

Manheim Township Parks & Recreation Board

MONTHLY BOARD MEETING MINUTES

October 4, 2011

- I. The regular meeting of the Manheim Township Parks and Recreation Board was held in the Blue Room of Stauffer Mansion, Tuesday, October 4, 2011. The meeting was called to order at 7:00 PM. In addition to Chairman Bohan, board members present included DeSha, Keene, Lee and Miller. Mr. Laubach and Mr. Walz were absent. Also present was Recreation Director Earnest and Commissioner Martin. Guests attending the meeting: Larry Pulkrabek, 230 Eshleman Road, Lancaster, PA 17601.
- II. **Review and Approval of Parks & Recreation Board Meeting September 6, 2011 Minutes** – A motion was made to approve the minutes of the September 6, 2011 Board meeting. This motion was approved unanimously
- III. **Treasurer's Report** – Ms. DeSha reviewed report through the end of August that was distributed. Ms. DeSha commented that this month's report included the bulk of the pools income/expenditures for the year, as the Overlook Pool closed Labor Day, September 5th. She stated that both pools income looked good for this year, over \$200,000 revenue combined. Chairman Bohan asked if Skyline Pool was actually budgeted to lose money (\$66,000). Recreation Director Earnest explained that when preparing the budget, she does not factor Parks expenditures into the recreation budget. She further explained that she does not get Parks expenditure budget until budget meeting with the Commissioners (scheduled 10.20.11). Ms. DeSha reviewed the Capital budget (page 2). Ms. DeSha questioned (to Finance Director Stratchko) large credit on MTAC (Weaver Road) account and stated that she will report back to board at next month's meeting. Mr. Lee asked Recreation Director Earnest if monies were listed in the capital budget for renovating the entry system at the Dog Park. Mr. Lee stated that \$3,750 (Township portion) should have been budgeted for the fencing and the capital report is showing that \$9,000 has been spent to date. Recreation Director Earnest explained that the balance over the \$3,750 was probably what was spent on the new entry gate system (between \$5,000-\$5,800). Recreation Director Earnest stated that she will check on this with Finance Director Stratchko. Mr. Keene pointed out a correction to the Boettcher House (capital) account line item. It is listed that \$14,000 was budgeted and nothing was spent to date, when in fact, Mr. Keene reported that money was spent on roof repairs. Ms. DeSha suggested that perhaps the bill had not been posted yet.
- IV. **Committee Reports:**
 - Facilities*** – Mr. Keene had no report.
 - Personnel*** – In Vice-Chairman Laubach's absence, there was no report.
 - Program*** – Mrs. Miller reported that there were quite a few items included within the packet with regard to program reports. Mrs. Miller reported that due to the fall edition going out late, which caused a few of the classes to be cancelled. Chairman Bohan stated that due to an additional competitive program that is now being held at the High School Pool, we have lost some registrants (that would have signed up for lessons) to the competitive program. Mrs. Miller stated that Adult & Family Program Manager Norton had the summer income and expense report for Adult and Family activities. Recreation Director Earnest stated that she will include this report within next month's package. Mrs. Miller also stated that a program committee meeting is scheduled for 10.5.11 at 1 PM. Ms. DeSha asked if on-line registration was working again. Recreation Director Earnest explained that when the Township server went down, on-line registration did not work. This has now been fixed.
 - Public Relations*** – No report.
 - Finance*** – Ms. DeSha stated that she has not received any further budget material since last month. Recreation Director Earnest stated that she is "tweaking" it and will send out to board members. She also explained that Township-wide request is to cut 1.6 million.
 - Comprehensive Parks, Recreation, Open Space and Greenway Infrastructure*** – Recreation Director Earnest reported that a presentation to the board will take place at the 10.24.11 meeting. Additional interviews with the Commissioners and Township Manager Rimer will be scheduled. Chairman Bohan thanked Lorri Haney for sending the reference links to the comprehensive plan from the Township website. Discussion was held regarding Compost Park and rules and regulations of such. Commissioner Martin explained that since the park opened, the fees charged at this park have increased (as of the beginning of 2011).

IV. Committee Reports: (Cont'd.)

Comprehensive Parks, Recreation, Open Space and Greenway Infrastructure (Cont'd.) - As signage was not posted adequately nor communication regarding increased fees communicated, fees are not being paid properly. Ms. DeSha stated that she thought that the park was being funded by the state. Commissioner Martin explained that a state grant was received and “we can not compete with the private sector”. That is why the mulch at this facility is free. Commissioner Martin explained that someone is being paid to sit at the Compost site presently. Mrs. Miller shared current signage that is at the park. Mr. Lee stated that he will take on this project. Commissioner Martin suggested that Mr. Lee have a meeting with Public Works Director Neff.

