



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, 21 Jun 2012, 12:15 PM

PLEASE NOTE THE LOCATION: Bernel Road Park Pavilion, Patton Township

At 12:15 PM, prior to the Call To Order, Patton Township Manager Doug Erickson and Township Park Project Manager Susan Wheeler will provide a 15-minute introduction to the facilities at the new Bernel Road Park. Upon completion of the construction and acceptance by Patton Township, the park will be officially opened and transferred to CRPR for operations.

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 is unable to attend; Mr. Harpster will chair the meeting.*

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 17 May 2012 are proposed for action.

IV. VOUCHER REPORT for May *(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

A joint meeting was held on 14 Jun 2012. The agenda included discussion topics on both Oak Hall and Whitehall Regional Parks; the minutes will be distributed as soon as possible. The next joint meeting set for 12 July will involve actions on a number of critical topics related to the centralized Parks Maintenance Facility Study Report and the Phase 1 construction at both parks.

VII. STAFF REPORTS

A. **Director's Report:** Activity Report for May

(Attachment # 3)

B. **Director's Updates**

1. Program Manager Position: Ms. Niki L. Tourscher, CPRP, CPSI, will start work on Tu., 17 July. Niki currently serves as Recreation Director for the Stroud Area Open Space & Recreation Commission, East Stroudsburg, PA, which serves 3 municipalities and 2 school districts. Her resume is attached for Board member information.

(Attachment # 4)

2. Wm. L. Welch Pool Updates:

- A thunderstorm on Sunday evening, 3 Jun, demolished one of the two larger sunbrellas and caused some other damage. The repair and replacement costs will be covered by insurance, less the \$1,000 deductible.
- The Renewal Project is (finally) very close to the official close-out. Following that, a complete summary report involving both pool renewals will be prepared for the Authority Board.

3. Winter / Spring 2012 Program Report

(Attachment # 5)

4. After 21 years of service as a Parks Caretaker, Mr. Kurt Kunka has resigned effective 29 Jun. Our sincere thanks to Kurt for his long service to CRPR.

C. **Supervisor Highlights & Operational Updates**

Mr. Jim Carpenter

Ms. Beth Lee

Mr. Todd Roth

Mr. Jeff Hall

Ms. Virginia Shawley

Ms. Molly Hetrick

VIII. DISCUSSION ITEMS

A. **Active.Net Internet Registrations** *(Attachment # 6 - to be distributed prior to meeting)*

The attached memo introduces some staff-proposed options for Board consideration and July action. Given the 15 Jun 2012 Service Fee increase from 1.5% to 2% of each staff-entered transaction, the proposals focus on encouraging more Internet transactions, where the Convenience Fee is paid directly by the customer.

B. **COG 2007-2012 Historical Budget Trends**

(Attachment # 7)

Mr. Viglione recently presented this attachment to the COG Finance Committee; it includes all COG agencies. The report shows the recent increase in CRPR funding based upon the major capital projects and the associated increase in operational responsibilities. It is presented for Board information only; no action is required.

C. **Exploring the Refinancing of the Pool Loan**

(Attachment # 8)

Based upon current interest rates, Mr. Viglione and Mr. Chris Gibbons discussed the possible refinancing of the Authority's 2008 Pool Renewal Loan at the recent COG Finance Committee meeting. While a maximum of \$7.9 million was authorized, a total of \$6.67 million was actually borrowed for the two pool renewals. Mr. Viglione will discuss the status and the highlights of that discussion. The consideration for a possible loan with respect to the new centralized Parks Maintenance Facility may or may not play a factor in this process as it moves forward.

D. **The 2013 Program Plan**

(Attachment # 9 - to be distributed prior to meeting)

The nine, draft CRPR sections of the 2013 Program Plan have been submitted to COG Administration. The complete, COG-wide plan will be distributed in early-July. Mr. Woodhead will provide a summary of the major proposals for 2013 - which will form the basis for the Detailed Budget Proposal in September.

E. Parks Maintenance Site Evaluation Study

It is expected that the draft report will be presented by Mr. Popovich at the Joint Meeting on 12 July 2012, with further discussion at the 19 July Authority meeting. The study was authorized by the Authority in April.

