

Manheim Township Parks & Recreation Board

MONTHLY BOARD MEETING MINUTES

February 7, 2012

I. The meeting of the Manheim Township Parks and Recreation Board was held in the Stauffer Mansion Blue Room on Tuesday, February 7, 2012. Chairman Bohan called the meeting to order at 6:30 PM. In addition to Chairman Bohan, board members present included DeSha, Keene, Lee, Miller and Walz. Also present was Recreation Director Earnest. Commissioner Martin was not in attendance. Guest attending was Mr. Larry Pulkrabek, Eshleman Road, Lancaster, PA 17601.

II. **Review and Approval of Parks & Recreation Board Meeting January 4, 2012 Minutes** – Ms. DeSha requested that the Board Minutes be amended to include the addition to the listing of 2012 Committee Assignments. Boards members assigned to the Youth Sports Committee are Vice-Chairman Lee and Chairman Bohan; Facilities Committee – Mr. Keene and new appointed board member; and an additional member for the Finance Committee which is Glenn Walz. These committee members were omitted from the January 4, 2012 Minutes. Mrs. Miller seconded the motion to approve the amended minutes. This motion was approved unanimously.

Ms. DeSha asked when the new member (to the Board) was going to be appointed. Chairman Bohan stated that there will be a brief Executive Session following the meeting (tonight). Ms. DeSha asked what the status was for the new committee (which she recommended last month). Chairman Bohan stated that the decision to add new committee will remain open (after discussion which transpired at the Board Retreat) whereas the committee structures might change.

III. **Treasurer's Report** – Ms. DeSha reviewed Treasurer's Report which encompassed revenues and expenditures through the end of 2011. Ms. DeSha stated that she is not sure that the numbers on this report are 100% correct, as the December report and Capital accounts were off. Ms. DeSha reported that income was up \$76,000 as compared to 2010. Ms. DeSha reported that she included a 2009, 2010, 2011 budget comparison. Numbers highlighted on 2012 variance showing differences as compared to 2009, 2010 and 2011 budgets. Ms. DeSha stated that the 2012 budget reflects that the expenses have been increased by twice as much as the revenue. Chairman Bohan questioned whether the report reflected the proposed changes to the 2012 budget. Ms. DeSha explained that the only changes that are being made lie within the Capital Budget. Ms. DeSha further explained that the Capital Budget was decreased by \$65,000. Chairman Bohan asked if the budgeted amount in the 2011 budget earmarked for the water line at Overlook Community Campus will roll over to the 2012 budget, as it was not used in 2011. Ms. DeSha explained that this item has been removed from the 2012 budget. Public Works Director Neff explained that two (2) other entities were to be involved in the water line addition at Overlook Community Campus. The entities were the Overlook Community Foundation and the Overlook Dog Park. Public Works Director further explained that the only thing that left the Capital budget was the pathway contingency monies and pathway monies for Westminster Church. The monies that were proposed were to be spent for path (park) projects and because the easements needed for these projects were not on park lands, the monies were then proposed to be moved from the capital budget to the general budget. At that point of discussion, Public Works Director Neff further explained, that the water line expansion at Overlook Community Campus was removed from the budget. The Commissioners asked a member of the Overlook Community Foundation Board (Peg Adams) to relay the question whether the Overlook Community Foundation be willing to look at funding the water line expansion and also a four season restroom at the Destination Playground. Mr. Lee asked if the entire water project removed or the extension from Destination Playground to the Overlook Dog Park. Public Works Director Neff reported that the total project was removed. Public Works Director Neff added that if the existing lines (at Overlook Dog Park) were made frost protected (to use year-round) the \$85,000 price tag would have doubled. Public Works Director Neff suggested that the water line be continued from the Overlook Activities Center and be shut down winter season for a rough estimate cost of \$12,000. The distance (for lines) is much less and all of the project would be on park land. Ms. DeSha continued with the review of the report. Ms. DeSha asked Recreation Director Earnest if the Comprehensive Plan was paid out. Recreation Director Earnest explained that it was fully paid in December. Ms. DeSha stated that the plan came in under budget. Recreation Director Earnest stated that it did not come in under budget and she would review.

