

Manheim Township Parks & Recreation Board

MONTHLY BOARD MEETING MINUTES

WEDNESDAY, September 5, 2012

- I. The meeting of the Manheim Township Parks and Recreation Board was held in the Stauffer Mansion Blue Room on Wednesday, September 5, 2012. The regular meeting date of this meeting has been changed tentatively to the 1st Wednesday of the month. Chairman Bohan called the meeting to order at 6:30 PM. In addition to Chairman Bohan, board members present included Hillard, Keene, Miller and Walz. Mr. Lee was absent. Also present was Recreation and Park Planning Director Earnest, Planning & Zoning Director Douglas, Public Works Director Neff and Township Manager Rimer. Guests present included: Mr. John Furry, Pathway Committee member, Mrs. Peg Adams, 1960 Melody Lane, Lancaster, PA 17601 and Mr. Ted Simpson, 461 Ringneck Lane, Lancaster, PA 17601.
- II. **Review and Approval of July 10, 2012 Board Minutes** – Mrs. Miller made the motion to approve the July 10, 2012 Minutes as written. Mr. Keene seconded this motion. All ayes.
- III. **Treasurer's Report** – Chairman Bohan reported that at the present time, the Board does not have a Treasurer. There was no report. Chairman Bohan asked Director Earnest to report on the 2013 budget. A meeting was held to discuss 2013 budget (Earnest/Walz) and it is “in the works”. Director Earnest further explained that she will be forwarding a copy of the 2013 Recreation budget as well as the Parks portion to Mr. Walz. Chairman Bohan stated that if the Board's role in the annual budget process is informational only, he raised the question as to whether the Board needs a Treasurer. Discussion to follow in the future.

Meeting moved forward to **VI. Liaison Reports, Item E. Pathway Committee**. Ted Simpson presentation.

Mr. Ted Simpson presented a proposal to further publicize Parks in Manheim Township. He explained that there is a disconnect on website with specific information on parks. He further explained that there is various information on the website regarding the parks, but it is in not all in one place. Mr. Simpson shared a computerized version of what could be added to the current Township website. Parks descriptions, amenities and inclusion of Google maps would be included. Chairman Bohan questioned Public Relations Committee no process to add, reorganize the website. Director Earnest stated that information on the parks on the website is “elementary” and Mr. Simpson's volunteer efforts to organize this information will be proofed and then placed on the website. Mr. Simpson reiterated that he is happy to make suggestions, propose text and would need to be approved by either Director Earnest or Public Relations Committee (whichever deemed appropriate). Township Manager Rimer gave a brief history of the current website (product CivicPlus) and modules. Township Manager Rimer further explained a future new module named Facilities. Mr. Rimer stated that he does not want each department of the Township to have their own website (sans MT Library), as this creates “one big happy municipal family”. Chairman Bohan asked Township Manager Rimer to forward to him information on the “Facility” module and then he, Mr. Simpson and Director Earnest will meet and then propose direction and recommendation to the Board. Mr. Rimer explained that the Township Web Committee (Rimer, Linda DiPerna, Kelly Wells) reconstructed the new site using information for the previous website. Mr. Walz asked if there was a Township webmaster (or person that maintains information on the site). Mr. Rimer explained that there is no webmaster, but the top level of users are the Web Committee. Mr. Furry asked Mr. Simpson if pathways can be incorporated in with Google maps. Mr. Simpson explained that it can be done. Mrs. Miller asked what the time frame is for this project. Chairman Bohan stated that progress could be monitored through Public Relations Committee (reports).

Meeting moved forward to **VIII. Discussion, Item B. New Business, 2.) Planning & Zoning Informational Update, 3.) Jaycee Park potential**. Planning & Zoning Director Douglas reports.

Planning & Zoning Director Douglas reported that the subdivision and land development ordinance is being updated which is specific to park and recreation land dedication in fee of lieu of dedication requirements. Some of these updates have been a directive in result of the new Comprehensive Parks, Recreation, Open Space and Greenway Infrastructure plan. The updated plan will be presented to the BOC for adoption. Chairman Bohan thanked Director Douglas for attending the meeting and sharing report. Mrs. Miller asked Director Douglas if walking access has been arranged to the various schools. Director Douglas explained that the Township is much more “connected” than in the past in this area.

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Jaycee Park / Gammache Property – Director Earnest and Director Douglas shared map of Gammache Property (significant wetland area). Rezoned upper half R-3 and lower half B-1. Half of the property is laid out and designed to be residential homes. Does the Township want to receive fee in lieu of land or the land? Discussion on amenities options for flood planes and wetland areas. Chairman Bohan thanked Director Douglas and Director Earnest for the update and appreciates the interdepartmental communication.

