

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, 20 February 2014, 12:15 PM**

PLEASE NOTE THE SPECIAL LOCATION:
CRPR Park Operations Shop
2929 Stewart Drive # 303 (in College Twp.) [Link to Map](#)
Mr. Woodhead will be absent so that he can attend a state grant workshop.
Ms. Tourscher will coordinate this meeting on behalf of the staff team.
Mr. Carpenter will lead a tour of the shop facility from noon to 12:15 PM.

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
---	---

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 16 Jan 2014 meeting are enclosed for action.

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

V. COMMITTEE REPORTS / 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 Program Manager and the Parks Manager

- January Activity Report (Attachment # 3)
- COG General Forum Update on the Hess Complex 2011-2014, including the “Field of Distinction” Award: Mon. 24 Feb 2014, 7:30 PM in the COG Forum Room. Board members are encouraged to attend. We understand that this topic will be at the start of the agenda.
- Winter/Spring Program and Summer Camp Updates
- Update on seeking 2014 Food Vending Proposals for Hess and the two pools
- Update on seeking 2014 Outfield Banners for Hess
- 2014 Monthly Park Project Roster: Jim Carpenter (Attachment # 4)

- B. Staff Highlights
Mr. Jeff Hall Mr. Todd Roth Ms. Molly Hetrick
Ms. Cindy Stahlman Ms. Beth Lee

VII. DISCUSSION & ACTION ITEMS

A. **Authorize Document Destruction** (Attachment # 5) (ACTION)

Board approval of Authority Resolution # 01-2014 is requested to permit the secured destruction of the agency documents listed there, as required under PA law. Staff recommends approval.

B. **Agency Database Services** (Attachment # 6)

Mr. Roth will update the Board on the 2014 process to review and compare Internet-based database services for Parks & Recreation Agencies. CRPR has been using Active.Net services since 2008 and we wish to evaluate other on-line services in terms of their costs and features. This discussion is provided for information only; no action is requested at this time.

C. **Regional Park Updates:** Mr. Doug Wenger, Reg. Parks Construction Manager

1. **Oak Hall Regional Park**

a. **MyVeteran/MyHero Tribute Trees:** (Attachment # 7)

Mr. Wenger has prepared the attached tree planting plan which outlines potential planting sites and trees for the Tribute Tree Campaign. Interest in this new campaign remains strong. In addition, if the pending "TreeVitalize" grant is approved, this plan will integrate those new trees.

b. **Entrance Road Drainage Controls:** (Attachment # 8 A/B) (ACTION)

Based upon our experience with the long-established entrance roadway, Mr. Wenger has worked with Stahl-Sheaffer Engineering to prepare two proposals to guide a resolution to the roadway issues. He will review the conditions with the Board; staff recommends approval of these proposals, funded by Project Contingency Funds.

#8A Engineering Services - Roadway Shoulders: NTE \$3,110 + reimbursables as specified.

#8B Engineering Services - Roadway Repave: NTE \$2,610 + reimbursables as specified.

2. **Whitehall Road Regional Park**

a. **Centre Soccer Assn. Donation:** Staff is pleased to report that the Centre Soccer Assn. has contributed \$7,020 to fully fund the engineering services necessary to widen the 3 soccer fields on the Land Development Plan. This action was authorized by the Authority Board in December. That expense and their donation will now increase the Project Budget by that amount. On a related note, the Director will be meeting with the Centre Soccer Assn. Board on Monday evening (17 Feb) to discuss their interest and questions in the future funding processes detailed in the Dec. letter.

b. **The Ferguson Twp. Zoning Hearing Board** will hear the Authority request at 7 PM on 25 Feb 2014 to waive the installation of tree islands every 10 spaces in the proposed parking areas.

3. Hess Field Driveway Widening (Update)

Working with CRPA Planner Tom Zilla, Mr. Woodhead has prepared and sent to 4 traffic consulting firms an RFP to prepare a report on the options (that must be PennDOT-endorsed) to widen the single-lane driveway at the Hess Complex. This "identification of options" is an important first step to respond to the request from Harris Township. However, no funds have been budgeted or approved to address the Harris Twp. request. The proposals are due back on 10 March and will then be presented to the Authority and Parks Capital Committee for consideration.

D. Authority Board Bylaws Update: Since the January minutes were not clear, the Board is asked to confirm the committee appointments (to recommend updates to the Authority Board Bylaws) of Mr. Hurley, Dr. Dunn and Ms. Matason. Staff will be distributing to the committee the current bylaws, as well as sample bylaws from other local authorities. It is hoped that the committee report can be scheduled for the April or May meetings.

VIII. ADJOURNMENT

(ACTION)

ATTACHMENTS

- 1. Jan. Meeting Summary (draft)
- 2. Jan. Voucher Report
- 3. Jan. Activity Report
- 4. 2014 Park Project Schedule
- 5. Resolution #1-2014 – Document Destruction
- 6. Overview of Agency Database Services
- 7. Oak Hall Tree Planting Plan
- 8A/B SSE Proposals for the OHRP entrance road

FUTURE MEETING SCHEDULES & TOPICS

- 1. **CRPR Authority Board & COG Parks Capital Comm. - Joint Meeting**
 Thur., 13 Mar 2014, 12:15 PM at the COG Building
 - Focus on planning and financing the new Centralized Parks Maint. Facility at WHRRP
- 2. **CRPR Authority Board - Regular Meeting** at the COG Building.
 Thur., 20 Mar 2014, 12:15 PM at the COG Building
 - Consider action on the 2014 Pool Chemical Bids
 - Consider action on engaging a Landscape Architect to assist with the bid documents for the artificial turf around the Park Forest Tot Pool.