility users and spectators can be implemented through the Township’s insurance coverage. Mr. Pulkrabek stated that the Township would be required to have standards which would enable children to operate in a safe environment. Has concern of the Township being sued. Mr. Lee explained that standards are in place and are currently being updated for all Township youth sports. The Youth Sports Standards that are being updated are from 2002. Chairman Bohan stated that he will contact Township Manager Rimer to discuss this and will report back at next month’s meeting.

Director’s Report – Report was enclosed within package (electronic). Recreation Director Earnest reviewed September calendars for field usage and Overlook Activities Center. Recreation Director Earnest reported that we made \$1,000 from “Living Social” (on-line coupons) for Overlook Fall’s Mini-Golf. Mr. Keene questioned only two (2) rentals listed on calendar for Manheim Township Athletic Complex. Recreation Director Earnest explained that all reservations are not on the calendar yet, but there are additional reservations for the month of September.

V. **Old Business**

Update to Park Rules and Regulations – Mr. Keene had distributed the 2008 and 2011 Park Rules & Regulations updates at last month’s meetings. Mr. Keene had asked members to review and comment (with changes/additions) and to date, had not received any comments. Ms. DeSha questioned if a “No Smoking” policy should be included within the rules. Discussion was held regarding smoking in the parks. Mr. Lee stated that it might be an HR issue by prohibiting smoking in parks, but allowing employees (maintenance) to smoke while working and operating equipment. Ms. DeSha asked how current policy is enforced on fields. Recreation Director Earnest stated that activities on fields are more organized. Mr. Keene stated that he feels that this change (in Rules & Regulations) is an unenforceable policy and at this time he is not going to change. Mr. Keene stated that this item will be tabled until next month. Chairman Bohan entertained a motion. Mrs. Miller made a motion to adopt Parks & Recreation Facilities Use as written. Mr. Lee seconded this motion. Five (5) ayes, one (1) abstain.

Schedule of Fees and Charges Update – This item is being tabled until October meeting.

Board Retreat – Chairman Bohan explained that he thought this would be a great idea. Recreation Director Earnest stated that a Board Retreat can be held (as long as agenda is published) and would not infringe on Sunshine Act. She further explained that DCNR does offer a Board Training which includes subjects like how to work together and how to work with public officials. This seminar is offered free of charge. Mr. Keene asked Mrs. Miller if the School Board has retreats. Mrs. Miller explained that they do and that they are open to the public. Chairman Bohan stated that he would like to work on, as board members, being more proactive (vs. reactive) as a group. He emphasized that the board “serves in an environment that is created by the Commissioners” which we cannot control. Chairman Bohan suggested dinner/breakfast and conversation for a few hours or pursuing the DCNR training. Recreation Director Earnest explained that there is a Board Training Manual which she ordered some of the materials. It is anticipated that this retreat will take place prior to January.

- VI. Overlook Community Foundation Report – Chairman Bohan reported that there was no meeting in August. He further explained that the it is possibility that the question regarding the dissolution of this group will be addressed at the September meeting. If this item would have been asked at the July meeting, Chairman Bohan explained, the vote would have been a “resounding” no (board should not dissolve). Since that time, Chairman Bohan reported, meetings have been held to discuss the topic. Chairman Bohan further explained that subcommittee group is discussing an exit plan, if in fact the vote is to dissolve. Mrs. Miller shared that this vote will probably not happen at the September meeting. Mrs. Miller further commented that the 20% remaining property is not accessible. Chairman Bohan stated that if any board member has an opinion regarding this, they can send him a letter. Ms. DeSha asked why this board would be dissolved. Mrs. Miller explained that over 80% of the property has been developed and the board was created in order to develop this property. Chairman Bohan explained that the Foundation Board was created for the development of the park, not oversee the maintenance of the park.
- VII. Commissioner’s Report – In Commissioner Martin’s absence, there was no report.
- VIII. School Board Report – Mrs. Miller reported that school is open. Mrs. Miller reported that the Pathways Committee is working with Bette Oberle, Transportation Coordinator of the District, on more utilization of the paths leading to schools. Mrs. Miller explained budget cuts that occurred for this school year and the addition of student activity fees that have been instituted this year.
- IX. Boettcher House Museum Board Report – Mr. Keene reported that he will attend an Art Show Committee meeting. Mr. Keene also announced the next Boettcher House Program, a Veteran’s program (Vietnam). Herb Fair scheduled for September 10.
- X. Pathway Committee Update – Minutes were enclosed.
- XI. MT DOG – Meeting next week. There will be a report at the October meeting.
- XII. Habitat MT – Recreation Director Earnest reported that group will meet this week and focus right now is on the Children’s Garden at the Library. Scheduled grand opening is Saturday, September 10.
- XIII. Public Comments – Mr. Pulkrabek, guest, commented on the scheduling clean up of Landis Woods through an outsourced company. Mr. Pulkrabek asked for the Landis Woods storm damage information be known to residents, explaining that the clean-up will be performed once the Township has the money. Mr. Keene explained that the storm damage clean-up at Landis Woods needs to be completed (safety issues). Mr. Keene also explained that the LASA project has no begin/end date yet. Chairman Bohan explained that the Parks & Recreation Board will not entertain any maintenance plan for any park, as we were “stripped away” of the function to maintain the parks. Our role now, Chairman Bohan explained, is to be the conduit.
- XIV. Adjournment - The meeting was adjourned at 9:35 PM. Unanimous.