

Manheim Township Parks & Recreation Board

**MONTHLY BOARD MEETING MINUTES**

**January 4, 2012**

- I. The regular meeting of the Manheim Township Parks and Recreation Board was held in the Stauffer Mansion Blue Room on Wednesday, January 4, 2012. This meeting was rescheduled from Tuesday, January 3, 2012. 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. Also present was Recreation Director Earnest and Commissioner Heck. There were no guests present.
- II. **Review and Approval of Parks & Recreation Board Meeting December 6, 2011 Minutes** – Ms. DeSha made a motion to approve the December 6, 2011 Board Minutes as written. This motion was seconded by Mrs. Miller and then approved unanimously.
- III. **Treasurer's Report** – Ms. DeSha announced that she had just received reports today at 3 PM, so did not have a report.

IV. **Committee Reports:**

Chairman Bohan explained the process of Committee formation. After Election of Officers occurs in December, January is the month when Board members choose their committee assignment. Chairman Bohan distributed the Committee List (2011). Ms. DeSha shared that she wished to change committees for 2012 and would like to be on a committee focusing on youth (additional committee) (or youth sports). Ms. DeSha made a motion to form an additional board committee entitled "Youth Activities". Chairman Bohan stated that no motion was necessary and he approved the committee. Ms. DeSha will be the chairperson for this new committee and Mr. Bohan will be the second. 2012 Committee Assignments are as follows:

*Facilities* – Mike Keene, Ray Lee.

*Personnel* – Ray Lee, Glenn Walz

*Program* – Lynn Miller, (New Member)

*Public Relations* – Lynn Miller, Jim Bohan

*Finance* – Ms. DeSha asked if this committee is needed. Chairman Bohan explained that previously the Finance Committee was part of the budget process. Recreation Director Earnest stated that the 1<sup>st</sup> class township code should be reviewed to find out what the Parks and Recreation Board's involvement is or should be. Mr. Lee stated that the Finance Committee should be more in the process in determining the Capital budget. Chairman Bohan stated that the Finance Committee will remain as a committee and after investigation of the Board's role of the Finance Committee, this idea of eliminating it can be discussed again. Ms. DeSha suggested that responsibilities of each committee be distributed. Recreation Director Earnest explained that committee responsibilities were distributed in June (2011).

*Youth Activities* – Deb DeSha, Jim Bohan

*Comprehensive Parks, Recreation, Open Space and Greenway Infrastructure* – Recreation Director Earnest.

Mr. Keene questioned whether there is a representative from the Township that is participating member of the Lancaster Inter-Municipal Committee (next meeting: 1/9, 3:30 PM, Municipal Building). Recreation Director Earnest explained that quite a few Township personnel have attended these meetings in the recent past (previous Township Manager Martin, Lisa Douglas, Planning and Zoning, Carl Neff, Public Works). Recreation Director Earnest also explained that the previous Director of Parks and Recreation, Darrell Lovelette was on this committee. Recreation Director Earnest stated that she will find out who is serving on this committee and let everyone know who that is.

Ms. DeSha asked if the Comprehensive Parks, Recreation, Open Space and Greenway Infrastructure should continue to be on the forefront of committee reports (since the new plan has been adopted). Chairman Bohan stated that this item should be kept on the forefront to keep the board abreast of updates on the status of the Plan. Mrs. Miller suggested that each board member be assigned to a park facility. Mr. Walz asked if the outlined park needs that are addressed in the new plan are going to be addressed first. Also, park safety issues that have been published. Chairman Bohan stated that he did not wish the plan to go on a shelf as past plans have done. Mr. Lee stated that what needs to be established is the role as a board in relationship with the Board of Commissioners. Commissioner Heck asked if there is a charter document for the Creation of the Parks and Recreation Board.

