

CENTRE REGIONAL RECREATION AUTHORITY
APPROVED BOARD MEETING MINUTES
March 21, 2013

I. CALL TO ORDER

Vice-Chair Roy Harpster 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 (4 of 6): Mses. Matason, Ricketts, Conway (via Skype); Messrs. Harpster, Hurley

Others: Messrs. Steff, COG Executive Director; Woodhead, CRPR Director; Carpenter, Parks Supervisor; Roth, Aquatics Supervisor; Hall, Recreation Supervisor; Viglione, COG Finance Officer; Keough, Ferguson Township; Mses. Tourscher, Program Manager; Lee, Recreation & Special Events Supervisor; Hetrick, Nature Center Supervisor; Clitherow, Acting Senior Center Supervisor; Kisslak, Office Manager; Light, CRPR Staff Assistant.

II. COMMENTS FROM THE PUBLIC

No public comments were offered.

III. APPROVAL OF MINUTES

Motion was made by Mr. Hurley and seconded by Ms. Matason to accept the minutes of the February 21, 2013, CRRA Board meeting as presented. Vote in favor of the motion was unanimous.

IV. VOUCHER REPORT

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

V. COMMITTEE REPORTS & MEMBER UPDATES

College Township reviewed a presentation by the Penn State Chapter of the Design Build Institute of America to build an additional pedestrian bridge spanning the creek at Spring Creek Park. Township Council will review the proposal for approval prior to moving forward. The group hopes to have the bridge completed in 2013. The plan for Daleview Park playground equipment is to phase it out as it needs replaced, then replace it at another location in the park, thereby providing more field space in the park.

Patton Township welcomed Cindy Solic back for another four year term. YSM, the architect selected for the Gray's Woods Park Master Plan, reviewed their work plan for the 46-acre site. 9 of those acres will be developed; the remainder will be conserved and the group may contact Millbrook Marsh staff for ideas about conservation spaces. There will be 5 staff meetings and 6 public meetings with regard to master planning this park.

The third SCASD Community Forum meeting regarding the new school will be April 25 at 7pm at the High School South building auditorium (the same time as the Oak Hall Reg. Park Groundbreaking Ceremony).

Harris Township's park tour will be April 17 at 4pm. On Sat. June 8, Harpster Park will be dedicated by Harris Township (time TBA). The draft master plan was discussed and the Shade Tree Committee plans to plant trees on the site.

VI. STAFF REPORTS

The February activity report was outlined by Mr. Woodhead. The land development process for Whitehall Road Regional Park - Phase 1 will start with a presentation by Stahl-Shaffer Engineering to the Ferguson Township Board of Supervisors April 1 at 7pm. Jim Carpenter and Mr. Steff will attend on behalf of the Agency; Mr. Woodhead will be out of town.

For 2013, the two nature center endowment disbursements (Coombs and Millbrook Nature Center Funds) managed by the Centre Foundation will total \$1,066 and \$3,028 respectively. The endowment fund relating to the municipal band (Manning Fund) totaled \$1,148 for 2013. All these proceeds are typically returned to the operating budget, however the Nature Center disbursements may be redirected into the parking area improvements for 2013.

At their February meeting, the COG General Forum approved the proposed name change of the CRRA to the CRPR Authority. Each municipality must now adopt the resolution by May 7 to complete that action.

Ms. Tourscher reported that new Senior Center Supervisor will be Ms. Elizabeth (Liz) Plozner. She lives in Bellefonte and has been working at Brookline as the Activities Director. She will start work on Monday, April 8.

Mr. Woodhead received six outstanding applicants for the Construction Manager position. Staff will evaluate the applicants and hopes to have someone on board before the Oak Hall Regional Park Groundbreaking Ceremony on April 25.

The 2013 "CRPR Spring Spruce-Up / Comcast Cares Day" is scheduled for Saturday, April 27. The day starts with a breakfast at Millbrook Marsh Nature Center provided by Comcast where free t-shirts are also handed out. Following park work the groups are invited back the Nature Center for lunch (also provided by Comcast).

