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[www.westshorerec.org](http://www.westshorerec.org)

TO: Board Members and Alternates  
FROM: Eric Stauffer, Recreation Manager  
Todd Miller, Senior Program Coordinator  
DATE: April 6, 2022  
RE: April 12<sup>th</sup> Meeting

The regular meeting of the Board of Representatives of West Shore Recreation Commission is scheduled for **Tuesday, April 12<sup>th</sup> at 6:30 pm** at the Recreation Office, 507 Fishing Creek Rd, Fairview Twp.

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### AGENDA

1. Pledge to the Flag
2. Roll Call and Recognition of Public – President
3. Review of February 8, 2022 Board Meeting Minutes (A) – President
4. Review of Financial Reports (A) – President
  - a. February 28, 2022 and March 31, 2022 Treasurer's Reports
  - b. Checks written February 9 to April 12
  - c. Bills for Payment
5. Communications (I) – Staff
6. Old Business
  - a. Program Reports (I) – Staff
  - b. Review of Newberry Twp Mtg from March 22 (D) – Staff
  - c. Financial & Registration Status (D)
7. New Business
8. Municipal Reports (I)
9. Adjournment

**If you are unable to attend, please call West Shore Rec and alert your alternate.**

**Key: A: Action    D: Discussion    I: Information Only**

# WEST SHORE RECREATION COMMISSION

## BOARD MEETING MINUTES

February 8, 2022

President, John Minito, called the regular meeting of the Board of Representatives of West Shore Recreation Commission to order at 6:30 pm and established that a quorum of the Board Members was present.

**Call to Order** - the meeting was opened with the Pledge to the Flag.

**Roll Call** – consisted of the following representatives and their municipalities:

John Minito	Fairview Township, President
Don Wilt	Goldsboro Borough, Treasurer
John Leverentz	Lemoyne Borough
Edward Black	Lower Allen Township
Beth Ann McCoy	Lower Allen Township, Alternate
Chad Wilson	New Cumberland Borough, Vice President

WSRC Staff Present:	Todd Miller, Senior Program Coordinator
	Eric Stauffer, Recreation Manager
	Sandra Farcht, Customer Service Representative

Members Not Present:	Tom Thompson, Lewisberry Borough
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**Recognition of Public** – None

**Minutes** – John Minito presented to the Board, the minutes of the December 14, 2021 board meeting for approval. Chad Wilson made a motion of approval. Edward Black seconded the motion. Motion carried with all members present in favor.

### Review of Financial Reports

**Treasurer's Reports** – John Minito presented to the Board, Treasurer Reports dated December 31, 2021 and January 31, 2022 for approval. Don Wilt made a motion of approval. John Leverentz seconded the motion. Motion carried with all members present in favor.

**Checks written from December 15, 2021 to February 8, 2022** – John Minito presented to the Board, checks written since the last board meeting. Don Wilt made a motion to approve checks written. Edward Black seconded the motion. Motion carried with all members present in favor.

**Bills for Payment** – John Minito presented to the Board, bills for payment. John Leverentz made a motion of approval. Bills for payment totaling \$3,982.00 were approved on the second motion made by Chad Wilson. Motion carried with all members present in favor.

### Communications

Eric Stauffer, Recreation Manager shared the following with the board member:

- WSRec staff continues to receive comments from Newberry Township residents about their displeasure that Newberry is not one of the participating municipalities with WSRC.
- If the Board is considering approaching Newberry Township about a return in 2023, those conversations between Board Members and/or Municipal Managers with Newberry Township Supervisors and Manager should begin to take place soon.

## 2022 WSRC Board Meeting - January 13, 2022

- There is only (6) months until the WSRC Board needs to vote on the 2023 Budget. Newberry Township status would need to be known by then.
- Discussion ensued. It was agreed that John Minito and other Board Members would attempt to meet with Newberry Township Supervisors and Manager with data provided by Eric and Todd.

