

Manheim Township Parks & Recreation Board

MONTHLY BOARD MEETING MINUTES

May 1, 2012

- I. The regular meeting of the Manheim Township Parks and Recreation Board was held in the Stauffer Mansion Blue Room on Tuesday, May 1, 2012. Chairman Bohan called the meeting to order at 6:30 PM. In addition to Chairman Bohan, board members present included DeSha, Hillard, Keene, Lee, Miller and Walz. Also present was Recreation and Park Planning Director Earnest, Public Works Director Neff and Commissioner Martin. Guests present included: Mrs. Kaye Pulkrabek, 230 Eshelman Road, Lancaster, PA 17601.
- II. **Review and Approval of March 6, 2012 and April 3, 2012 Board Minutes** – Vice-Chairman Lee made the motion to approve the March 6, 2012 Board Minutes as written. This motion was seconded by Ms. DeSha, and then approved unanimously. Mrs. Miller commented that a School Board report was received in March but not in April. Ms. DeSha made the motion to approve the April 3, 2012 Board Minutes as written. Mr. Walz seconded this motion. Mr. Keene questioned Commissioner Martin's response (reported in the April 3, 2012 Minutes, Item IV. Committee Reports, E. Youth Sports) to the Youth Sports groups not responding back on the requested registration numbers information that is needed in order to complete the Youth Sports Standards. Commissioner Martin responded that the youth sports groups should be informed that this information is needed on a timely basis. Vice-Chairman Lee stated that there will be a discussion on this shortly. The April 3, 2012 Minutes were approved unanimously.
- III. **Treasurer's Report** – Ms. DeSha reported that she had not received any reports this month. Ms. DeSha also reported that accrual fees will be reversed out August. Discussion was held as to the timeliness of when the monthly financial reports are received. These reports are generally two (2) months behind. Ms. DeSha reported that she does not receive the monthly reports until they are viewed by the Commissioners. Ms. DeSha stated that she will report on the first quarter of the year at next month's meeting.

IV. **Committee Reports**

- A. *Facilities* – Mr. Keene reported on the status of the clean up of Landis Woods Park (trails area) that had been damaged by various weather conditions that occurred in 2011. Mr. Keene reported that Mr. Martin Stolpe, Forester had been conferred with about the clean up process. Mr. Keene shared photos that he took after the first attempt at the clean up. Mr. Keene further explained that Mr. Stolpe has suggested a few trees within the park should be removed. These trees will be transformed into park benches. Mr. Keene suggested removing the cement/stone benches and replacing with the natural tree benches. Mr. Keene reported that the Sierra Club hosted a volunteer event on April 21st in the park to remove invasive species. Ms. DeSha asked if volunteers (groups) are signing a waiver before doing any work for us. Director Earnest stated that all volunteers sign an individual waiver before the start of any work.

Ms. DeSha reported on the Great PA Cleanup event that will take place on Saturday, May 5. 450 plants will be planted in Stauffer Park. She invited members to join in. There are approximately 60 volunteers that have signed up for this initiative.

- B. *Personnel* – No report.
- C. *Program* – Mrs. Miller reported that program staff reports were included within this month's package and asked if anyone had any questions. There were none.
- D. *Public Relations* – No report.
- E. *Youth Sports* – Mr. Lee reported that none of the Youth Sports User Agreements have been returned to the Township (Township Manager Rimer's office). The only group that has responded with program information (for inclusion in Youth Sports Standards) is the Football Cheerleaders and Girls Lacrosse. Mr. Lee reported that the Youth Sports User Agreements were distributed a month and a half ago. Commissioner Martin suggested that the Commissioner be informed that these agreements have not been returned.

