



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

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Serving the Borough of State College and the Townships of College, Ferguson, Harris and Patton

Approved Minutes of Regular Meeting

Thursday, 17 May 2012 at the COG Forum Room

I. CALL TO ORDER and ROLL CALL

Chair Sue Mascolo called the meeting to order at 12:20 PM.

Board members attending (4 of 6):

Sue Mascolo, Chair

Roy Harpster, Vice-Chair

Chris Hurley

Donna Ricketts

(Ms. Conway & Ms. Matason advised that they would be absent.)

Staff: Ronald J. Woodhead, Director

Jeff Hall, Rec. Supervisor Sports & Fitness

Molly Hetrick, Rec. Sup. Nature Ctr.

Jim Carpenter, Parks Supervisor

Chrissy Kisslak, Office Manager

Beth Lee, Rec. Supervisor Programs & Special Events

Joe Viglione, COG Finance Officer

Todd Roth, Aquatics Supervisor

Others: Bill Keough, Ferg. Twp. Supervisor

Malisa Dobson, CRPR Intern

Adam Brumbaugh, College Twp. Mgr.

II. COMMENTS FROM THE PUBLIC -None.

III. APPROVAL OF MINUTES - Following a motion by Mr. Harpster and a second by Mr. Hurley, the minutes from 19 April 2012 meeting were unanimously approved.

IV. VOUCHER REPORT - Following a motion by Mr. Hurley and a second by Dr. Ricketts, the April 2012 voucher report was unanimously approved.

V. COMMUNICATIONS - Chairperson Mascolo indicated she would not be able to attend the June meeting.

VI. COMMITTEE REPORTS - Municipal Boards & Committees

Patton Twp. Rec. Advisory Committee c/o Chris Hurley: held their park tour on May 15 included Bernel Road Park, Tudek Park and Hess Softball Complex. Mr. Woodhead and Mr. Carpenter accompanied the tour.

College, Ferguson & Harris Twp, State College Borough & State College Area School District: No report.

COG Parks Capital Committee - The May joint meeting was cancelled. The next joint meeting with the Committee is scheduled for Thursday, 14 Jun 2012 at 12:15 PM in the COG Forum Room.

VII. STAFF REPORTS

Director's Report - Mr. Woodhead reviewed April Activity Report and Task Updates with the Board and noted that Monday, 30 Apr 2012 was the single highest revenue day for the agency in history at \$43,585; 25% of that amount was via the Internet. The reasons that revenue spiked on this particular date is because April 30 was the last day of the Resident Early Bird Season Pool Pass discount (\$10 off per pass) and that the Summer Active Guide was published on Sunday. Mr. Hall updated the Board on the efforts to market advertising banners at the Hess Field Complex. At present, two banners (Veolia & Toro) are in place, but many other communications were sent out recently that may result in more sales. Staff will also move forward with talking with the Solicitor regarding the Board's interest in changing the name of the Authority to the "Centre Region Parks and Recreation Authority" effective 1 Jan 2013.

Supervisor Highlights

Todd Roth - Aquatics Supervisor - the pools open in 9 days and they are ready to open. Staff training is Sat., 19 May and approximately 75% of the staff are returning - which reduces the extent of training that is required. In 2011 CRPR sold 4,500 season passes for the entire summer. To date, 2,800 passes have been sold, which is outstanding. Evening lessons at the High School will start next week.

Molly Hetrick - Recreation Supervisor - Nature Center - the Marsh has been both wet and busy. School group

visits continue and summer camp planning is well underway.

Jim Carpenter - Parks Supervisor - Recently staff has been working hard at Hess Field to get the water line completed prior to the Rededication Ceremony (which was held on 16 May due to rain on the original 9 May date). There remains a few small items to complete there and they will be worked into the daily schedule of the crew. All seasonal employees have been hired.

Beth Lee - Recreation Supervisor for Programs & Special Events - The Active Guide was published on 29 April. Staffing for summer camp remains a priority. Supplies are being organized for summer camps as well as Bike-In Movie Nights, Touch-A-Truck Expo and other special events. CRPR has hired a seasonal Summer Camp Coordinator originally approved in the budget for 2011 but the position went unfilled until this year. Melanie Brown will work from late-May through August and has already proven to be a great asset to the summer camp program.

Jeff Hall - Recreation Supervisor for Sports & Fitness - has been busy getting Hess ready for the season. Spring fitness classes are wrapping up and the league ball teams are just getting underway. Field space scheduling will remain a priority in the next few weeks. Jeff invited the Board to stop at Hess Field this weekend to see the first tournament in action.

Virginia Shawley - Senior Center Supervisor - was not present; she is attending the Senior Expo at the mall.