### **Old Business**

#### **Program Reports**

Todd Miller, Senior Program Coordinator reported the following:

The 2022 Winter Spring season began on January 4<sup>th</sup> with very good response to Aquatic and other activities. Following is some highlights:

- Whee Swim offered on Sunday evenings, ages 6 months - 4 yr.; Enrollment was filled, with waiting list. We increased the maximum number from (12) to (15) in each time slot.
- Aqua Fit and Rec Swim are held at the Natatorium on Sunday afternoons. Aqua Fit has maximum enrollment.
- Aquacise and Hydro Hike, both offered (2) evenings each week. Maximum enrollment.
- Youth Swim Lessons, always in high demand, filled 90+% for March, April and May sessions.
- This season, Adult Swim Lessons, which have not been offered for several years also filled to maximum enrollment at (10). A waiting list has started.
- Men's Basketball held at NCMS, full enrollment
- Many STEAM activities have been offered this season. The After-School STEAM clubs are being held in (5) different elementary schools. These programs will run February to May. Most have reached a 50% + enrollment.

It has been a great start to 2022, especially compared to the past seasons. The one problem that still remains is acquiring sufficient staff of instructors and life guards.

Eric Stauffer, Recreation Manager discussed program related items during the financial/registration status agenda items.

#### **2022 Tentative Summer Programs**

Eric Stauffer, Recreation Manager presented the Tentative Summer Program list for 2022. Certainly more activities are planned for 2022 than the summer of 2020 and 2021. Todd and Eric will now work on securing instructors and facilities before the brochure goes to print in April.

#### **2021 Summer Statistical Report**

Todd Miller, Senior Program Coordinator reviewed the Summer Statistical Report for 2021. There was a definite improvement over Summer 2020, but still a drop to previous years due to ongoing Covid restrictions.

#### **2022 Board Member List updating**

Eric Stauffer, Recreation Manager distributed the 2022 Board Member List for updating. A revised copy will be distributed to the Board Members at the next WSRC Board meeting.

#### **Financial and Registration Status**

Eric Stauffer, Recreation Manager reviewed the Cash Distribution by Account Summary Report and highlighted the following:

- Reports show revenue numbers by the activity category for January 1 thru February 7 for 2019, 2020, 2021 and 2022.
- Revenue Net Totals were very encouraging for 2022. Net totals for 2022 exceeded pre-lockdown 2019 for the same time period.

## ADMINISTRATIVE REPORTS AND INFORMATION

Eric Stauffer stated; for as much as activities could not be held in 2020 and very little in 2021, the net revenues still showed interest and action. WSRec took the approach to offer what we could while staying within “mandated guidelines”. WSRec used the “make your own decision” approach for the customer to take part in whatever activity they were comfortable with at the time.

Also presented was a chart showing Registration Revenue for the Initial (2) Weeks of Winter/Spring seasons by the day from 2013 to 2022. In comparison, the full month of January 2022 showed a higher registration revenue for this time range than any other year since 2013.

### **New Business**

John Leverentz of Lemoyne Borough stated that due to a recent comprehensive study he had some questions regarding WSRec’s policies involving programs and participants with disabilities. Eric and Todd stated that WSRec tries to be as inclusive as possible for everyone. If a customer has special needs, it helps to be informed in advance and WSRec will do whatever we can to accommodate the need. Of course there are some limitations, not all instructors are specifically trained for every need. Both Todd and Eric gave several examples of past instances and how participants have been accommodated.

### **Municipal Reports (I)**

#### **Fairview Township**

- Looking forward to mid-March, practice’s start using the ball fields, weather cooperating.
- National Night Out will be held August 2, 2022 this year.

#### **Goldsboro Borough**

- New Borough Mayor is working with new members on board.

#### **Lemoyne Borough**

- None

#### **Lewisberry Borough**

- Not Present

#### **Lower Allen Township**

- Outdoor recreation remains mostly dormant this time of year.
- A new build EMS facility is under consideration near the Community Park area. A study was done, and members are now reviewing recommendations. The Lisburn EMS calls tend to keep them at one end of the township. A second facility will better serve the whole township.
- If new facility is built, the supervisors will consider including a multi-purpose community room.

#### **New Cumberland Borough**

- New Manager, Nathaniel Dysard has started in his position.
- May 14<sup>th</sup>, Movie Night
- Demo has begun on Coakleys block.

### **Adjournment**

With no further business to come before the board, John Minito called for adjournment. Chad Wilson made a motion to adjourn the meeting at 7:30 pm; the motion was seconded by Don Wilt. Motion carried with all members present in favor.

