

**MINUTES
NORTH LEBANON TOWNSHIP BOARD OF SUPERVISORS
NLT SPORTS ASSOCIATIONS
JANUARY 30, 2018**

The duly advertised meeting between the Board of Supervisors of North Lebanon Township and members of the Sports Association was held on Tuesday, January 30, 2018 at 7:00 PM at the Municipal Building located at 725 Kimmerlings Road, Lebanon, PA with the following people present:

Richard E. Miller	Chairman
Edward A. Brensinger	Vice – Chairman
A. Bruce Sattazahn	Treasurer
Cheri Grumbine	Township Manager
Lori Books	Administrative Assistant
Dave Strohm	Parks & Rec Foreman
Corey Hetrick	Parks & Rec Board
Kathy Sattazahn	Parks & Rec Board
Ryan Schmidt	Parks & Rec Board

Several sports association representatives, Bobbie Jean Elder, Mike Burdge, Gary Heisey (baseball) and Greg Fink (football) and Theresa George, Twp employee, were also in attendance.

PLEDGE OF ALLEGIENCE was repeated to open the workshop meeting.

1.) Ebenezer Baseball Association

Gary Heisey, Bobbie Jean Elder, Mike Burdge

2.) Union Canal Athletic Association

No representative present

3.) EUC Soccer

No representative present

4.) Ebenezer Football & Cheerleading Association

Greg Fink

BOARD OF SUPERVISORS

5.) Key Policy: Abloy key system is used as a security system for the storage areas, the concession stands area and the restrooms. A review of the current key sign out policy was done. Due to the fact the current policy is not working, some revisions have been discussed for implementation.

- A signed Association agreement and fee must be paid for the current year before keys will be released.
- President of the Association must submit to the Twp office a list of the volunteer names who are authorized by the Association to receive keys.
- The sign out for the keys has been revised to include very specific dates and a penalty has been added for any keys not returned by the date specified.

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- Due to vandalism, a separate restroom key has been purchased. A specific sign out form will be required for a restroom key.

Gary Heisey questioned New Covenant Christian School. He said the parents and kids approach him to unlock the bathrooms while he is at the fields on a work detail. Cheri responded saying they had signed out a key this year for the first time. No one should be approaching him about unlocking the restroom doors. Gary wanted to know should he or should he not be unlocking for the NCCS. He was told, no, do not. If they need to use the restrooms then a key must be signed out by their representative for that purpose.

Lori suggested the associations have a person be responsible for periodic checks on the restrooms during the activities. Dave Strohm said the condition of the bathrooms this year was the worst it has been. Mulch and stone were placed in the back of the tanks of the toilets to force the flappers OPEN. Toilet paper was stuck all over the ceilings and walls as well as used to clog the toilets. The vandalism was terrible this year. Suv Brensinger said the problem was probably worse at Lions Lake than in the Long Lane restrooms. But in any event, it is very costly to the Twp not to mention time consuming for Dave.

The return key policy was discussed and the revisions to the sign out policy was explained. At this time there are 2 Abloy keys that have not been returned to the Twp office from the 2017 Football season. Because this is an important step of the key program it was decided to create a \$5 a day penalty per key for any keys not returned by the specified date on the key sign out policy. After December 31st if there are keys not returned, the appropriate Association will be charged the \$200 re-keying charge in addition to the cost of the replacement keys. If the costs of the re-keying and replacement keys is not paid, these fees will be added to the agreement renewal fee. When the new annual athletic facilities agreement and fee are submitted the cost would be the current \$500 fee plus any key charges (if applicable). This new total would have to be submitted before any keys are released to that Association.

Greg Fink questioned how firm the specified date is regarding return of all keys. Football closes out their season the first week in November. However, uniform returns and packing for storage/repairs takes some time. Would it be agreeable to say all keys but 2 must be returned by November 15th? Usually it is the same 2 individuals that are storing the equipment and arranging for any repairs that might need to be completed. He was told the Twp would be agreeable to a line of communication being ongoing in situations that may require 1 or 2 keys being held past the due date of November 15th. However, there is no reason why the keys should not be returned prior to December 31st. Greg stated he had no idea there were still two keys for Football that had not been returned. The Boards indicated they were agreeable to communication about requests for time extension for 2 keys for Football.