Youth Sports Committee – Mr. Lee reported that all of the Youth Sports groups Agreements have been submitted. These Agreements will be renewed on an annual basis. MT Youth Sport Standards will be discussed later in the meeting.

- V. Director's Report** – Recreation Director Earnest distributed Director's Report. In addition to report, Recreation Director Earnest reviewed the Ragnor Relay park (Stauffer) layout. This event will take place on Friday, October 7. Recreation Director shared the October monthly Facilities reports (MTAC, OAC) and stated that members were to feel free to comment. Mr. Keene asked if “free play” has begun at the Athletic Complex and also if it was public knowledge. Recreation Director Earnest explained that the facility is being opened Monday through Friday, September 12 through December 16 from 7 AM to 11 AM and that this information was advertised in the fall activities edition. Recreation Director shared that agreements were signed (for the use of the Activities Center) for Martin Luther King weekend Volleyball Tournament and the Senior Expo. Mr. Lee asked what a “tree bowl” was. Recreation Director Earnest explained that these bowls have been turned from trees that have been downed within Manheim Township Parks. These bowls, Recreation Director Earnest stated, make a very unique gift. Mr. Keene questioned item in the Director's Report regarding realignment at Reidenbaugh (Elementary). Recreation Director Earnest explained that there have been preliminary conversations regarding this. She also stated that conversations have also been held regarding realignment at Schaeffer (Elementary). Recreation Director Earnest reported on a meeting that was held regarding a land parcel that is available north of the Compost Park (Oregon Pike) that the Township is looking at to potentially build an additional fire station at that location. Recreation Director Earnest was invited to this meeting to see if any park amenities could be added to this site. Recreation Director Earnest reported on a holiday light display that is being explored for a collaborative effort at Community Park. Mr. Keene stated that he had some information (from previous tenure) that he would share with Recreation Director Earnest. Review of Volunteer Report (which included each volunteer location and its' volunteers, in addition to hours volunteered to date).

VI. Old Business

Schedule of Fees and Charges Update – Motion and Recommendation - Recreation Director Earnest explained that after she sent the Schedule of Fees and Charges Updated to board members, Township Manager Rimer sent her additional update to this document. Recreation Director Earnest will share this additional updated info with board members for their review. In brief, updated fees include Pool Season Pass fee (5% increase on resident and non-resident rates with 5% discount [resident] and 10% discount [non-resident] during the two [2] week discount period), Pool Daily Admission rates for residents will increased by \$1. Highlighted items on schedule reflect the changes in this document. At Overlook Activities Center, fees have been updated regarding group usage and skate rental. Recreation Director Earnest reviewed the changes. Specifically, items changed were skating group rental charges and also private non-skating rental charges. Mr. Lee asked if the agreement with Dutchland Rollers was going to be changed. Recreation Director Earnest explained that their agreement will remain unchanged. The Dutchland Rollers rent facility (OAC) for their practices (monthly rental \$1,400; January through December) and bouts (where we receive a minimum [approximately \$1,200-\$1,250] or 30% of their ticket sales). Ms. DeSha asked if concessions are open during event. Recreation Director Earnest explained that, yes, concessions are open during events. No one else is permitted to use the concession facility. Recreation Director Earnest shared upcoming rentals at the OAC (Volleyball Tournament, Senior Expo). Mr. Lee asked if the Senior Expo group were selling booth space for the Expo. Recreation Director Earnest explained that she will check on their status. Recreation Director Earnest stated that she will forward additional updated information to members and asked board members to review document and submit any comments to her.

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VI. **Old Business (Cont'd.)**

Schedule of Fees and Charges Update – Motion and Recommendation - Another update that was included in Township Manager Rimer's edition were the rental fee charges for the concession area at the Manheim Township Athletic Complex (MTAC). Recreation Director Earnest explained that she had recommended \$200/day and the Board of Commissioners (BOC) changed to \$300/day. Recreation Director Earnest would like to recommend (after discussing with staff) would be a percentage of groups' concession sales plus \$25-\$50/hour for rental of area. Mr. Lee suggested \$200 for ½ day rental and \$300 for whole day. Ms. DeSha questioned what was included in rental fees. Recreation Director Earnest explained rental fees included cleaning, electricity, paper products for restrooms. Chairman Bohan asked Recreation Director Earnest to update and include this item on the agenda at October 24 meeting (for motion and recommendation to BOC).

Board Retreat – Recreation Director Earnest reported that she had checked with DCNR (Department of Conservation and Natural Resources) regarding a Board Training seminar. DCNR no longer provide this service, but suggested she contact PRPS (PA Recreation & Park Society). She further explained that she called PRPS and they do offer training (cost involved) and are sending her the information. Chairman Bohan asked Recreation Director Earnest to share that information with him when received and we will proceed from there. Mr. Lee suggested that in addition to the training, he hoped that the Board would have time to also "chat". Recreation Director Earnest stated that the date of the retreat can be announced along with 2012 scheduled meetings.

