



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, 15 March 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. Mascolo and Ms. Conway are not able to attend this meeting.*

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

**III. APPROVAL OF MINUTES**

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

Regular Meeting on 16 Feb 2012 *(Attachment # 1)* **(ACTION)**

**IV. VOUCHER REPORT** for February *(Attachment # 2)* **(ACTION)**

**V. COMMUNICATIONS** *(Attachment # 3)*

The Centre County Community Foundation has invited the Authority to attend their “2012 Grant Distribution Ceremony” at the Centre County Visitor Center from 4-5:30 PM on Thu. 5 Apr 2012. The Director will be attending and will accompany any other Board members who wish to attend. RSVP’s have been requested. As a result of resident donations, the Authority benefits from three Endowment Funds at the Foundation (two for the nature center and one for the Municipal Band).

**VI. 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 8 Mar 2012 and included (1) a discussion on the Staff Organizational Report and (2) the draft parameters for the two “recreation building” sites at Whitehall Road Regional Park. Authority action on the Staff Organizational Report is requested below.

**C. Nature Center Advisory Committee**

The committee is scheduled to meet at 4 PM on Wed. 14 Mar 2012, the day before the Authority Board meeting. An update will be provided to the Board.

## VII. STAFF REPORTS

- A. Director's Report:** Activity Report for February (*Attachment # 4*)
- B. Parks Maintenance Building Site Evaluation:** A Scope of Work / Request for Proposal has been issued for Site Evaluation Services for this project. A proposal is expected for action at the Board meeting on 19 April 2012. The cost for the study is part of the approved 2012 Budget.
- C. Supervisor Highlights**
- |                   |                      |                   |
|-------------------|----------------------|-------------------|
| Mr. Jim Carpenter | Ms. Beth Lee         | Mr. Todd Roth     |
| Mr. Jeff Hall     | Ms. Virginia Shawley | Ms. Molly Hetrick |

## VIII. INFORMATIONAL UPDATES

### A. Park Planning Update

1. Mr. Pashek has proposed to provide an update to the Board and Parks Capital Committee at the Joint Meeting on 12 Apr 2012.
2. The Oak Hall Regional Park "Land Development Plan" will be discussed by the following College Township committee meetings:
  - Parks & Recreation Committee: 7 PM on Mon. 16 Apr 2012.
  - Planning Commission: 7:30 PM on Tue. 17 Apr 2012.
  - Township Council (if scheduled for action): 7 PM on Thu. 10 May 2012.

### B. Hess Field Complex:

1. The 2012 Tournament & League Schedule: Update from Mr. Hall.
2. The Public Water Service project: Update from Mr. Woodhead.
3. The Outfield Fence Advertising Banner Program: Update from Mr. Woodhead.  
In February the Board approved the following proposal as listed on the agenda:  
*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.*

**Approved Motion:** "That the Authority Board approve for 2012 the operation of the Advertising Banner Program at the Hess Field Complex as proposed by staff."

The Director will appear before the Harris Township Board of Supervisors at 7 PM on Mon. 12 Mar 2012 to request that the Sign Ordinance be amended to permit the proposed fence banners and the sponsored-scoreboard at the Hess Complex. If approved, the Township reported that the agency may be able to seek sponsors in June at the earliest.

## **IX. ACTION ITEMS**

### **A. Visitor's Bureau Grant Application**

It is proposed that the Board authorize the grant application to the Central PA. Convention and Visitor's Bureau "Tourism Grant Program" for improvements to Millbrook Marsh Nature Center. Presented by Molly Hetrick, Rec. Supervisor - Nature Center.

*(Attachment # 5)*      **ACTION**

### **B. Phase 1 Archeological Survey Proposals**

In February, a Request for Proposals was distributed to six firms to conduct Phase 1 Archeological Surveys at the Hess Field Complex and at Whitehall Road Regional Park. As part of the Master Site Planning Process at each site, the PA Museum and Historical Commission determined that a survey was required at the Hess Complex and recommended for the Whitehall Road site. The proposals are structured as a lump sum to include both sites, but with individual site prices for budget purposes. Since the proposals must be submitted by noon on Wed. 14 March 2012, a summary sheet will then be prepared and presented at the meeting for consideration by the Authority.

