

Manheim Township Parks & Recreation Board

MONTHLY BOARD MEETING MINUTES

December 6, 2011

- I. The regular meeting of the Manheim Township Parks and Recreation Board was held in the Stauffer Mansion Blue Room on Tuesday, December 6, 2011. Chairman Bohan called the meeting to order at 7:00 PM. In addition to Chairman Bohan, board members present included DeSha, Keene, Lee, Miller and Walz. Vice-Chairman Laubach was absent. Commissioner Martin was not in attendance. Also present was Recreation Director Earnest. Guests present included: Alex Colon, Anthony and Tom Kifolo, representatives from Lancaster Catholic High School, Senior Seminar Program (new class curriculum at LCHS with is project based); Mrs. Kaye Pulkrabek, 230 Eshelman Road, Lancaster, PA 17601; Mr. John Hillard, 1434 Glen Moore Circle, Lancaster, PA 17601.
- II. **Review and Approval of Parks & Recreation Board Meeting October 24, 2011 Minutes (Meeting rescheduled from 11.4.11)** – Mrs. Miller made a motion to approve the October 24, 2011 Board Minutes as written. This motion was seconded by Mr. Lee and then approved unanimously.
Review and Approval of Parks & Recreation Special Board Meeting November 15, 2011 Minutes – The Special Board Meeting Minutes were reviewed. Mr. Lee made a motion to approve the November 15, 2011 Special Meeting Minutes as written. Recreation Director Earnest clarified the comment made by Commissioner Martin regarding Habitat MT obtaining a \$10,000 grant to start the habitat group; grant monies were received (\$10,000) for the Discovery Meadow located at the Manheim Township Public Library. With this amendment noted, Ms. DeSha seconded the motion to accept the minutes and then approved unanimously.
- III. **Treasurer's Report** – Ms. DeSha reported that she will discuss her report later in the meeting under Finance (IV. Committee Reports).
- IV. **Lancaster Catholic Skate Park Informational Presentation** – Alex Colon and Anthony Kifolo introduced themselves and also distributed a Power Point handout on the presentation. Through a new curriculum class through Lancaster Catholic High, Alex Colon explained that initially the intent was to build a mobile skate park. Due to insurance liability ramifications, the group then shifted their focus from a mobile park to a stationary skate park. The group then met with Nate Wessel, designer of X-Games skate course, to acquire information and dimensions to design a skate park. Because Manheim Township is in the process of developing an updated Comprehensive Plan, the group called Manheim Township to see if they could work with them. Mr. Colon explained that this project skate park, which is primarily concrete, could incorporate the existing skate park elements. Discussion was held on the location on a “teen area” within the Township. Chairman Bohan stated that the Board will follow up with this proposed project.
- V. **Slate of 2012 Officers** – Chairman Bohan explained that after a few attempts to contact Vice-Chairman Laubach regarding the slate of officers for 2012, he presented the slate of officers for 2012 to be as follows: Chairman – Jim Bohan, Vice-Chairman – Ray Lee, Secretary/Treasurer – Deb DeSha. Ms. DeSha asked if current Vice-Chairman Laubach resigned. Chairman Bohan answered that it has not been determined yet. Chairman Bohan requested nominations from the floor, there were none. Chairman Bohan entertained a motion to accept and vote on the Slate of Officers for 2012 as presented. This motion was accepted by Mr. Walz and seconded by Mr. Keene and approved unanimously.
- VI. **Committee Reports**
Facilities – Mr. Keene reported on the status of the Lancaster Area Sewer Authority (LASA) work and the storm devastation within Landis Woods. It was suggested that Public Works Director Neff attend a Parks & Recreation Board meeting in order to update the members on various park projects and conditions. Mr. Keene stated that he will contact Phil Mellott (via e-mail) to get an update on the LASA work. Mr. Keene suggested that the annual meeting with the Commissioners (and Board) reconvene. He stated that there has only been one (1) meeting since the separation of parks and recreation. Mr. Keene commented that he had visited the “Holiday Lights” show (Community Park) and stated that the wiring needs to be addressed. Recreation Director Earnest stated that the program “was a start” for this year. Ms. DeSha suggested to Board members to think about ideas for updating the interior of the OAC. Mr. Lee suggested obtaining input from staff.
Personnel – Chairman Bohan announced that there will be a brief Executive Session immediately following the meeting.
Program – Mrs. Miller commented that there was no other report other than the Managers' staff reports that were included in this month's package.

