

East Hempfield Recreation Authority
August 26, 2020 6:30pm In person meeting

The East Hempfield Township Recreation Authority held their regular meeting in person at the Four Seasons Banquet Facility, 949 Church Street, Landisville PA. The meeting was called to order at 6:30pm by Chairman, Ryan Lundy

Members in attendance:

Attending in person: Ryan Lundy, Dan Trump, Tom Bennett

Attending via zoom: Doug Brubaker, Mike O'Brien, Dave Lounsbury and Steve Ulrich

Others in attendance:

Cindy Schweitzer, Township Manager, Joe Robinson, Finance Director, Terri Morton and Jim Micilcavage Four Seasons.

Visitors Business: none

Committee Reports

Lease Negotiation Committee

The committee explained that they do have a signed letter of intent which outlines the general framework of a lease. The lease provides for renting the full floor of the banquet facility, approximately 14,137 sq. ft. with 1st year revenues projected at \$72,000; year 2-4, \$96,000 (includes the \$500/month fee for use of the liquor license), year 5-10, \$102,000 (includes the \$500/month fee for use of the liquor license) plus 4% of total gross revenues between \$1M-\$2M and 2% of total gross revenues above \$2M. Mr. Mincarelli is working on the draft lease document which will provide details for review by the Authority. Discussion was held regarding the space, revenue stream, liquor license use fee and noted that the distilling on site is on hold to allow time to work out licensing issues. Mr. O'Brien stressed that he is attempting to negotiate the best deal for both sides. The Authority felt it appropriate to update the Board of Supervisors on the progress they have made with the lease negotiations. Mr. O'Brien will prepare a summary and several members of the Authority will present at the next Board of Supervisors meeting.

Old Business:

Golf Operations – The Authority was provided with the most recent monthly financial report. Jim noted that the course is in excellent shape. July was a good revenue month.

Macro Tower – Mrs. Schweitzer provided the board with a zoning review of the proposed macro tower, an email from Liberty Power that discussed the height of the tower and legal comments from Attorney Mincarelli regarding the draft lease agreement.

Mrs. Schweitzer indicated she is waiting for Liberty Tower to provide her with plot maps that will show the areas in need of coverage that would be solved with adding the macro tower. Pros and cons of the two proposed sites was discussed. Mr. Lounsbury indicated he favors the site that has the greatest distance from any residence and would like to see a map

that depicts the set-backs from both sites as well as scaled drawing that depict a tower at each site. Mrs. Schweitzer will reach out to Liberty Power.

HVAC replacement project – Mrs. Schweitzer provided the Brubaker Inc., summary, cost estimate and map as well as a cost estimate from Paragon Engineering for bids and specifications. She very much appreciated the time Bob Alexander; Brubaker Inc. took in reviewing what was on the roof and the suggestions he made for minor changes to equipment. There was discussion regarding the best approach to selecting a contractor to perform the work. Mrs. Schweitzer felt after listening to Paragon Engineering, that the best approach might be bid specifications with sealed bidding because Paragon would delve into the roof top units as well as the electrical connections and duct work, all of which need attention. The other option discussed was a design/build approach which could reduce the cost. A basic scope would be prepared and bidders would need to provide their best effort at providing a scope of work that covered all areas of need. Mrs. Schweitzer will reach out to Attorney Mincarelli to see if a design/build process is possible with a municipality but really the project should not move forward until a lease is signed by Blue Collar.

Mrs. Schweitzer also relayed the concerns of the Admin/Finance Group of the Board of Supervisors who would like to better understand the long-term goals for the buildings at the golf course. They would need to understand the Authority's thought process before committing significant funds (HVAC project) into a building that only may have a life span of 10 years.

Mrs. Schweitzer did discuss some brainstorming ideas of staff, possibly looking at the buildings as two separate areas (proshop/barn building and banquet building). Looking at the buildings in this manor, the banquet building could remain, have additional improvements made such as the HVAC system and generate revenues that would sustain it. The proshop area could eventually be moved to the current snack bar area, utilizing existing storage area for a proshop/office space and retain the cart room. The existing proshop/barn could then be demolished and replaced with an outdoor covered pavilion and restrooms.

New Business: none

Minutes:

Motioned by Mr. Lounsbury, seconded by Mr. Brubaker and unanimously carried to accept the minutes of July 22, 2020 as presented.

Public Comment: none

Adjournment: The meeting was adjourned at 7:56pm by the unanimous consent of the Authority.

Submitted by: Cindy Schweitzer
Township Manager/Secretary