

CENTRE REGION PARKS & RECREATION AUTHORITY
APPROVED
BOARD MEETING MINUTES
April 17, 2014

I. CALL TO ORDER

Chair Harpster called the meeting of the CRPR Authority Board to order at 12:15 PM at the COG Forum Room with the following individuals in attendance:

Board (5 of 6): Mses. Matason, Ricketts; Messrs. Hurley, Harpster, Dunn.

Others: Messrs. Steff, COG Executive Director; Woodhead, Director; Carpenter, Parks Manager; Roth, Aquatics Supervisor; Hall, Sports and Fitness Supervisor; Wenger, CRPR Construction Manager; McGann, PSU Assoc. Professor; Mses. Tourscher, Program Manager; Hetrick, Nature Center Supervisor; Lee, Marketing and Special Events Supervisor; Stahlman, Senior Center Supervisor; Keough, resident.

II. COMMENTS FROM THE PUBLIC

There were no comments from the public.

III. APPROVAL OF MINUTES

Noting a spelling correction in the March minutes, a motion was made by Mr. Hurley and seconded by Ms. Matason to accept the minutes of the March CRPRA Board meeting. The vote in favor of the motion was unanimous.

IV. VOUCHER REPORT

Following a motion by Mr. Hurley and seconded by Dr. Ricketts, the 2012 & 2013 Supplemental voucher reports were unanimously approved.

Following a motion by Mr. Hurley and seconded by Ms. Matason, the March 2014 voucher report was unanimously approved.

V. BOARD REPORTS

Following a motion Mr. Hurley and seconded by Ms. Matason, the board unanimously **accepted the resignation of board member Dr. Donna Ricketts** effective after the May 15 meeting, due to her planned retirement from SCASD.

Mr. Hurley reported that the subcommittee to review the CRPRA bylaws met and made revisions to the initial draft provided by Mr. Woodhead. Staff will compile changes and have a second draft prepared for the May meeting.

Patton Township - Ann Yost from YSM gave a presentation to both the planning commission and the board of supervisors regarding the new Grays Woods master plan. The planning commission voted to accept the plan. The Board of Supervisors will meeting on April 23 to vote on the master plan. The Patton Township park tours will be held on May 20.

Harris Township did not meet but had a park tour on April 16, accompanied by Mr. Carpenter.

College Township - Chairman Hayes presented their annual report to Council with no comments/questions.

VI. STAFF REPORTS

The Agency Director presented the March **Activity Report** with no comments. There have been three applications for the **Regional Parks Construction Manager** position so far and they are all good candidates. On April 27 the Summer **Active Guide** will be published and inserted into the CDT.

Ms. Tourscher updated the board since, just as in Spring 2013, no food concession proposals were submitted for Hess Field. A subcommittee including Mr. Harpster and Mr. Hurley was formed to assist staff with what direction we want to go with regard to food sales. The "Big Guys" group (who were later authorized for 2013 food sales), and another vendor are showing interest in the work.

At this point, outfield fence banner sales revenue is basically level with last year. Returning sponsors include Toro, Courtyard Marriott, Giant, Centre Soccer Assn. and the CRPR pools. New banner sponsors include HealthSouth, the Visitors Bureau and the Ramada Inn. Pending are Greenhill's Village, Texas Roadhouse, Roeshot Construction, Jersey Shore Bank, Kia and Bittner Vending.

The Board was invited to attend the next General Forum meeting (April 28 at 7:30pm) to hear the Hess Field update presented by Mr. Carpenter and Ms. Tourscher.

Staff Highlights

Ms. Tourscher completed coursework to become a certified pesticide applicator at the pools; she continues to work on the strategic plan and is working with Ms. Hetrick to prepare for the Centre Gives donation campaign for the Millbrook Marsh.

The maintenance crew is busy opening fields, park restrooms and pavilions for the season. Comcast Cares/Park Partner Day is coming up on April 26 and staff is preparing work lists for ten parks and approx. 140 volunteers expected for the morning.

