

CENTRE REGION PARKS & RECREATION AUTHORITY
APPROVED BOARD MEETING MINUTES
August 15, 2013

I. CALL TO ORDER

Chairperson Mascolo called the meeting of the CRRA Board to order at 12:15 PM at the Spring Creek Education Building at Millbrook Marsh Nature Center with the following individuals in attendance:

Board (5 of 6): Mses. Mascolo, Matason, Conway; Messr. Hurley, Harpster.

Dr. Ricketts provided advance notice of being out of town.

Others: Messrs. Woodhead, CRPR Director; Viglione, COG Finance Officer; Mascolo, Ferguson Township Supervisor; Carpenter, Parks Manager; Wenger, CRPR Construction Manager; Pashek, Pashek & Associates; Popovich, AP Architects; Mses. Tourscher, Program Manager; Hetrick, Nature Center Supervisor; Lee, Recreation & Special Events Supervisor; Plozner, Senior Center Supervisor; Kisslak, Office Manager/Recording Secretary

II. COMMENTS FROM THE PUBLIC No comments.

III. APPROVAL OF MINUTES

Motion was made by Ms. Conway and seconded by Mr. Hurley to accept the minutes of the July 18, 2013, CRRA Board meeting as presented. The vote in favor of the motion was unanimous.

IV. VOUCHER REPORT

Motion was made by Ms. Conway and seconded by Mr. Hurley to accept the July 2013 vouchers as presented. The vote in favor of the motion was unanimous.

V. COMMITTEE REPORTS & MEMBER UPDATES

The College Township Committee does not meet until September. **Harris Township** (no report). **Patton Township** will hold a public meeting regarding the Grays Woods Park Master Plan on Tuesday, September 10 from 7-8:30pm at Grays Wood Elementary School.

VI. STAFF REPORTS

The director presented the Letter of Commendation from the CRPR Authority Board to the three **lifeguards at Welch Pool** that revived a patron who suffered a cardiac arrest at Welch Pool on June 12, 2013. The group has been recognized by several other groups in the area (COG General Forum, Sudden Cardiac Arrest Assoc., American Red Cross, the Volunteer Firemen of PA). Chairperson Mascolo requested they also be presented with a certificate suitable for framing in addition to the letter (*which was subsequently provided by staff to each lifeguard*).

The format of the Active Guide was again well received by the public (published on Sunday, Aug. 4). The cover photo was again provided by Tiffany Barto, a CRPR Parks Caretaker II who also enjoys amateur photography.

The **July Activity Report** was presented by the Agency Director with no questions. Staff are currently working on finalizing their operating and capital budget proposals for 2014. The Agency Director was able to save some budget funds by procuring used office partitions from a local business that closed its doors. Normally, these partitions would be budgeted for and would have cost considerably more if purchased brand new. In view of the ongoing Capital Projects coupled with other mandated cost increases, the new Finance Committee guideline of a 3% maximum increase in municipal contributions remains a challenge with several of the CRPR budget proposals. Staff also reported that it has been difficult to budget with the Boroughs transition from PIMS financial system to MUNIS. There are several budgets such as the Senior Center that have been found to be out of synch with past procedures such as reconciling quarterly with the County. Correcting entries are in process and should be done in time to meet budget deadlines. The tedious process of reviewing data and outlining the required corrective measures has taken up enormous staff time.

In working with the CoPilot software at the Senior Center, staff has been working with several reports that provide more important information on participant residency and their attendance at the Senior Center. In addition, there was a sizable **donation of items to the Senior Center** including a bookshelf system and quilting sewing machine which was incorporated into the craft room at the center. The new **Bocce League** was successful over the summer, so it will continue into the fall league lineup. **Pool revenue** caught up in July, however August is not looking as well with the odd weather patterns. This will affect the daily admissions and the corresponding revenue. Season pass sales are down by only 1% from last year, however revenue is up since the cost of a season pass was increased for 2013. The two **new theatre camps** (Mary Poppins and Sound of Music) were very popular. They were operated by an outside group (Recreational Arts Inc.); they provide the staff and materials, the agency performs registration logistics. Staff at **Millbrook Marsh** are gearing up for local school visits for programs. **Parks maintenance staff** is working with various municipalities with regard to **new playground installations**.

Mr. Wenger gave an update on the progress at Oak Hall Regional Park. In terms of storm water runoff, all of the temporary measures put into place since the first storm are working well. Soon the final grading and seeding will take place and that should reduce runoff even further - to levels lower than when the site was farmed.

