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

SPECIAL DEMONSTRATION

From noon–12:15 PM, an on-line demonstration will be presented showing the current P&R online service provider (Active.Net) and then a primary alternate service (MyRec.com) that would be implemented in Dec. 2014. This viewing is for information only; no Board action is required at this time. CRPR contracted with the Active.Net service in late-2007.

**Centre Region Parks and Recreation Authority Board
 Meeting Agenda
 for Thursday, 15 May 2014, 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	Chris M. Hurley, Treasurer, Township of Patton Donna M. Ricketts, D.Ed., SCASD James W. Dunn, Ph.D., Borough of State College
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Mr. Hurley and Dr. Dunn will be unable to attend.

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 17 Apr 2014 meeting are enclosed for action.

IV. VOUCHER REPORTS *(Attachment # 2)* **(ACTION)**

V. PRESENTATION
 Board Chair Sue Mascolo will present Dr. Donna Ricketts with a Certificate of Appreciation for her service to the Board and to the agency. Dr. Ricketts has represented the School District on the Board for 16 ½ years, plus she served on the CRPR staff for 4 ½ years prior to Board service.

VI. BOARD MEMBER ITEMS
BOARD BYLAWS COMMITTEE REPORT *(Attachment # 3)*
 The Bylaws Committee (Mr. Hurley, Ms. Matason and Dr. Dunn) will present a draft version of the updated bylaws. The committee also reviewed other bylaws (as posted at <http://www.crpr.org/agency/board/Bylaws/Samples.html>) and offers this version as a starting point for Board discussions and future action as desired by the Board.

BOARD MEMBER UPDATES

Ferguson Twp.

College Twp.

Harris Twp.

Patton Twp.

State College Borough

State College Area School District

VII. STAFF REPORTS

A. Updates from the Director

- April Activity Report *(Attachment # 4)*
- The 56-page CRPR Summer Active Guide was published on Sun. 27 Apr 2014.
- Pioneer Athletics Award to Hess Field Complex: Mr. Carpenter *(Attachment # 5)*
 In addition to the KAFMO "Field of Distinction" Award announced earlier this year, the Hess Field Complex has also been named as a "2013 Field of Excellence" by Pioneer Athletics. This was the only PA site selected for the award by the Ohio-based firm.
- 2014 "Park Partner / Comcast Cares Day" Summary Report from Sat. 26 Apr c/o Ms. Hetrick & Mr. Carpenter *(as outlined on Attachment #6)*

B. Staff Highlights

Ms. Niki Tourscher	Mr. Jim Carpenter	Mr. Todd Roth	Ms. Molly Hetrick
Mr. Jeff Hall	Ms. Cindy Stahlman	Ms. Beth Lee	

VIII. DISCUSSION & ACTION ITEMS

A. GRANT APPLICATIONS

1. Nature Center Parking Area Addition (update)

The DCNR Grant Application authorized at the March meeting was submitted on 16 April. If approved, the \$87,500 grant will be combined with local donations and pledges for a \$175,000 total project cost (for 83 parking spaces) with spring 2015 bidding/construction. No municipal funds will be requested. It is also noted that the project will benefit from 3,250 CY of required subfill from PSU that will be stockpiled /stabilized on-site starting this month.

2. Nature Center Brochure Reprinting (update)

The Visitor's Bureau grant application authorized at the March meeting was prepared by staff and submitted for \$4,000 to update/reprint the popular brochures (quantity of 20,000). Ms. Hetrick will update the Board on the grant status.

3. Senior Center Cyber-Cafe' (update)

The PA Dept. of Aging grant application authorized at the March meeting was prepared by staff and submitted. If approved, the \$18,000 grant will be used to transform the craft room and outfit it with a "BOOMERang" Cyber-Café theme – to improve services to seniors and to attract new senior patrons. No municipal funding match is required. Ms. Tourscher will update the Board on the grant status since the announcements have been delayed by the state as a result of the high number of applications.

B. 2015 BUDGET PRIORITIES

(Attachment #7)

The 2015 Program Plan & the Capital Improvement Plan (CIP) c/o Mr. Woodhead Staff has started work on preparing these two documents that will be presented in draft form to the Board in June. The 2014 Work Plan is attached and will provide the basis for 2015 efforts. Further, the CRPR Strategic Plan (currently under development) will provide additional guidance. Board suggestions are welcomed.

C. MILLBROOK MARSH NATURE CENTER ITEMS

- 1. **Centre Gives** Update (held for 36 hours on 6-7 May): Ms. Hetrick & Ms. Tourscher will report on the results from the initial appearance by the nature center in this fundraiser conducted by the Centre Foundation.
- 2. **Re-launch Plan for the Nature Center Friends Group:** *(Attachment # 8)*
Working with the MMNC Advisory Committee and CRPR staff, Ms. Hetrick will present a summary of the proposed re-launch plan for this support group. Board suggestions are welcomed to further improve the proposal.