Winter/Spring leagues such as volleyball just ended and tennis programs are getting underway. Softball leagues starts at end of the April with 5 leagues and 46 teams. There are currently 11 tournaments scheduled for Hess Field with the first one starting May 2.

Ms. Stahlman is preparing for Senior Games (in June) with sponsorships totaling over \$3,000 so far.

Ms. Hetrick reported the Earth Day Birthday event was Sunday with great weather. The Eco-Grant paid for MMNC water bottles that were given out at the event so people could refill the water bottles vs providing them with cups or disposable water bottles.

Ms. Lee stated the Flashlight Easter Egg Hunt for Teens, with over 1,800 eggs hidden, had 60 participants. The interns worked hard and got over 150 prizes for the event. Saturday, April 19 will be the Annual Easter Egg Hunt with over 6,000 eggs stuffed with candy by a local Boy Scout Troop. Marketing and hiring summer camp personnel are now the focus however the first week of camps may require some facility shifts due the snow makeup days pushing the facility availability out until mid-June.

Aquatics staff wrapped up spring swim lessons and the lifeguarding class is currently ongoing. PF Tot Pool is running; the main pool is now filling. The UV system contractor and electrical contractor can now move forward with final testing of the system. Welch Pool is drained and is being cleaned. The pool should be filled by May 1. Hiring is ongoing for the 150+ seasonal employees. Season pass sales are already ahead of par for last year.

VII. DISCUSSION & ACTION ITEMS

GRANTS

Nature Center Parking Area Addition - Mr. Woodhead informed the board that a DCNR grant was submitted for \$87,500 which would be combined with local donations and pledges for a total of \$175,000 which is the total project cost for 83 parking spaces. There would be no municipal funds involved in the project. We should know an answer about the grant application sometime around October 2014 and, if successful, would go out for bid in Spring 2015. PSU and Columbia Gas will begin stockpiling the 3,250 cubic yards of sub fill for the project on-site this year. Ms. Hetrick explained that Mr. Don Hamer, a major donor to the Phase I building project of the Spring Creek Education Building, also committed \$40,000 to the parking lot project which is part of a \$200,000 pledge toward Phase 2 construction of the building. In addition, he pledged \$10,000 per year toward operating costs. There is also an anonymous donor (somewhere between \$10,000 to \$15,000) which will also go toward operating donations. Therefore, if the grant is awarded and Mr. Hamer's donation is received, the existing capital improvement fund balance would cover the entire cost of the parking lot project.

Nature Center Brochure Reprinting - The Visitors Bureau grant application authorized at the March meeting was submitted and, if approved, the \$4,000 grant will be used to update or reprint the popular brochures.

Senior Center Cyber-Café - the PA Dept. of Aging grant application authorized at the March meeting was prepared by staff and submitted. If approved, the \$18,000 would be used to transform the craft room and outfit it with a "BOOMERang" Cyber-Café theme to improve services to seniors and attract new senior patrons. No municipal funding match is required.

PA DCNR "TreeVitalize Grant" - Based on a motion by Mr. Hurley and seconded by Mr. Harpster, the board unanimously approved **Scott's Landscaping** be awarded the project work with the low bid \$30,200. This will provide an additional 124 trees to the 108 trees already a part of the general contractor's contract. This makes a total of 232 trees for the to the park project.

Turf Bids: Following a motion by Mr. Harpster and seconded by Dr. Ricketts the board unanimously approved **rejecting all bids for synthetic turf at the Park Forest Pool Tot Pool** as all bids came in significantly higher than budgeted. Staff concurs that the project be cancelled for the foreseeable future. Maintenance staff will attempt to implement some landscaping techniques to minimize the mud issues that have been occurring at this pool.

OAK HALL REGIONAL PARK

Based on a motion by Mr. Hurley and seconded by Ms. Matason, the Authority Board endorsed the Oak Hall Regional Park Entrance Project as presented by Martin McGann, Associate Professor of Landscape Contracting at PSU and two of his students. The group has been working with Doug Wenger, Contract Construction Manager of the park.