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IV. Committee Reports

Chairman Bohan reported that as a result from the Board Retreat, two things came forth. Chairman Bohan distributed a chart of (Township) communication lines for the board members to review. Chairman stated that if there is a split in programming, perhaps a youth committee that would encompass youth sports, etc. would then be added. The Program Committee would then include Adult and Senior activities. Added to the communication chart was the addition of volunteer organizations that would work closely with the Volunteer Coordinator. Chairman Bohan explained that Public Works Director Neff was invited to the meeting tonight (as a result of discussion at the Board retreat). Chairman Bohan stated that he would like "to start the conversation in terms of how the Parks and Recreation Board can become more proactive and more focused in servicing the Township and all of the infrastructure within the Township". How can the Parks & Recreation Board collaborate with the Recreation and Public Works Departments since park maintenance is not returning back into the Recreation Department. Public Works Director Neff explained that he entertains open communication from anyone on any park maintenance item. Public Works Director continued by saying that he would like to receive feedback on the maintenance plan at Landis Woods to include interaction between the Public Works and Parks Departments. Public Works Director Neff stated that after the split (Parks from Recreation) he did not see a lot of change. Differences were not apparent he commented. Public Works Director stated that feedback from the Parks & Recreation Board important. The existing/prior maintenance management plan for Landis Woods stated that if a tree fell to let it lie (4 to 5 trees fell per year) Public Works Director Neff reported. With the damage to Landis Woods in 2011 due to multiple storms, a new plan needs to be formulated. Chairman Bohan stated that through the recommendations of the new comprehensive plan, Park Planning has been added to the title of the Recreation Department. Chairman Bohan explained that a park maintenance issue should not be reported directly to Public Works Director Neff. Chairman Bohan suggested that the Parks & Recreation Board can "filter" some of these items. Public Works Director Neff explained that he has been instructed to be there for "guidance" to outside volunteer groups. Chairman Bohan explained that when the O.W.L.S. were functional they followed the required protocol where they came to the Parks & Recreation Board to present their proposals. Mr. Keene added that currently there is no process, no planning. Mr. Keene stated that Landis Woods need to be assessed and then move forward with a maintenance plan. Chairman Bohan explained that once the Overlook Community Campus was acquired, the Township wanted to immediately formulate infrastructure and enhancements to which Chairman Bohan reminded that maintenance of these things also needed to be thought about. Public Works Director Neff stated that he doesn't see the "split". He explained that there is no lesser staff (from past when Parks was within Recreation) except for former Parks Superintendent Lessig who chose to leave the Township. A meeting will be held between the Parks & Recreation Board and the Commissioners. Mr. Keene asked Public Works Director if there was anything that he would like the Parks & Recreation Board to bring to the Commissioners. Public Works Director Neff explained that he would like "organized detail" with regard to maintenance issues.

Facilities – Mr. Keene had no report, but asked PW Director Neff what the status was of the Boettcher House Museum air conditioning unit(s). PW Director Neff reported that he will check with Ben Roth, PW Facilities Manager and June 8 will be the benchmark for completion of this project.

Personnel – No report. An Executive Session will be held immediately following the meeting. Currently staff is being recruited for summer.

Program – Mrs. Miller reported that a report was included within the packet which included the fall 2011 activities income vs. expenses report. A meeting is scheduled for Wednesday, 3/7. Mr. Walz asked if title and heading could be added to reports. Recreation Director will make this request to staff.

Committee Assignments – New Board Member:

A second member to the Facilities Committee, in addition to Mr. Keene, will be John Hillard. Mr. Hillard will also serve on the Program Committee with Mrs. Miller.

Public Relations – No report.

Finance – No additional report.

Youth Sports – No report.

- V. **Director's Report** – Recreation Director Earnest reported that Joy DeLorenzi has joined our staff as Community Resource Coordinator. Her position is funded through a grant from Department of Labor and Industry, Office of Aging.

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Director's Report (Cont'd.) Director Earnest announced that Kelsey Frey has been appointed as a new member of the Boettcher House Board and will be sworn in on Monday, February 13. Recreation Director Earnest asked Mr. Keene if he could attend in Clair Garman's absence. Mr. Keene agreed to do so. Chairman Bohan asked Recreation Director Earnest what the status was in selling signage at MTAC. Recreation Director Earnest explained that a sign has not been sold by the sports organizations since late summer, where the football organization sold three (3). Ms. DeSha asked why the baby pool at Overlook was going to be demolished. Recreation Director Earnest explained that the baby pool would need significant upgrades to make it ADA compliant. She further explained that since the installation of the zero-depth entry at the regular pool, the baby pool is hardly used. With the elimination of the baby pool there is also one less lifeguard needed on duty.

VI. Old Business

Youth Sports Standards Update – Vice-Chairman Lee reported that the process has been completed. All groups have been met with except the baseball group. The baseball group is questioning legality of background checks and user agreement. Mrs. Miller made a motion to accept the Youth Sports Standards as amended. This motion was seconded by Ms. DeSha. All ayes. Mrs. Miller thanked Vice-Chairman Lee for all of his work on this project. Vice-Chairman Lee suggested that a motion also be made to set a date for the sports groups to submit their program tables (Item 10). Chairman Bohan suggested that Youth Sports Manager Hildebrand deliver message. Mr. Keene seconded Mr. Lee's motion. All ayes.

Senior Project – Skate Park Update – Recreation Director Earnest explained that this group (Lancaster Catholic) will be in next week to meet with her.

Youth Sports Standards – Discussed previously.

