



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

Meeting Agenda
for Thursday, 17 Mar 2016, 12:15 PM
at Centre Region COG Building – Forum Room

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 & Asst. Sec., Twp. of Harris Jim W. Dunn, Ph.D., Borough of State College Shannon E. Messick, SCASD
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Mr. Hurley will chair the meeting since Ms. Mascolo is unable to attend.

- 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 the Regular Meeting on Th., 18 Feb 2016 is attached for consideration.
- IV. VOUCHER REPORTS from February 2016 (Attachment #2 A-B) (ACTION)
Attachment #2A: The Feb. 2016 Voucher Report is attached for review and approval.
Attachment #2B: The 29 Feb 2016 Budget Report will be provided when available.
- V. BOARD MEMBER ITEMS & UPDATES

Ferguson Twp.	Harris Twp.	College Twp.
Patton Twp.	State College Borough	State College Area School District
- VI. STAFF REPORTS
 - A. Director Reports
 - 1. Staff Activity Report for February (Attachment #3)
 - 2. The “2016 Green Park Award” from PA Dept. of Conservation & Natural Resources / PA Recreation & Park Society to Millbrook Marsh Nature Center: Update
 - B. Staff Highlights

Mr. Jim Carpenter, Parks Mgr. Ms. Niki Tourscher, Program Mgr. Mr. Jeff Hall, Sports Sup. Ms. Beth Lee, Rec. Sup.	Ms. Cindy Stahlman, Sr. Center Sup. Ms. Melissa Freed, Nature Center Sup. Mr. Todd Roth, Aquatics Sup.
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VII. DISCUSSION AND ACTION ITEMS

A. **“50¢ DAYS AT THE POOLS”**

(Action)

As part of the 2016 Fee Policy, “\$1 Admission Days” were authorized for Father's Day Weekend (18-19 June 2016) and for Mon., 4 Jul 2016 at Park Forest and Welch Community Swimming Pools. As part of the events planned to celebrate the 50th Anniversary of the CRPR Agency, the Board is asked to further reduce the pool admission for those 3 days to 50¢ per person. *(Both pools will close at 6 PM on July 4.)*

B. **PROPOSALS FROM CONCESSIONAIRES**

(Attachment #4)

(Action)

Program Manager Niki Tourscher will review the attached summary of the proposals submitted to provide food and snack services at Oak Hall Regional Park, Hess Softball Complex, Park Forest Pool and Welch Pool. The summary includes the staff recommendations with respect to Board actions regarding the 2016 concession permits.

C. **GRANT APPLICATION TO CENTRAL PA CONVENTION & VISITOR’S BUREAU**

(Attachment #5)

(Action)

The Board is asked to approve Resolution #01-2016 to authorize an application for a \$4,000 grant from the Central PA Convention & Visitor’s Bureau Tourism Grant Program. The grant funds would be used to produce a paper and electronic brochure to further promote and market the expanded CRPR facilities and reservation opportunities for residents and visitors.

D. **GRANT APPLICATION TO THE WAL-MART FOUNDATION**

(Action)

The Board is asked to authorize Nature Center staff to apply for a Community Giving Grant from the Walmart Foundation. A grant application in the amount of \$2,500 is proposed to support 2016 Millbrook Marsh Nature Center Specialty Camps. The foundation has provided funding to support the camps since 2013: \$2,000 in 2013 to purchase supplies; \$2,500 in 2014 to purchase supplies; \$2,500 in 2015 to purchase kayaks. If approved, the 2016 grant funds (\$2,500) will be used for camp scholarships and supplies.

E. **SENIOR CENTER RENOVATION & RELOCATION (Nittany Mall)**

(Attachment #6 pending)

(Action)

On Mar. 8 the principles of a lease amendment were finalized with the co-owners of the Nittany Mall ([Namdar Realty Group LLC](#), Great Neck, NY). It is expected that a proposed lease amendment document will be provided by the owners for Board review in advance of the Authority meeting. If so, it is recommended that Board action also be contingent upon the review of the Authority Solicitor. Upon the joint execution of the lease amendment, the mall will engage their contractors to begin the planned renovations of the 7,070 square foot space. At that point, as a result of the delay in finalizing the lease amendment, a new projected opening date will be determined.

