



2643 Gateway Drive #1  
State College, PA 16801  
(814) 231-3071 fax: 814.235.7832  
www.crpr.org crpr@crcog.net

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, January 19, 2017 – Annual Reorganizational Meeting  
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 December 15, 2016 meeting of the Centre Region Parks and Recreation Authority is **enclosed**.
4. ANNUAL REORGANIZATION – 2017 CALENDAR YEAR
  - A. The Committee is asked to conduct the Election of Officers (Chair and Vice-Chair) for 2017. The following officers were elected for 2016:

Chair	Sue Mascolo, Ferguson Township
Vice-Chair	Chris Hurley, Patton Township
Secretary	Diane Ishler, Harris Township
Treasurer	Kathy Matason, College Township
  - The official 2017 Centre Region Parks & Recreation Authority roster is:

James Dunn, State College Borough	Chris Hurley, Patton Township
Diane Ishler, Harris Township	Sue Mascolo, Ferguson Township
Kathy Matason, College Township	Shannon Messick, SCASD
  - B. The Authority is asked to set their 2017 joint meeting schedule. The proposed dates below continue the current schedule of holding the meeting on the 3<sup>rd</sup> Thursday of each month at 12:15 PM in the COG Forum Room. It is requested that the Authority consider holding a portion of the Spring/Summer/Fall meetings at outdoor locations, rotating through several municipal parks, as well as using the Forum Room for the remainder of the meetings. Upon approval of the meeting dates and locations, a Public Notice will be published.

***Proposed 2017 Joint Meeting Dates: 3<sup>rd</sup> Thursday, 12:15pm, COG Forum Room***

February 16 (Forum)	March 16 (Forum)	April 20 (Forum)
May 18 (Borough Park)	June 15 (College Twp. Pk.)	July 20 (Harris Twp. Pk.)
Aug. 17 (Ferguson Twp. Pk.)	Sept. 21 (Patton Twp. Pk.)	October 19 (Forum)
November 16 (Forum)	December 21 (Forum)	January 18, 2018 (Forum)

The Centre Region Parks & Recreation Authority should review and discuss the Joint Meeting Dates for 2017. Should the Authority decide to approve the dates as proposed, a possible motion is:

***“That the Centre Region Parks & Recreation Authority approves the 2017 meeting dates as proposed with all meetings to be held at 12:15pm in various locations which will be included in a Public Notice and on the COG website.***

5. VOUCHER REPORTS

The December 2016 Voucher Report is **enclosed** for review and approval. The December 2016 Budget Report is **enclosed** for informational purposes only.

6. BOARD MEMBER REPORTS

Ferguson Township	Harris Township	College Township
Patton Township	State College Borough	State College Area School District

7. AGENCY REPORTS

A. Director’s Report (**enclosed**) and Special Events List (**enclosed**)

B. Staff Reports:

Jim Carpenter, Parks Manager  
Beth Lee, Recreation Supervisor  
Melissa Freed, Nature Center Sup.

Jeff Hall, Sports Supervisor  
Cindy Stahlman, Active Adult Ctr. Sup.  
Todd Roth, Aquatics Supervisor

8. DISCUSSION AND ACTION ITEMS

A. 2016 General Forum Q & A

During the first six months of 2016, the General Forum asked each COG Committee to respond to five questions regarding its future work priorities. **Enclosed** is a copy of the General Forum questions and the Parks & Recreation Authority’s responses. The Committee should review these responses and decide if any changes or updates are needed.

B. Monthly Reporting & Disbursement of Agenda Packets (Pam Salokangas)

As part of the reorganizational meeting, Pam is inquiring to the Authority members what they would like to see in CRPR’s staff monthly reports going forward in 2017? Is there information we can remove and replace it with different data, event summaries, photos? The Authority should discuss and provide direction.

Additionally, CRPR would like to clarify who should be receiving the agenda packets electronically and who would like their packet mailed to them? Furthermore, we have an additional distribution list that includes township/borough managers, alternates, and other interested folks. Are there additional people who should be receiving the agenda packets?

