

CENTRE REGION PARKS & RECREATION AUTHORITY
***APPROVED* BOARD MEETING MINUTES**
September 19, 2013

I. CALL TO ORDER

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

Board (5 of 6): Mses. Mascolo, Matason, Conway, Ricketts; Mr. Harpster.

Others: Messrs. Woodhead, CRPR Director; Mascolo, Ferguson Township Supervisor; Keough, Ferguson Township Supervisor; Carpenter, Parks Manager; Pashek, Pashek & Associates; Mses. Tourscher, Program Manager; Hetrick, Nature Center Supervisor; Kisslak, Office Manager/Recording Secretary

II. COMMENTS FROM THE PUBLIC No comments.

III. APPROVAL OF MINUTES

A motion was made by Mr. Harpster and seconded by Ms. Conway to accept the minutes of the August CRRA Board meeting as presented. The vote in favor of the motion was unanimous.

IV. VOUCHER REPORT

A motion was made by Ms. Conway and seconded by Dr. Ricketts to accept the August 2013 vouchers as presented. The vote in favor of the motion was unanimous.

V. COMMITTEE REPORTS & MEMBER UPDATES

The College Township Parks & Rec. Committee reviewed their five year plan with respect to the Township's planned capital improvements. Ferguson Township continues to finish up Autumnwood Park playground renewal. They will also be replacing the Homestead Park pavilion and are in the process of replacing the siding on the Tudek Park storage building (along Park Crest Lane). The siding project is being funded jointly by the Township and CRPR.

VI. STAFF REPORTS

The director noted that the 2013 Comcast Cares Day (April 22) grant check arrived in the amount of \$2,012.50 as a result of the 114 volunteers who worked that day. Mr. Joe Rocco from Comcast will be attending the November Board meeting to formally present the check to the Authority.

Frame-worthy certificates and letters of commendation was presented by Mr. Roth on behalf of the Board to the three lifeguards who performed an active rescue including CPR and AED at Welch pool in June, saving a patron's life.

Staff has requested that the School District keep the CRPRA updated with regard to the new high school project and how it may affect the Welch Pool parking agreement.

Ms. Molly Hetrick reviewed a letter dated Sept. 18, 2013 from the Nature Center Advisory Committee recommending a new fundraising model for 2014 which proposes to increase Nature Center operating donations and look at hiring in 2015 a staff member who is dedicated to fundraising to keep the effort going moving forward. Motion was made by Ms. Matason and seconded by Ms. Conway to move forward with the fundraising model to increase revenue in 2014 at the Nature Center. The vote in favor of the motion was unanimous. Ms. Conway also noted that it might be useful to solicit a family or corporation to “sponsor a summer camp” to aide with offsetting costs.

The Director presented the Board with the first draft of the 2014 Detailed Budget and invited comments. In summary, the agency is requesting less than the 3% cap suggested by the COG Finance Committee. The agency will present the proposed budget to the COG Finance Committee on October 1. In addition, COG Administration is proposing to move financial services in-house for 2015 which should help streamline the budget process and daily financial processes.

Staff Supervisors reported they are looking at changing the distribution method for the **Active Guide** in 2014 to include sponsor ads, which is currently not permitted by the CDT, the current printers. Fall programs are gearing up and the maintenance crew members are preparing the parks for fall program requirements. Pools are being winterized and installation of the UV system at Park Forest Pool will begin soon. The Nature Center staff is scheduling school field trip visits to the Nature Center and planning both the Scarecrow Stuff It and Harvest Festival events scheduled for October 20 and November 3, respectively.

VII. DISCUSSION & ACTION ITEMS

Following a special meeting, the Nature Center Advisory Committee voted to endorse the Penn State assessment to demolish the rental house since the expenses do not justify the outcome. In addition, the advisory committee supports revisiting the Master Site Plan for the nature center and considering future opportunities to the site that the removal of the rental house provides.

Following a motion by Mr. Harpster and seconded by Ms. Matason, the Authority unanimously agreed to endorse the demolition and site restoration of the rental house at the Millbrook Marsh Nature Center by the University.

Following a motion by Dr. Ricketts and seconded by Ms. Matason, the Authority unanimously approved the Senior Center Code of Conduct as proposed.

Ms. Tourscher reviewed the Senior Center’s CoPilot statistics presented in the UPS (unique persons served) format. Staff feels this provides a more accurate measure in order to determine municipal funding percentages by each municipality. There was considerable discussion about the various options available to measure the municipal shares. Staff will continue to explore options, since any formula change will require COG approval.

Mr. Roth presented the 2014 Pool Policies & Fee Suggestions in advance of the 2014 Fee Policy discussions in October and November. This schedule to approve the 2014 pool fees and policies in October will permit season pass sales to again begin on Dec. 1. The agency-wide fee policy will be proposed for Board action in November. It is noted that no adjustment to the pavilion reservation fees will be proposed for 2014; sportfield reservation fees will be proposed for review.

Mr. Jim Pashek provided an update on the Oak Hall Regional Park Phase 1 Construction Budget. Following a motion by Dr. Ricketts and seconded by Mr. Harpster, the CRPRA unanimously approved Change Order #G-04 for the General Contractor (Fiore) in the amount of \$31,813.54 which includes:

- Credit for reduction in electrical work reduced by \$674.07
- Add for additional fence posts for dugouts increase of \$1,988.98
- Add for side line fencing for fields 2, 3 & 4 increase of \$30,498.63

This change order increases the total project budget for the general contract from \$2,544,102.87 to \$2,575,916.41.

The water well lease agreement (for Oak Hall Reg. Park) and the lease for the Interim Centralized Parks Maintenance Facility both remain pending at this time.

Water Well Lease: Following a motion by Mr. Harpster and seconded by Ms. Matason, the CRPRA unanimously agreed that with the Solicitor's approval, the agreement be approved and signed by the Authority officers, then forwarded to the General Forum for their action.

Interim Parks Maint. Facility Lease: Based upon a motion by Mr. Harpster and seconded by Ms. Matason the CRPRA unanimously agreed to seek General Forum authorization for the Authority to enter into that lease. If approved by the General Forum, it is expected that a lease agreement will be presented to the Rec. Authority for action at the October meeting, with the lease starting on Nov. 1.

The Whitehall Road Regional Park project is still pending the Toll Brothers purchase of the property, along with a resolution of a municipal boundary issue that impacts the Toll Bros. proposal.

VIII. ADJOURNMENT

There being no further business, the August meeting of the CRRA Board was adjourned. The Board will meet next on October 17, 2013 at the COG Forum Room.

Respectfully submitted,

Christeen J. Kisslak, Recording Secretary

Approved by the Board action on 17 Oct 2013 for distribution.