Municipal Officials and the board are all invited to attend a **Spring Walking Tour of Oak Hall Regional Park** on Tuesday, May 13 from 7-8pm (weather-permitting).

Based on a motion by Dr. Ricketts and seconded by Ms. Matason the board unanimously approved a **change order to HEPSCO Construction in the amount of \$901** to upgrade the acrylic paint to a water-based epoxy and to provide roof joist blocking as required by the International Building Code. This change would be paid from the project contingency fund.

Following a motion by Mr. Harpster and seconded by Mr. Hurley, the board unanimously endorsed the concept of additional trail work in an amount not to exceed \$2,000 to connect the concession building to Field 1 and the park flagpole. This is the area that was to support the referee building which was not funded by Phase 1 budget restrictions and is now described as an open space. In addition, a change order in the amount of \$4,200 was tentatively pre-approved for an additional retaining wall (using existing on-site boulders). The actual change order, based on time and materials, will be presented at a future meeting for formal approval.

Applications for the **Construction Manager position** for the Regional Parks project are due by 17 April, 2014. It is hoped that a new manager can begin work in May.

Mr. Wenger updated the Board on construction progress and the upcoming work schedule by the park contractors. Water should be available on-site soon. Approximately 50% of the contract trees have been planted and all are on site (the bids for the TreeVitalize tree order are pending). Power should be on soon and the scoreboard needs to be installed. All trail and parking lots bases are in, and the final layer should be installed in May. Benches and trash cans will be installed last. All final lawn seeding is in process. The building itself is being painted and finished. All work should be completed by the original May 31 scheduled completion date ([attach power point presentation to these minutes](#))

JOHN HESS SOFTBALL FIELD COMPLEX

Mr. Woodhead updated the board that the driveway study is in progress and a draft report will be presented at the May Joint Parks meeting. At that time, funding will also be discussed for future improvements as determined by this board. Harris Township is considering the 50% support of the cost of the study at this time. No action is required.

WHITEHALL ROAD REGIONAL PARK

The Ferguson Township Planning Commission conditionally approved the park plan at their meeting on 14 April 2014. There are still about 12 items that need addressed with regard to the utilities and other items, most including the pending Toll Brothers project. The Toll Brothers were scheduled to present at this meeting as well but asked to be removed from the agenda the day of the meeting. This plan will go to the Board of Supervisors once the Toll Brothers plan is also approved by the Planning Commission. The project timetable was reviewed and in summary should be a Fall 2015 bid and Spring 2016 construction start.

The Architectural Services Agreement for the Centralized Parks Maintenance Facility has been postponed until the May meeting to allow the Ferguson Twp. plan review process to move forward.

Mr. Viglione, COG Finance Officer outlined the funding timeline for the Maintenance Facility. The schedule will not be solidified until the Toll Brothers project moves forward. Staff estimates an 8 month process to secure the loan once it is authorized by the appropriate committees.

The drawdown window for the Regional Parks loan is closing (June 1, 2014) prior to the funds being needed for construction. Mr. Viglione and staff have met with Fulton Bank to renegotiate

the terms of the loan, specifically to extend the drawdown window. COG's financial advisor and bond counsel recommends accepting Fulton Bank's offer to delay final drawdown to December 2015, draw \$2 million as required and hold those funds in a fully-collateralized Fulton Bank account, with the stipulation that the \$2 million cannot be spent until the remaining draws are exhausted. The bank fee for this extension will be \$2,500. The Board supports this proposed process as stated. Formal action will be scheduled in late-May.

VIII. ADJOURNMENT

There being no further business, the April meeting of the CRRA Board was adjourned. The next regular meeting of the Board will on May 15 at the COG Building Forum Room.

Respectfully submitted,
Christeen J. Kisslak, Recording Secretary

These minutes were approved for distribution by the Board on 15 May 2014.