



Centre Region Council of Governments  
**CENTRE REGION PARKS AND RECREATION BOARD**  
**CENTRE REGIONAL RECREATION AUTHORITY**

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*Serving the Borough of State College and the Townships of College, Ferguson, Harris and Patton*

**Regular Meeting Agenda**  
for Thursday, 16 February 2012, 12:15 PM  
COG Building - Forum Room

**I. CALL TO ORDER**

- |                            |               |                                |                       |
|----------------------------|---------------|--------------------------------|-----------------------|
| • Ms. Sue Mascolo, Chair   | Ferguson Twp. | • Mr. Roy Harpster, Vice-Chair | Harris Twp.           |
| • Ms. Kathy Matason, Sec.  | College Twp.  | • Ms. Donna Conway*, Treas.    | State College Borough |
| • Donna M. Ricketts, D.Ed. | SCASD         | • Mr. Chris Hurley             | Patton Twp.           |

\* Ms. Conway is not able to attend this meeting.

**II. FINAL 2012 MEETING SCHEDULES**

The Authority meeting schedule approved in January included a date error for June (corrected below and advertised with the corrected date). The June meeting will be held on 21 Jun (the 3<sup>rd</sup> Thursday) rather than 14 Jun.

3 <sup>rd</sup> THURS.	LOCATION	3 <sup>rd</sup> THURS.	LOCATION
16 Feb 2012	COG Bldg. Forum Room	16 Aug 2012	Millbrook Marsh Nature Center
15 Mar 2012	COG Bldg. Forum Room	20 Sep 2012	COG Bldg. Forum Room
19 Apr 2012	COG Bldg. Forum Room	18 Oct 2012	COG Bldg. Forum Room
17 May 2012	COG Bldg. Forum Room	15 Nov 2012	COG Bldg. Forum Room
<b>21 Jun 2012</b>	<b>Bernel Road Park, Patton Twp.</b>	20 Dec 2012	COG Bldg. Forum Room
19 July 2012	Centre Reg. Senior Center	17 Jan 2013	COG Bldg. Forum Room

As authorized, all 2012 meetings of the **COG Parks Capital Committee** (held on the 2<sup>nd</sup> Thursday of each month, 12:15 PM in the COG Forum Room) have been advertised as Joint Meetings with the Authority Board to allow for joint actions as needed.

Feb. 9	Mar. 8 *	Apr. 12	May 10	Jun. 14	Jul. 12 **
Aug. 9	Sep. 13	Oct. 11	Nov. 8	Dec. 13	Jan 10, 2013

\* During PSU Spring Break      \*\* During Arts Fest

**III. COMMENTS FROM THE PUBLIC** for any item not on the agenda (up to 3 min./person)

**IV. APPROVAL OF MINUTES**

The draft minutes from the following meeting are proposed for action:

Regular Meeting on 19 Jan 2012 (Attachment # 1) (ACTION)

**V. VOUCHER REPORT** - for January (Attachment # 2) (ACTION)

**VI. COMMUNICATIONS** None

**VII. COMMITTEE REPORTS**

**A. Municipal Committee & Member Updates**

State College Borough	College Twp.	SCASD
Patton Twp.	Harris Twp.	Ferguson Twp.

**B. COG Parks Capital Committee**

A joint meeting was held on 9 Feb 2012 and included a park planning update from Mr. Pashek and a timetable to address the joint items listed in the 2012 Work Plan.

**C. Nature Center Advisory Committee**

The committee did not meet. Their next quarterly meeting is scheduled for 14 Mar.

**VIII. STAFF REPORTS**

**A. Director's Report:** Activity Report for January (*Attachment # 3 A*)

**B. Reporting the Senior Center Statistics**

To help resolve questions regarding the format of the monthly Senior Center statistics, Mr. Woodhead and Ms. Shawley will review the updated process to track and report that data. Since annual funding shares are determined by the residency of each "Program Visit," these numbers must be accurate, and tabulated in a consistent manner. The result of this process, shown in the January Activity Report, is based upon the new Monthly Tabulation Report, which is provided this month to aid the discussion. (*Attachment # 3 B*)

**C. Staff Visits to the 3 Municipal P&R Adv. Committees** (College, Harris & Patton Twps.)

In an effort to maintain good communications with each committee, staff is proposing to visit each committee 1-2 times per year, scheduled with each Board representative and Township staff to discuss programming and park maintenance topics. They will also be available to visit and update all 5 Municipal Boards / Councils, as requested.

**D. Supervisor Highlights**

Ms. Beth Lee	Mr. Todd Roth	Mr. Jim Carpenter
Mr. Jeff Hall	Ms. Virginia Shawley	Ms. Molly Hetrick

**IX. INFORMATIONAL ITEMS:** Mr. Woodhead

**A. The Sportfield Lease Renewal** with State College Area School District

The proposed 10-year lease renewal (distributed to this Board in January) to continue CRPR operation of 5 sportfields at 3 elementary schools (8.5 acres total) is now under consideration by the School Board. This is a \$1 per year lease. Based upon the District agenda schedule, Authority action will be requested at the March meeting (following adoption by the District in Feb.).

