

CENTRE REGION PARKS & RECREATION AUTHORITY
APPROVED AS REVISED
BOARD MEETING MINUTES
August 21, 2014

I. CALL TO ORDER

Chair Mascolo called the meeting of the CRPR Authority Board to order at 12:15 PM at the Millbrook Marsh Education Building with the following individuals in attendance:

Board (4 of 6): Mses. Mascolo, Matason, Ishler and Mr. Hurley

(Mr. Dunn was out of town and Ms. Messick was scheduled for a District meeting.)

Others: Woodhead, Director; Carpenter, Parks Manager; Tourscher, Program Manager; Hetrick, Nature Center Supervisor; Roth, Aquatics Supervisor; Hall, Sports & Fitness Supervisor; Wood, CRPR Construction Manager; Stahlman, Senior Center Supervisor; Viglione, COG Finance Officer; Bendik, Nature Center Intern; Petitt, COG Finance Asst., Keough, resident; Popovich, Architect.

II. INTRODUCTIONS

- Mr. Woodhead introduced the new CRPR Office Manager, Ms. Ginny Altenderfer.
- Ms. Hetrick introduced Ms. Ericka Bendik, a Master's degree student at Slippery Rock University, as the Fall Intern at the nature center.
- Mr. Viglione introduced Ms. Becca Petitt, COG Finance Assistant.

III. COMMENTS FROM THE PUBLIC

There were no comments from the public.

IV. APPROVAL OF MINUTES

A motion was made by Mr. Hurley and seconded by Ms. Ishler to accept the minutes of the July 17 CRPRA Board meeting. The vote in favor of the motion was unanimous.

V. VOUCHER REPORT

Following some questions by Ms. Ishler, a motion was made by Mr. Hurley and seconded by Ms. Matason to approve the July voucher report. The motion was unanimously approved.

VI. BOARD REPORTS

Harris Township – Ms. Ishler reported that their meeting had been cancelled and that she had visited Gates Parkland, shown as the Gates Townhomes Project as part of the Aiken's Master Plan. The Gates Parkland already has some trails on it, as well as a pond.

Patton Township – Mr. Hurley reported that residents will be surveyed as part of updating the Patton Twp. Park Plan 2019. Verizon will be erecting small to medium size wireless towers which will be disguised as flag poles – one each at Marjorie Mae and Oakwood Parks. At Bernel Road Park, the Disc Golf group would like to see the 9-hole course expanded to 18 holes. The group will be laying out a plan to add 9 new holes for consideration. Near Circleville Park, the Township is looking to extend the bikepath almost to the Scotia property. Their Parks Tour is 16 Sept, starting at the Children's Garden at the Penn State Arboretum and then possibly including Oak Hall. There are two new members on the Patton Twp. Recreation Adv. Committee.

Ferguson Township – No items to report

College Township ~ Ms. Matason reported that the responses to a resident opinion survey regarding Mt. Nittany Terrace Park (on Jay Lane, Lemont, and maintained by College Twp.), the biggest concern was the fencing around the stormwater basin. At their meeting, new member Bill Sharp, who already volunteers at Millbrook Marsh, was introduced. At their September meeting they will be looking at updating their 5-year Park Plan.

VII. STAFF REPORTS

Mr. Woodhead reported on behalf of Dr. Dunn that the Borough is proceeding with a new master plan for Holmes-Foster Park, the oldest municipal park in the region (that land was donated to the Borough in 1927). Dr. Dunn, Mr. Woodhead and Mr. Carpenter are working with the Borough on this project.

Ms. Mascolo asked the status of the Action Park and the Mountain Bike Park from the group presentations in Dec. 2013. Mr. Woodhead said that a meeting has been scheduled with the Mountain Bike group and that Ms. Tourscher will inquire with the Borough about the Action Park proposal.

Mr. Woodhead reported that a tentative dedication date of Sat. 4 Oct, around 11:00 AM, has been set for the flagpole dedication in memory of Roy Harpster. This is during a collegiate softball tournament. The cast bronze plaque has been ordered, the flagpole is here and site has been selected.

Mr. Woodhead presented the signed, updated bylaws to Board members.

Regarding the Activity Report, Mr. Woodhead reported that revenue is \$50,000 ahead of last year. Ms. Mascolo asked about the dedication of Oak Hall Regional Park this year. Mr. Woodhead said that the Dedication Ceremony must be postponed to coincide with the planned Grand Opening in spring.

Ms. Tourscher reported that the fall Active Guide was published on 10 Aug with the cover photo and centerfold featuring photos from CRPR programs. She read a thank you note received from the parent of a scholarship recipient and noted that the Summer 2014 Program report will be presented at the September Board meeting. Ms. Tourscher also reported for Beth Lee that summer camps went really well this summer.

Mr. Carpenter reported that the rain is causing extra work; there has not been one week off from the park mowing schedule.

