



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, 18 Feb 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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- I. CALL TO ORDER
- II. COMMENTS FROM THE PUBLIC for any item not on the agenda (up to 3 min./person)
- III. RECOGNITION OF MRS. JUNE BROWN - CRPR Recreation Supervisor Beth Lee
The Board and staff are pleased to honor 60 consecutive summers of CRPR service by Mrs. June Brown. June has decided to not return for 2016 as the CRPR Arts and Crafts Coordinator for Summer Day Camps. Mrs. Brown began work in summer 1956 for the supervised playgrounds offered by the State College Park & Recreation Board, which was operated by State College Borough and the State College Area School District. (The CRPR Agency was formed in 1966.)
- IV. APPROVAL OF MEETING SUMMARY *(Attachment #1)* **(ACTION)**
The draft meeting summary from the Regular Meeting on Th., 21 Jan 2016.
- V. VOUCHER REPORTS from January 2016 *(Attachment #2 A-C)* **(ACTION)**
Attachment #2A: The January 2016 Voucher Report is attached for review and approval.
Attachment #2B: The Jan. 31, 2016 Budget Report is provided for Board information.
Attachment #2C: The End-of-2015 Budget Report is provided for Board information.
- VI. BOARD MEMBER ITEMS & UPDATES

Ferguson Twp.	Harris Twp.	College Twp.
Patton Twp.	State College Borough	State College Area School District
- VII. STAFF REPORTS
 - A. Director Reports
 - 1. Staff Activity Report for January *(Attachment #3)*
 - 2. 2014 & 2015 Active.Net Revenue Summary Report *(Attachment #4)*
 - 3. Visitor’s Bureau project to update their 2006 Sportfield Study – Mr. Woodhead
 - 4. Promoting the 2016 Welch Pool Updates – Mr. Roth
 - 5. Nature Center “Book Bench” installation completed – Ms. Freed
 - 6. Advertising for 2016 Food & Snack Concession Proposals – Ms. Tourscher

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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VIII. DISCUSSION AND ACTION ITEMS

A. **The Proposed 2016 CRPR Work Plan** (Attachment #5) (ACTION)

The Board is asked to consider official endorsement of the proposed 2016 Work Plan as distributed at prior meetings. The attached version of 5 Feb 2016 includes some updates and is presented for possible Board action.

B. **2017 Authority Board Priorities** *(per memo distributed on 29 Jan 2016)*

During its 25 Jan 2016 meeting, the General Forum unanimously agreed to ask COG Committees, Boards and Authorities that receive funding through the COG to consider and provide their comments on the following five questions. This dialogue is to be led by the Board.

The comments received from this Board (as well as from the COG Parks Capital Committee to be discussed at the Joint Meeting on 10 Mar 2016) will help the General Forum understand organizational priorities and how resources will be focused in the future. The questions from the General Forum are:

- 1) What does the Board believe that its priorities should be?
- 2) How does the Board believe that those priorities should be ranked in terms of importance for the upcoming 2017 budget?
- 3) Does the Board believe that there are services/projects that it may not be doing that it should be doing?
- 4) Does the Board believe that there are services/projects that it is doing that it should stop doing or do at a reduced level?
- 5) Does the Board believe that there are services/projects that it should do differently?

Action: The Board should discuss and come to a consensus response on each question.

Next steps: Staff will draft a summary of the discussion that will be reviewed by Mr. Steff, COG Executive Director. The summary will then be included on the agenda of the COG Executive Committee.

Attachments & Links:

- The **2016 CRPR Work Plan** *(Attachment #5)*
- [Link to the CRPR Strategic Plan 2015-2020](#)
- Link to [2016 COG Program Plan \(4 MB PDF\)](#): Provides information on each Agency's mission statement, goals and work objectives (8 sections regarding CRPR).
- Link to [2016 COG Summary Budget](#) on Issuu.com: Provides information on COG revenue and expenditures (including the 8 CRPR Funds) for 2016 and the three prior years.