West Shore Recreation Commission  
Balance Sheet  
March 31, 2022

ASSETS

Current Assets		
Cash - Members 1st Checking	\$	128,633.98
Cash - Members 1st Savings		5.44
		<hr/>
Total Current Assets		128,639.42
Property and Equipment		<hr/>
Total Property and Equipment		0.00
Other Assets		<hr/>
Total Other Assets		<hr/> 0.00
Total Assets	\$	<hr/> <hr/> 128,639.42

LIABILITIES AND CAPITAL

Current Liabilities		<hr/>
Total Current Liabilities		0.00
Long-Term Liabilities		<hr/>
Total Long-Term Liabilities		<hr/> 0.00
Total Liabilities		0.00
Capital		
Beginning Balance Equity	\$	(1,477.28)
Fund Balance		(13,047.41)
Net Income		143,164.11
		<hr/>
Total Capital		<hr/> 128,639.42
Total Liabilities & Capital	\$	<hr/> <hr/> 128,639.42

West Shore Recreation Commission  
Budget Statement  
For the Three Months Ending March 31, 2022

	Current Month Amount	Year to Date Amount	Prior Year Amount	Annual Budget Amount
<b>Revenues</b>				
<b>Municipal Contributions</b>				
Fairview Township	0.00	37,503.00	10,417.50	50,004.00
Goldsboro Borough	0.00	714.00	1,785.00	2,856.00
Lemoyne Borough	0.00	17,073.75	8,536.87	13,659.00
Lewisberry Borough	0.00	1,086.00	905.00	1,086.00
Lower Allen Township	0.00	32,539.50	9,038.75	43,386.00
New Cumberland Borough	0.00	5,457.75	4,548.12	21,831.00
Newberry Township	0.00	0.00	0.00	0.00
West Shore School District	0.00	0.00	0.00	0.00
<b>Total Municipal Contributi</b>	<b>0.00</b>	<b>94,374.00</b>	<b>35,231.24</b>	<b>132,822.00</b>
<b>Program Revenue</b>				
Active Wellness	4,998.35	38,695.10	23,000.55	60,000.00
Aquatics	1,511.50	22,650.39	13,758.61	50,000.00
Camps	39,135.00	39,135.00	0.00	87,000.00
Enrichment	4,771.00	24,626.68	15,087.62	45,000.00
Events	0.00	0.00	1,020.00	0.00
Services	0.00	0.00	0.00	0.00
Sports	359.00	5,852.35	5,930.17	18,400.00
Trips	1,542.00	9,726.84	1,807.00	15,000.00
Misc. Activities	0.00	500.00	92.00	100.00
WSSD Facility Fee	32.00	888.00	934.00	1,900.00
Non-Resident Fees	665.94	3,819.38	3,024.00	10,500.00
Refund Administrative Fee	35.00	75.00	55.00	700.00
Brochure Advertisements	0.00	775.00	1,300.00	5,000.00
Professional Services	0.00	0.00	0.00	40,000.00
<b>Total Program Revenue</b>	<b>53,049.79</b>	<b>146,743.74</b>	<b>66,008.95</b>	<b>333,600.00</b>
<b>Other Revenue</b>				
Interest Income	5.15	12.09	6.48	150.00
Miscellaneous Income	0.00	0.00	0.00	100.00
<b>Total Other Revenue</b>	<b>5.15</b>	<b>12.09</b>	<b>6.48</b>	<b>250.00</b>
<b>Total Revenues</b>	<b>53,054.94</b>	<b>241,129.83</b>	<b>101,246.67</b>	<b>466,672.00</b>
<b>Expenses</b>				
<b>Program Expenses</b>				
Salaries-Instructor/Supervi	718.75	910.00	403.50	30,000.00
Contracted Instructors	2,445.86	2,445.86	3,330.22	15,000.00
Contracted Services	7,300.51	8,232.01	6,080.42	46,000.00
Trip Expenses	3,307.50	3,307.50	0.00	13,500.00
PRPS Tickets	0.00	0.00	0.00	0.00
Program Supplies	24.23	150.98	199.20	5,000.00
Facility Rental	225.00	225.00	140.00	5,000.00
Background Checks	0.00	20.50	63.00	350.00
Salaries-Aquatic Instructor	1,409.51	2,071.51	2,273.13	21,500.00
Aquatic Contracted Instr/S	300.00	460.00	1,015.00	1,000.00
Aquatic Supplies	0.00	0.00	113.68	400.00
WSSD Aquatic Fee	0.00	3,632.00	0.00	3,800.00
WSSD Facility Fee	0.00	0.00	700.00	1,750.00
Lemoyne Pool Supplies	0.00	0.00	0.00	800.00
Salaries - Lemoyne Pool	0.00	0.00	0.00	31,175.00
Youth Scholarships	0.00	0.00	0.00	0.00

