



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, 19 February 2015, 12:15 PM

**COG Building - Forum Room**

2643 Gateway Drive, State College, PA 16801

Sue Mascolo, Chair, Township of Ferguson Chris M. Hurley, Vice-Chair, Township of Patton Kathy D. Matason, Secretary, Township of College	Diane J. Ishler, Treasurer, Township of Harris James W. Dunn, Ph.D., Borough of State College Shannon E. Messick, SCASD
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*Mr. Hurley and Dr. Dunn are unable to attend this meeting.*

- I. CALL TO ORDER
- II. COMMENTS FROM THE PUBLIC for any item not on the agenda (up to 3 min./person)
- III. APPROVAL OF MEETING SUMMARY (Attachment #1) (ACTION)  
The draft meeting summary from 15 Jan 2015 is enclosed for consideration.
- IV. VOUCHER REPORTS from January 2015 (Attachment #2) (ACTION)
- V. BOARD MEMBER ITEMS & UPDATES
 

Ferguson Twp.	Harris Twp.	College Twp.
Patton Twp.	State College Borough	State College Area School District
Millbrook Marsh Nature Center Adv. Committee c/o Ms. Matason		
- VI. STAFF REPORTS
  - A. Director's Report – Mr. Woodhead
    - Staff Activity Report for January (Attachment #3)
    - The Winter/Spring 2015 Staff Roster is presented for reference (Attachment #4)
    - 2015 Tournament Schedule & Outfield Fence Banner Sales Updates: Ms. Tourscher
    - Centre Co. Office of Aging - Updating the Sr. Center funding agreement with the Authority (dating from 1986-1989) (Attachment #5)
    - Update on Staff Vacancies: Parks Caretaker, Sr. Center Staff Asst., Summer Staff
    - Project Updates:
      - Hess Driveway Improvement Project
      - Nature Center Parking Area Project
      - Linden Hall Road Curbing & Guiderail Project

B. Staff Highlights

Ms. Niki Tourscher, Program Mgr. Mr. Jeff Hall, Rec. Sup. Fitness & Sports Ms. Cindy Stahlman, Sr. Ctr. Sup. Ms. Beth Lee, Rec. Sup. Programs & Mktg.	Mr. Jim Carpenter, Parks Mgr. Ms. Molly Hetrick, Nature Ctr. Sup. Mr. Todd Roth, Aquatics Sup. (away)
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VII. DISCUSSION / ACTION ITEMS

A. **Actions on Bids & Proposals**

**1. Bid for Portable Toilets for 2015-2017** Attachment #6 (ACTION)

As fully-detailed on Attachment #6, the following motion is proposed:

*That the Authority award the contract for providing and servicing the portable units as ordered by CRPR staff per the bid by Robinson Septic Service Inc. at the following unit prices through March 2017:*

<i>Unit Rental &amp; Service</i>	<i>\$80 per month</i>
<i>Add Alt. #1: Extra Servicing</i>	<i>\$28.50 per extra cleaning</i>
<i>Add Alt. #2: Special Event Rentals</i>	<i>\$80 per unit (for 4 days)</i>
<i>Add Alt. #3: Handwashing Unit</i>	<i>\$60 per month</i>

**2. Bid for Pool Chemicals for 2015** Attachment #7 (ACTION)

As fully-detailed on Attachment #7, the following motion is proposed:

*That the Board award the 2015 Pool Chemical Supply Contract to Univar USA (Altoona PA):*

<i>Item #1</i>	<i>Sodium Hypochlorite @ \$1.44 / gal. via bulk delivery</i>
<i>Item #2</i>	<i>Hydrochloric Acid @ \$34.25/ drum</i>
<i>Item #3</i>	<i>Calcium Chloride @ \$14.95 / bag</i>
<i>Item #4</i>	<i>Sodium Bicarbonate @ \$15.25 / bag</i>

**3. Food Concession Service Proposals for 2015** Attachment #8 (ACTION)

As fully-detailed on Attachment #8, the following motion is proposed:

*“That the Centre Region Parks and Recreation Authority accept the proposal and authorize a Concessions Permit to "Here’s the Beef, Inc." to provide food concession services at John Hess Softball Complex and at Oak Hall Regional Park in 2015.”*

**4. Novelty Concession Service Proposals 2015** Attachment #8 (ACTION)

As fully-detailed on Attachment #8, the following motion is recommended:

*“That the Centre Region Parks and Recreation Authority accept the proposal and authorize a Concessions Permit to "Kader’s Kona Ice, Inc." to provide novelty concessions at John Hess Softball Complex, Oak Hall Regional Park, Welch Pool and Park Forest Pool in 2015.”*

**5. Vending Machine Service Proposals 2015** Attachment #8 (ACTION)

As fully-detailed on Attachment #8, the following motion is proposed:

*“That the Centre Region Parks and Recreation Authority accept the proposal and authorize a Concessions Permit to Bittner Vending Inc. to provide vending machine services at John Hess Softball Complex, Oak Hall Regional Park, Welch Pool and Park Forest Pool in 2015.”*

- B. **2015 Agency Work Plan** (Attachment #9) (ACTION)  
 The 2015 Work Plan, as presented at the January meeting and pending additional Board member suggestions, is proposed for endorsement by the Board.
- C. **2015-2020 Strategic Plan & Measurements** (Attachment #10 A/B)  
 A paper copy of the final Strategic Plan (#10A) is provided for Board reference. Ms. Tourscher will also review the "Measurement Processes" (#10B) that will be applied annually to evaluate agency efforts toward the goals listed in the Strategic Plan.
- D. **Nature Center Advisory Committee - Bylaw Revision** (Attachment #11) (ACTION)  
 At their meeting in January, the Millbrook Marsh Nature Center Advisory Committee requested that their bylaws be revised by the Board with respect to their annual meeting schedule. Staff recommends approval of the request.
- E. **Wm. L. Welch Community Swimming Pool Access & Shared Parking**  
 Based upon the Board approval on 4 Dec 2014, the fully-signed Amendment to the Shared Parking Agreement was distributed to the Board earlier this month.  
 To continue the requested coordination with the High School Project, Mr. Ed Poprik has proposed presenting an update to the Board at the March 19 meeting. The District will also present a similar update to the COG General Forum in late-March. Approval to schedule the Authority Board update is requested.

VIII. ADJOURNMENT

(ACTION)

<p><b>ATTACHMENTS</b></p> <ul style="list-style-type: none"> <li>1 January Meeting Summary (draft)</li> <li>2 January Voucher Report</li> <li>3 January Activity Report</li> <li>4 2015 Winter/Spring Staff Roster</li> <li>5 Sr. Center Cost Sharing Review</li> <li>6 Portable Toilet Bid Summary</li> <li>7 Pool Chemical Bid Summary</li> <li>8 Food/Novelty/Vending Proposal Summary</li> <li>9 2015 Work Plan (proposed)</li> <li>10A/B 2015-2020 CRPR Strategic Plan &amp; Measurements</li> <li>11 Nature Center Adv. Comm. Bylaw Request</li> </ul>
<p><b>FUTURE MEETING SCHEDULES</b></p> <p><b>Joint Meeting of the COG Parks Capital Comm. &amp; the CRPR Authority Board</b>          Thur., 12 Mar 2015, 12:15 PM at the COG Building</p> <p><b>CRPR Authority Board - Regular Meeting</b>          Thur., 19 Mar 2015, 12:15 PM at the COG Building</p>

Currently, the following tentative agenda topics are scheduled for the Board agenda on 19 Mar 2015:

- Receive the SCASD High School Project update by District Staff
- Review the draft RFP for the Agency Fundraising Study
- Consider approving submitting grant applications to:
  - The Central PA Convention & Visitors Bureau
  - The "Get Outdoors PA" grant program c/o PA DCNR