6.) Water Meters: Discussion was held on the pulling of water meters and winterization of the concession area. Greg Fink indicated there is no problem with that timeline for Football as the season has ended by then. His concern was having enough time to thoroughly clean the concession area, since the season ends the first week in November and the key must be returned by November 15th. Since almost all the volunteers have full time jobs it could be tricky. However, Greg mentioned if Football is permitted to hold 2 keys longer than the defined date, cleaning out the concession stand should be no problem.

Dave Strohm spoke on the condition the concession stand was left at the end of this past season. Dirty water and crock pots were left sitting in the sink. He told Greg there is now evidence of rodents and bugs. He has suggested that part of the revised policy should be the Twp's right to discard anything left behind in the concession area. Greg apologized saying he had no idea this cleanup was not completed. He continued to say he will be playing a larger role in the running of the Football Association this year as Shawn is easing out of the position.

7.) Concession Stand: This subject had been touched on earlier. The Twp believes the concession stand area must be thoroughly cleaned and sanitized at the end of the season. Even though this area is not regulated, to avoid issues it makes sense to complete the cleaning of the area. Dirty dishes and dirty water in the sink is not an option – ever. At the end of the season anything left behind will be discarded after November 15th (and that includes items such as crockpots).

8.) Field Schedule Submissions: The submission of schedules is to be provided to Lori. Dave Strohm spoke about the need to have schedules as soon as possible, both regular season and extended season. This includes practice times as well as scheduled games and tournaments. It makes his job of assigning and scheduling his work projects easier. There is a lot of work to accomplish in a limited time due to the various needs of the sports associations. The fields are in use almost year-round and it does not leave him a lot of time to get the field work accomplished. Several years ago, he had schedules submitted and he was able to work with the schedules. Lately he has not been receiving written schedules from any of the sports groups. Dave explained that having the schedules help him to plan the work projects. Suv Brensinger agreed saying, the Twp is willing to provide what help we can. However, there must be consideration for the Twp's work load and the associations need to be aware that they cannot pick up the phone and call for help on the spur of the moment. There are times it just is not convenient for the Twp staff.

A lengthy discussion about the lack of rest time for the fields in use was held. Dave stated the fields are so run down and are in terrible condition. They are so bad he does not see being able to revive them. He understands the need to keep using the fields, especially the Football area, as there is not available field space elsewhere. Dave asked Greg if there is an attachment to the Ebenezer Long Lane location for the Football Association. Dave mentioned preparing an area in one of the other parks for Football. Greg replied he does not think the Association is necessarily “married” to the location, as long as they have a location to run the program.

9.) Tournaments: The tournaments hosted at the fields were next discussed. Cheri questioned how the tournament fees are decided. Also, where does that money go after the fees are paid? The Twp Ordinance currently states the Twp should receive \$150/tournament per day to cover the expenses the Twp assumes. Gary responded as Baseball seems to be the sport that hosts the tournaments. He said the number of games determines what, if any, profit the Association gets. He said there are expenses that the Association pays out to host the tournament. If the Twp is considering charging for the tournament time, the Association should be told immediately because plans are already underway for the season's tournament play. The additional charges would have to be built into the fees that the Association is currently charging. Gary stated the Association always has a field maintenance guy at all tournaments.

Gary explained some long range plans the Baseball Association has for demolishing and revitalizing the Teener field. They are hoping to create a more qualified playing space to attract more tournament activity, both in-state and out of state leagues.

Gary stated right now the Teener field is not considered “top shelf”. Cheri mentioned that would mean even more expenses for the Twp if larger groups are coming in and more tournament time is being offered. Gary said if the Twp is really considering charging a fee for Tournaments they would like to know ASAP. Discussions are already in process about Lebanon County hosting the VFW Tournament. The Teener Field would be used as the 14-16 yr old range. Plans have already started being made for this Tournament. Gary repeated that if the Twp is planning to charge a fee the Association needs to know immediately.

