



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, 17 April 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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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 20 March 2014 meeting are enclosed for action.

IV. VOUCHER REPORTS (Attachment # 2A/B/C) ACTIONS)
COG Finance Officer Jos. Viglione will discuss the background on the attached (extensive) voucher reports proposed for Board action. Three approval actions will be required; one for each report.

V. BOARD REPORTS

RESIGNATION (Attachment #3) (ACTION)
Dr. Donna Ricketts has presented her letter of resignation / retirement that will be become effective after the 15 May Board meeting. Dr. Ricketts has represented the School District on the Board for 16 ½ years, plus she served on the CRPR staff for 4 1/2 years prior to her Board service.

BYLAWS COMMITTEE REPORT
Committee Chair Chris Hurley will report on the status of the committee discussions. The committee has reviewed other bylaws (posted at <http://www.crpr.org/agency/board/Bylaws/Samples.html>) and has prepared a 2nd draft of the updated bylaws for the CRPR Authority. It is expected that the committee will present their final draft at the 15 May 2014 Board meeting.

BOARD MEMBER UPDATES
Ferguson Twp. College Twp. Harris Twp.
Patton Twp. State College Borough State College Area School District

VI. STAFF REPORTS

A. Updates from the Director

- March Activity Report *(Attachment # 4)*
- The 56-page CRPR Summer Active Guide will be published on Sun. 27 Apr 2014.
- Update on (1) securing a 2014 Food Concessionaire for the Hess Complex (since no bids were submitted) and (2) recruiting sponsors for 2014 Outfield Banners: Ms. Tourscher
- COG General Forum Update on the Hess Complex 2011-2014, including the “Field of Distinction” Award by Niki Tourscher and Jim Carpenter: Mon., 28 April 2014, 7:30 PM in the COG Forum Room. Board members are encouraged to attend.

B. Staff Highlights

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

VII. DISCUSSION & ACTION ITEMS

A. GRANTS

1. Nature Center Parking Area Addition

The DCNR Grant Application authorized at the March meeting has been prepared by staff and will be 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 this year.

Ms. Hetrick will then outline how the pledge from a major donor may enable completion of the Spring Creek Education Building as well as provide some operational funding for the center.

2. Nature Center Brochure Reprinting

The Visitor’s Bureau grant application authorized at the March meeting was prepared by staff and submitted. If approved, the \$4,000 grant will be used to update/reprint the popular brochures (quantity of 20,000).

3. Senior Center Cyber-Cafe’

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.

4. PA DCNR “TreeVitalize Grant” *(Attachment Pending)* **(ACTION)**

On 15 April, sealed bids will be opened for furnishing and planting up to 124 trees at Oak Hall Regional Park. This purchase was enabled by the \$25,000 TreeVitalize grant award, which will be combined with approved Park Construction Funds. A summary of the bids and a staff recommendation will be distributed on 16 April, so that action can be considered at this meeting.

B. SWIMMING POOL ITEMS

(Attachment #5)

(ACTION)

- **Park Forest Pool Bids for Synthetic Turf – Tot Pool perimeter** c/o Todd Roth

On 3 April, two sealed bids were opened for furnishing and installing 3,000 sf of synthetic turf around the tot pool. The details are shown on the attached summary memo. Since both bids far exceed the approved project budget, staff recommends that the bids be rejected and the project be cancelled for the foreseeable future.

C. REGIONAL PARK ITEMS

OAK HALL REGIONAL PARK

1. CRPR/Municipal Walking Tour Scheduled

A “Spring Update Walking Tour” of Oak Hall Regional Park has been scheduled for Tues. 13 May 2014, 7-8 PM (weather-permitting). COG and municipal officials are invited to attend. (The regular Board meeting will then be held on 15 May 2014, as scheduled).

2. Park Entrance Project

(ACTION)

Two students (Kyle Kling & Matt Fuller) from the Penn State Landscape Contracting Program will present a brief PowerPoint presentation on their proposed plan for the entrance to park. Their advisor for this project is Martin McCann. Endorsement by the Board is requested.

3. Change Order Request

(ACTION)

Staff recommends approval of a Change Order #BG001 to HEPCO Construction Inc. for the following two items in the park restroom / concession building:

- Upgrade the specified acrylic paint to water-based epoxy per RFP G-04 and CE #3 for \$407.
 - Provide roof joist blocking as required by the International Bldg. Code per CE #5 for \$494.
- TOTAL CHANGE ORDER = +\$901.00

If approved, this cost will be paid from the Project Contingency Fund.

4. Construction Manager Position Update

Applications for this p/t, contracted position are due by 17 April 2014. It is hoped that a new manager can begin work in early-May.

5. Park Construction Update

Mr. Wenger will update the Board on construction progress and the upcoming work schedule by the park contractors.

HESS SOFTBALL COMPLEX

6. Driveway Project Update

Following approval by the Board in March, a site meeting was held with the staff of Trans Associates Inc. on 1 April. It is expected that a draft report will be provided for Board review and comment in May. The report will identify options and costs to improve driveway conditions at the intersection with SR 45. While the Board approved the start of the study in the interest of acting on the request from Harris Township, the Harris Twp. Supervisors are scheduled to discuss the Authority’s request to fund 50% (\$1,955.50) of the study cost at their meeting on 23 April 2014.

