



An agency of the Centre Region Council of Governments
Serving the Borough of State College and the Townships of College, Ferguson, Harris and Patton

Centre Region Parks and Recreation Authority Board
Meeting Agenda
for Thursday, 16 May 2013, 12:15 PM
COG Building - Forum Room

I. CALL TO ORDER

Sue Mascolo, Chair, Township of Ferguson Roy F. Harpster, Vice-Chair, Township of Harris Kathy D. Matason, Secretary, Township of College	Donna L. Conway, Treasurer, Borough of State College Donna M. Ricketts, D.Ed., SCASD Chris M. Hurley, Township of Patton
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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 18 Apr 2013 meeting are enclosed for action.

IV. VOUCHER REPORTS from April 2013 (Attachment # 2) **(ACTION)**

V. COMMITTEE REPORTS & MEMBER UPDATES

College Twp.	Harris Twp.	State College Borough
Patton Twp.	Ferguson Twp.	State College Area School District

VI. STAFF REPORTS

A. Updates from the Director

1. **April Activity Report** (Attachment # 3)

2. **Authority Name Change - Status Report** c/o Mr. Woodhead

The 5 municipalities were asked to approve the required resolution by 7 May. The new name will become official upon the completion of that action by each of the 5 municipalities. The Director will update the Board on the status of those approvals.

3. **The Publishing of *The CRPR Summer 2013 Active Guide*** (Attachment # 4)
c/o Ms. Tourscher & Ms. Lee. The 56-page guide was published on Sunday, 28 April.

B. Staff Highlights

Ms. Niki Tourscher	Ms. Beth Lee	Mr. Jeff Hall	Ms. Liz Plozner
Ms. Molly Hetrick	Mr. Jim Carpenter	Mr. Todd Roth	Mr. Doug Wenger

VII. ACTION ITEMS

A. **Park Forest Pool UV System Bids** c/o Mr. Roth (Attachment #5) **(ACTION)**

At the April meeting, the Board tabled action on the sealed bids to add supplementary UV Water Treatment Systems to each pool (main and tot pools) at Park Forest Community Swimming Pool. Since the 2013 Pools Capital Budget includes up to \$30,000 for one UV system, the COG Finance Committee will meet earlier on 16 May to act on the request to utilize up to \$24,300 from the “Pool Capital Fund Balance” to enable outfitting both pools after Labor Day. Both of the contractors (below) were involved with the 2008-2009 Renewal of Park Forest Pool and are recommended by APArchitects for these contracts. It is noted that the lowest bidder, Stoneridge, Inc., has provided documentation that both UV units will comply with the Act #1978-3, the PA Steel Act, which mandates the use of USA steel. If approved by the COG Finance Committee (as proposed on the attached memo), a possible motion for the Board is shown below:

“That the Authority, for the contracts to furnish and install two UV Treatment Systems for Park Forest Pool,:

- 1. Award “BASE BID #2” (for September installation) to the low bidder, STONERIDGE, INC., Feasterville, PA, for \$52,500.00; and*
- 2. Award the Electrical Contract to the low bidder, MOUNTAINSIDE ELECTRIC INC., Rebersburg, PA, for \$1,800.00.”*

VIII. DISCUSSION ITEMS (No actions are requested)

A. **Commercial Activity Permits** (Attachment #6)

Parks are popular places! The attached article highlights the status of “commercial park activities” both locally and across the nation. The Board authorized CRPR to begin issuing Commercial Activity Permits in 2011. Based upon the 2013 inquiries to date and the number of groups who appear to overlook seeking agency authorization, staff has refocused the effort to assure that each business has the required liability insurance and a current CRPR permit. It will be proposed that for 2014 the Commercial Activity Permit become more formalized and better publicized.

B. **Concession Services Update** for the Hess Complex and the two pools: Mr. Woodhead
On 15 Mar, no proposals were received in response to the public advertisements and direct requests for the issuance of licenses to operate food and novelty concessions at the Hess Field Complex and at the two swimming pools for 2013. In this case, State Law provides

that the Authority may now work with interested vendors as available. As a result the Board authorized that (1) the staff re-issue of invitations and proposal requirements and (2) that staff to be authorized to negotiate with vendors for 2013 licenses, based upon proposals submitted for licenses. One novelty refreshment service responded by the rebid deadline date of 3 May. An update will be provided to the Board:

- Vending Services at the 3 sites – In place with Bittner Vending
- Novelty Refreshments at the 3 sites – In progress with two potential firms (1 of them has submitted a proposal, the other has been asked to provide a proposal.)
- Food Services at Hess Field Complex – In progress with one potential vendor

C. Program Plan 2014-2015 (Step 1 of the 2014 Budget Proposal)

Mr. Woodhead will review the various aspects to prepare the Program Plan to be developed during May. A discussion is welcomed of the various priorities as desired by the Board.

1. Parks & Recreation Fund	5. Nature Center Operations Fund
2. Park Vehicles and Equipment (with the Centralized Maintenance Facility)	6. Nature Center Capital Fund
3. Aquatic Operations Fund	7. Senior Center Fund
4. Pools Capital Fund	8. Regional Parks Capital Fund

D. Fundraising Updates (Attachment #7)

Attachment #7 is the PowerPoint Presentation presented at the 10 May 2013 lunch meeting with the Visitor's Bureau Executive Committee. Ms. Mascolo, Mr. Hurley and Mr. Woodhead will report on two meetings held regarding funding assistance for the Regional Parks. Both meetings have confirmed the need to complete the "Priority Scheduling Policy" and update the "Donation Policy" with Facility Naming Options.

E. Regional Park Updates

1. Hess Softball Field Complex – Operations Report c/o Mr. Hall
2. Oak Hall Regional Park – Construction Report c/o Mr. Wenger
3. Whitehall Road Regional Park (Planning) c/o Mr. Woodhead
4. Centralized Parks Maintenance Facility c/o Mr. Woodhead

IX. ADJOURNMENT

(ACTION)

FUTURE MEETING SCHEDULES:

- Authority Board & COG Parks Capital Comm. - Thur., 13 Jun 2013, 12:15 PM, COG Bldg.
- Authority Board: Regular Meeting - Thur., 20 Jun 2013, 12:15 PM at TUDEK PARK PAV #3 (new)

ATTACHMENTS:	4. Summer Active Guide
1. April Meeting Summary	5. COG Finance Memo – UV Treatment System
2. April Voucher Report	6. Magazine Article – Commercial Uses of Parks
3. April Activity Report	7. Visitor's Bureau Presentation Slides