

**CENTRE REGIONAL RECREATION AUTHORITY**  
***APPROVED* BOARD MEETING MINUTES**  
**May 16, 2013**

**I. CALL TO ORDER**

Chairperson Mascolo called the meeting of the CRRA Board to order at 12:15 PM in the COG Forum Room with the following individuals in attendance:

Board (5 of 6): Mses. Mascolo, Conway, Ricketts; Messrs. Harpster, Hurley

Others: Messrs. Woodhead, CRPR Director; Carpenter, Parks Manager; Roth, Aquatics Supervisor; Hall, Recreation Supervisor; Viglione, COG Finance Officer; Keough, Ferguson Township; Mascolo, Ferguson Township; Wenger, COG Construction Manager; Robertson, CRPR Intern; Mses. Tourscher, Program Manager; Lee, Recreation & Special Events Supervisor; Hetrick, Nature Center Supervisor; Royer-Barger, Nature Center Intern; Plozner, Senior Center Supervisor; Kisslak, Office Manager; Light, CRPR Staff Assistant.

**II. COMMENTS FROM THE PUBLIC**

Ms. Nichole Webster spoke on behalf of the PSU Army ROTC who asked the Board for reduced season pass fees for the youth of active military personnel stationed in the area. Following her presentation, Mr. Woodhead indicated that Board does provides for resident youth scholarships and even though these children are not “full-time residents” per se, staff would consider scholarship applications if presented. Ms. Webster thanked the Board for its time and consideration. The board unanimously approved that the resident youth of the group have access to the scholarship process as outlined by the Director.

**III. APPROVAL OF MINUTES**

Motion was made by Mr. Hurley and seconded by Mr. Harpster to accept the minutes of the April 18, 2013, CRRA Board meeting as presented. Vote in favor of the motion was unanimous.

**IV. VOUCHER REPORT**

Motion was made by Mr. Hurley and seconded by Dr. Ricketts to accept the April 2013 vouchers as presented. Vote in favor of the motion was unanimous.

**V. COMMITTEE REPORTS & MEMBER UPDATES**

Patton Township’s annual park tour went to the PSU Arboretum and then on to Gray’s Woods parklands. As part of their Master Site Planning process, the Township is looking at raised walkway similar to those at the Arboretum and Millbrook Mash and discussing if these are feasible in the marshy sections of those parkland. The Township will hold an “Open House” (or grand opening) of Bernel Road Park on June 1 at 10-11:30 AM.

Harris Township will dedicate Harpster Park on June 8 at 10 AM. Parking along Harris Avenue is allowed. The Township Manager also relayed to their P&R Committee that there is some concern with traffic safety relating to tournaments at the Hess Field Complex and then PennDOT may be doing some traffic studies relating to that in the near future.

Ferguson Township held an open house on May 9 that was well attended and many folks were interested in the plans for Whitehall Road Regional Park and when it might be opening.

## VI. STAFF REPORTS

Mr. Woodhead introduced Mr. Doug Wenger of Boalsburg as the Construction Manager for the regional park projects. Mr. Wenger is a part-time, contracted staff member as of May 1; he is a Registered Landscape Architect, a LEED-accredited Professional and a Designated Design-Build Professional by the Design-Build Institute of America.

Mr. Roth introduced Dave Robertson, a PSU student who will be the agency intern from May through July. Ms. Hetrick introduced Ashley Barger, a Lock Haven University Student who was the spring intern at Millbrook Marsh Nature Center and is just finishing up her internship with the agency. Ms. Kisslak introduced Jada Light, staff assistant in the agency. The two Staff Assistants will be attending occasional monthly meetings in an effort to gain “big picture” knowledge of the agency.