**X. ACTION ITEMS**

**A. Public Water Well Test Drilling Update** - Oak Hall Regional Park

The College Township Water Authority has requested a 30-45 day extension to the Access Agreement for their water well testing, per the attached letter from Mr. Brumbaugh. Staff proposes to issue a letter (for joint signature) to extend all provisions of the agreement by 45-days (through 15 Apr 2012). Since the original agreement involves both the COG and the Recreation Authority, endorsement of the extension by the Park Capital Committee

(approved on 9 Feb 2012) and the Authority is requested.

A possible motion would be:

*“That the Authority approve the staff proposal to issue a letter to extend all provisions of the Oak Hall Water Well Test Drilling Agreement by 45-days (through 15 Apr 2012).”*

*(Attachment # 4) (ACTION)*

**B. Authorize License(s) for the 2012 Food, Beverage & Snack Concession** at the John Hess Softball Field Complex

A Request For Proposal (attached) was advertised to seek a concessionaire to provide quality “Mobile Food, Beverage and Snack Concession Services” at the Hess Field Complex during 2012. The proposal deadline was 11 AM on Monday, 13 Feb. Staff will provide a summary of the proposals and, hopefully, a recommendation to authorize one or more licenses for the 2012 game season.

A possible motion would be:

*“That the Authority authorize staff to issue a License for the 2012 playing season to (firm name) per the conditions proposed in writing by the vendor and in full compliance with the RFP document.”*

*(RFP only - Attachment # 5) (ACTION)*

**C. Authorize a License for Vending Machine Operations** at the Hess Complex, Park Forest Pool and Welch Pool

Based upon the written proposal submitted (attached), staff recommends that a license be issued to Bittner Vending Inc. to furnish and operate vending machines for snacks and drinks at these three sites for 2012. They have proposed a commission rate of 20% of gross, plus a Utility Reimbursement of \$100 per full month per site (June - August).

A possible motion would be:

*“That the Authority Board authorizes staff to issue a License to Bittner Vending Inc. to provide 2012 vending machine services per the proposal and as recommended by staff.”*

*(Attachment # 6) (ACTION)*

**D. Authorize the 2012 Advertising Banner Program** at the Hess Softball Field Complex

As proposed in the 2012 Budget and to help offset operating expenses, staff requests Board authorization to operate the 2012 Advertising Banner Program for the outfield fences at the Hess Complex. Modeled after successful programs in other communities, staff proposes to charge \$750 per year for a 20 square foot, one-sided fencing banner on Field #H1 and \$500 per year for a one-sided fencing banner on Fields #H2, H3 and H4. It is expected that at least 16 banners will be sold in 2012 (4 per field), generating \$9,000 (less banner production costs). Banners promoting tobacco, alcohol or inappropriate items for a park setting will not be accepted. This pilot program at the Hess Complex may also lay the groundwork for the future implementation at the other regional parks. Mr. Hall and Ms. Lee will answer any questions from the Board on this program. A possible motion would be:

*“That the Authority Board approve for 2012 the operation of the Advertising Banner Program at the Hess Field Complex as proposed by staff.”* **(ACTION)**

**XI. ADJOURNMENT**

**(ACTION)**

**March Meeting Schedule:**

COG Parks Capital Committee & Centre Regional Rec. Authority ( <i>Joint Meeting</i> )	<b>Thursday, 8 Mar 2012</b> at the COG Bldg. Forum Room MAIN TOPICS: <ul style="list-style-type: none"><li>• Hear an update from the Centre Region Community Tennis Assn. regarding their 2009 proposal.</li><li>• Refine the proposed policies for the two "recreation building lots" at Whitehall Road Reg. Park.</li></ul>
Centre Regional Rec. Authority	<b>Thur., 15 Mar 2012</b> at the COG Bldg. Forum Room MAIN TOPICS: <ul style="list-style-type: none"><li>• Award the bid for 2012 Pool Chemicals, the Archeology Survey work and the Parks Maintenance Building Site Evaluations.</li><li>• Consider action on the recommendations for the CRPR Staffing Structure with respect to Regional Park construction, operations and the coordination of fundraising.</li><li>• Consider renewing the 10-year Sportfield Lease with SCASD.</li></ul>

**Attachments**

- |                                      |                                       |
|--------------------------------------|---------------------------------------|
| 1. Jan. Meeting Summary              | 4. Water Well Letter                  |
| 2. Jan. Voucher Report               | 5. RFP for Hess Concessions           |
| 3A. Jan. Activity Report             | 6. Proposal from Bittner Vending Inc. |
| 3B. Jan. Sr. Center Tabulation Sheet |                                       |

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