For Management Purposes Only

West Shore Recreation Commission  
Budget Statement  
For the Three Months Ending March 31, 2022

	Current Month Amount	Year to Date Amount	Prior Year Amount	Annual Budget Amount
Total Program Expenses	15,731.36	21,455.36	14,318.15	175,275.00
Administrative Expenses				
Salaries-Administrative	8,744.70	26,234.10	25,232.70	113,680.81
Salaries-Customer Service	3,711.50	11,141.26	8,515.51	50,440.00
Medical Insurance (BC/BS	1,516.71	4,550.13	4,176.99	17,710.00
Prev Health Reimburseme	40.00	40.00	390.00	1,320.00
Employer Retirement Cont	524.70	1,574.10	1,513.98	6,822.94
Employer Retirement Adm	0.00	500.00	500.00	1,100.00
Employer Disability Insura	0.00	2,239.31	2,137.95	2,200.00
Employer Life Insurance	0.00	77.40	77.40	310.00
Professional Dues	240.00	240.00	0.00	260.00
Education & Training	0.00	0.00	0.00	860.00
Mileage Reimbursement	0.00	0.00	0.00	165.00
ActiveNet Transaction Fee	2,706.60	5,674.14	2,293.28	11,000.00
Payroll Services and Bank	93.00	164.90	121.70	900.00
Payroll Services DD Fundi	6,981.11	6,981.11	0.00	0.00
Insurance	0.00	0.00	0.00	0.00
Insurance-Liability	0.00	4,132.00	3,759.00	4,250.00
Insurance-Workers Comp	0.00	0.00	0.00	5,000.00
Insurance-Auto	0.00	751.00	703.00	705.00
Insurance-Retire. FidelityB	0.00	0.00	0.00	244.00
Insurance-Public Officials	0.00	2,013.00	1,922.00	1,925.00
Insurance-Employee Disho	0.00	0.00	0.00	0.00
Insur.-Prop./Marine/Auto	0.00	1,238.00	1,217.00	1,250.00
Office Supplies	70.50	70.50	372.52	800.00
Soc Sec-Medicare (Employ	1,115.71	3,087.35	2,786.53	18,882.55
Unemployment Compensat	0.00	0.00	0.00	500.00
Postage	0.00	0.00	0.00	8,500.00
Professional Fees	0.00	0.00	0.00	5,500.00
Registration Software Serv	0.00	0.00	0.00	0.00
Office Space Rental	167.00	501.00	459.00	2,010.00
Office Security & Custodia	0.00	0.00	0.00	0.00
Office Equip. Tech Suppor	350.00	1,050.00	1,050.00	10,185.00
Internet/Telephone Service	299.47	708.93	889.52	4,000.00
Computer Software	0.00	0.00	3,082.00	1,000.00
Computer Hardware	0.00	2,302.14	0.00	2,600.00
Brochure - Paper & Printin	0.00	0.00	0.00	12,750.00
Smartphone App	75.00	75.00	0.00	1,100.00
Vehicle Fuel & Maintenan	0.00	78.52	59.03	1,000.00
Office Equipment	0.00	1,086.47	582.09	2,450.00
Vehicle Lease/Purchase	0.00	0.00	0.00	0.00
Strategic Plan	0.00	0.00	0.00	0.00
Skatepark Feasibility Study	0.00	0.00	0.00	0.00
Total Administrative Expe	26,636.00	76,510.36	61,841.20	291,420.30
Total Expenses	42,367.36	97,965.72	76,159.35	466,695.30
Net Income	\$ 10,687.58	\$ 143,164.11	\$ 25,087.32	\$ (23.30)