The April Activity Report was presented by Mr. Woodhead. The **Authority Name Change** is just about finalized with only one municipal resolution outstanding. Upon completion of that action, the director will report back to this board the next steps in the process. The 56-page **Summer CRPR Active Guide** was published on Sunday, April 28. The booklet outlines the programs available thru mid-August. The Fall Active Guide will come out in August. There were over 16,000 of them printed and we may have to do a 2<sup>nd</sup> printing as supplies are dwindling.

Staff highlighted items of interest for the Board. The agency will begin using Survey Monkey to electronically survey participants and groups (such as tournament participants) in order gain insight into what participant’s wants and needs are. The agency is offering two free mandated reporter training sessions for seasonal and full-time staff. If the employee cannot attend one of these two sessions, they must go to an outside source at their own expense to obtain the required certification. Spring programs are winding down while staff are hiring for summer programs and camps. Softball is just getting started with 47 teams playing at 9 fields. It will be better once the regional parks are open for scheduling. The Senior Center bus trip to Shanksville was very successful. Staff is preparing for Senior Games from June 3–26. The Nature Center Advisory Committee has withdrawn their request for an alcohol permit for rental groups due to the increased liability such uses will generate. Maintenance staff lost their in-house mechanic (he is returning to Florida) and will be posting this job in June. Tudek Park Phase 3 will officially open on June 1.

Mr. Wenger gave an update and slideshow on the progress of construction at **Oak Hall Regional Park**. The project is on target with regard to both timeline and budget. If good weather continues, the park construction timeline would advance significantly. In addition, compost delivery may be moved up to July/August of this year vs. spring of 2014.

## VI. ACTION ITEMS

Following a motion by Dr. Ricketts and seconded by Ms. Matason, the Authority unanimously approved “the contracts to furnish and install two **UV Treatment Systems for Park Forest Pool**:

- 1) Award "Base Bid 2" (for September installation) to the low bidder, STONERIDGE, INC., Feasterville, PA, for \$52,500.00 and
- 2) Award the Electrical Contract to the low bidder, MOUNTAINSIDE ELECTRIC, INC., Rebersburg, PA, for \$1,800.00"

## VIII. DISCUSSION ITEMS

**Commercial Activity Permits** will become more formalized and better publicized in 2014. In the meantime, staff has created a temporary poster to be displayed posted in the parks outlining the rules regarding commercial activities in public parks.

Ms. Tourscher updated the Board on **Concession Services**. Since there were no bidders for food concessions at Hess Field, staff licensed a private individual to sell food at the Mother's Day Tournament at Hess Field and they were very successful. Staff is working through a more formal proposal from them to cover the remaining tournaments in 2013. There are two similar (but different) flavored ice-type trucks working at the pools on a rotating schedule (Rita's & Kona).

The **2014-15 Program Plan budget** deadline is May 24 to the COG Admin Office. There are eight funds that are included and the Board was encouraged to provide input to the Director if they feel there are specific priorities they would like emphasized. Mr. Hurley suggested that the boardwalk at the Marsh should be included in the long range plan to replace the existing boardwalk since the wood will deteriorate.

Agency staff and the four member subcommittee (S. Mascolo, C. Hurley, E. Bernier & J. Luck) met with the **Visitor's Bureau** on May 10<sup>th</sup> to discuss possible funding assistance for the Regional Parks. The meeting confirmed the need to complete the "Priority Scheduling Policy" and update the "Donation Policy" with Facility Naming Options. The subcommittee is optimistic about the future partnering with groups such as the Visitor's Bureau.

In addition, Mr. Woodhead met with **Louis Silvis Foundation** representatives regarding their mission to improve baseball facilities in the area, especially relating to disabled and disadvantaged children. Staff gave basically the same presentation to these folks, adding that softball is an equally-sound investment as baseball.

**IX. ADJOURNMENT** - There being no further business, the April meeting of the CRRA Board was adjourned. The board will meet next on June 20, 2013 at Tudek Park Pavilion #3.

Respectfully submitted,

Christeen J. Kisslak, Recording Secretary

*These minutes were approved by Board action on 20 Jun 2013.*