Some discussion was held on how the tournaments are worked. How many teams play? How it is decided which fields will be used? How many of the Ebenezer teams are in the tournament roster? It was explained each tournament is set up differently. Usually Ebenezer field is used as an overflow field that is considered “the loser bracket”. Sometimes the Ebenezer teams are involved and sometimes they are not. The Association charges their fee per game played on the field. Lori mentioned there are still costs the Twp is absorbing for these tournaments. Gary repeated if a fee is going to be charged by the Twp, the sooner the Association knows the better. The Association can adjust the number given for field use to cover whatever the Twp’s fee would be in addition to the Association’s fee.

10.) Maintenance/ Vandalism of Twp Property: The practice of hitting balls into the fencing is a practice the Twp wants to see stopped. The damage it does to the fencing is quite costly. There are batting cages and other areas that the balls could be hit to. Dave mentioned the fencing that had been replaced last year and it is already damaged from this activity. Cheri said she realizes it will be difficult to monitor this, but the effort really needs to be made. Bobbie Elder said the Association is aware of the problem. She personally has told the kids many times to use the batting cage and to stop climbing on the dugout roofs. Greg said he thinks the problem is more from the Sunday softball leagues than from the kids’ games. He said this field is used as a warm up field for the games that are played at Heisey’s field. Mike Burdge asked if there had been any thought given to posting signage on the fences. Dave replied there had been signs posted years ago. It did not help. The signs got busted up as well as the fencing. The Board is suggesting that the announcements be made and monitor the activity as good as can be done.

11.) Maintenance Issues: The litter and trash issue was much better this year and the Twp appreciates the effort the Associations have made to resolve this problem. However, the restrooms suffered the worst vandalism ever. As discussed previously the Twp is requesting the restrooms be constantly monitored during the activities for any type of vandalism. The problems at Lions Lake restrooms forced the Twp to take steps to try to control it. Specific Abloy keys were made for the restrooms located near the large pavilion area. A specific sign out sheet for a key has been drafted and there will be a restroom key sign out policy like the existing Key Policy. Bobbie Elder told the Board there will be no softball played on that field. The softball program has been dissolved as there were not enough girls to form the team. Any request for information the people are told to go South Lebanon and Union Canal.

12.) Equipment Issues: Cheri said they wanted to touch base on this issue as a reminder. Equipment being used by the sports groups should be placed in proper storage areas, away from any walkways/open spaces to prevent any tripping hazards. There are children who use the area as a playground. Discussion about the moving of the bleacher unit was held. Football agreed to move the bleachers in the fall and Baseball agreed to move the bleachers back in the spring.

13.) Open Air Pavilions: Lori told the Association people that the Twp has revised its policy on pavilion rentals. Prior to this season the open-air pavilions were available to the public at no cost. The Twp has decided that all open-air pavilions will need to be reserved and fee paid. A minimal fee will be charged to help alleviate the costs for trash removal and any other costs related to the use of the pavilion area. It is not expected that the pavilions in the ballfield areas will be reserved by anyone, but the possibility exists.

14.) 2017 Twp Expenses Regarding Fields: The itemized 2017 list of expenses for the sports fields was provided to review. Total expenses to the Twp was \$4,900.74. Cheri told the Association representatives that although the Associations are charged an annual fee they can see by looking at this report that it does not cover half of what the Twp is paying out for the maintenance of the fields.

Gary Heisey suggested the Twp get a quote from Bob Reazer for trash removal. Gary said he knows Reazer charges less than Lebanon Farms Disposal. He thinks that will provide some savings for the Twp.

15.) Budget Request/Additional Field Requests & Project Approvals: The Supervisors mentioned that the sports groups are reminded prior to any work projects, pre-approval must be received from the Twp. The Budget process starts in late August through September for the Twp. The Associations are reminded to prepare and submit to the Park & Rec Board their wish lists by September 1st of each year to be included in the Budget Workshop discussions.

Any additional field maintenance requests or supplies should be submitted to the Twp well in advance to allow for scheduling in the Twp crews schedules. Some requests made in a timely fashion can save money and extra work details. Such as the hauling of Diamond-Tex. Hauling after the end of the season is better than in spring when the fields are so wet.

16.) Vehicle Parking: This is a reminder to everyone that the paths/walkways are not to be used for vehicles, concession stand area included. These pathways are not and were not constructed to handle vehicle travel.

