



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

COG General Forum Room
Thursday, December 15, 2016
12:15pm

AGENDA

1. CALL TO ORDER
Chairperson Sue Mascolo will convene the meeting.
2. CITIZEN COMMENTS
Members of the public are invited to comment on any items not already on the agenda (three minutes per person time limit, please). Comments relating to specific items on the agenda should be deferred to that point in the meeting.
3. APPROVAL OF MINUTES
A copy of the draft minutes from the November 17, 2016 meeting of the Centre Region Parks and Recreation Authority is **enclosed**.
4. VOUCHER REPORTS
The November 2016 Voucher Report is **enclosed** for review and approval. The November 2016 Budget Report is **enclosed** for informational purposes only.
5. BOARD MEMBER REPORTS

Ferguson Township	Harris Township	College Township
Patton Township	State College Borough	State College Area School District
6. AGENCY REPORTS
 - A. Director's Report (**enclosed**)
 - B. Staff Reports:

Niki Tourscher, Program Manager	Jim Carpenter, Parks Manager
Jeff Hall, Sports Supervisor	Beth Lee, Recreation Supervisor
Cindy Stahlman, Active Adult Center Supervisor	Melissa Freed, Nature Center Supervisor
Todd Roth, Aquatics Supervisor	

7. DISCUSSION AND ACTION ITEMS

A. Fundraising Project Update (Niki Tourscher)

Affinity Connection was contracted to conduct CRPR's fundraising project and Niki Tourscher will provide an update on the overall progress, next steps, and donations to date. This information will be provided for informational purposes only and does not require Authority action but comments are welcome and encouraged.

B. Whitehall Road Regional Park (Pam Salokangas)

Distributed at the November 28, 2016 General Forum meeting was a summary document of the meetings held to date regarding Whitehall Road Regional Park as well as a projected timeline of the project. The Authority board members received these documents in the agenda packet for the December 8, 2016 joint meeting with the Parks Capital Committee.

At this time, the department is gathering a group of interested people to work with Stahl Sheaffer Engineering as we begin the process of reviewing the project tasks timeline and begin generating options for the Phase I development of Whitehall Road Regional Park within in the \$4.8 million budget.

Several meetings will be set-up over the course of the next six weeks where we will review documents and brainstorm the various options and related outcomes for this project. Updates as the work progresses will be provided at the next joint meeting between the Parks Capital Committee and the Centre Region Parks & Recreation Authority.

And as a matter of record, Stahl Sheaffer has been retained to complete the work to date as well as the upcoming meetings on an hourly basis. Once there is a firm decision on the next steps, a long-term contract for Stahl Sheaffer to continue into the design phase will be negotiated.

Ultimately, the goal is to make a presentation of three viable options for the park at the January 23 General Forum meeting.

C. Millbrook Marsh Nature Center Advisory Committee - Alcohol Policy (Pam Salokangas)

Several years ago, the Millbrook Marsh Nature Center Advisory Committee put forth a draft alcohol policy which would allow the facility to expand its wedding clientele and overall rental program. At the time, the alcohol policy was not endorsed by the Authority.

In 2016, the Pennsylvania Liquor Control Board updated several policies to allow the sales of alcohol in new locations; in addition, they added new special event permits for non-profit groups that will allow them to hold a limited number of fundraising events where they can legally serve alcohol. Because of these changes as well as the need to generate a higher revenue stream for the facility, the Advisory Committee has drafted an alcohol policy that covers both rentals of the facility (i.e., weddings) as well as internally-operated fundraisers.

Because the Advisory Committee will meet the day before the Authority meets, the draft policy will be provided as a handout at the meeting. Along with the draft policy, the packet will include the updated PA Liquor Control Board information and example application.

The Centre Region Parks & Recreation Authority should review and discuss the Millbrook Marsh Nature Center Advisory Committee's proposed alcohol policy and note any areas of concern. Should the Authority decide to approve the policy as proposed, a possible motion is:

“That the Authority Board approves the 2017 Millbrook Marsh Nature Center Alcohol Policy as it relates to rentals and internal fundraising special events.”

D. Employee Recognition Committee – Pool Pass / Pavilion Rental Discount for Employees

The Parks and Recreation Department has two representatives on the Employee Recognition Committee (ERC)-Jada Light and Tiffany Barto. The ERC plans events year-round to support and encourage employee engagement and support a positive and rewarding work environment. Through several conversations with them and the committee, the department suggested that we offer 2017 Pool Passes and 2017 Pavilion Rentals at a discount for full-time COG employees.

Before putting forward the program, Pam Salokangas, Director, met with Todd Roth, Aquatics Supervisor, to review budget numbers to ensure that the Aquatics Budget could support additional discounts, outside of the early season discount offered during the winter, to almost 100 employees. Todd indicated that his budget could support this discount and he was in support of providing this program as it would encourage employees to recreate, utilize facilities in their community, as well as benefit him by possibly selling a few more pool passes.

We opted to carry the discount forward to pavilion rentals as well as it may encourage employees to visit our parks and utilize the pavilions for their birthday parties, anniversary events, or other activities. Our hope is that employee rentals will increase use as well as add additional funds to the public rental revenue stream.

The department staff should review and discuss the proposed ERC discount program and note any areas of concern. Should the Authority decide to approve the policy as proposed, a possible motion is:

“That the Authority Board approves the 2017 Pool Pass and 2017 Pavilion Rental Discount program as part of the Employee Recognition Committee's year-long activities and events offered to COG full-time employees.”

8. OTHER BUSINESS

A. Matter of Record: Next Meeting Dates:

December 20, 7:30pm – General Forum Mtg. (COG Bldg.) – no agenda items at this time

January 12, 12:15pm – Joint Meeting with COG Parks Capital Comm. (COG Bldg.)

January 19, 12:15pm – CRPR Authority Board (COG Bldg.) – Annual Reorganizational Mtg.

- B. Matter of Record: The CRPR office along with Jim Steff, Sue Mascolo, and Chris Hurley, received on November 21, 2016 a letter from Patton Township dated October 19, 2016. The letter, in summary, is Patton Township's stance on Regional Park Funding as it relates to the Joint Articles of Agreement for the Planning, Development, and Operation of Regional Parks. They state their commitment to the current funding encumbrances, but do not commit to anything further at this time. There is reference to parks' master plans and that no changes can be made to the master plans without unanimous vote of the participating municipalities. If changes are suggested, the participating municipalities have the right to be involved in the decision-making process. The township states that they will not provide any additional funding at this time beyond the already executed financing. The letter is signed by Elliot Abrams, Chair, Patton Township Board of Supervisors. A copy of this letter will be provided at the December 15 meeting.
- C. Matter of Record: The FAA recently released its Unmanned Aircraft Systems (UAS) Rule (Part 107), including all pilot and operating rules. This rule went into effect as of 12:01am EDT on August 29, 2016. It is hoped that we can review this rule and provide some information and recommendations to the Authority regarding drones in CRPR-maintained parks.

9. ADJOURNMENT

ATTACHMENTS

1. Meeting Summary Draft
2. November Financial Reports
3. November Vouchers
4. Director's Report
5. ERC Pool Pass/Pavilion Rental Flyer
6. Senior Center December Calendar
7. Senior Center December Newsletter