

CENTRE REGION PARKS & RECREATION AUTHORITY
***APPROVED* BOARD MEETING MINUTES**
February 20, 2014

I. CALL TO ORDER

Chairperson Mascolo called the meeting of the CRPR Authority Board to order at 12:15 PM at the Interim Parks Maintenance Facility with the following individuals in attendance:

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

Others: Messrs. Mascolo, Ferguson Township Supervisor; Carpenter, Parks Manager; Roth, Aquatics Supervisor; Wenger, CRPR Construction Manager; Mses. Tourscher, Program Manager; Lee, Recreation & Special Events Supervisor; Kisslak, Office Manager/ Recording Secretary; Light, CRPR Staff Assistant; Freed, Nature Center Program Coordinator; Stahlman, Senior Center Supervisor; Zavala, CRPR Intern. Also Bill Keough, resident.

II. COMMENTS FROM THE PUBLIC

There were no comments from the public.

III. APPROVAL OF MINUTES

A motion was made by Mr. Hurley and seconded by Ms. Matason to accept the minutes of the January CRPRA Board meeting with two noted corrections. The vote in favor of the motion was unanimous.

IV. VOUCHER REPORT

The January voucher report was not available for approval due to a glitch in the Borough's reporting software. Once corrected, the full Jan. voucher report will be presented for action.

V. COMMITTEE REPORTS & MEMBER UPDATES

College Township Parks & Rec. Committee met on January 20 and will retain the same officers in 2014:

Gregory Hayes, Chair (Parks: Fieldstone, Harris Acres, Kissinger Meadow)

Kathleen Matason, Vice-Chair (Parks: CRPR, Millbrook Marsh)

David Schulte (Parks: Dalevue)

Derek Kalp (Parks: Fogleman Fields, Mountainside, Spring Creek Estates)

Dean Lawrence (Parks: Nittany Orchard, Oak Grove)

Michael Lembeck-Edens (Parks: Shamrock, Slab Cabin)

Robert Hoffman (Parks: Stoney Batter, Thompson Woods, Panorama Village)

Jude Simpson (Parks: Bike Paths, Slab Cabin Overlook, Spring Creek Park)

Sue Smith (Parks: Limerock Parklet, Glenn Park, Cairn Crossing)

Also at the January meeting, the committee heard a presentation by the Design Build Institute to add handicap access ramps to the pedestrian bridge they designed and installed at Spring Creek Park in 2013.

Patton Township held their reorganization meeting in January.

Greg Turner, Chair

Cindy Solic, Vice-Chair

Judi Minor

Open Seat (with the departure of Karen Vines)

Harris Township's Parks and Recreation Advisory Committee:

Eve Rhoades, Chairman Bob Potter, Vice Chairman

Susan Hammerstedt Diane Farr

Roy Harpster Pam Dunn

Bob Potter Diane Ishler

Ferguson Township will consider various variance requests pertaining to the Whitehall Road Regional Park at their Zoning Hearing Board meeting on February 25. (*The variance request was unanimously approved by that Board.*)

VI. STAFF REPORTS

The Director was attending the annual grant training session for the PA DCNR grant applications in Boalsburg so the Program Manager was responsible for coordinating this meeting. She presented the January **Activity Report** with no comments. Ms. Tourscher noted that the February COG General Forum Meeting was cancelled. Staff was to present an update on the Hess Complex (2011 - 2014) however this may be tabled or presented via electronic email versus being rescheduled on a future agenda.

Ms. Lee updated the Board with the new music camps planned for 2014. The camps were introduced in 2013 and were very popular. The Recreational Arts Inc. group operates the camps on a contractual basis with limited staff effort; the two groups share the revenue. This summer "The Wizard of Oz" and "Wicked" are two of the planned camps.

Proposals for 2014 **Vending and Food Concessions** at Hess Field and the two pools are currently being solicited with a bid deadline of March 14. In addition, staff is working on selling **advertising banners at Hess Field** with four returning and two new banners so far.

Mr. Carpenter thanked the Board for their support to move forward in interim maintenance facility. Staff is proud and excited about the additional space; they are more productive because of it. Mr. Carpenter also outlined the project roster compiled for the Board adding that it is not inclusive and only serves as a guideline as weather and other factors will change the order of completion at times. The CRPR Park Operations staff will be presented the KAFMO Field of Excellence award tomorrow in Grantville, PA. There will be several press releases regarding this award just as soon as the press kit is obtained.

