

**FANNY CHAPMAN BOARD OF MANAGERS  
MINUTES OF THE MEETING  
JULY 25, 2022**

The meeting was called to order remotely by Bob Shaffer at 7:02 P.M., joining him in zoom land was Amy Parenti. In attendance was Alan Krach, Ed Walsh, Christine Harrison, Robert Purdy, and Brian Lange. Also present were Doylestown Borough Liaison, Caroline Brinker, Pool Manager, Jim Foster, Swim Team Parents' Representative, Mike Petrakis, and Student Member, Mason Lange. Absent were Jim McLaughlin and Lori Howard.

**APPROVAL OF THE MINUTES**

The minutes of the June 27, 2022 were reviewed, Ed made a motion to approve the minutes, the motion was seconded by Christine, and the minutes were approved unanimously.

**OPERATIONS - Al, Rob & Jim M**

Caroline introduced Roman Jastrzebski, Senior Vice President of Gilmore & Associates, Inc. to review the bids received for the Concrete repairs for the diving pool area and to present Gilmore's recommendations on options as to how to proceed. Roman reported that there were seven bid proposals received for phase 1 of the work, those bids ranged from \$165,543.50 to \$549,500.00. Roman reported Gilmore had reviewed the low bid submitted by Consolidated Systems Consulting, Inc., Roman indicated he made phone calls, checked references and determined Consolidated Systems Consulting is a large national firm which has been very aggressive its bidding. Roman stated it was Gilmore's recommendation that the Board accept the low bid.

Roman indicated that in selecting Consolidated Systems Consulting, Inc. there was the potential for possible savings. Roman reported that Consolidated Systems has their own product which they plan to submit for review and approval, and should their product indeed turn out to be an "or equal", there is a chance that through the process of Value Engineering, there could be a negotiated deduction from the total cost of the contract. Roman explained that Consolidated System's product is cheaper than the specified epoxy product, Sika, and that there is no lead time issues with the delivery of the product. Roman assured the Board that prior to Gilmore's acceptance of the "or equal" they would conduct a review of the "or equal's" specifications to ensure that it is in fact an "or equal". Roman informed the Board that the specified product, Sika, is a carbon fiber epoxy which is very expensive.

Roman assured the Board that even though the low bidder, Consolidated Systems Consulting, Inc., is a national firm, they have jobs scheduled along the East Coast, and he anticipated there would be no difficulties encountered in them scheduling the work and getting it completed prior to the start of next season. Roman did caution the Board that the nature of the work scheduled could potentially lead to additional work not included in the specification, in particular, Gilmore had hammer tested the concrete areas which need to be addressed, however the possibility remains that in the process of cleaning out the distressed concrete areas, those areas may expand beyond the areas which have been identified, the result could be additional charges due to any additional repairs should they be found, the nature of concrete repairs not being an exact process.

Caroline reviewed the Borough's bid awarding process for the Board, indicating should the Board

recommend that the bid be awarded, the bid would be reviewed by Borough Councils' committee on August 4<sup>th</sup>, and should they recommend accepting the bid, it would be put on the agenda of the next Borough Council meeting on August 15<sup>th</sup> for their formal acceptance of the bid and the awarding of the contract. Caroline indicated that would allow for contractor mobilization by mid to late September.

After discussion, the Board unanimously agreed to recommend that Borough Council award Phase I of the project. The Board discussed the possibility of awarding Phase II of the work now, Caroline assured the Board there was enough money in Fanny Chapman's reserve fund to complete the work, and Roman indicated there might be a valued engineered reduction in the contract resulting in the substitution of epoxy product. Consolidated Systems bid for Phase II of the work was \$72,703.00. Christine made a motion to also proceed with Phase II at the same time as Phase I, to be initiated through a Change Order, Al seconded the motion, and the motion was unanimously approved.

### INTRODUCTION OF LUKE CIMAKASKY

Jim introduced Luke to the Board who had voted at the last meeting to promote him to the position of Assistant Pool Manager. Luke indicated he had been working at Fanny Chapman for 6 years, he was a junior at Pitt, is hoping for a position in criminal justice and has interned with the Bensalem Police Department. Luke indicated that he has hopes to intern next summer with the FBI. Jim reported that he has been overseeing the lifeguards and has become familiar with the filter room and chlorine systems. Depending on commitments, Luke may or may not be available next summer.