C. Senior Center Renovation / Relocation in the Nittany Mall

- Mr. Woodhead will update the Board on progress to proceed with the proposed renovations for the larger, long-term home of the Centre Region Senior Center at the Nittany Mall. With the January approvals of the COG General Forum and the Centre County Board of Commissioners, the updated 2016 Budget for the Senior Center is shown below:

CENTRE REGION SENIOR CENTER	2016 Operating Budget Shares	Capital Contributions (Annually for 10 years)	Annual Total by Source
Centre Reg. COG (5 municipalities)	\$121,054	\$15,000 (original proposal) <u>\$10,000</u> (supplemental) \$25,000	\$146,054 COG
Centre County Gov't.	\$73,641	\$5,000 (original proposal) <u>\$6,250</u> (supplemental) \$11,250	\$84,891 County
Fundraising Campaign w/ \$100,000 goal	\$3,000	\$2,000	\$5,000
Fees & Charges	\$17,300	-	\$17,300
Total by Type	\$214,995	\$38,250 annually	\$253,245

- Work to finalize the provisions of a Lease Amendment with the Nittany Mall owners (in New York) continues in earnest.
- Staff will proceed with a voting process by senior center patrons in early-March to rename the senior center upon the planned relocation (May 1). Ms. Tourscher will review the suggested names that are proposed for the ballot, along with a write-in option. The voting results will then be presented to the Board for consideration in April.
- Staff has prepared a draft fundraising brochure to present during visits to potential donors. Ms. Tourscher will distribute the current draft to the Board for suggestions.
- The staff is also working with Centre County Office of Aging to submit a state grant application later this spring to possibly assist with Phase 1 and Phase 2 renovations – in addition to the Senior Center Fundraising Campaign. Some of the state grant funds would also be applied to reduce the supplemental municipal and county commitments.

D. Fundraising Feasibility Study

It is planned that the Board will be requested at the March meeting to act on the selection of a fundraising consultant (from the two proposals submitted in December). Evaluation of the proposals for regional park fundraising was suspended due to work on the Senior Center project.

E. Agency Director Transition – 2016

In view of the scheduled retirement of the current Director on 31 Aug 2016, COG Human Resources Officer Amanda Murtha and Executive Director Jim Steff will review the following items with the Board:

- The results of the recent on-line survey distributed to stakeholders about the position attributes.
- The proposed updates to the job description for the CRPR Director to be used during the recruitment process. Input from the Board is welcomed. (Attachment #6)

F. WHITEHALL ROAD REGIONAL PARK – INTERIM DRIVEWAY PROJECT

(Attachment #7)

(For Discussion Only)

As requested at a prior Joint Parks Meeting, a proposal has been obtained from Stahl-Sheaffer Engineering LLC to prepare a Feasibility Study and Cost Estimate to provide an interim access and the selected utilities to the future park. The crushed-stone driveway would be placed on the site of the future Emergency Access Road shown on the Park Master Plan. Authority action on the proposal will be proposed for the Joint Parks Meeting on 10 Mar 2016.

G. OAK HALL REGIONAL PARK – LINDEN HALL ROAD DRAINAGE PROJECT

(Attachment #8)

(ACTION)

Mr. Woodhead will update the Board on the planned drainage improvements along Linden Hall Road. The sole bid for the original curbing/guiderail project was rejected in fall 2015 due to the excessive cost. Rather than rebidding to obtain more bidders, Board action may be requested for additional engineering services for an alternate solution involving work solely on the park driveway. The proposed cost of those services by Stahl-Sheaffer Engineering LLC on a time and material basis, not to exceed the amounts shown below:

Task 1 – Land Survey-----	\$ 800.00
Task 2 – Site Design & Permitting-----	\$ 1,100.00
Task 3 – Construction Administration-----	<u>\$ 1,000.00</u>
Total -----	\$ 2,900.00

Plus an allowance of up to \$200 for reimbursable expenses.

H. MILLBROOK MARSH NATURE CENTER – PARKING AREA PROJECT

(ACTION)

Mr. Woodhead will update the Board on the construction project at the nature center. The contractor and engineer are working to finalize Change Order #1 for the extra labor and materials required of the contractor during construction. If the details of Change Order #1 are finalized in time for the meeting, it will be presented for Board action. It is expected that the parking area will be completed and opened for use in April.

IX. ADJOURNMENT

(ACTION)

ATTACHMENTS	FUTURE MEETING SCHEDULE
<ul style="list-style-type: none"> 1 Jan. 21 Meeting Summary 2A Jan. Voucher Report 2B Jan. Budget Report 2C End-of-2015 Budget Report 3 Staff Activity Report – Jan. 2016 4 Active.Net Revenue Summary Report 5 2016 CRPR Work Plan (proposed) 6 Updated Job Description (draft) 7 Whitehall Rd. Reg. Park Access 8 Linden Hall Rd. Drainage 	<ul style="list-style-type: none"> • Joint Meeting - the COG Parks Capital Comm. & CRPR Auth. Board: Thur., 10 Mar 2016, 12:15 PM at the COG Bldg. (Ms. Mascolo and Dr. Dunn will be absent.) • Regular Meeting of the CRPR Authority Board: Thur., 17 Mar 2016, 12:15 PM at the COG Bldg. (Ms. Mascolo will be absent.)