VII. New Business

Youth Sports Agreements – Vice-Chairman Lee explained that the two (2) proposed changes to the annual agreements have been made. 1.) The agreement will automatically renew. Cancellation of agreement must be received in writing; 2.) Sports groups will pay what is required per fee schedule (separate document). Recreation Director Earnest stated that the Commissioners will honor what was recommended by the board for 2012. The schedule of fees may be amended starting in 2013.

Holiday Light Show Report/Recommendation – Recreation Director Earnest explained that the expenses for this program ran approximately \$4,000 and income was anticipated to be more than expenses. Income realized was \$3,800. Recreation Director Earnest explained that it was a lot of work on programming and parks staff. Electricity was not included in the \$4,000 expenses. Public Works Director Neff gave a brief history of how this program came to the Township. Rick Barrault, PPL employee was the volunteer that installed the lights for the show. Recreation Director Earnest stated that she was not comfortable with the show repeating another year as it was. Mr. Keene asked if there was any feedback from employees that worked the event. Mr. Keene stated that the visitation of the program was sparse at times. Mrs. Miller stated that there is a lot of competition out there with regard to holiday light shows. Mr. Walz made a motion to discontinue the light show. This motion was seconded by Vice-Chairman Lee. All ayes. Recreation Director Earnest and Public Works Director Neff will relay this information to Mr. Barrault.

Circus – Recreation Director Earnest explained that the Department was approached to host the Picadilly Circus. Staff is currently investigating this traveling circus. Information to follow.

Vice-Chairman Lee made a motion to recommend to the Commissioners the two (2) proposed changes to be made to the Youth Sports Agreements, as presented earlier (New Business, Item 1., Youth Sports Agreements). This motion was seconded by Mr. Walz. All ayes.

Recreation Director Earnest presented the Conservationist of the Year Award Dinner. Recreation Director Earnest stated that this program will not run unless it breaks even. Doug Tallamy, author of "Bringing Nature Home" will be the speaker and Susan Shapiro, WGAL TV will be the emcee of the event. Tickets are now being sold. Cost is \$75. Five (5) finalists will be invited to the dinner. Mrs. Miller asked if nomination form was posted on the website. Recreation Director Earnest explained that it is on the Township website. An article will be in the Merchandiser and public service announcements should be on WGAL very soon, Recreation Director Earnest further explained. Chairman Bohan questioned name of program to include Lancaster County. Recreation Director Earnest explained that they wanted to pull from a broader area.

Mr. Keene stated that meeting time should be officially changed (from 7 PM to 6:30 PM). This was discussed at the Board retreat.

- VIII. Overlook Community Foundation Report** – Chairman Bohan reported that Commissioner Martin delivered the message that water to Destination Playground was being deferred and looked at again. Chairman Bohan stated that it will be an interesting meeting this month.
- IX. Commissioner's Report** – In Commissioner Martin's absence there was no report.
- X. School Board Report** – Mrs. Miller reported that School Board meeting last month addressed budget, approval of books for IB program and are discussing a new program (Open Campus idea) where Hempfield, MT and Penn Manor looking at combining classes that had low attendance. Details are being discussed. The CCT budget was also passed.
- XI. Museum Board Report** – Mr. Keene reported that Clair Garman was appointed Chairman again. Kelsey Frey has been appointed to the Board, as Gail Haldy resigned.
- XII. Pathway Committee** – No report.
- XIII. MT Dog** – Mr. Walz reported on the MT Dog group's last meeting. The group is interested in selling signs (to be installed on the fence at the Dog Park). Chairman Bohan suggested that MT Dog bring a proposal to the Board. Recreation Director Earnest explained that she will supply Mr. Walz with the Township Advertising Policy, to which the Commissioners approved the locations for advertising. Vice-Chairman Lee suggested that standard be set for the signs. Discussion was held whether this request falls within the Board's authority. Mr. Walz stated that the group voted to have membership meetings for May 9 and September 12. MT Dog willing to donate \$10,000 to bring water to the park (payment of three years). Public Works Director Neff suggested that the group acquire quotes for water, as the Township has eliminated this project from the budget. Safety issue with lighting. Mr. Walz reported that there is a dead tree within the dog park. Public Works Director stated that the group needs to obtain someone to remove the tree. Recreation Director Earnest stated that she was surprised that MT Dog would be responsible for that and will investigate. Vice-Chairman Lee asked Public Work Director Neff if the group can pay the Township to do it. The job should be coordinated with the Township, as the park will need to be closed that day. Public Works Director Neff explained that the Township mows the property and they are paid to do so. Another request, Mr. Walz continued was a porta-john at the park. Approved that they could have one installed, but they would need to pay for it.
- XIV. Habitat MT** – Minutes enclosed.
- XV. Correspondence** – Two (2) news articles. (Defense of dead trees, golf).
- XVI. Public Comments** – Mr. Pulkrabek commented on Public Relations and "Township Today". This Township publication has been cut. Township's responsibility is to communicate with the residents. Township webpage is not user friendly.
- XIII. Adjournment** - The meeting was adjourned at 9:05 PM.