WHITEHALL ROAD REGIONAL PARK

7. 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.

8. Project Timetable (Updated)

Now that the Toll Bros. Student Housing Project is moving ahead, the following update was provided following a meeting of Mr. Pashek and Mr. Woodhead:

“It appears that Ferguson Township will be working on the Toll Bros. land development process. That developer was scheduled to attend the planning commission to introduce the project on Monday, March 24, 2014. They hope to obtain approval in summer with Phase 1 construction beginning in August of 2014 and opening in Aug/Sep 2015. This means that the park projects will be following closely behind them (as requested by the Township) when we present our land development submission to the Planning Commission on April 14. If all goes well, we might be before the Township Board of Supervisors in May with contingent approval and have 90 days to clean up loose ends before recording the plan with the County in August, 2014. Again, assuming all goes well, we could go to the Authority Board on either September 11 (joint committee) or 18 (Auth. Board, Ron is away) for permission to advertise for bids. Under this scenario, we would advertise shortly after the board meeting and open bids on October 31, 2014. This would allow us time to present the results of the bids to the CRPR Board on November 20. Contracts, submittals and typical startup activities would go on in the winter for mobilization in April 2015.”

9. Maintenance Facility Planning

Board consideration of the proposed Architectural Services Agreement for the Centralized Parks Maintenance Facility has been postponed until the 15 May meeting, to allow the Ferguson Twp. plan review process to move forward.

However, Mr. Viglione will outline a proposed schedule for Board & COG discussions related to financing the \$2.5 million project.

REGIONAL PARKS LOAN UPDATE

10. Extending the Regional Parks Loan “Draw Down Window” c/o Mr. Viglione

In 2011 the Authority borrowed \$7.578 million to finance the construction of Oak Hall and Whitehall Road Regional Parks. Due to delays at Oak Hall, the loan was modified in late 2011 to start principal payments on March 1, 2013, reduce the available balance to approximately \$7 million, and extend the draw date to June 1, 2014. Near the end of 2012, the loan was renegotiated to lower the fixed interest rate (from 3.15% through 2016 to 2.8% through 2022) and the variable interest rate cap (from 6% to 5.35%). The loan repayment schedule was also modified to begin on March 1, 2014 and the maximum available to be borrowed was reduced from approximately \$7 million to approximately \$6.6 million. This action resulted in a savings of almost \$1.2 million after adding approximately \$125,000 to the Oak Hall Regional Park project.

As the past year has progressed, there have also been delays at Whitehall Road Regional Park resulting from the sale of the adjoining parcel of land from PSU to Toll Brothers (since they

must provide road access and utility services to the park boundary). Their project now appears to be underway with construction being tentatively planned to begin in late summer. Once again, due to these delays, the Authority is up against the draw deadline without the need to draw all of the funds. COG staff approached Fulton Bank to renegotiate the terms of the loan, specifically the draw deadline. Fulton Bank has offered the following:

- 1) The final draw deadline will be delayed from June 1, 2014 to December 1, 2015
- 2) However, \$2 million must be drawn on the parks loan on June 1, 2014 and the proceeds are to be held in a fully collateralized Fulton Bank account. COG/CRPRA would have to open the new account.
- 3) This \$2 million cannot be spent until the remaining draws are exhausted.
- 4) The loan fee to Fulton Bank would be \$2,500 with documentation coming from Jens that Fulton Bank would review.

COG staff discussed this with Chris Gibbons (financial advisor) and Jens Damgaard (bond counsel). Their recommendation was to accept Fulton Bank's offer and an estimate of the savings due to this action is approximately \$100,000 (based upon the timing of draws). The following timeline has been offered to gain approval:

- a) April/early May – Bond Counsel drafts the resolutions and amendment
- b) Early/mid-May – Fulton Bank reviews the resolutions and amendment
- c) May 15th – Request COG Finance Committee recommendation/approval
- d) May 15th – Request Authority approval/recommendation
- e) May 20th – COG Exec. Committee approves this topic for the General Forum agenda
- f) May 27th (Tues) – Approval at the joint COG/Authority General Forum meeting at Halfmoon Twp. and have the appropriate individuals sign the documents.

Mr. Viglione seeks comments and suggestions with respect to this proposed process.

VIII. ADJOURNMENT

(ACTION)

ATTACHMENTS

- 1 March Meeting Summary (draft)
- 2 (A/B) Voucher Reports
- 3 Dr. Ricketts Letter
- 4 March Activity Report
- 5 PF Tot Pool Turf Bid Summary

FUTURE MEETING SCHEDULES

CRPR Authority Board & COG Parks Capital Comm. - Joint Meeting

Thur., 8 May 2014, 12:15 PM at the COG Building

Spring Update Walking Tour of Oak Hall Regional Park for municipal/COG officials

Tues. 13 May 2014, 7-8 PM (weather-permitting).

CRPR Authority Board - Regular Meeting at the COG Building.

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

- Consideration of the Architectural Service Agreement for the Parks Maint. Facility
- 2015 P&R software service: Demonstration of the primary candidate
- Consider a proposal to re-launch the Friends Group for Millbrook Marsh Nature Center