Staff Supervisor gave highlights for the month of February. Some items of note: Earth Day Birthday will be April 14, 2013 from 2-5pm with the SCEB donor recognition scheduled for 3pm in the new building. The summer Active Guide will be published on Sunday, April 28 and distributed in the CDT. Three maintenance employees successfully completed the exams to become PA Certified Pesticide Applicators. Staff has sold 640 season pool passes totaling approximately \$33,000 in revenue in the first three months of 2013. Seniors are planning a Coffee and Cake Party to welcome Liz Plozner on April 10th. All staff are busy interviewing and hiring for summer seasonal work.

VII. ACTION ITEMS

2013 Pool Chemical Bids - based on a motion by Mr. Hurley and seconded by Dr. Ricketts, the board unanimously approved awarding the various pool chemical bids to Univar USA, and Brennag Northeast (the low bidders) per the summary provided.

2013 & 2014 Portable Toilet Services - based on a motion by Mr. Hurley and seconded by Ms. Matason, the board unanimously approved awarding the portable toilet equipment and servicing to Robinson Portable Toilets per the summary provided.

2013 Vending Machine Service Licenses - based on a motion by Mr. Hurley and seconded by Dr. Ricketts, the board unanimously approved awarding the vending machine licenses to Bittner Vending per the summary provided for Hess and the two pools.

2013 Concessions Service Licenses - there were no proposals submitted; staff will again seek proposals.

Engineering Services for a **visitor parking area at Millbrook Marsh Nature Center** - based on a motion by Mr. Hurley and seconded by Ms. Matason, the board unanimously approved “that the Authority Board accept the proposal from Stahl-Sheaffer Engineering LLC for professional services for the planned parking area at Millbrook Marsh Nature Center in an amount not to exceed \$10,200 plus the estimated reimbursable expenses as specified in the proposal.” Mr. Harpster expressed concern about the price of the services on this long-discussed project, but he also recognized the value of not hiring a new firm who would have to start the engineering work from scratch.

Based on a motion by Dr. Ricketts and seconded by Ms. Matason, the authority authorized a **Letter of Support for PA DCNR Grant Application** by Ferguson Township with regard to their state grant application for the Phase 1 Development of the new Westfield-Hillside Farms Park in Pine Grove Mills.

Following a motion by Mr. Harpster and seconded by Ms. Matason, the board unanimously approved staff requests to fully complete the purchases with **the Senior Center bequest funds** per the summary provided. The majority of the final expenditures will be used for two new workstations for the senior center staff and a flat screen, wall-mounted TV for the center.

VIII. DISCUSSION AND INFORMATION ITEMS - Informational items were summarized by Mr. Woodhead including:

Spring Creek Education Building **Donor Recognition Ceremony** will be held on Sunday, April 14 at 3pm at the SCEB building at the Millbrook Marsh Nature Center.

Oak Hall Regional Park Phase 1 **Groundbreaking Ceremony** will be held on Thursday, April 25 at 7pm at the site.

Oak Hall Regional Park **Water Well Lease** will be presented to the COG Parks Capital Committee meeting on April 11. The lease requires approval by the CRPR Authority, COG Parks Capital Committee, COG General Forum, College Township Council and the Water Authority.

A draft of the **Group Rental Policy at the Nature Center**, drafted by the Nature Center Advisory Committee, was presented for comment. The Policy will be reviewed by the Solicitor, municipal partners and the community before it is finalized. The authority discussed the pros and cons of allowing alcohol to be served at events on site.

Active.Net Service Fees for staff entered transactions will increase on May 1, 2013. Staff is looking at ways to encourage the public to use the internet registration system on our website however the additional "convenience fee" causes many customers to instead call the agency to register (and those fees are then paid by the agency instead of the customer).

The COG Budget Process was outlined by Mr. Viglione. The COG Finance Committee has been reviewing the budget history and discussing how the process can be improved. The Committee recommended a guideline that each program budget limit 2014 municipal contribution to no more than 3% above 2013 levels. A large part of increased municipal shares are due to personnel-related costs. For example, in 1984, family health insurance coverage costs to the COG were 5.5% of the employee's salary, this year it is 40%. Mr. Steff added the entire COG package costs approximately \$65 per resident per year, which includes library, codes, planning, parks and recreation, emergency services, etc, and that this still represents a tremendous value for the municipalities.

IX. ADJOURNMENT

There being no further business, the March meeting of the CRRA Board was adjourned. The board will meet next on April 18, 2013.

Respectfully submitted,

Christeen J. Kisslak, Recording Secretary

These minutes were approved by action of the Board on 18 Apr 2013.