D. REGIONAL PARK TOPICS

REGIONAL PARKS CONSTRUCTION MANAGER (Update)

- 1. **Regional Parks Construction Manager** (Update)
Mr. Woodhead will update the Board on the status of the selection process for this part-time, contracted position resulting from Mr. Wenger's resignation to accept a full-time at Penn State. In addition, the Board is asked to authorize a Letter of Appreciation to Mr. Wenger for his outstanding service over the past 13 months.

OAK HALL REGIONAL PARK

- 2. **Change Order Request** **(ACTION)**
Staff recommends approval of **Change Order #SG007** to Fiore Construction for the following items at Oak Hall Regional Park:
 - \$4,285.59 ADD to construct a retaining wall with boulders along walkway from concessions building to Field OH#03 to aid with steep slopes (work completed via time and materials). This work was tentatively approved at the April meeting with a \$4,200 estimate.
 - \$1,842.37 ADD to place a new trail from the concessions building to Field OH#1. This walk was included in the Press Box alternate but necessary for Phase I operation. This work follows "Contracted Unit Price #25" for \$12.60/sq yd to add trail surface aggregate. This work was tentatively approved at the April meeting with a \$2,000 estimate.
 - \$5,911.53 ADD to restore to the contract the walking trail connection from the driveway sidewalk to loop trail (originally deducted from the contract in CO #SG003) (work underway)
 - \$800.00 ADD to widen the main trail from parking area to concessions from 8' wide to 12' wide (adding 2' of TSA on each side)
 - \$200 DEDUCT to remove the mailbox relocation from the contract. This work was done by CRPR staff to maintain neighbor relations

TOTAL CHANGE ORDER REQUEST = Net Change of +\$12,639.49

If approved, this cost will be paid from the Project Contingency Fund. Staff recommends approval of this request.

HESS SOFTBALL COMPLEX

3. Driveway Study (Update)

The draft Traffic Engineer Report was presented at the Joint Meeting on 8 May. Since a 7-day comment period was provided, Mr. Woodhead will relay all comments received during that period. The Board is encouraged to discuss a timetable to endorse the report, preferably for one of the June meetings so that the Board-selected option can then be detailed in the 2015 Program Plan.

4. Food Vendor Endorsement – Hess Field Complex (ACTION)

Following an advertised proposal period which yielded no responses, the Board appointed a committee of Mr. Hurley and Mr. Harpster to meet and review the food vendor proposals submitted after the solicitation period. Ms. Tourscher will present a summary of the three proposals at the meeting. Based upon the committee recommendation, Board endorsement of appointment is requested.

WHITEHALL ROAD REGIONAL PARK

5. The Municipal Plan Review / Approval Process

The Ferguson Twp. Planning Commission will consider the park plan at their meeting on 14 Apr 2014 at 7 PM. Once approved, the plan will be scheduled for action by the Board of Supervisors for final conditions / approval.

6. Proposed Agreement with SC Borough Water Authority (Attachment # 10) (ACTION)

The Municipal Land Development process requires the written approval of each adjoining landowner to the park property (PSU and the SC Borough Water Authority) with respect to stormwater management. Penn State has provided a letter that the detailed plan for the park meets their requirements. The Water Authority has requested that the CRPR Authority approve the attached agreement.

7. Centralized Maintenance Facility Planning

Board consideration of the proposed Architectural Services Agreement for the Centralized Parks Maintenance Facility has been postponed until the June meeting. This should allow the municipal plan review process for the Toll Bros. project to move forward, since this process will largely establish the timeline for the park / maintenance facility project. In addition, proceeding with the COG \$2.5 million financing package for the maintenance facility also depends on that timetable.

ATTACHMENTS

- 1 April Meeting Summary (draft)
- 2 April Voucher Report
- 3 Board Bylaws Draft
- 4 April Activity Report
- 5 Pioneer Athletics Award - News Release
- 6 2014 Park Partner/Comcast Cares Day Summary
- 7 The Approved 2014 Work Plan (to guide 2015 Budget Priorities)
- 8 Nature Center Friends Group Plan
- 9 (No attachment needed)
- 10 SC Borough Water Authority Agreement for Whitehall Road Reg. Park (Proposed)

FUTURE MEETING SCHEDULES

Special Meeting with the COG General Forum (for Regional Parks Loan Modifications)

Tues., 27 May 2014, 7:30 PM at the Halfmoon Twp. Bldg. (*please note the location*)

Joint CRPR Authority Board & COG Parks Capital Comm. Meeting

Thur., 12 June 2014, 12:15 PM at the COG Building

(to be focused on the Whitehall Road Construction Estimates with Mr. Pashek)

CRPR Authority Board - Regular Meeting at the COG Building.

Thur., 19 June 2014, 12:15 PM at the COG Building

(to include the consultant service agreement with APA for the Central. Parks Maint. Facility)