IX. ACTION ITEMS

A. Stock Donation / Account Authorization

The final donation to the Millbrook Phase 1 Capital Campaign was made with a stock donation valued at \$3,500, which must now be electronically transferred to the Authority and then sold. (This final donation represents 100% payment of all pledges for this \$1,087,830 campaign.) The Authority processed a similar stock-donation in 2000, but the firm with that account, Brown & Co., is no longer in business. Mr. Viglione has researched various firms for this transaction. It is expected that the Authority may have similar donations in the future for the regional parks. Two motions are requested for this account:

1. *Authorization is requested for the Authority to open and maintain an account with Scottrade Inc. with Mr. Woodhead and Mr. Viglione as the signatories; the account will require joint signatures along with express Authority action for each transaction.*
(ACTION)
2. *Authorization is requested to sell the donated stock and apply the cash to benefit (and complete) the Phase 1 Capital Campaign.*
(ACTION)

B. PARK FOREST POOL UV FILTER ADDITION - Consultant Contract

For 2013 the Authority has endorsed adding Ultraviolet Light Filters to enhance the filtration and sanitation systems at Park Forest Pool. Chlorine works well on killing bacteria, but is slow to kill viruses. The UV Filters are supplemental units that will quickly destroy bacteria and viruses - and will complement the existing sanitation systems. While both pools at Welch have the UV Filters, the UV units at Park Forest were omitted from the original project due to budget limitations. This project will provide UV filters for both the main pool and the tot pool and will be funded from the Pool Capital Reserve Funds. To prepare, a joint proposal was requested from APArchitects and Councilman Hunsaker Associates to develop and provide the plans, specifications and bid documents and to obtain Code Agency approvals for the project. These firms are recommended by staff since they designed the facility and planned the UV filters initially.

(Attachment # 10 - will be distributed prior to the meeting)

To move forward, a possible motion would be:

“That the Authority approve the Professional Service Agreement with APArchitects (which includes work by Councilman Hunsaker Associates) for the Park Forest Pool UV Filter Project for an amount not to exceed \$4,500.”
(ACTION)

C. The 2011 CRRA Audit Report

The firm of Maher Duessel has prepared and presented the 2011 Authority Audit Report. Mr. Viglione will answer any questions from the Board. *(Attachment # 11)*

A possible motion to confirm Board receipt of the report would be:

“That the Authority receive the 2011 Audit Report.”
(ACTION)

**D. Purchase of the CoPilot Reporting System (Software and Hardware)
for the Centre Region Senior Center**

(Attachment # 12)

The 2012 Budget (from the Senior Center Capital Reserve) includes up to \$3,750 for the shared purchase with Centre County Office of Aging of the CoPilot Reporting System to improve the reporting ability of activities held at the Centre Region Senior Center. The total cost of the system is quoted at \$7,150, which will be split with the County (@ \$3,575 each). The CoPilot system will supplement the Active.Net service at the Senior Center since Active.Net does not provide sufficient information with regard to visitor check-in and attendance at the many senior center programs. Adding the cloud-based CoPilot system is expected to provide both Centre County and COG with more accurate and complete information. A free trial of the system has been underway for the past 90-days; this request is based upon the positive results of that trial. (With regard to maintenance, the annual service fee for the system is quoted at \$1,470, starting in 2013, which will also be shared with Centre County annually.)

A possible motion to proceed would be:

“That the Authority approve expending the 50% share of the attached quotation to purchase the CoPilot service, in an amount not-to-exceed \$3,575, pending Centre County approval of their share of the purchase.”

(ACTION)

X. ADJOURNMENT

(ACTION)

July Meeting Schedule

Joint Meeting with the COG Parks Capital Committee	Thur., 12 July 2012 at the COG Bldg. Forum Room
Centre Regional Rec. Authority	Thur., 19 July 2012 at the Centre Region Senior Center

Attachments

- | | |
|---------------------------------|--|
| 1. May Meeting Summary | 7. COG Budget History |
| 2. May Voucher Report | 8. Pool Loan Refinancing |
| 3. May Activity Report | 9.* 2013 Program Plan Highlights |
| 4. Program Manager Resume | 10.* Park Forest UV Filter - Consultant Proposal |
| 5. Winter/Spring Program Report | 11. 2011 CRRA Audit Report |
| 6.* Active.Net Internet Options | 12. CoPilot System Purchase Proposal |

** Will be distributed prior to the meeting.*

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