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- E. *Youth Sports – (Cont'd.)* He also suggested that the Board could make a recommendation to the Commissioners regarding action if these agreements are not returned. Mr. Lee stated that he will compose a memo to the Commissioners (from the Board) to inform them that the User Agreements have not been returned to date. Ms. DeSha and Recreation and Park Planning Director Earnest suggested getting this item on the next Commissioners' meeting agenda. Commissioner Martin suggested sending to "Recreation" Commissioners (David Heck and himself).
- V. **Director's Report** – Recreation and Park Planning Director Earnest reported on the Swim Outlet cards that have been distributed. She further explained that they offer good quality items and we purchase items from them. MTR&PP receives an 8% "kick back". These cards were passed out via swim teams. Recreation and Park Planning Director Earnest asked members to check their calendars to schedule the resetting of the memorial markers at Community Park. This will be a joint venture with the Northeast Rotary. This event was scheduled for Wednesday, June 6 at 5:30 PM. Mrs. Miller reported that she was approached at the garden plots (compost park) and told that she was entitled to a free scoop of mulch to place in her garden. Chairman Bohan asked Commissioner Martin if there was any public announcement made regarding having the compost park tended. Commissioner Martin explained that it was discussed at a public meeting and he did not see anything posted on the website prior to. Chairman Bohan commented that it would be nice if the public was informed. Recreation and Park Planning Director Earnest made note and will have information added to the Municipal Garden information when sales begin in 2013.
- VI. **Liaison Reports (enclosed).**
- A. *Overlook Community Foundation Report* – Minutes enclosed. Stoner House Lease and Foundation Lease with Manheim Township was primary discussion at the Foundation meeting.
- B. *Commissioner's Report* – Commissioner Martin stated that the Commissioners did receive the agreement between the Foundation and the Historical Society.
- C. *School Board Report* – Mrs. Miller apologized for not including a report at last month's meeting. Mrs. Miller reported that taxes were raised, teachers voted on a pay freeze, fees went up in the following areas: student parking fee, athletic tickets and extra-curricular participation fees. Sports physicals that are conducted by the School District will now be charged to students. Mrs. Miller stated that the elementary school principals could use some help with field scheduling. Recreation and Park Planning Director Earnest stated that the Parks & Recreation Department used to schedule and maintain these fields. Recreation and Park Planning Director Earnest further explained that due to the cost of field expense everyone is now caring for their own property. Recreation and Park Planning Director Earnest explained that there is an agreement in place. Director Earnest suggested a meeting be held to discuss (Earnest, Miller, Neff, Koch). Mrs. Miller agreed.
- D. *Boettcher House Museum Board Report* – April 18 Minutes enclosed. Chairman Bohan asked if any members had any questions. None.
- E. *Pathway Committee* – Minutes enclosed. Jake Landis Road future pathway meeting held 4.11.12. Mr. Keene reported that the April 11 meeting was brief. Additional discussion points included Landis Homes collaboration with Manheim Township regarding future pathways, Wheatstone, Joseph Stahl (2 parcels [north/south] on Jake Landis Road, Wenger Property and Landis Valley Museum.
- F. *MT Dog* – Mr. Walz reported that there has not been a meeting recently and he had no report. MT Dog will be participating in "Pet Day" Sunday, May 6.
- G. *Habitat MT* – Minutes enclosed. Recreation Director Earnest announced that Habitat MT was hosting a work day on Wednesday, May 2 at the Children's Woods area (Overlook Community Campus).

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VII. **Action Items**

- A. *Habitat MT Meadow Project* – Mr. Keene reported that the Habitat MT group would like to establish a meadow using native, heirloom seeds (provided by Dick Brown) either in Landis Woods at Meadow Lane or park area off of Valley Road (access to Heritage Trail). Recreation and Park Planning Director Earnest entertained a motion. Chairman Bohan questioned if this motion would impact future park master plans. Mr. Keene stated that he liked the Meadow Lane area (smaller area and could be used as a test case). Ms. DeSha questioned the maintenance plan on this area. Public Works Director Neff explained the three year process to establish meadow area. Mr. Keene made the motion to allow Habitat MT to establish a small meadow on Meadow Lane (in Landis Woods). Mr. Keene further stated that no Manheim Township man hours would be used to maintain this area. This motion was seconded by Mr. Lee and Mrs. Miller (simultaneously). Ms. DeSha asked what the ramifications are if Habitat MT does not maintain this area. Recreation and Park Planning Director Earnest stated that this will not be an issue as the area can easily return to a mowed area. This motion was approved with all ayes.

VIII. **Discussion**

A. *Old Business*

- 1.) Senior Projects – Recreation and Park Planning Director Earnest reported that the boys will be meeting with the Building Industry Association to possibly attain a grant for the work (Skate Park). Director Earnest further explained that to date she has not received their business plan. Discussion was held regarding whether this project can come to fruition by the end of this school year. Mr. Hillard suggested that sustainability plan post graduation, timeline and budget.
- 2.) Park Maintenance Plans – Director Earnest stated that she and Director Neff were working on these plans and that it will be an on-going process. This item will be removed from agenda and added back on when discussion is warranted.

B. *New Business*

- 1.) July Meeting Date – Discussion was held whether to cancel the July meeting or reschedule it (July 4). Meeting is rescheduled to Tuesday, July 10.
- 2.) August Picnic – Scheduled for August 15. Director Earnest will confirm with new Board of Commissioners and Township Manager Rimer.

IX. **Correspondence** – None.

X. **Public Comments** – Guest Kaye Pulkrabek thanked everyone for what they do.

Mr. Walz asked what the status was of the park plans that had been brought up at a meeting a few months ago. Recreation and Park Planning Director Earnest explained that the process involved in updating the parks maintenance plans. Chairman Bohan asked what the status was in the Park Master Site Plans. Director Earnest explained that a grant has been submitted for three (3) Master Site Plans (Jaycee, Landis Woods and Perelman Parks). Ms. DeSha asked for the existing plans (for parks). Director Earnest explained that there was a copy of the Landis Woods Plan “out there”.

XI. **Adjournment** - The meeting was adjourned at 8 PM with a motion made by Mr. Walz. Mrs. Miller seconded this motion.

Respectfully submitted,

Lorri Haney