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

Chairman Bohan explained that in 2009, the Ordinance of Creation was reviewed and updated. In turn, the By-Laws were then reviewed and revised. Chairman Bohan stated that he will send a copy of these documents to Commissioner Heck. Chairman Bohan explained that the Parks and Recreation Board has the authority over rules and regulations of the parks and all else is advisory to the Board of Commissioners. Chairman Bohan continued by saying that he thinks where the issues lie is that "there is a sense of ambiguity (by the Board of Commissioners) since Parks was removed from Recreation and moved to within the Public Works Department". Chairman Bohan stated that there are no procedures on interaction between parks and the Parks and Recreation Board. There needs to be more clarity with Public Works and the Parks and Recreation Board, Chairman Bohan stated. Mr. Lee stated that there is too much taking of ideas directly to Commissioners for their action rather than following business protocol of going through the process. Any issue, including suggestions for improvements, complaints, and other requests for action should be reviewed first between the parties most immediately involved in the issue. Recreation Director Earnest explained that the next step in the current plan "is to put into place procedural steps that we would like to see happen". Chairman Bohan stated that there is a need for cooperation with regard to park planning. Ms. DeSha asked if a summary of the newly adopted plan can be placed on the Township website (as was done in the past with the previous plan). Recreation Director Earnest stated that in addition to posting the summary of the plan, a committee can also be established to review and implement it. This item will be discussed at the Board Retreat.

*Personnel Committee Report* – Chairman Bohan reviewed the process of filling a Board vacancy. Recreation Director Earnest reported that she forwarded Vice-Chairman Laubach's resignation to Township Manager Rimer and her guess was that he would advertise the vacancy. Recreation Director Earnest stated that she will contact Township Manager Rimer to confirm. Mr. Walz questioned whether the Board should pursue having a youth representative serve on the Board.

- V. Director's Report** – Report distributed at meeting. Ms. DeSha asked if there was a report on the Holiday Lights program. Recreation Director Earnest explained that a report will be compiled after a meeting with the Recreation, Public Works Department and debriefing of one of the program's employee. This report will be distributed at next month's meeting. The goal of the agreement was to cover costs of the program and anything over and above would be split between the Township and Charity, Recreation Director Earnest explained.

Recreation Director Earnest reported that she is investigating an opportunity for a 20-hour per week position for a person who is a grant writing/marketing professional (30+ years) through Lancaster County Office of Aging. The details of this position are currently being discussed. Recreation Director Earnest also reported that Roxanne Messer has been hired for the position of Evening Secretary/Mansion Security position. Her hours include once a week evening hours for Recreation business (Wednesdays until 8 PM).

Recreation Director Earnest reported on Habitat MT meeting scheduled for next week (1/12 – Landis Woods Charette). Recreation Director Earnest questioned whether a Board representative should attend the Charette. She further explained that the group originally presented themselves to the Township as planting and maintaining gardens within the Township and also creating habitat in back yards, schools and public spaces. Recreation Director Earnest stated that she thought that one of the Board members should be present at this and all HMT meetings. Chairman Bohan stated that he does not have a problem with any group doing volunteer work, but added that the communication between the group and the Parks and Recreation Board is absolutely necessary. He added that this step has been omitted in the past. Mr. Keene shared his dismay regarding the situation that is occurring and continues to occur (year after year) since the separation of Parks from Recreation (2007) and Public Works Department having no restraints with regard to financial or planning process of any of the parks. Chairman Bohan reiterated that any plans that Habitat MT are recommending to the Township should be presented to the Parks & Recreation Board. Chairman Bohan shared a past presentation that had been made on Disc Golf. Presentation was approved by Parks & Recreation Board at a rough estimate hard cost of between \$12,000-\$15,000. By the time the plan reached the Commissioners, Public Works Director Neff changed the plan and the hard costs had escalated to \$38,000. This change of the plan should have been presented to the Parks & Recreation Board and was not, Chairman Bohan shared. Mr. Keene challenged Commissioner Heck to try to acquire any park project accountability within the Township's financial system. Recreation Director Earnest shared that Public Works Director Neff has been asked by Commissioner Casselbury to attend the Parks and Recreation Board monthly meetings.

Mr. Keene shared that a “Parks Report” was previously submitted each month to the Parks & Recreation Board members and he asked Phil Mellott why this had stopped and Mr. Mellott stated that since the Commissioners did not pay attention to the report, they stopped producing it.