### FINANCE - AL, JIM M & BRIAN

The Board reviewed invoices totaling \$31,452.03. Al noted that \$10,000.00 had been spent repairing the broken sewer line which had closed the pool for one day. Al stated the expense had been anticipated in the Board's budget when it set aside \$20,000.00 for extraordinary repairs. Al also reported the pool had been very lucky as the sewer line was by the new pool's fence and had the sewer line been a couple of feet toward the pool, the fence and decking would have had to be dug up. Al then reported bills for payment of new pool furniture and Gilmore and Associates combined for another \$10,000.00. Al made a motion to approve payment of the invoices, Ed seconded the motion, and the motion was approved unanimously.

Rob reviewed his proposal for recognition of any monies received by the pool as part of a legacy or memorial. Rob presented a page of signage opportunities for various areas of the pool, based very much like what the Borough had done as part of its new park. The Board agreed that any and all donations must be recognized. Al suggested some sort of tiered level of recognition, perhaps on a plaque, suggesting perhaps bronze, silver, gold, platinum, and founder's levels depending on the amount contributed. Rob requested any Board member having any additional suggestions should email him with them. Rob was hopeful it was getting close to the time the program could be forwarded to the Borough Solicitor for review and then get advertised.

Al requested that Caroline provide the Board with a comparison of the staff hours worked this year in comparison with recent years, he indicated it will be very useful as the Board prepares to develop its preliminary budget for next year and help in its determination of what, if any, fee increases should be address as part of its new budget.

## OPERATIONS - AL, ROB & JIM M

Caroline presented a copy of the Bucks County Health Departments Public Bathing Place Inspection Form, which was completed on July 21, 2022, it was noted that Fanny Chapman received a rating score of 100%, there were no findings, a great job from our Pool Manager which the Board commended.

In another report, an insurance risk assessment review had been completed for Fanny Chapman, a priority finding was that concrete cracking was noted, the issue which was addressed earlier in the meeting with the recommendation that the contract to repair the issues be awarded by Borough Council. A second minor finding was a leak in a backwash valve which Jim indicated Don Kelly had been notified and it will be addressed by him. Finally, it was noted there were some loose railroad ties in the parking lot which Caroline reported Dave Burger would remove them.

## PROGRAMS - CHRISTINE & LORI

Christine reported that everything was proceeding in accordance with plans, lessons were busy and going "relatively" smoothly, and Fun Day was on the horizon.

## PERSONNEL - CHRISTINE & ROB

Christine reported that she has been impressed with Luke, the new assistant pool manager, he seems to have been accepted by the rest of the staff and they have been following his directions.

Rob reported discussions have been held by the committee in regard to Kim Sterner taking over the preseason and early season accounting work associated with memberships, he is impressed with Kim and noted that she has a long association with the pool. Bob indicated he plans to have a formal interview with her shortly and following that, he would email the Board with his recommendation.

A formal draft of a job description for the Fanny Chapman Pool Manager was presented, including qualifications and certification which are required and job skills which are necessary for a successful pool manager to oversee a program as large as Fanny Chapman. Bob indicated he was hopeful of interviewing an area pool manager who lives in Doylestown, he stated his intention to keep the Board informed on developments.

## PUBLICITY/MARKETING - AMY

Amy reported the 95<sup>th</sup> anniversary celebration had been held on July 23<sup>rd</sup>. Bob had prepared a schedule of events including the national anthem being sung by Justin Guarini, the presentation of a formal Doylestown Borough Council Proclamation honoring the 95<sup>th</sup> anniversary of Fanny Chapman Memorial Swimming Pools was read by the mayor, and remarks were heard from Jack O'Brien, Council President, and Christine Harrison. The highlight of the event was, of course, the balloons, cupcakes and the arrival of Mr. Sloby. Bob thought the Board should recognize Justin Guarini who stay around and took numerous selfies with pool swimmers, perhaps a brick to remember his efforts. Amy thank Mike and the swim team parents for coming up with the 95<sup>th</sup> anniversary logo. Amy reported there had been 716 clicks on the Fanny Chapman internet campaign which had cost \$2,290.90, or \$3.20 CPC.