West Shore Recreation Commission  
Balance Sheet  
February 28, 2022

ASSETS

Current Assets		
Cash - Members 1st Checking	\$	118,333.12
Cash - Members 1st Savings		5.44
		<hr/>
Total Current Assets		118,338.56
Property and Equipment		<hr/>
Total Property and Equipment		0.00
Other Assets		<hr/>
Total Other Assets		0.00
		<hr/>
Total Assets	\$	<u>118,338.56</u>

LIABILITIES AND CAPITAL

Current Liabilities		
Local Payroll Taxes	\$	371.24
Unemployment Taxes		15.48
		<hr/>
Total Current Liabilities		386.72
Long-Term Liabilities		<hr/>
Total Long-Term Liabilities		0.00
		<hr/>
Total Liabilities		386.72
Capital		
Beginning Balance Equity		(1,477.28)
Fund Balance		(13,047.41)
Net Income		132,476.53
		<hr/>
Total Capital		117,951.84
		<hr/>
Total Liabilities & Capital	\$	<u>118,338.56</u>



West Shore Recreation Commission  
Budget Statement  
For the Two Months Ending February 28, 2022

	Current Month Amount	Year to Date Amount	Prior Year Amount	Annual Budget Amount
<b>Revenues</b>				
<b>Municipal Contributions</b>				
Fairview Township	0.00	37,503.00	10,417.50	50,004.00
Goldsboro Borough	0.00	714.00	595.00	2,856.00
Lemoyne Borough	0.00	17,073.75	2,845.62	13,659.00
Lewisberry Borough	0.00	1,086.00	905.00	1,086.00
Lower Allen Township	21,693.00	32,539.50	9,038.75	43,386.00
New Cumberland Borough	0.00	5,457.75	4,548.12	21,831.00
Newberry Township	0.00	0.00	0.00	0.00
West Shore School District	0.00	0.00	0.00	0.00
<b>Total Municipal Contributi</b>	<b>21,693.00</b>	<b>94,374.00</b>	<b>28,349.99</b>	<b>132,822.00</b>
<b>Program Revenue</b>				
Active Wellness	4,281.10	33,696.75	19,907.36	60,000.00
Aquatics	3,248.57	21,138.89	11,465.61	50,000.00
Camps	0.00	0.00	0.00	87,000.00
Enrichment	7,366.27	19,855.68	8,789.33	45,000.00
Events	0.00	0.00	20.00	0.00
Services	0.00	0.00	0.00	0.00
Sports	1,343.00	5,493.35	4,634.17	18,400.00
Trips	896.00	8,184.84	2,572.00	15,000.00
Misc. Activities	500.00	500.00	92.00	100.00
WSSD Facility Fee	16.00	856.00	854.00	1,900.00
Non-Resident Fees	1,156.44	3,153.44	1,987.00	10,500.00
Refund Administrative Fee	25.00	40.00	10.00	700.00
Brochure Advertisements	450.00	775.00	325.00	5,000.00
Professional Services	0.00	0.00	0.00	40,000.00
<b>Total Program Revenue</b>	<b>19,282.38</b>	<b>93,693.95</b>	<b>50,656.47</b>	<b>333,600.00</b>
<b>Other Revenue</b>				
Interest Income	4.68	6.94	4.43	150.00
Miscellaneous Income	0.00	0.00	0.00	100.00
<b>Total Other Revenue</b>	<b>4.68</b>	<b>6.94</b>	<b>4.43</b>	<b>250.00</b>
<b>Total Revenues</b>	<b>40,980.06</b>	<b>188,074.89</b>	<b>79,010.89</b>	<b>466,672.00</b>
<b>Expenses</b>				
<b>Program Expenses</b>				
Salaries-Instructor/Supervi	191.25	191.25	178.50	30,000.00
Contracted Instructors	0.00	0.00	0.00	15,000.00
Contracted Services	811.50	931.50	2,761.92	46,000.00
Trip Expenses	0.00	0.00	0.00	13,500.00
PRPS Tickets	0.00	0.00	0.00	0.00
Program Supplies	20.00	126.75	45.00	5,000.00
Facility Rental	0.00	0.00	0.00	5,000.00
Background Checks	0.00	20.50	41.00	350.00
Salaries-Aquatic Instructor	576.50	662.00	983.25	21,500.00
Aquatic Contracted Instr/S	160.00	160.00	40.00	1,000.00
Aquatic Supplies	0.00	0.00	0.00	400.00
WSSD Aquatic Fee	3,632.00	3,632.00	0.00	3,800.00
WSSD Facility Fee	0.00	0.00	700.00	1,750.00
Lemoyne Pool Supplies	0.00	0.00	0.00	800.00
Salaries - Lemoyne Pool	0.00	0.00	0.00	31,175.00
Youth Scholarships	0.00	0.00	0.00	0.00

