

**FANNY CHAPMAN BOARD OF MANAGERS  
MINUTES OF THE MEETING  
NOVEMBER 28, 2022**

The meeting was called to order by Bob Shaffer at 7:00 P.M. Present at the meeting were Bob Shaffer, Ed Walsh, Christine Harrison, Brian Lange, Lori Howard, Robert Purdy, and Alan Krach. Amy Parenti was present via Zoom. Also present were Doylestown Borough Liaison, Caroline Brinker, Student member, Mason Lange, Jim Foster, and Swim Team Parents representatives, Sherry and Mike Petrakis.

Caroline reported to the Board that Jim McLaughlin had moved to Florida and submitted his resignation, Bob thanked Jim for his efforts on behalf of the Board.

APPROVAL OF THE MINUTES

The minutes of the October 24, 2022 meeting were reviewed, Christine made a motion to approve the minutes, the motion was seconded by Ed, and the minutes were approved unanimously.

FINANCE - AL AND BRIAN

The Board reviewed invoices totaling \$35,663.52. Al noted that most of the invoices were for routine expenses with the exception of \$25,650.00 to Coordinated Systems Consulting, Inc, and \$2,767.71 to Gilmore Associates which were for the diving pool repair work. Caroline told the Board money billed for the diving pool repairs was for mobilization and did not cover materials or equipment. Jim expressed concern that the contractor was not protecting existing pool equipment in the filter room. Alan made a motion to approve the invoices, Brian seconded the motion, and the motion was approved unanimously.

The Board reviewed the proposed 2023 Pool budget. Caroline noted the preliminary budget included an increase of the family membership to \$440.00, also included were nominal increases to other fees and the capital purchase requests submitted by Jim of \$39,000.00. It was the unanimous belief of the Board, with the Pool's reserve account being used for the diving room repairs, the Board needed to address its reserve account with the eye on the pool as it ages will need more and more repairs. The Capital purchase requests included diving board maintenance, furniture purchases, pre-season pool prep, staff clothing and the replacement of filter room flange bolts with stainless steel bolts. Caroline noted that no estimate had been received from Don Kelly for the construction of new guard stands. It was noted that confirmation of the coaching staff assistants had not been finalized, but anticipated salaries were included in the budget and the staff should be able to be filled out within the monies budgeted. Caroline reported that the preliminary budget included some moderate projections for membership totals which it is anticipated should be easily reached. Caroline indicated that once the Board approves its proposed budget, it will be forwarded to Borough Council for its approval at its December 19<sup>th</sup> meeting. Rob made a motion to approve the minutes, the motion was seconded by Lori, and the motion to approve the 2023 proposed budget was approved unanimously.

Rob reviewed his work addressing the creation of a memorials, bequests and gifts (MBG) funds for the pool. The Board reviewed the process of creating a legacy for the pool. Caroline noted that once finalized, a Doylestown Borough Council Resolution needed to be passed in order to initiate the process. Amy indicated it would be necessary to address marketing the availability of creating memorials, bequests and gifts so that the public knows the option would be open to them. The idea of whether to include or

eliminate the receipt of personal items was discussed as their disposal might cause difficulties. It was decided not to eliminate anything. Alan noted that following the implementation of the program the Board would need to discuss what form a recognition board should take, recognizing different levels of gifts received. The Board reviewed the proposed Doylestown Borough Resolution included in the Board packet, a motion to approve sending the proposed Resolution to Borough Council for approval was made by Rob, the motion was seconded by Christine, and the motion was approved unanimously.

#### OPERATIONS - AL & ROB

Caroline reviewed the construction timeline submitted by Coordinated Systems Consulting, Inc. for the completion of the diving pool concrete repairs contract. Caroline noted the work was still on schedule to be completed before Christmas (of this year). Jim noted that the Board's previously stated concerns about low temperatures and the use of materials such as caulk and epoxy which are temperature sensitive was address by the putting up plastic barriers and using space heaters to keep the areas being addressed at the required temperature. Alan asked if Caroline had any report from Gilmore Associates if there had been any approval of "or equal" materials which it had been suggested might result in a price reduction of the final cost of the project. Caroline indicated that determination had, as yet, not been made.

#### PROGRAMS - CHRISTINE & ROB

Christine reported that she sees no changes for the upcoming season.

#### PERSONNEL - CHRISTINE & ROB

Jim reported it was still early to get commitments from next summer's guards and instructors, that assistant managers are usually confirmed in January or February, that head coaches are confirmed for next year with the assistants yet to be confirmed. Amy stated it was important to get the staff settled as materials need to be finalized in January prior to releasing information to the public.