VII. **New Business**

Youth Sport Standards – Motion to Approve – Mr. Lee reported on past meeting of the Youth Sports Standards committee. He explained that due to some of the youth sports organizations not responding to request for input on updates to the standards, the group has now decided that they will not establish standards for each individual sport. Mr. Lee explained that the standards will now be "set under the rules of parks set standards that will apply to the sports environment that the sports groups operate in". Mr. Lee distributed copies of the proposed draft of the Youth Sports Standards and also explained that this document was also sent electronically so all members could review and submit changes/additions back to him after their review. At the October 24th meeting, a proposed final draft will be reviewed and then forwarded to the Board of Commissioners, all youth sports organizations and also to MT School District (Hannah Bartges) for their review and comments. After 30-day review, a recommendation and motion of the final document will then be forwarded to the BOC. Mr. Lee distributed a youth sports appendix that would be included with the standards. This "snapshot" would include individual sports levels, ages, season info, cost, number of practices/games per week, fundraising requirement, play time, etc. Chairman Bohan shared his personal belief of the definition of a standard is a statement of what you value (National Council Teachers of Mathematics in 1989) and that these youth sports standards should represent what the Board values for all youth sports environments. Township Manager questioned whether fund raising requirements should be included within the standards. Mr. Lee explained that the Youth Sports Snapshot Appendix was not an inclusion in the standards and that we are just publishing each groups information. If included, Ms. DeSha stated that updating of the information would need to occur on a continual basis. Chairman Bohan reiterated that this item will be included on the October 24 agenda. Mrs. Miller reported that background checks performed by the school district can be shared if the individual requests it. Mr. Keene asked if the new presentation of the Youth Sports Standards were going to "default" to each youth sports standards for age-level play (intramural/rec, travel, etc.). Mr. Lee explained that we are not condoning each individual youth sports Commissioner Martin suggested that the Parks & Recreation Board should be "a sounding board" to parents that are "feeling abused". Mrs. Miller suggested that some of the park rules and regulations should be referenced within the Standards. Recreation Director Earnest explained that when a youth sports organization signs their annual contract they do receive a copy of the rules and regulations. Mr. Lee asked members to review and submit changes/corrections to the Standards (within three week time frame).

Lights at Municipal Field – Recreation Director Earnest wanted to make the board members aware that the lights will be remaining at Muncipal (field). These lights will be moved in the future (as promised to surrounding residents). This agreement was made by the Commissioners.

VIII. **Overlook Community Foundation Report** – Chairman Bohan reported that the draft minutes were included in the package. Chairman Bohan reported that there were two major issues at the meeting: Stoner House update (renovation and donations received) and presentation of the Dissolution Committee report (Phase One – resolution of current issues with the BOC; Phase Two – completion of mission – 3 year timeline; Phase Three – evaluation and decision).

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- IX. **Commissioner's Report** - Commissioner Martin had no further report.
- X. **School Board Report** – Mrs. Miller reported that Landis Run Middle School construction is progressing despite the weather (rain!) and is proposed to open September, 2012. Mrs. Miller also reported that the project to reconnect the sewer line for the public restrooms at the High School Stadium has been approved. Mrs. Miller also announced that the School Board will not be meeting before the next MTPR meeting (10/24).
- XI. **Boettcher House Museum Board Report** – Mr. Keene reported on the Landis Woods Art Show that was held Saturday, September 24. All artists attended the show except for 2, which were ill. There were 950 visitors to the show. Mr. Keene thanked the many people that helped make this a memorable event: Bonnie Hauser and all of the Boettcher House Board members, the Landis Woods Art Show Committee members, Carl Neff, Public Works, Ben Roth, Merle and Merle Burkhart (father and son) from the Public Works Department, Margie Earnest, Director of Recreation and especially thanked Lorri Haney, Recreation Department. Mr. Keene reported that Clair Garman's health is progressing nicely. Mr. Keene shared Woodcarver's Demo event that will be taking place at the museum on Sunday, October 9.
- XII. **Pathway Committee Update** – Minutes were included within this month's package. Ms. DeSha asked what the relationship was between the Path Committee and Habitat MT. Recreation Director Earnest explained that on occasion these two groups need to work together.
- XIII. **MT DOG** – Recreation Director Earnest gave a report in Mr. Walz' absence.
- XIV. **Habitat MT** – Recreation Director Earnest stated that the minutes were included within the packet of information received this month.
- XV. **Correspondence** – Included in month package information.
- XVI. **Public Comments** – None.
- XVII. **Adjournment** - The meeting was adjourned at 9:27 PM.