For Management Purposes Only

West Shore Recreation Commission  
Budget Statement  
For the Two Months Ending February 28, 2022

	Current Month Amount	Year to Date Amount	Prior Year Amount	Annual Budget Amount
Total Program Expenses	5,391.25	5,724.00	4,749.67	175,275.00
Administrative Expenses				
Salaries-Administrative	8,744.70	17,489.40	16,821.80	113,680.81
Salaries-Customer Service	3,610.13	7,429.76	6,223.88	50,440.00
Medical Insurance (BC/BS	1,516.71	3,033.42	2,784.66	17,710.00
Prev Health Reimburseme	0.00	0.00	0.00	1,320.00
Employer Retirement Cont	524.70	1,049.40	1,009.32	6,822.94
Employer Retirement Adm	500.00	500.00	500.00	1,100.00
Employer Disability Insura	0.00	2,239.31	2,137.95	2,200.00
Employer Life Insurance	0.00	77.40	77.40	310.00
Professional Dues	0.00	0.00	0.00	260.00
Education & Training	0.00	0.00	0.00	860.00
Mileage Reimbursement	0.00	0.00	0.00	165.00
ActiveNet Transaction Fee	544.41	2,967.54	1,730.87	11,000.00
Payroll Services and Bank	46.00	71.90	56.95	900.00
Payroll Services DD Fundi	0.00	0.00	0.00	0.00
Insurance	0.00	0.00	0.00	0.00
Insurance-Liability	2,066.00	4,132.00	1,879.50	4,250.00
Insurance-Workers Comp	0.00	0.00	0.00	5,000.00
Insurance-Auto	375.50	751.00	351.50	705.00
Insurance-Retire. FidelityB	0.00	0.00	0.00	244.00
Insurance-Public Officials	1,006.50	2,013.00	961.00	1,925.00
Insurance-Employee Disho	0.00	0.00	0.00	0.00
Insur.-Prop./Marine/Auto	619.00	1,238.00	608.50	1,250.00
Office Supplies	0.00	0.00	342.51	800.00
Soc Sec-Medicare (Employ	1,003.89	1,971.64	1,851.89	18,882.55
Unemployment Compensat	0.00	0.00	0.00	500.00
Postage	0.00	0.00	0.00	8,500.00
Professional Fees	0.00	0.00	0.00	5,500.00
Registration Software Serv	0.00	0.00	0.00	0.00
Office Space Rental	167.00	334.00	306.00	2,010.00
Office Security & Custodia	0.00	0.00	0.00	0.00
Office Equip. Tech Suppor	350.00	700.00	700.00	10,185.00
Internet/Telephone Service	299.06	409.46	592.75	4,000.00
Computer Software	0.00	0.00	3,082.00	1,000.00
Computer Hardware	0.00	2,302.14	0.00	2,600.00
Brochure - Paper & Printin	0.00	0.00	0.00	12,750.00
Smartphone App	0.00	0.00	0.00	1,100.00
Vehicle Fuel & Maintenan	78.52	78.52	59.03	1,000.00
Office Equipment	0.00	1,086.47	388.06	2,450.00
Vehicle Lease/Purchase	0.00	0.00	0.00	0.00
Strategic Plan	0.00	0.00	0.00	0.00
Skatepark Feasibility Study	0.00	0.00	0.00	0.00
Total Administrative Expe	21,452.12	49,874.36	42,465.57	291,420.30
Total Expenses	26,843.37	55,598.36	47,215.24	466,695.30
Net Income	\$ 14,136.69	\$ 132,476.53	\$ 31,795.65	\$ (23.30)