(Continued)

VI. Committee Reports (Cont'd.)

Public Relations – Mr. Keene reported that the Stauffer Holiday Open House held on Sunday, December 4 was well attended.

Finance – Ms. DeSha reported on finance report through the end of November 2011. This report was included within the packet. Ms. DeSha stated that there were a few park line items that she has questions on. Ms. DeSha briefly reviewed 2011 Capital Budget. Mr. Keene commented that 67% of the capital budget was spent on Weaver Road (Manheim Township Athletic Complex). Ms. DeSha questioned the capital expenditure for air conditioning at the Boettcher House. Mr. Keene explained the reason for the installation of an air conditioning unit at the Boettcher House (limited summer use due to heat, museum animals' temperature). Chairman Bohan stated that we would realize additional usage during the months of June through August if the building was climate controlled.

Comprehensive Parks, Recreation, Open Space and Greenway Infrastructure – It is anticipated that the plan be adopted by the Commissioners

Youth Sports Committee – Mr. Lee will give his report under the Item VIII. Old Business, Youth Sports Standards.

VII. Director's Report – Recreation Director Earnest gave an oral report. She reported on the Holiday Lights program at Community Park. Recreation Director Earnest further explained that at the end of the program it will be assessed as to whether or not to continue for future years. Mr. Lee reported that there are no signs that can be seen at night. Recreation Director Earnest explained that there are generators that were installed to light the signs at the bottom of the road. Chairman Bohan commented that there are quite a few light shows in the area. Recreation Director Earnest reported on the Craft Fair that took place at the Overlook Activities Center on Saturday, November 19. There were a total of forty-four (44) craft vendors and the Chili Cook-Off portion of the event was cancelled. Mr. Keene suggested that the Fair begin at 9 AM (vs. 8 AM) and also advertise more.

VIII. Old Business

Schedule of Fees and Charges Update – Recreation Director Earnest reviewed the 2012 schedule of fees and charges that was included within the package. Five percent (5%) increase on resident pool season memberships. The items that are highlighted on the schedule denote a change from 2011, Recreation Director Earnest explained. Fees for punch cards have been raised to \$160 (20 visits). Rates for Stauffer Mansion room rentals have increased by \$5. Recreation Director Earnest explained the changes in private group rentals at the Overlook Activities Center.

Mr. Lee made the motion to approve the proposed 2012 Fees and Charges Schedule. This motion was seconded by Mrs. Miller, to all ayes.

Youth Sports Standards – Mr. Lee asked board members if the general concept on the Youth Sports Standards was now accepted. Discussion was held that the Standards are not as specific as they had been in past. Mr. Lee further explained that at the end of the document there will be a table for each sport that will be specific to each sport. Mr. Lee reviewed format which includes: Youth Sports Organizations, Manheim Township Recreation Department, Tobacco, Alcohol & Drug Free Environment, Coaching-Screening: Training and Accountability, Positive Role Model, Equal Play Scholarship Policy, Year-round Play, Agreements, Policy and Procedure, Basic concussion training. Mr. Lee will revise standards as discussed and suggested and will be redistributed to all by February 1st. Mr. Keene made a motion to continue with the Standards as will be revised. This motion was accepted with all ayes.

IX. New Business – None.

X. Overlook Community Foundation Report – Chairman Bohan reported that the last two (2) meetings' minutes were included within the packet. Mrs. Miller reported on the three year exit plan that has been created for this board.

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

XII. School Board Report – Mrs. Miller reported that she will continue as the school district representative to this Board, but there will be a reassignment for the Overlook Community Foundation. Mrs. Miller suggested that the Golf Team present a putting clinic as a program. 2012 budget discussions continue.

XIII. Boettcher House Museum Board Report – Mr. Keene reported that minutes were enclosed within the package.

- XIV. **Pathway Committee** – Minutes enclosed.
- XV. **MT DOG** – Mr. Walz reported that MT DOG met on November 17. The group surveyed current membership on park improvements for 2012. There were forty-one (41) responses to the survey. The top improvements included water, lighting the existing Agility Course, addressing the shade issue and enlargement of the park.
- XV. **Habitat MT** – Minutes included.
- XVI. **Correspondence** – None.
- XVII. **Public Comments**: Mr. Hillard, guest, asked how members were represented on the Parks & Recreation Board. Chairman Bohan gave a brief history of the Board.
- XIII. **Adjournment** - The meeting was adjourned to Executive Session at 9:50 PM.