F. FUNDRAISING STRATEGY AND SERVICES

(Action)

Two proposals were presented to the Board in December and tabled to permit additional research:

Consulting Firm	Main Study	Sr. Ctr.	TOTAL
Affinity Connection Inc., State College PA	\$20,000	\$13,000	Not to exceed \$33,000 (+ reimbursable expenses)
EFR Fundraising Consulting Services, Dubois PA	\$25,000	\$10,000	Not to exceed \$35,000.

The Director will update the Board regarding the evaluation process and updates from the firm with the lowest quotation for the requested professional services: Affinity Connection Inc. Funding for this project will utilize 2015 funds that were reserved for this project. It is expected that the requested services will:

- build upon the successful fundraising efforts to date (nature center building, park trees & benches),
- provide technical assistance and support for the Senior Center Fundraising Campaign,
- provide the necessary framework and assistance to raise funds for both operations and capital projects at the Regional Parks and the Nature Center,
- assist CRPR staff in drafting an update to the CRPR Sponsorship & Donation Policy (2005) to address facility naming rights.

A possible motion would be:

“That the Authority engage Affinity Connection Inc. as a professional service to prepare a Fundraising Plan and to provide the services outlined in their proposal for a fee not to exceed \$30,000 (+ reimbursable expenses).”

G. MILLBROOK MARSH NATURE CENTER – PARKING AREA PROJECT

(Attachment #7)

(Action)

On 2 Oct 2015 the Board awarded a contract to Landserv Inc., Boalsburg, for construction of the parking area for \$168,050. \$87,500 of the funding is from a state grant; the balance of the funding is from local donations. The construction is approximately 90% complete. It is expected that the parking area will open for public use to accommodate the “Earth Day Birthday” event on Sunday, 10 Apr 2016.

In order to finalize the construction project, the Board is asked to consider action on Change Order #1 in the amount of \$8,919. This change order reflects the extra labor and materials required of the contractor during construction and is recommended by Stahl-Sheaffer Engineering. The extra cost will be covered by available donations made to this project. Final completion is expected once the remaining landscape plantings are installed, the paving is completed for the ADA parking spaces (when the asphalt plants reopen for the year), and the excess soil is removed from the site by the contractor. Staff recommends approval of Change Order #1. Following Board approval, the change order must also be approved by the PA Dept. of Conservation and Natural Resources. A possible motion would be:

“That the Authority Board approves Change Order #1 to the contract with Landserv Inc. for the Millbrook Marsh Nature Center Parking Area Project in the amount of \$8,919 as recommended by the Consulting Engineer for the project.”

H. AGENCY DIRECTOR TRANSITION

In view of the scheduled retirement of the current Director on 31 Aug 2016, Mr. Steff has asked that this topic continue on each Board agenda so that updates can be provided. Mr. Steff reported at the Joint Parks Meeting on 10 March that the recruitment notice has been posted as follows:

- PA Recreation & Parks Society www.prps.org and at their annual conference (13-16 Mar 2016)
- National Recreation & Park Assn. www.nrpa.org
- COG website www.crcog.net and CRPR website www.crpr.org
- The *Centre Daily Times* (ad publication scheduled)

VIII. ADJOURNMENT

(ACTION)

ATTACHMENTS	FUTURE MEETING SCHEDULE
1 Feb. 18 Meeting Summary 2A Feb. Voucher Report 2B Feb. Budget Report (<i>pending</i>) 3 Staff Activity Report – Feb. 2016 4 Food & Vending Proposal Summary 5 Visitor’s Bureau Grant Resolution 6 Mall Lease Amendment (<i>pending</i>) 7 Nature Ctr. Change Order #1	• Joint Meeting - the COG Parks Capital Comm. & CRPR Auth. Board: Thur., 14 Apr 2016, 12:15 PM at the COG Bldg. • Regular Meeting of the CRPR Authority Board: Thur., 21 Apr 2016, 12:15 PM at the COG Bldg.