*(Attachment # 6 - available at meeting)*      **ACTION**

### **C. 2012 Pool Chemical Bid Awards**

Sealed electronic bids were invited for the annual chemical purchases for Welch and Park Forest Community Swimming Pools. Three firms submitted bids by the deadline of 1 Mar 2012. As a result, the following actions are recommended by staff:

1. For bulk Liquid Chlorine: to **Univar USA**, Altoona @ \$1.63 per gallon, delivered.
2. For Hydrochloric Acid: to **Univar USA**, Altoona @ \$41.85 per drum, delivered.
3. For Calcium Chloride: to **Main Pool & Chemical Co.**, Avoca @ \$12.25 per bag, delivered.
4. For Sodium Bicarbonate: to **Barber's Chemicals Inc.**, Sharpsville @ \$14.75 per bag, delivered.

The individual bid prices are shown on the attachment. These recommendations reflect the lowest quotes for each item, except for a tie for the Liquid Chlorine price. In that case, Univar USA is recommended based upon their prior service as a CRRA vendor.

*(Attachment # 7)*      **ACTION**

### **D. CRPR Staff Organizational Report**

At the joint meeting on 8 Mar 2012, the CRPR Staff Organizational Report was presented to the CRRA and the COG Parks Capital Committee. The two groups were asked to review this report and to:

- Note areas of concern. Are there recommendations that should be added, revised or deleted?
- Identify whether additional information and analysis should be conducted.
- Decide whether the report should be referred to the General Forum for comment, and, if so, decide at what point in the process the report should be presented.

Since a quorum of the Authority Board was not present, a discussion and an endorsement of the report is requested. Copies of the report will also be available at the meeting.

**ACTION**

After the Parks Capital Committee and the CRRA endorse the recommendations in the report, the COG staff will begin to draft:

- ▶ a Job Description for the proposed position of Program Manager, and
- ▶ a Task Description / Service Contract for the Project Construction Manager.

Ideally, the draft job description would be presented to the Human Resources Committee (HRC) for review and approval during its April 3<sup>rd</sup> meeting. Upon receiving the HRC's approval, the recruitment process could proceed with the goal of filling the new position in July.

**E. Springfield Lease with SCASD**

The School Board has approved the renewal of the 10-year lease to the CRRA for five sportfields at three elementary schools for \$1 per year. The current lease expires later in March. The attached lease, signed by the District, matches the draft copies previously distributed; approval is recommended. A possible motion would be:

*“That the Authority renew the ten-year Lease Agreement with State College Area School District for the five sportfields at three elementary schools.”*

*(Attachment # 8)*      **ACTION**

**X. ADJOURNMENT**

**ACTION**

**April Meeting Schedule:**

<p>COG Parks Capital Committee &amp; Centre Regional Rec. Authority <i>(Joint Meeting)</i></p>	<p><b>Thur., 12 Apr 2012</b> at the COG Bldg. Forum Room MAIN TOPICS: • Hear an update from the Centre Region Community Tennis Assn. regarding their 2009 proposal for an indoor facility at Whitehall Road Regional Park. • Hear an update from Pashek Associates on the Oak Hall Regional Park Plans. • Hear an update on the Oak Hall water well testing</p>
<p>Centre Regional Rec. Authority</p>	<p><b>Thur., 19 Apr 2012</b> at the COG Bldg. Forum Room MAIN TOPICS: • Authorize the agreement for the Parks Maintenance Building Site Eval. Study. • "Get Outdoors PA" Campaign Presentation • Senior Center Bequest Item Update • Geo-caching Permit Update</p>

**Attachments**

- |                                   |   |
|-----------------------------------|---|
| 1. Feb. Meeting Summary           | 6. Archeology Survey Proposal Summary<br>(Available at meeting) |
| 2. Feb. Voucher Report            | 7. Pool Chemical Bids (Summary)                                 |
| 3. CCCF Invitation Letter         | 8. SCASD Sportfield Lease                                       |
| 4. Feb. Activity Report           |   |
| 5. Visitor's Bureau Grant Request |   |

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