Lastly, do any of the Authority members, who aren't already, want to be subscribed to our electronic newsletters distributed twice a month: 1) CRPR general e-news at the beginning of the month, and 2) MMNC e-news during mid-month.

C. Fundraising Project Update (Pam Salokangas)

Affinity Connections was contracted to conduct CRPR's fundraising project and Pam Salokangas 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.

D. 2017 Concessions Plan for Oak Hall Regional Park (Jeff Hall)

The CRPR Staff have been working on a plan for 2017 that will be different than what we've done in previous years. We are underutilizing the concession stand Oak Hall Regional Park. Our intent, in 2017, is to launch a trial run of an internal concessions operation at Oak Hall Regional Park. **Enclosed** is an outline of the 2017 Concessions Plan for Oak Hall Regional Park; it includes a summary of equipment needs, purchasing options, staffing operations, menu selections, and tentative budget.

Jeff Hall will be providing additional information on the day of the meeting and will present that information verbally.

The Authority should discuss this proposal and provide any feedback, suggestions, and additional ideas. Should the Authority decide to approve the 2017 Concessions Plan for Oak Hall Regional Park, a possible motion is:

***"That the Centre Region Parks & Recreation Authority approve the 2017 Concessions Plan for Oak Hall Regional Park, and that monthly reporting on concessions operation be included in the monthly report for future discussions of the operation."***

E. Whitehall Road Regional Park (Pam Salokangas)

In December, CRPR gathered a group of interested people to work with Stahl Sheaffer Engineering to 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. Two meetings were held, one on December 19 and one on January 5. **Enclosed** are the notes taken from both meetings for your review.

At the January 5 meeting, the group was presented with three phasing options as well as related cost estimates (**enclosed**). These three options were created based on the notes from the December 19 meeting which included the assumption of grass/turf fields, the importance of having water and electricity, a reduced Phase 1 build with fewer sports fields but with a mix of amenities, and the assumption that CRPR Authority would still be responsible for building the driveway and Whitehall Road/Blue Course Drive intersection. Joe Viglione attend the January 5 meeting to provide a brief update of the loans and to offer three options for those loans (see notes).

Ultimately and after much discussion regarding timing of this project, the loan schedule, and the corresponding draw date of June 1, 2017, along with many other variables such as the status of the student housing litigation, and the failing intersection at Bristol and Blue Course Drive, the group opted to endorse Option A, assuming the responsibility for building said road/intersection improvements; Option A is budgeted at \$5,625,591, which includes the base bid of \$5,068,100, \$253,405 for 5% contingency, and \$304,086 for bonds, insurance, stakeout, and mobilization.

It's important to note that through our discussions (see enclosed summary), it was very important to keep the reduced phase as versatile as possible, and to be as interesting and as functional as possible as a regional park, knowing that future phases will continue that desire. Having multiple-use grass fields will serve several user groups including soccer, lacrosse, rugby, and football, as well as other groups like Ultimate Frisbee. Part of CRPR's charge is also to encourage other activities to be scheduled at these regional park sites where we have the open space and parking infrastructure to hold large events like a kite flying demonstration and competition, disc golf clinics using portable equipment, other instructional sports demonstrations and clinics, and other general events. Keeping the trail intact during this smaller Phase 1 build is important as well; the trail connects town to the outlying neighborhoods (via sidewalks and bikepaths) to the regional park, and ultimately connects those folks via the park trail to Musser Gap, Shingletown Gap, and the Mid-State Trail. For the sports groups, the additional add-on options of synthetic turf and ballfield lights also solidify Whitehall Road Regional Park as a regional park: more tournaments can be held here as no other synthetic turf, open for their use, is available; in the region; ballfield lights are very limited for rectangular fields available for their use; the synthetic turf and ballfield lights expand the season (longer nights and a longer season) which helps them to provide better opportunities for their growing membership. Because we kept the space in Option A for the community gardens and the dog park, this allows different user types access to the regional park, keeping this park's broad focus.

