



Centre Region Council of Governments  
**CENTRE REGION PARKS AND RECREATION BOARD**  
**CENTRE REGIONAL RECREATION AUTHORITY**

2643 Gateway Drive #1, State College, PA 16801 Website: [www.crpr.org](http://www.crpr.org)  
 (814) 231-3071 Fax 814.235.7832 E-Mail: [crpr@crcog.net](mailto:crpr@crcog.net)  
*Serving the Borough of State College and the Townships of College, Ferguson, Harris and Patton*

***Approved Minutes of Regular Meeting***  
 Thursday, 16 February 2012 at the COG Forum Room

**I. CALL TO ORDER and ROLL CALL**

Chair Sue Mascolo called the meeting to order at 12:15 P.M.

Board members attending (4 of 6):

Sue Mascolo, Chair	Kathy Matason, Secretary
Roy Harpster, Vice-Chair	Chris Hurley
Staff: Ronald J. Woodhead, Director	Jeff Hall, Rec. Supervisor Sports & Fitness
Todd Roth, Aquatics Supervisor	Molly Hetrick, Rec. Supervisor Nature Center
Jim Carpenter, Parks Supervisor	Virginia Shawley, Sr. Center Supervisor
Jim Steff, COG Executive Director	Beth Lee, Rec. Supervisor Programs & Special Events
Chrissy Kisslak, Office Manager	
Others: Bill Keough, Twp. Supervisor	Liz Short, MMNC Intern Diane Ishler
Fran Gray, Sutliff's Concessions	Meagan Quail, CRPR Intern

**II. 2012 MEETING SCHEDULE (Correction for June)**

The Authority meeting schedule approved in January included a date error for June (corrected below and advertised with the corrected date). The June meeting will be held on 21 Jun (the 3<sup>rd</sup> Thursday) rather than 14 Jun.

3 <sup>rd</sup> THURS.	LOCATION	3 <sup>rd</sup> THURS.	LOCATION
16 Feb 2012	COG Bldg. Forum Room	16 Aug 2012	Millbrook Marsh Nature Center
15 Mar 2012	COG Bldg. Forum Room	20 Sep 2012	COG Bldg. Forum Room
19 Apr 2012	COG Bldg. Forum Room	18 Oct 2012	COG Bldg. Forum Room
17 May 2012	COG Bldg. Forum Room	15 Nov 2012	COG Bldg. Forum Room
<b>21 Jun 2012</b>	<b>Bernel Road Park, Patton Twp.</b>	20 Dec 2012	COG Bldg. Forum Room
19 July 2012	Centre Reg. Senior Center	17 Jan 2013	COG Bldg. Forum Room

As authorized, all 2012 meetings of the **COG Parks Capital Committee** (held on the 2<sup>nd</sup> Thursday of each month, 12:15 PM in the COG Forum Room) have been advertised as Joint Meetings with the Authority Board to allow for joint actions as needed.

Feb. 9	Mar. 8 *	Apr. 12	May 10	Jun. 14	Jul. 12 **
Aug. 9	Sep. 13	Oct. 11	Nov. 8	Dec. 13	Jan 10, 2013

\* *During PSU Spring Break*      \*\* *During Arts Fest*

**III. COMMENTS FROM THE PUBLIC - none**

**IV. APPROVAL OF MINUTES** - Following a motion by Mr. Harpster and seconded by Mr. Hurley, the minutes from 19 Jan 2012 meeting were unanimously approved.

**V. VOUCHER REPORT** - Following a motion by Mr. Hurley and seconded by Ms. Matason, the January 2012 voucher report was unanimously approved.

**VI. COMMUNICATIONS - none**

**VII. COMMITTEE REPORTS**

## **Municipal Boards & Committees: Issues & Updates by Board Members**

*Patton Twp. Rec. Advisory Committee:* will meet this week for 2012 reorganization.

*Harris Twp. Park & Recreation Committee:* met 15 Feb and finalized the 2012 work plan. Fasick Park playground equipment has been ordered and will be installed by their contractor.

*College Township:* No report.

*State College Borough:* No report.

*State College Area School District:* No report.

*Ferguson Township:* No report.

**COG Parks Capital Committee** - Mr. Woodhead noted there was a joint meeting held on 9 Feb 2012 and included a park planning update from Mr. Pashek and a timetable to address the joint items listed in the 2012 Work Plan. As the year progresses, the timetable will get more specific.

### **Nature Center Advisory Committee**

The committee did not meet. Their next quarterly meeting is scheduled for 14 Mar.

## **VIII. STAFF REPORTS**

### **Director's Report**

**January Activity Report** - Mr. Woodhead reviewed January highlights with the Board.

**Reporting the Senior Center Statistics** - Mr. Woodhead presented a revised reporting method for the monthly Senior Center statistics. Mr. Woodhead and Ms. Shawley will review the updated process to track and report that data. Since annual funding shares are determined by the residency of each "Program Visit," these numbers must be accurate, and tabulated in a consistent manner. The Board will be updated every six months on the overall progress of the format.

**Staff Visits to the 3 Municipal P&R Adv. Committees** (College, Harris & Patton Twps.)

In an effort to maintain good communications with each committee, staff is proposing to visit each committee 1-2 times per year, scheduled with each Board representative and Township staff to discuss programming and park maintenance topics. They will also be available to visit and update all 5 Municipal Boards / Councils, as requested.

