



MEMORANDUM

TO: Board of Commissioners
FROM: Melissa Shafer
DATE: June 20, 2016
RE: Community Center

Community Center Director

I am pleased to report that after an extensive search and interview process, we have promoted Jackie Gilligan to the position of Bethlehem Township Community Center Director. Jackie has been with the Township since 2002 serving as the Recreation Program Coordinator. She continued her employment with the BTCC since its 2006 opening, serving as the Office Manager and assisting in all aspects of running the Center. Jackie graduated from Lock Haven University in 2002 with a degree in Recreation Management and Business Management. Jackie brings to the Community Center a great business acumen, a great knowledge and understanding of all the facets of the center, and a true passion for recreation.

Renovation Project

The Board approved hiring Entech Engineering to engineer and design renovations and upgrades to the Community Center. That contract has been executed by the Township staff and design work has commenced.

Due to the anticipated budget of the project, we have focused the scope of the work at this time to the Natatorium and a few other areas of immediate concern. As you are aware, there have been issues with the HVAC system, roof, and Kalwall panels in the indoor pool for some time now. Entech has prepared a report that outlines these issues along with their recommendations for how to address them and that report is included with this memo.

Entech Engineers will be attending the July 18, 2016 Board of Commissioners Meeting to make a presentation on this report and answer any questions.

We do recognize that there are other areas of the Community Center that residents may wish us to address, including the locker rooms and space for fitness equipment and classes. With the Commissioners support, the staff would recommend that we work with BTCC users and residents to develop a long range plan for the Center through a series of public meetings and small group workshops.