Pam Salokangas provided an update on the results of these planning meetings at the Joint Mtg. of the Parks Capital Committee and the Centre Region Parks and Recreation Authority on January 12. While the recommended Option A is still over budget at this time, there are some additional options to reduce costs and refinement to be made; furthermore, several private groups indicated that if a final option was chosen, and the park was going to move forward in 2017-18, then they may be interested in conducting additional fundraising for future contributions to add optional add-in amenities such as synthetic turf and ballfield lights as well as funds to cover the difference between the total construction budget and what CRPR has in current funding (approx. \$4.8 million).

It was suggested that the private groups take this information back to their respective governing boards to ask if they are still interested in this project and willing to contribute to it, and, if so, in what amount and under what conditions. Looking ahead, the CRPR will be contacting additional private groups not represented to determine their willingness to financially contribute to the project. Please note that it is important to remember that with private donations, there may be expectation of priority use of the playing fields. If that is a condition of the donation then a separate priority use agreement would need to be drafted between each private group if there is an expectation of priority use.

In the meantime, because there was a lengthy discussion about the cost for building the driveway, the intersection, and the off-site traffic improvements, Stahl Sheaffer suggested that CRPR move forward with the request to host a Scoping Meeting for the Traffic Impact Study. This Scoping Meeting would finalize, based on the Option A design of the reduced Phase 1 amenities, what intersections we would need to study. It was reported that the Bristol and Blue Course Drive intersection currently meets the threshold for justifying the installation of a traffic signal and this improvement project is included in the Ferguson Township Capital Improvement Plan (CIP) for construction in 2019. Some members of the planning group that because this intersection is already at capacity that it is Ferguson Township's responsibility to install the traffic signal. If this were to occur, then the CRPR would be able to direct the funds for this \$450,000 to \$500,000 on-site improvement to amenities within the park.

The purpose of the recommended Scoping Meeting is to identify the areas to be studied in the Traffic Impact Study based on proposed amenities for the Phase 1 Park Development plan as may be approved. The result of the Scoping Meeting will help CRPR determine if it will be responsible for studying a smaller vs. larger area for off-site improvements and the types of improvements that will be needed for the park to be developed. The study's conclusions will refine/reduce the budget estimates if off-site improvements can be reduced, and allows the CRPR to improve the amenities proposed in the Phase 1 plan.

Because Stahl Sheaffer is still managing projects for CRPR on an hourly basis, the Authority should consider action to authorize CRPR to request Stahl Sheaffer to move forward with the organization and execution of the Scoping Meeting. The Authority should discuss this next step; should the Authority decide to approve the next step of a Scoping Meeting, a possible motion is:

*“That the Centre Region Parks & Recreation Authority approve authorization of Stahl Sheaffer, on an hourly rate basis, to move forward with the organizing and execution of a Scoping Meeting on behalf of the Phase 1A design for Whitehall Road Regional Park.”*

Ms. Salokangas is requesting any additional comments on this project so that she can present an update to the General Forum on January 23. Additionally, a third planning meeting will be scheduled to discuss the results of the Scoping Meeting as well as to hear from the private groups regarding their ability and willingness to fundraise in order to meet the budget requirements of this regional park, especially if there is interest in the additional add-on options of synthetic turf and ballfield lighting.

## 9. OTHER BUSINESS

### A. Matter of Record: Next Meeting Dates:

January 23, 7:30pm – COG General Forum Meeting, COG Forum Room

February 9, 12:15pm – Joint Meeting with Parks Capital Committee, COG Forum Room

February 16, CRPR Authority Board (COG Bldg.) – Annual Reorganizational Mtg.

### B. 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. This item has been delayed for several months due to other priority projects; it is hoped that this subject matter can be researched and brought forward at either the February or March meeting.

10. ADJOURNMENT

ATTACHMENTS

- |  |   |
|--|---|
| 1. Meeting Summary Draft                   | 2. December Financial Reports               |
| 3. December Vouchers                       | 4. Director's Monthly Report                |
| 5. 2017 Special Events List                | 6. General Forum Q & A Summary              |
| 7. 2017 Concessions Plan for OHRP.         | 8. WRRP Notes from Dec. 19 and Jan. 5 mtgs. |
| 9. WRRP Phasing Options & Cost Estimates   | 9. Active Adult Center January Calendar     |
| 10. Active Adult Center January Newsletter |   |