Chairman Bohan questioned what Township Manager Rimer’s “role is in all of this”. Chairman Bohan stated that he will attend the Habitat MT pre-meeting (Landis Woods Charette) with Recreation Director Earnest and share the message of the perceived Parks & Recreation Board interaction. Mr. Keene questioned this group’s charter and what is their financial accounting? Mr. Keene also stated that money in the Township is “very tight right now”. Is money being spent frivolously, he questioned.

Mr. Lee left the meeting at this time to attend the MT Soccer Club meeting.

**VI. Old Business**

Youth Sports Standards – This item deferred until Mr. Lee’s return.

Lancaster Catholic Skate Park Update – Recreation Director Earnest shared a schematic of the proposed project and explained that she has contacted the group to also give some dimensions to the plan. Recreation Director Earnest further explained that the group is also trying to obtain a way to fund the project. Discussion was held regarding the location of the proposed project.

Board Retreat – Chairman Bohan stated that he will meet with Recreation Director Earnest to discuss the Board Retreat. The date chosen for the retreat is Saturday, February 4, 8:30 AM-1 PM, Boettcher House Museum. Details to follow.

**VII. New Business (None)**

VIII. **Overlook Community Foundation Report** – Chairman Bohan reported that the Draft Minutes were enclosed within the package.

IX. **Commissioner’s Report** – In Commissioner Martin’s absence, there was no report. Commissioner Heck reported that the new Commissioners were sworn in last evening (1/3). Chairman Bohan commented that if any of the Commissioners had any questions or concerns for any of the Parks & Recreation Board members, please feel free to contact any of them.

X. **School Board Report** – Mrs. Miller reported that the School Board also had their organizational meeting and all five were sworn in (3 existing, 2 new). The new building is progressing and is under roof in spite of rain and water issues. The walking path has been rerouted around the fields and solar lighting will be installed. Mrs. Miller also reported that an Act 1 Referendum Exception has been requested (in December). She continued by saying that if the Exception was requested it could possibly be used in April or May (if needed). In turn, if the Exception was not applied for and was then needed to be used in April or May, it could not be used as it was not requested. A School Board Retreat is scheduled for January and February (1 each month). Mrs. Miller also shared budget process which included staff cuts.

XI. **Boettcher House Museum Board Report** – Mr. Keene reported that there was no meeting in December.

XII. **Pathway Committee** – Minutes enclosed.

XIII. **MT Dog** – Mr. Walz had no report. Meets 3<sup>rd</sup> Wednesday of every other month, starting in January.

XIV. **Habitat MT** – Previously discussed and minutes enclosed.

*Return to Item VI. Old Business:*

A. Youth Sports Standards – Mr. Lee reported that drafts have been sent out to Commissioners, Sports groups, School Board Member (Hannah Bartges) and also copy to Athletic Director. MT Soccer Club had two (2) comments regarding proposed standards: concussion prevention part and basic first aid training. Terry Hildebrand to work with Township EMS to offer a 15-20 minute access to coaches. Chairman Bohan commented that perhaps this access could be offered as a podcast or webinar. Mr. Lee stated that the other comment that the Soccer Club had was clarification on “Equal Playing Time”. Discussion was held on youth sports background checks. Mr. Lee read the requirement which is listed within the standards: “All Youth Sports Organizations shall participate with the support of the Recreation Department in background screening of any adult volunteers that will have supervision in direct contact with the youth participants. Recreation Department shall have final authority in disqualifying any individual from participation.”

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XV. **Correspondence** – None.

XIII. **Public Comments** – None.

Ms. DeSha mentioned that she had recommended that the monthly meeting time be changed to 6:30 PM. Mr. Keene stated that in the By-Laws it states the time as 7 PM. Chairman Bohan announced that the meeting for the February meeting will be changed to 6:30 PM and include discussion of change time on the By-Laws within the February agenda. Mr. Keene made the motion to change the monthly meeting time of the Manheim Township Parks & Recreation Board to 6:30 PM. This motion was seconded by Mrs. Miller, unanimously.

IX. **Adjournment** - The meeting was adjourned at 8:56 PM.

1.17.12