

**East Hempfield Township Recreation Authority
December 11, 2018 7:00pm Four Seasons Banquet Facility**

The East Hempfield Township Recreation Authority was called to order at 7:00 pm by Chairman Ryan Lundy.

Members in attendance:

Daniel Trump, David Lounsbury, Doug Brubaker, Mike O'Brien, Ryan Lundy, Scott Russell and Steve Ulrich.

Others in attendance:

Frank Mincarelli, Blakinger Thomas, Cindy Schweitzer, Asst. Twp. Manager, Joe Robinson, Director of Finance, Jim Micilcavage, Four Seasons General Manager.

2019 Budget review - continued

The 2012-2019 financial details and the 2011 golf studies done by Commonwealth Golf and SCORE were provided to the Authority. Some of the suggestions in these studies were implemented but there are more ideas that could be tried. Also reviewed were golf tournament, rounds and banquet revenues since 2015. For 2018 rounds are down by 3000 due primarily to the 66" of rain during the season which mostly fell on a weekend. An average round in 2018 was \$22.50. Cost of rounds has been generally flat for the past 10 years. The course averages about 33,000 rounds each year. Rates are not discounted for tournaments. Select rates have increased as the market allows. 60% of play is from seniors. Primary competition is Overlook, Crossgates, Dauphin Highlands and Cool Creek. The driving range wasn't fully operational in 2018 (operational beginning in June). Generally greens maintenance equipment is in good condition. Greens mowers will be needed next. Jim indicated he is pushing the courses social media presence, adding Twitter, Instagram and continued use of Facebook.

Ideas discussed: How do we diversify the demographics of the course?

What can be done to up-sale the customer?

Create or grow a golf academy.

Golf simulators?

Play 9 promotion?

By-Laws

Mr. Mincarelli review changes he has made to the draft by-laws.

Noted changes:

- Sect. 1.5 Powers and Purposes – allows more flexibility
- Sect. 2.6 Asst. Sec./Treas. – added section, this position does not have to be a member of the authority.
- Sect. 2.1 Authority Spokesperson – the Authority members agreed to make Jim Micilcavage the spokesperson for the authority.
- Sect. 7 Indemnification/Insurances - Authority desires to get a quote for errors and omissions coverage. Mr. Mincarelli reviewed the fact that the Authority does have Sovereign Immunity if acting within the scope of the job. Under Sovereign Immunity the maximum judgement is \$250,000 in damages per incident. Mrs. Schweitzer will reach out to Engle Hambright and Davies to obtain a quote for E&O insurance.

The Authority members were tasked with continuing their review. It will be added to the next agenda for either further discussion or adoption.

Lease between the Township and Authority

Mr. Mincarelli will be working with the Board of Supervisors to draft a lease agreement which can then be reviewed by the Authority. Mr. Mincarelli will be provided with the HARC lease agreement as a starting point.

Operating Authority/Employee Lease Agreement

Discussion was held regarding what makes up an “operating authority”. Mr. Mincarelli explained a typical operating authority would operate and manage the facility, handle the day to day functions, have employees, by-laws, the lease agreement, an employee lease agreement and carry their own insurance. Mr. Mincarelli provided the Authority with a draft Employee Lease Agreement for their review and comment at the next meeting.

Liquor License

Mr. Mincarelli reported that the LCB is not incline to give an opinion on something that has not yet occurred. He feels the leases need to be in place before we can have a discussion with the LCB regarding the status/transfer of the liquor license to the Authority. Discussion expanded to the use of the municipal golf liquor license for the other potential commercial uses that might be sought to develop the corner property (Church/Stony Battery). It was concluded that a developer or lease holder would need to obtain their own liquor license, however a possible joint venture could be explored as we move forward with development of the corner property. Mr. Mincarelli and Mr. O’Brien confirmed that the LCB is continually changing which might benefit the Authority/Township in the future.

Future Meetings: Mrs. Schweitzer requested that a standardized meeting night be developed so that it could be advertised with the rest of the Township meetings. Motioned by Mr. Ulrich, seconded by Mr. Russell and unanimously carried to set the Authority meeting night for the 4th Wednesday of the month (generally) with a start time of 6:30 PM. Meetings will be held at the Four Seasons Banquet Facility. First meeting of the year will be January 30th @ 6:30pm.

A tour of the golf facilities will take place on 1/30, beginning at 5:30pm. The Authority members are asked to review the facility reports as mentioned earlier.

Goals: Authority members were asked to think about 2-3 goals they would like to accomplish, referencing the facility studies and the tour to glean ideas. A major goal for the Township to accomplish for the Golf facility is operating in the black so as not to be a draw on Township funds.

To Do list: Copies of the DCED Sunshine Law to members
 Review by-law draft for possible adoption at the next meeting
 Copy of HARC lease to Authority/Mr. Mincarelli as a sample
 Review Employee Lease Agreement draft
 Mrs. Schweitzer will reach out to EHD for an insurance quote

Minutes:

Motioned by Mr. Ulrich, seconded by Mr. Brubaker and unanimously carried to accept the minutes of October 22, 2018, as presented.

Adjournment: There being no further business the meeting was adjourned at 8:00 pm by the consent of the group.

Submitted by: Cindy Schweitzer
Township Manager/Secretary