Mr. Hall reported that it has been a good summer except for the scheduling problems caused by all the rain. He also reported that the food vendor at Hess Field is happy and also interested in Oak Hall for next year.

Mr. Roth reported that rain and cooler temperatures are affecting the pools with recreational visits down about 20% but swim lesson programs were strong. Staff recommendations for 2015 Pool Policies will be presented for discussion this fall and that staff again plans to begin season pass sales on December 1.

Ms. Stahlman reported that the Secretary of Aging spoke to the seniors last week. Other special events included the Bowl-i-gan fundraiser on 19 August and yard sale coming on 25 August. The center was also rented by a retired senator who was raising awareness for the Humane Society. Ms Hetrick said that the summer camps went really well and that the Art evening, an event by the summer intern, made a little over \$500. Puddle Jumpers will be offered again; MMNC will be providing programming for the SCASD CEEL program, and fall programming is starting up with the scheduling of school groups.

VII. DISCUSSION AND ACTION ITEMS

COG Finance Officer Mr. Viglione reviewed the Authority's 2013 Audit Report (included in the Agenda Packet). There was a concern with the approval schedule of the voucher reports resulting from the Borough MUNIS software but the problem was taken care of by the Borough earlier this year by using a new report format. The COG Finance Office is also preparing to switch to the new COG financial system. They are setting up EFTs to shorten the time period of when bills are paid, and in the fourth quarter 2014 they will be working on the new payroll system to be operated directly by COG. Ms. Ishler made a motion to acknowledge receipt of the 2013 Authority Audit Report; Mr. Hurley seconded the motion and it was passed unanimously.

The 2015 COG Program Plan was distributed to the Board and to all municipalities, and all municipal comments will be compiled into a booklet that the staff will review as they prepare the Detailed Budget Proposals.

Mr. Hurley asked about a policy regarding who sees surveillance tapes at the pools. Mr. Roth said that a Board-approved policy was implemented when the video system were installed – which details the official access to the stored footage. He said that there had been a couple of break-ins and the clarity of the current system is not good enough to identify the perpetrators.

Mr. Woodhead asked the Board how they wanted to proceed with the CRPR Strategic Plan 2015 - 2020. Mr. Hurley asked for staff recommendations on how to adopt it. Mr. Hurley made a motion to endorse the draft; Ms. Ishler seconded; motion was passed unanimously. A final version will now be prepared for official Board action.

Mr. Woodhead gave an update on Oak Hall Regional Park. College Township Water Authority will be providing the well for drinking water. A 2" backflow preventer on the line to the underground water tank to store for fire-fighting was overlooked on the plans. It must be installed involving a tentative cost of \$10,119 to protect the park water system and the well. Mr. Woodhead asked for authorization to proceed with the change order since the backflow preventer must be installed prior to starting up the water system, and to talk with the College Township Water Authority regarding assisting with that cost. Mr. Hurley made a motion to make that authorization, seconded by Ms. Matason. The motion passed unanimously.

Regarding the Park Construction Project, Mr. Woodhead said that legal proceedings may be involved in the future after all associated costs are identified. He pointed out that there have been no further problems after recent rainstorms. Staff plans to schedule a Board walk-thru of the park in the next couple of weeks.

The Board was asked to consider action on a request for payment totaling \$11,544.57 for supplemental consulting services provided by Pashek Associates and APArchitects (not including stormwater run-off issues). Mr. Popovich will be pursuing reimbursement from the building contractor for \$2,130 in architectural consulting fees (included above) related to the Paralleam Beams on the restroom/concession building. Mr. Hurley made a motion to approve payment; Ms. Ishler seconded; motion passed unanimously.

Regarding Whitehall Road Regional Park, the proposed Water Authority Memorandum of Understanding regarding stormwater management will remain tabled pending progress by Toll Bros. on their development plans.

APArchitects has requested payment of \$20,195 for professional work already completed on the Centralized Parks Maintenance Facility. This amount will be deducted from the future consulting agreement for the maintenance facility. Mr. Hurley made a motion to make that payment, seconded by Ms. Matason, passed unanimously.

For the Hess Field driveway, at the May meeting Option B, which would widen and re-profile the existing driveway, was selected by the Board for implementation. Mr. Woodhead hopes to proceed with that option in the spring, pending 2015 Budget approval by the COG General Forum.

Mr. Woodhead noted that he will be on vacation from 15-26 Sept 2014; Ms. Tourscher will serve as Acting Director during that time.

VIII. ADJOURNMENT

There being no further business, the August meeting of the CRPR Authority Board was adjourned. The Board will meet next on Thursday, 18 Sept 2014 in the COG Building Forum Room.

Respectfully submitted,
Ginny L. Altenderfer, Recording Secretary

These minutes were Board-approved for distribution on 18 September 2014.