VII. DISCUSSION & ACTION ITEMS

2012 Authority Audit Report - Mr. Viglione summarized the Audit Report and answered questions. Following a motion by Mr. Hurley and seconded by Ms. Matason, the authority **unanimously approved to accept the report.**

Oak Hall Regional Park - following a motion by Mr. Hurley and seconded by Mr. Harpster the board **unanimously approved Change Order #G-03 to Leonard J. Fiore** (for the General Contract) with net credit of \$1,708.34. This would change their current contract of

\$2,545,811.21 to \$2,544,102.87. This change order includes larger septic tanks per the PA DEP*(+\$6,347.04) as well as the eliminating the concrete encasement of the electrical supply lines not required by West Penn Power (-\$2,168.06), an increase in the bond and business privilege tax markup on Change Order #2 (+\$16.97), and deleting the trail segment connecting perimeter trail to the park entrance road (-\$5,911.53). Staff will complete the that trail before the grand opening of the park.

**It is noted that this is an estimated price based upon no rock removal. If additional excavation is necessary, this could add up to an additional four hours of equipment and operator time.*

Following a motion by Mr. Hurley and seconded by Ms. Conway the board **unanimously approved Change Order #P-01 to Allied Mechanical & Electrical** (for the Plumbing Contract) with net extra cost of \$3,399.02. This would change their current contract of \$72,700.00 to \$76,099.02. This change order includes provisions required by the Public Health Code for a “floor-basin mop sink” in the janitor’s closet off the concession room in the building.

Mr. Pashek reviewed some **potential change orders** in the works that may come before the board in the near future.

- There will be some costs associated with the stormwater runoff measures that occurred in the months of June and July at the site.
- Changes in aggregate material requirements for parking lot should be a credit.
- Eight fence posts will be added to provide for height increase in foul ball area.
- Design controls for entire park be moved from the concessions building to the maintenance building. This is less distance from the power poll and therefore a credit.
- Full length baseline fencing for remaining three ballfields.

There has been no progress in the **Water Well Lease Agreement** with College Township Water Authority. The solicitor has not been available to work out the three issues remaining to complete the agreement. Chairperson Mascolo asked Mr. Woodhead to let the Solicitor know that the Authority is disappointed in the delay in getting this matter settled.

Following a motion by Mr. Hurley and seconded by Ms. Conway, the board **unanimously agree to change the scope of the fee structure for Professional Services for the Regional Parks Projects from a “Not To Exceed” purchase order amount to a flat 6% of the construction (contract) prices.** This would allow for addition work to be provided for by Pashek Associates as additional funds have been and may be added to the project budget.

Whitehall Road Regional Park - Staff has received the first letter of review from Ferguson Township regarding the Land Development Plan for the park. Because the plan has some unknowns (sanitary sewer and utility access plans via Toll Brothers), it may be necessary to request an extension to the mid-September deadline for approval of the Land Development Plan by the Township. The ten pages of suggestions from the Land Development Committee are being addressed by Pashek Associates in the meantime. The park plan is contingent to the Toll Brothers purchasing the property and providing the access road and utility to the park site. Staff has no other course but to continue working as if the plan will proceed as hoped. DCNR has approved the revised Master Site Plan.

Centralized Parks Maintenance Facility - Based on a motion by Mr. Harpster and seconded by Mr. Hurley, the Board unanimously approved “that based upon the Master Site Plan and the municipal comments, that the Authority Board recommend that the COG Finance Committee prepare a financing plan for \$2.95 million to construct the Centralized Parks Maintenance Facility at Whitehall Road Regional Park, and that the COG authorize the Recreation Authority Board to proceed with planning the construction phase of this project.”

Interim Facility - Since the construction project for the State College Borough Public Works Facility is planned to begin in Oct. 2013, the search for rental space for the Interim Parks Maintenance Facility (2 year rental duration) is also underway. A Joint Executive Session was held by the COG Parks Capital Committee and the Authority Board on August 8 with respect to moving forward with this real estate matter. The Executive Session has authorized staff to move forward with active real estate comparisons and bring pricing back to the Authority.

Nature Center Parking Area Improvement Project - representatives from the Advisory Committee to the Millbrook Marsh Nature Center will attend the College Twp. Planning Commission meeting this month when Stahl-Sheaffer Engineering will present application for this project. This project would be fully funded by outside donations. Initial cost estimates of \$165,000 are much higher than staff expected. In addition, there would be consulting and construction management services (costs) required. Staff will update the Board at the next regular meeting. *(The Planning Commission subsequently approved the plan.)*

Senior Center Location Concerns - Concerns about the Center being in a bad logistical location for seniors to get to will initiate future exploration of alternate locations for the Center. The current lease expires December 31, 2017 however alternate lease arrangements may be explored.

VIII. ADJOURNMENT

There being no further business, the August meeting of the CRRA Board was adjourned. The Board will meet next on September 19, 2013 at the COG Forum Room.

Respectfully submitted,
Christeen J. Kisslak, Recording Secretary

These minutes were approved for distribution by the Board on 19 Sept 2013.