IV. **Committee Reports**

- A. *Facilities* – Mr. Keene had no report.
- B. *Personnel* – Chairman Bohan reported there is currently a Board position opening. Mr. Walz and Mr. Lee sent out an e-mail. Awaiting applications and a recommendation should be received by the October meeting.
- C. *Program* – Mrs. Miller had no report.
- D. *Public Relations* – None.
- E. *Youth Sports* – Chairman Bohan reported that a meeting was held to discuss Youth Sports groups 2013

IV. **Director's Report** – In addition to Director's Report (which was enclosed), Director Earnest reported that the preliminary final edition of the Recreation, Park, Greenways, and Open Space Plan 2012-2022. Copies distributed. Mr. Keene asked what impact Item #8. (Director's Report School District Information) would have since the MTSD Cooperation Agreement is in the process of being cancelled and redrafted before the end of this year (2012). Mrs. Miller reported that she is currently on a committee working on the revision of the Cooperation Agreement. Chairman Bohan asked if revision was focused just for MTRPPD or also other community groups. Mrs. Miller explained that the District is looking to restructure all fees for school usages. Township Manager Rimer stated that reciprocal services have been utilized for many years (since 1969).

VI. **Liaison Reports (enclosed).**

- A. *Overlook Community Foundation Report* – Minutes enclosed. Chairman Bohan reported on a special meeting that was held to discuss restrooms at Destination Playground/Soccer area. No action taken.
- B. *Commissioner's Report* – No report.
- C. *School Board Report* – Mrs. Miller reported on the first week of school (opening). There is a Community Open House for the new Landis Run 5/6 Building...be sure to check out the public restroom sinks!
- D. *Boettcher House Museum Board Report* – Minutes enclosed. Mr. Keene reported that in conjunction with Community Day (9/8) the Conestoga Herb Guild would be hosting an Herb Fair at the Boettcher House. Mr. Keene also reported that the annual Landis Woods Art Show will be held September 29. Summer concerts are also being looked at (outdoor stage) for 2013.
- E. *Pathway Committee* – Ted Simpson presentation; given earlier in meeting.
- F. *MT Dog* – Mr. Walz reported that the Overlook Dog group had two (2) requests/questions. 1.) Can they receive an updated member list (from the Recreation Department) on a continual basis in case there is an incident? Director Earnest explained that this information is copied for Tracy and picked up on a fairly regular basis. 2.) Can Recreation Department send a link to the membership form? Director Earnest stated that the form has been (and is) linked on the Township website.
- G. *Habitat MT* – Director Earnest announced that Habitat MT's September meeting was cancelled. Their next scheduled meeting is 10/11. The first Wednesday of the month (September and October) have been utilized as a volunteer maintenance project events. Clean up work at the Spring House was focused for both of these events.

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VII. **Action Items**

- A. Move Meeting Day – Mr. Keene made the motion to propose change of meeting date reflected in By-Laws (Article 4, Section 4.02) to the 1st Wednesday of every month at 6:30 PM. This motion was seconded by Mr. Walz. A vote on this motion will be conducted at the October meeting.
- B. Dog Park Waterline Information & Recommendation – Public Works Director Neff reported on the proposed Dog Park Waterline (extension). The current waterline services the concession area and bathhouse (pool). Flyway Excavating was low bidder on this project. They are a local vendor. Overlook Community Foundation is seeking approval and recommendation to proceed with an agreement for funding a waterline to the Dog Park. The water use for the Dog Park will be available for use $\frac{3}{4}$ of the year, being winterized like all other parks. Mr. Walz asked if the Overlook Dog Park group has been informed of the proposal. Manager Rimer reported that Steve Bussanmus, Overlook Community Foundation has met with the Overlook Dog Park group and an agreement has been proposed where the Overlook Dog Park group agreed to pay \$5,000 (1st year) and \$2,000 for 2 subsequent years towards the payment of the project. Manager Rimer also explained that the agreement, to date, has not been signed. Mr. Walz commented that as the liaison between the MTPR Board and the Overlook Dog Park group he was not informed of the meeting or the proposal. Director Earnest asked if a water meter was going to be installed to track water use. Director Neff answered no. Director Earnest asked if the money received from the Overlook Dog Park group annually (for this project) be deducted from what the group annually owes the Township. Director Earnest will further investigate this. Chairman Bohan stated that the recommendation shall be relayed to the OCF and the Overlook Dog Park group that both groups can proceed with proposal but should understand that the Township will monitor water consumption and in the future they might have to pay for water usage. Suggest that the water be controlled through a water dispensing unit (cost approximately \$1,800).

VIII. **Discussion**

A. *Old Business*

Information included within packet. A letter was sent from Manager Rimer thanking the MTBSA payment in full of their capital agreement (baseball fields construction at OCC), but group is still non-compliant with payment of field usage and agreeing to abide by the MT Youth Sports Standards. They have been given a deadline (end of September) in order to comply.

B. *New Business*

- 1.) *Move Meeting Day – Item VII, A.*
- 2.) *Planning & Zoning Informational Update – Previously reported.*

IX. **Correspondence – None.**

X. **Public Comments**

XI. **Adjournment** - The meeting was adjourned at 8:28 PM with a motion made by Mrs. Miller. This motion was seconded by Mr. Hillard, with all eyes.

Respectfully submitted,

Lorri Haney