



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, 17 May 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.           |

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

**III. APPROVAL OF MINUTES** *(Attachment # 1)* **(ACTION)**  
The draft minutes from the Regular Meeting on 19 Apr 2012 are proposed for action.

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

**V. COMMUNICATIONS** - None

**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**

The May joint meeting was cancelled. The next joint meeting with the Committee is scheduled for Thursday, 14 Jun 2012 at 12:15 PM in the COG Forum Room.

**VII. STAFF REPORTS**

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

**B. Task Updates**

1. Summer Active Guide published on Sunday, 29 Apr. *(Attachment # 4)*
2. 2012 Centre Co. Senior Games brochure *(Attachment # 5)*
3. Hess Field Banners - Update c/o Jeff & Beth *(Attachment # 6)*
4. Spring Spruce-Up / Comcast Cares Day on Sat. 21 Apr. *(Attachment # 7)*
5. "Program Manager" Position: the application period will close on 15 May. The Director will provide a status report.
6. Hess Field Rededication: an advance copy of the Ceremony Program is attached for Board member information. *(Attachment # 8)*
7. Parks Maint. Bldg. Site Evaluation: the study is now underway by APArchitects as authorized on 19 April. All background data has been provided to Mr. Popovich with a 60-day project timeframe.

8. Authority Name Change: The Director will speak with Solicitor Williams with respect to changing the name of the Authority to the “Centre Region Parks & Recreation Authority” (with no change of the agency name). Once we obtain his written opinion, the Board can consider official action on the proposal and the schedule, perhaps for implementation on 1 Jan 2013.

**C. Supervisor Highlights**

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

*\* will not be in attendance; helping with the 23<sup>rd</sup> Annual Adult Expo at the Nittany Mall.*

**VIII. DISCUSSION ITEMS**

**A. School District Schedules “SCAHS Bus Loop Reconstruction” (Attachment # 9)**

The Director was advised on 7 May of the 2-3 week closure of the High School South Building Bus Loop / Pool Drop-Off Loop and the closer of the entire parking area, starting on 11 or 18 Jun 2012 to permit the total reconstruction of the loop roadway. All regular and ADA parking for Welch Pool and the South Bldg. will be moved to the North Building Lot during the project. CRPR camps at the South Bldg. may also be impacted by the project. The District has been asked to provide and post appropriate signs and announcements, once the start date is finalized.

**B. Active.Net Service Fee (Attachment # 10)**

The Active Network advised by letter that the service fees for staff-entered transactions will increase from 1.5% to 2% of each transaction on 15 June 2012. Staff remains very pleased with the features and services provided by Active.Net, which the Board authorized in July 2007. This is the first service fee increase since that time. Since the Convenience Fees for patron-entered registrations (via the Internet) will not change and are paid directly by each customer (and shown in the table below), in June staff will propose some options to further encourage patron-entered registrations.

Total Customer Fees at Checkout:	CONVENIENCE FEE AMOUNT
Less than \$150	6.5% + 50¢ (Minimum fee: \$2)
\$150 - \$500	3.5% + \$5
Over \$500	2.5% + \$10

**C. The 2013 COG Budget Process Summary**

- COG Human Resources Committee: On May 15, staff requested their approval of the proposed personnel changes for 2013:
  - Staff Asst. for Park Operations: Upgrade from 30 hrs/wk to full-time status.
  - MMNC Program Coordinator: Upgrade from 30 to 35 hrs/wk.
- “New Municipal Park Requests” for 2013 are due to CRPR by the end of June. The Municipal Managers have been reminded of this annual process.
- 2013 Program Plan - Due to COG Admin. by 1 June.
- 2013 Detailed Budget - Prepared in August & Sept.
- 2013 Summary Budget - Prepared in Oct. / Nov.

## **IX. ACTION ITEMS**

### **A. Hess Field Complex - Waterline Easement Agreement**

The Authority is asked to endorse the previously-signed Waterline Easement for the Hess Softball Complex. The agreement was prepared by Solicitor Williams and executed on 30 April in order to continue progress on the project. Our sincere thanks to the Bamer's for donating this easement to help improve the ballfield complex. *(Attachment # 11)* **(ACTION)**

### **B. Oak Hall Regional Park - College Twp. Water Authority Right-of-Entry Extension**

Based upon this 4 May 2012 email message from Mr. Adam Brumbaugh: *"Sorry for the delay in getting back to you on this. CTWA met Wednesday evening and determined that an extension of the existing Right of Entry Agreement from April 15 to July 31, 2012. It was determined that this length of time will be needed to complete all the initial testing and pre-SRBC (Susquehanna River Basin Commission) permit application site work on OH-20. The Authority further discussed moving forward after the July 31st date with a more formal, structured agreement that would be intended to protect COG/CRPR interests with respect to the provision of water and other details. I will be out of town all next week, but I can bring you up to speed on what 's been discussed once I return. Thanks, Ron."*

Staff recommends approval and requests authorization to extend the agreement (by letter) with all current conditions to 31 July 2012. *(The approval of the COG will also be required.)* **(ACTION)**

### **C. Oak Hall Regional Park (Phase 1 Construction) - Consultant Updates**

1. Mr. Pashek will present an update on the College Township Land Development Process now underway. Currently, the project schedule is:
  - A. 17 May 2012, 7:00 PM: College Township Council will consider action on the Land Development Plan submission.
  - B. National Pollutant Discharge Elimination System (NPDES or "Stormwater Discharge Permit"): Anticipated approval by end of May 2012 since the current driveway plan does not proposed changes in the riparian zone of Spring Creek.
  - C. PennDOT Highway Occupancy Permit (HOP) - Approved
  - D. Mid-July 2012: Advertise for Bids
  - E. Mid-August 2012: Open, Evaluate and Award bids (a Special Meeting of the CRRA Board may be requested to act on the bids).
  - F. 1 Oct 2012: Begin Construction. Park opens in late-Spring 2014.
  - G. Preliminary planning work for Whitehall Road Regional Park - Phase 1 should get underway in June, as scheduled.
2. Based upon the supplemental services required or requested for the regional park planning processes from Pashek Associates, APArchitects and Stahl-Shaeffer Engineering LLC, Mr. Pashek will discuss a proposed amendment to the Consulting Services Agreement as outlined in *Attachment #12*. The amendment proposes a not-to-exceed addition of \$19,870 to the original fee of \$90,000 for Preliminary Design Phase of Oak Hall Regional Park. It is noted that the original agreement is based on a Time-and-Materials format. *(Attachment # 12)* **(ACTION)**

**X. ADJOURNMENT**

**(ACTION)**

**June Meeting Schedule:**

COG Parks Capital Committee	<b>Thur., 14 Jun 2012</b> at the COG Bldg. Forum Room
Centre Regional Rec. Authority	<b>Thur., 21 Jun 2012</b> at the <i>Bernel Road Park Pavilion</i>

**Attachments**

1. Apr. Meeting Summary
2. Apr. Voucher Report
3. Apr. Activity Report
4. Summer Active Guide
5. Sr. Games Brochure
6. Hess Banner web page
7. Park Partner Day Thank You Letter
8. Hess Complex - Rededication Program
9. High School Driveway Project Map
10. Active Network Letter
11. Hess Waterline Easement Agreement
12. Proposed Amendment for Consulting Services

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