

2026 POOL MANAGEMENT SERVICES PROPOSAL

LEMOYNE BOROUGH MUNICIPAL POOL

Summary

West Shore Recreation Commission (WSRC) proposes to provide administrative services for the staffing and operation of the Lemoyne Borough Municipal Swimming Pool for the safety and enjoyment of the public who use the facility. Although the Borough and WSRC are currently entered into an intergovernmental agreement, for this purpose WSRC would serve as an Independent Contractor.

This proposal includes an outline of services to be provided, a budget of fixed and variable fees, and details of the insurance and related administrative tasks.

Over the past 15 years the Commission has successfully engaged in a collaborative effort with Lemoyne Borough to provide this valuable service to its residents and surrounding communities.

Management Information

Public Relations/Marketing

In conjunction with Lemoyne Borough, the Commission will continue to use a variety of media options to promote the benefits of the municipal pool. These include:

- Printed advertisement in the Commission's summer recreation guide. The recreation guide is mailed to over 8,000 households in the West Shore School District and is distributed to 6,000 elementary school students and school employees. The guide is also available online at www.westshorerec.org.
- Website: maintain a separate *page* on the Commission website: <https://www.wsrec.org/lemoyne-pool> exclusively for the Lemoyne Borough Pool at no additional charge.
- Social media: posts via Lemoyne Pool and West Shore Recreation Facebook pages

Administrative Time

- Personnel recruitment, hiring, documentation, supervision, and training of water safety staff
- Administrative payroll processing, federal, state and local tax submission, W-2 filing, and background checks
- Report preparation and communication with Borough representatives
- Public relations and promotional tasks and supplies
- Liability Insurance - The Borough is listed as an "Additional Insured" on the WSRC liability policy by virtue of the terms of the Intergovernmental Agreement

Administrative Personnel

- Pool staff will be directly supervised by Todd Miller, Senior Program Coordinator of WSRC who holds the certifications of Certified Pool Operator, PA Public Pesticide Applicator, Certified Park & Recreation Professional and Certified American Red Cross Lifeguard.

Expense Breakdown: Fixed and Variable

WSRC proposes the following budget for staffing the pool during the 2026 summer season running from May 23 – September 7. The 2026 pool season will be one week longer than the previous year based on how the Memorial and Labor Day holidays fall on the calendar. Variable expenses can increase or decrease due to weather, periods of low attendance, maintenance issues, staff recruitment, or other unexpected occurrences.

Fixed Expenses	
Expense Category	Amount
Public Relations/Marketing	
Summer Rec Guide Ad	\$325.00
Administrative	
Personnel Administration	
Payroll, Taxes, Clearances	
Public Relations Tasks	
Total Administrative	\$11,175.00
Total Fixed Expense	\$11,500.00

2026 Budget Expense		2025 Actual Expenses (for comparison)		
Expense Category	Expense	Expense Category	Expense	Budget
Staff Payroll		Staff Payroll		
Managers and Lifeguards	\$60,275	Managers and Lifeguards	\$53,205	\$60,800
Staff Overhead		Staff Overhead		
Employer Social Security/Medicare	\$4,600	Employer Social Security/Medicare	\$4,070	\$4,750
Workers' Comp. Insurance	\$800	Workers' Comp. Insurance	\$665	\$900
Background Checks	\$175	Background Checks	\$70	\$175
Staff Shirts, Supplies, Recruitment	\$1350	Staff Shirts, Supplies, Recruitment	\$1082	\$1350
Reimbursement for Operational Supplies	\$300	Reimbursement for Operational Supplies	\$230	\$200
Total Variable Expense	\$67,500	Total Variable Expense	\$59,322	\$68,175
Total Fixed Expense	\$11,500	Total Fixed Expense	\$10,825	\$10,825
Total Cost to Lemoyne Borough	\$79,000	Total Cost to Lemoyne Borough	\$70,147	\$79,000

Lemoyne Borough Council Approval:

Signature: _____ Date: _____

Printed Name & Title: _____

Additional Signature (if needed): _____ Date: _____

Printed Name & Title: _____

West Shore Recreation Commission:

Submitted to Lemoyne Borough on: 11/05/2025

By: Todd A. Miller

Signature: Todd A. Miller

Title: Senior Program Coordinator