## LONG RANGE PLANNING - BOB & AL

In a continuation of the last couple of committee reports, Al told the Board that all is currently on hold pending the determination of how much the Phase I and II Diving Pool repairs are going to cost, the figure is now in, \$238,246.50, however the nature of the work is such that the number may go up, this year's funding commitment precludes addressing any additional projects at this time. The future wish list includes addressing a possible swale at the top of the upper pool to be constructed to divert run-off from the top of the hill during heavy rains, the resurfacing of the floor of the original pool, and the replacement of the gutter system around the original pool. In addition, the pool's flagpole has seen better days, and will need to be either painted or replaced.

#### MEMBERSHIP/RULES - CHRISTINE & ED

Christine reported the season is over half over and sees no need to make any changes to pool rules.

#### POOL MANAGER REPORT - JIM

Jim reported this has been a banner year, and that revenues this year have been well above those received in 2021 and 2019. Jim reminded the Board that the manager transition to a new manager in 2023 will be a priority, as time moves forward, plans will need to be in place to fully staff the pool.

Jim reported that he had an update on the Sadowski Contribution to the pool, it was \$1,000.00 this year, but to his surprise, he has been informed that plan is that contribution will be \$1,000.00 for ten (10) years!

Jim reported that Swim and Dive team won the 2022 BuxMont league championship. Jim noted that the swim and dive team celebration has been scheduled for July 30<sup>th</sup> which will necessitate the closing of the pool that day from 6:00 to 9:00 P.M.

Jim advised the Fanny Fun Day is scheduled for July 29<sup>th</sup>, the last day of lessons from 9:00 A.M. to 12 noon. Jim requested the Board approve \$500.00 to cover the cost of refreshments for the end of season staff social to be held August 7<sup>th</sup> from 6:00 P.M. to 9:00 P.M. Al made a motion to approve the \$500.00 expenditure, Ed seconded the motion, and the motion was approved unanimously.

Jim informed the Board his staff will have to complete the moving of anything currently being stored in areas that are going to be addressed as part of the concrete repairs this off season.

Jim reported that Spencer Sterner will not be moving to Altoona and therefore he will work with his sister in the oversight of the lesson program next summer.

Jim indicated that he would like to see the deck be replaced behind the upper pool starting blocks before the start of next season and suggested that all bolts in the filter room be replaced with stainless steel bolts.

#### SWIM TEAM PARENTS REPORT - MIKE

Mike reported it had been a very successful season, there had been 310 swimmers, they have won the BuxMont league championship 17 of the last 18 years, and they had 14 graduating senior swimmers, most of which had participated on the team from age 6 to graduating from high school, and in the

future they plan to swim in college. Mike reported the team had raised money for Breast Cancer Research and Food for the BCHA. Mike indicated Fanny Chapman had also led the league in the amount of money it had raised.

Mike reported he has a price of \$2,990.00 for a digital display board on which pool records and messages could be displayed, and even movies could be shown on it. On the Parents wish list are new blocks which they might try to get sponsors to purchase, about \$3,585.62 each.

Mike presented a copy of the 2022 FC Swim and Dive Team Report to all Board members, in addition, on behalf of the team parents he presented Board members with a team backpack.

Finally, Mike proposed that perhaps it was time for the Team Parents Association develop a formal set of by-laws for its operation, including an Executive Director who could help guide the Board in making decisions that are right for the team, the position would not be compensated, would report directly to the Fanny Chapman Board of Managers and would have the responsibility of overseeing the managing of the parent board and the team coaching staff.

Brian indicated he could obtain a copy of the by-laws used by the Doylestown Athletic Association (DAA). Mike reported that next year may be his last year in his position with the swim team parents. The swim team parents have ideas from which they hope to raise more money in the future. Mike reported the planned golf outing fund raiser had been rescheduled for next spring.

#### CORRESPONDENCE

The Board received a request from the Central Bucks High School East Band for the pool to become an advertising sponsor in its concert program. The request was discussed, but no action was taken.

#### OLD/NEW BUSINESS

Christine reported that the annual Mercer Museum Cocktails at the Castle event was approaching, October, and in the past the Board had supplied a Swag Basket, Christine volunteered to get together with Jim and come up with something, the Board unanimously approved its participation.

#### PUBLIC COMMENT

There was none.

#### EXECUTIVE SESSION

There was none.

#### ADJOURNMENT

Al made a motion the meeting be adjourned, Rob seconded the motion, and the motion was approved unanimously at 8:41 P.M.

Respectfully Submitted

abk