Rob reported that the staffing of lifeguards remains a problem issue for the "Y". Jim informed the Board that a lifesaving class to certify lifeguards has been scheduled the week after school finishes in the spring which should help finalizing staffing.

Bob informed the Board that the vacant Pool Manager position hiring would be taken up during the executive session.

#### PUBLICITY/MARKETING - AMY

Amy told the Board that the Endowment program will need to be advertised once Doylestown Borough Council passes the Resolution.

Amy indicated that it has been standard to launch an email blast to former members in March announcing membership registration has started. In addition, signage at the pool should be considered as well as reaching out to The Herald and The Cardinal. Amy let the Board know, that she is going to need assistance in updating the Pool's website. She noted the endowment program should be added as well as information regarding Fanny Chapman's 100<sup>th</sup> anniversary which is approaching. Caroline noted that the Borough has an individual it uses for updating its website.

#### 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 completion of the diving pool concrete repairs as the contract has been awarded, work has begun, but the possibility of additional work change orders may be necessary which would increase the final amount of the contract.

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 repainted or replaced. Also, Jim has reminded the Board that the sewer line which was repaired during the past season may need to be completely replaced and that may involve demolition of decking around the new pool. In addition, the floor of the original pool may need to be checked out by an A/E to determine exactly what steps the Board may need to take prior to proceeding with the project. Jim told the Board that the floor resurfacing may not be as extensive or costly as first thought, as cleaning out the damaged areas along with removal of all paint, treating the exposed concrete areas before patching may be effective, the areas in question are 10' x 10' and new epoxies may be able to successfully address the areas needing repair.

#### MEMBERSHIP/RULES - CHRISTINE & ED

Christine reported all things remain the same and sees no changes prior to the start of next season.

#### POOL MANAGER'S REPORT - VACANT

Jim reported that damage to the building's cables which was done by the trash truck should be completed before winter. Jim indicated he had gotten a quote from Happ Contracting for \$3,200.00 to complete the repairs which include work on the building's trim, fascia and cables on the boy's locker room side of the building. Jim indicated that Verizon had replaced the cables, but the building does need to be made waterproof.

Jim also indicated that the Fanny Chapman Pool sign at the entrance to the pool had been broken, that the damage most likely was done by a trash truck but that cannot be proven, and he had gotten a proposal from Shaw Signs for \$600.00 to make the repairs. Charges could be submitted to insurance, but reimbursement is not a certainty.

Jim recommended the Board consider whether additional tables should be ordered. Jim noted the pool inspection requirement that umbrellas need a 70-pound weight creates an issue, he suggested that it might be advisable to explore the possibility of anchoring the umbrellas into the concrete decking.

#### SWIM TEAM PARENTS' REPORT - MIKE & SHERRY PETRAKIS

Mike reported that he held his last meeting as head of the parents' association, and that Sherry would be taking over in January of 2023.

Mike indicated he was still awaiting 2 quotes, one for new blocks and one for the electronic record board. Mike indicated that once he gets the new blocks specifications, he would forward the information to the Board so that it might proceed with the replacement of the concrete decking it has scheduled for that

area.

Mike indicated that he has had some preliminary discussions with Bob and Brian in regard to coming up with new bylaws for the swim team parents association. Mike stated that the parents want a unified document as they move forward with their various plans including a transition plan, establishing, and defining their positions. Brian indicated as they move forward, the Board in its entirety should participate in the discussion prior to a commitment to a final document.

#### CORRESPONDENCE

There was none.

#### OLD/NEW BUSINESS

Caroline reported there were going to be two Board vacancies going into 2023, the Borough would be advertising those position, and should any Board member know of any potential candidates, they should ask them to submit an application to the Borough.

#### PUBLIC COMMENT

There was none.

#### EXECUTIVE SESSION

The Board went into executive session to discuss the pool manager vacancy at 7:50 P.M.

Following Executive Session, the Board reconvened at 8:03 pm and a motion was made and seconded (Al/Christine) to hire Drew Sterner as its new Pool Manager at a rate identified in its budget. Motion passed. It was also recommended that Jim Foster, who has agreed to serve as a consultant during the transition, would be retained on an hourly rate for his services.

It was also agreed that the Board would continue its search for an assistant manager who would be able to be able to spell and step in for the manager if the need should arise.

#### ADJOURNMENT

Al made a motion the meeting be adjourned, Ed seconded the motion, and the motion was approved unanimously at 8:07 P.M.

Respectfully Submitted

ABK