17.) Chemicals Killing Grass: Discussion moved on to the use of chemicals to kill grass while creating lines for the football playing field. Greg told the Board, emphatically, that the football people did not use any chemicals to kill grass. A picture was shown which looks like grass killer was applied to the end lines and center line markers. Greg explained the Association purchased a line painter (white wash) which is used for marking of the lines. It is called paint but is not really a paint. Ryan Schmidt questioned if there is any type of aerosol used to do any markings. Greg replied yes, the markings that are shown on the picture are the areas that are marked off before the line painter is used. Ryan said it is his guess that the aerosol cans are what is killing the grass. A spray bomb will do that. Corey Hetrick agreed with Ryan's remarks saying that is why the lines of dead grass shown on the picture are so perfect.

18.) Portable Toilets: Due to the problems with bathroom vandalism, The Board has been asked to consider allowing a portable toilet to be placed at Lions Lake. Bobbie Jean Elder informed the Board that the Girls softball has disbanded. Lack of interest and lack of coaching was the determining factor.

However, the Board was told that the T-ball program that currently uses field space at the Ebenezer Elementary School, will most likely move to the field at Lions Lake for their homefield. The lack of a bathroom facility will become a problem for the kids that age range. Gary said the Baseball Association currently pays for 3 portable toilets. The one that had been placed at the Ebenezer School field could be used at Lions Lake field. Gary said the Association is responsible for the costs. The Supervisors agreed this was a request they would have to think about and have a discussion before an answer if provided.

19.) NCCS Expansion Project: A discussion was started about the NCCS planned building expansion. Once that begins the lower soccer field that is used by NCCS will be lost. They will be looking to use field space on the Long Lane fields in accordance with the agreement signed when they purchased the old school building. Gary said Baseball had started negotiations with NCCS as soon as they found out about the building expansion plans. The Baseball Association and NCCS were able to come to an agreement that was suitable to both groups. The original agreement gives NCCS field time from 3pm to 6pm. Currently all NCCS games are played on Fridays between 3-5pm. Gary said that still leaves 5-7pm for Ebenezer practices/games. Ebenezer Baseball will be permitted indoor gym time in the new NCCS gymnasium during inclement weather. Gary stated his practice schedule is always Monday-Thursday at 5:00pm and no Friday practice. If NCCS is on the field at 5:00pm, his boys start practice in another area.

20.) Sports Association Agreements: Lori told the Association members the Association Field Agreement has been revised slightly. She will forward to all 4 Associations once she has the final draft. The Agreement, the \$500 fee and the list of individuals that will be authorized to receive keys will be required to be submitted to the office prior to any keys being signed out.

21.) Summary: Mgr Grumbine recapped the outstanding issues based on the meeting's discussion tonight.

1. The Township will obtain a proposal from Bob Reazer for trash/recycling at all Township owned facilities.
2. The Board of Supervisors will determine if they are going to charge a fee for tournaments and if so, determine a per game fee. This information must be provided to Gary Heisey as soon as possible, so they can make the organizer for these tournaments aware of the additional fee. Currently, the Baseball Association receives \$50/game.
3. Football – Greg Fink offered to have the field seeded and fertilized after each season at their expense. The Board of Supervisors needs to accept or reject this offer.
4. Athletic Association Agreement will be mailed out by Lori Books, after a few changes based on tonight's meeting.
5. Greg Fink mentioned that Aaron Wolfe just dropped off his key at Greg's house, so he is now in possession of the key. The Board agreed to extend the timeframe for Greg to keep Aaron's key in order for him to provide clean-up to the concession stand. Mr. Fink will work on obtaining the key back from Kim Weise and keep Lori up to date on this issue.
6. Baseball and Football agreed to provide Lori/ Dave their schedules, as soon as they become available. Gary did mention that he practices Mon-Thurs starting at 5:00. No Friday practices.

Kathy Sattazahn told the Association representatives how appreciative she is for what they contribute to the children of the community. The time these volunteers spend providing this service for the kids is greatly appreciated by the Township. All the Board members echoed these thoughts.

Mgr Grumbine summarized the outstanding issues.

Meeting Adjourned.

Respectfully Submitted,

Theresa L. George
Recording Secretary