### **Supervisor Highlights**

*Beth Lee - Recreation Supervisor for Programs & Special Events* - attended the Summer Youth Fair 4 Feb at Mt. Nittany Middle School to promote camps. Co-presented a DCNR Webinar with Molly Hetrick that was well attended. Marketing upcoming fitness programs and summer camps.

*Todd Roth - Aquatics Supervisor* - 100 days until the pools open! Working on staffing up for the summer help. Supply and equipment bids have gone out for the season and spring swim lessons start Monday. Plan to install UV filtration system at Park Forest Pool in 2013.

*Jeff Hall - Recreation Supervisor for Sports & Fitness* - there are currently 120+ enrolled in fitness classes. Volleyball and basketball leagues are starting. Meeting with Dan Jones (Pashek Associates) and Jann Duck (Softball Association) and several Oak Hall residents regarding how softball tournaments run and to answer any concerns of the local residents regarding tournaments.

*Molly Hetrick - Recreation Supervisor - Nature Center* - Focusing on scheduling school field trips to the Marsh and the upcoming camps. Co-presented a DCNR Webinar with Beth Lee on 10 Feb in Harrisburg.

*Virginia Shawley - Senior Center Supervisor* - the center is working on a card swipe system that would make senior center sign-ups easier and minimize efforts with regard to reporting registrations to the County. They will give the system a 3-month evaluation (at no charge).

*Jim Carpenter - Parks Supervisor* - No winter sports this season due to bad weather for sledding or ice skating! Focusing on cleaning up Hess Field tree line (removing trash and items dumped there in the past). Staff is organizing the shop, renovating the power equipment and cleaning up the storage barns

**IX. INFORMATIONAL ITEMS - The Sportfield Lease Renewal** with State College Area School District - the proposed 10-year lease renewal (distributed to this Board in January) to continue CRPR operation of 5 sportfields at 3 elementary schools (8.5 acres total) is now under consideration by the School Board. This is a \$1 per year lease. Based upon the District agenda schedule, Authority action will be requested at the March meeting (following adoption by the District in Feb.).

## **X. ACTION ITEMS**

**Public Water Well Test Drilling Update** - Oak Hall Regional Park -The College Township Water Authority has requested a 30-45 day extension to the Access Agreement for their water well testing, per the attached letter from Mr. Brumbaugh. Following a motion by Mr. Hurley and seconded by Ms. Matason, the Authority unanimously approved *“That staff issue a letter to extend all provisions of the Oak Hall Water Well Test Drilling Agreement by 45-days (through 15 Apr 2012).”*

**Authorize License(s) for the 2012 Food, Beverage & Snack Concession** at the Hess Complex.

Following a motion by Mr. Hurley and seconded by Mr. Harpster, the Authority unanimously approved *“that the Authority authorize staff to issue a License for the 2012 playing season to Sutliff’s Concessions, Inc. per the conditions proposed in writing by the vendor and in full compliance with the RFP document.”*

**Authorize a License for Vending Machine Operations** at the Hess Complex, Park Forest Pool and Welch Pool.

Following a motion by Mr. Hurley and seconded by Ms. Matason, the Authority unanimously approved *“that the Authority Board authorizes staff to issue a License to Bittner Vending Inc. to provide 2012 vending machine services per the proposal and as recommended by staff.”* Bittner will furnish and operate vending machines for snacks and drinks at these three sites for 2012. They have proposed a commission rate of 20% of gross revenue, plus a Utility Reimbursement of \$100 per full month per site (June, July & August).

**Authorize a License for Snack Concession** at Hess Complex, Park Forest Pool and Welch Pool.

Following a motion by Mr. Hurley and seconded by Ms. Matason, the Authority unanimously approved *“that the Authority Board authorizes staff to issue a License to Happy Valley Ices to provide 2012 season concessions per the proposal and as recommended by staff.”*

**Authorize the 2012 Advertising Banner Program** at the Hess Softball Field Complex

Following a motion by Mr. Harpster and seconded by Mr. Hurley, the Authority unanimously approved *“that the Authority Board approve for 2012 the operation of the Advertising Banner Program at the Hess Field Complex as proposed by staff.”*

As proposed in the 2012 Budget and to help offset operating expenses, staff requests Board authorization to operate the 2012 Advertising Banner Program for the outfield fences at the Hess Complex. Modeled after successful programs in other communities, staff proposes to charge \$750 per year for a 20 square foot, one-sided fencing banner on Field #H1 and \$500 per year for a one-sided fencing banner on Fields #H2, H3 and H4. It is expected that at least 16 banners will be sold in 2012 (4 per field), generating \$9,000 (less banner production costs). Staff will work with Harris Township with regard to Township requirements.

## **XI. ADJOURNMENT**

The meeting was adjourned with a motion by Mr. Hurley and seconded by Ms. Matason.

## **FUTURE MEETING SCHEDULE**

- COG Parks Capital Committee: Thursday, 8 Mar at the COG Forum Room, 12:15pm
- Centre Regional Rec. Authority: Thursday, 15 Mar at the COG Forum Room, 12:15pm

THE NEXT REGULAR MEETING has been scheduled for  
**Thursday, 15 Mar 2011, 12:15 PM at the COG Forum Room**

Meeting summary prepared by Chrissy Kisslak, CRPR Office Manager

*As approved by the Board on Thursday, 15 Mar 2012.*

*The summary will now be distributed to Municipal Managers, SCASD and posted on the CRPR website.*

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