VIII. DISCUSSION ITEMS

School District Schedules “SCAHS Bus Loop Reconstruction” - the Director was advised on 7 May of the 2-3 week closure of the High School South Building Bus Loop / Pool Drop-Off Loop and the closing of the entire parking area, starting on 11 or 18 Jun 2012 to permit the total reconstruction of the loop roadway. All regular and ADA parking for Welch Pool and the South Bldg. will be moved to the North Building Lot during the project. CRPR camps at the South Bldg. may also be impacted by the project. The District has been asked to provide and post appropriate signs and announcements, once the start date is finalized. Dr. Ricketts added that the SCASD Sports and Shorts Camp parking will be moved to the North Building until the project is complete.

Active.Net Service Fee - The Active Network advised by letter that the service fees for staff-entered transactions will increase from 1.5% to 2% of each transaction on 15 June 2012. Staff remains very pleased with the features and services provided by Active.Net, which the Board authorized in July 2007. This is the first service fee increase since that time. Since the Convenience Fees for patron-entered registrations (via the Internet) will not change and are paid directly by each customer (and shown in the table below), in June staff will propose some options to further encourage patron-entered registrations.

Total Customer Fees at Checkout:	CONVENIENCE FEE AMOUNT (for Internet Transactions Only)
Less than \$150	6.5% + 50¢ (Minimum fee: \$2)
\$150 - \$500	3.5% + \$5
Over \$500	2.5% + \$10

The 2013 COG Budget Process Summary - the Director updated the Board on the 2013 Budget Schedule as outlined by the COG Administration office.

- COG Human Resources Committee: On May 15, staff received committee approval of the proposed personnel changes:

- Staff Asst. for Park Operations: Upgrade from 30 hrs/wk to full-time status.
- MMNC Program Coordinator: Upgrade from 30 to 35 hrs/wk.

- “New Municipal Park Requests” for 2013 are due to CRPR by the end of June.
- 2013 Program Plan - Due to COG Admin. by 1 June.
- 2013 Detailed Budget - Prepared in August & Sept.
- 2013 Summary Budget - Prepared in Oct. / Nov.

IX. ACTION ITEMS

Hess Field Complex - Waterline Easement Agreement - based on a motion by Mr. Hurley and seconded by Dr. Ricketts, the board unanimously endorsed the previously-signed Waterline Easement for the Hess Softball Complex. The agreement was prepared by Solicitor Williams and executed on 30 April in order to continue progress on the project. Our sincere thanks to the Bamer's for donating this easement to help improve the ballfield complex. In appreciation of their donation of the easement, two trees were planted to provide shade for spectators at the complex.

Oak Hall Regional Park - College Twp. Water Authority Right-of-Entry Extension - based on a motion by Mr. Hurley and seconded by Dr. Ricketts, the board unanimously approved the extension of the agreement with all current conditions from 15 April 2012 to 31 July 2012.

Oak Hall Regional Park (Phase 1 Construction) - Consultant Update - Mr. Pashek presented an update on the College Township Land Development Process now underway. Currently, the project schedule is:

- 17 May 2012: College Township Council will consider action on the Land Development Plan submission.
- National Pollutant Discharge Elimination System (NPDES or "Stormwater Discharge Permit"): Anticipated approval by end of May 2012 since the current driveway plan does not propose changes in the riparian zone of Spring Creek.
- PennDOT Highway Occupancy Permit (HOP) - Approved
- Mid-July 2012: Advertise for Bids
- Mid-August 2012: Open, evaluate and award bids (a Special Meeting of the CRRRA Board may be requested to act on the bids).
- 1 Oct 2012: Begin Construction.
- Park opens in late-Spring 2014.
- Preliminary planning work for Whitehall Road Regional Park - Phase 1 should get underway in June, as scheduled.

Based upon the supplemental services required or requested for the regional park planning processes from Pashek Associates, APArchitects and Stahl-Shaeffer Engineering LLC, Mr. Pashek discussed a proposed amendment to the Consulting Services Agreement to include a not-to-exceed, time-and-materials based addition of \$19,870 to the original fee of \$90,000 for Preliminary Design Phase of Oak Hall Regional Park. This change order will cover the costs associated with the recommendations made by the CT Planning Commission to repave the entrance road, add a sidewalk down to Linden Hall Road, provide for planning a maintenance building to serve that site, and add additional parking lot lights. The Authority unanimously approved this amendment based on a motion by Mr. Hurley and seconded by Dr. Ricketts.

X. ADJOURNMENT - The meeting was adjourned with a motion by Mr. Hurley and a second by Dr. Ricketts.

FUTURE MEETING SCHEDULE

- COG Parks Capital Committee: Thursday, 14 June at the COG Forum Room, 12:15 PM
- Centre Regional Rec. Authority: Thursday, 21 June at the COG Forum Room, 12:15 PM

*These minutes were approved by the Board on Thursday, 21 June 2012.
They will now be distributed to Municipal Managers, SCASD and posted on the CRPR website.*

Meeting summary prepared by Chrissy Kisslak, CRPR Office Manager

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