Ms. Stahlman is working with Ms. Tourscher and the interns on developing some new programs to attract younger seniors to the center. A state grant application to add a Cyber Café theme to one of the rooms is being prepared which would aide with enhancing the front window area of the center (now the craft room). Both the Board and staff are concerned about the Frasier Centre construction keeping both new and returning patrons away from the center. Staff may use alternate locations for programs such as the Millbrook Marsh Nature Center, park outings and the two pools to keep patrons engaged through the construction period.

All staff are busy hiring summer seasonal employees to assist at the pools, camps, programs and special events (Egg Hunt, Earth Day Birthday, etc.). New programs such as the "Mommy, Doll and

Me, Tea for Three” were very successful so staff scheduled multiple sessions. Season pool passes are on target with sales last year. The Nature Center is promoting birthdays at the Marsh and visiting school groups are continuing to keep the Marsh a field trip destination for the Centre Region.

Mr. Wenger noted that the fence fabric is being installed at Oak Hall Regional Park and that it is approximately 95% complete. The entire Phase 1 project is about 80% complete. He noted that at present there have been four My Veteran/My Hero Tribute trees sold which will further improve the park. Staff will continue to advertise this new tree donation option. The immediate drainage issues following significant rainfalls have been addressed. The Township has also agreed to include the park driveway repaving with their annual paving bid (the cost would be paid by the project fund, once known from the bids and approved by this Board).

VIII. DISCUSSION & ACTION ITEMS

Following a motion by Mr. Hurley and seconded by Ms. Matason, the Board unanimously approved **Authority Resolution #01-2014** authorizing the shredding of 16 boxes of documents currently being stored at Automated Records Inc. per the PA Municipal Records Manual.

Mr. Roth updated the Board on staff research to date with regard to a possible **registration software service** change for Jan. 2015. Since late-2007 the agency has utilized a cloud-based service (ActiveNet), however rising service and transaction fees have made researching the comparisons advisable. Some alternatives being evaluated include MyRecDept, Rec1 and RecDesk. In all cases, the service would continue to be cloud-based. Staff hopes to come back to the Board in the early-summer with a recommendation for 2015 implementation. The Board commented that it was important to relay to ActiveNet that this evaluation was underway (*which has since been done by the Director*).

Following a motion by Mr. Hurley and seconded by Dr. Ricketts, the board voted to unanimously approve “the Authority enter into a Professional Services Agreement with J. Douglas Wenger, Landscape Architect, for an amount not-to-exceed \$1,900 and ending compliance with all RFP requirements” with regard to consultant services to the proposed **Park Forest Pool Synthetic Turf Project (Tot Pool Area)**. Sealed bids will be required for this project, which in turn requires the professional services agreement.

Following a motion by Mr. Hurley and seconded by Ms. Matason, the board voted to unanimously approve the use of contingency funds for the Regional Parks engage Stahl-Sheaffer Engineering to prepare two proposals to guide a resolution to the **park driveway issues at Oak Hall Regional Park**.

- Engineering: Roadway Shoulder, not to exceed \$3,110 + reimbursables as specified
- Engineering: Roadway Repave, not to exceed \$2,610 + reimbursables as specified

Ms. Tourscher and Mr. Woodhead attended the February board meeting of Centre Soccer Association to discuss the \$7,020 donation, their future donations, and what it means to both CSA and the future parks plans at Whitehall Road Regional Park. The group is prepared to start a fundraising campaign in order to pay for future improvements at the park such as a turf field and field lights. (*A summary of that meeting was subsequently distributed for the March Joint Meeting.*)

Picking up on Ms. Mascolo's municipal report earlier, Mr. Wenger noted that the Ferguson Township Zoning Hearing Board will hear the Authority request at 7pm on 25 Feb 2014 to waive the installation of tree islands every 10 spaces in the proposed parking areas. In addition, the land development process is still moving forward and we await comments from the third submission.

An RFP for driveway improvement plans for **Hess Field** was send out by Mr. Woodhead to four traffic consulting firms. The proposals are due date on March 20. This should aide in identifying what options will be improve the entry and exit to the park. Harris Township confirmed that the roadway (Shingletown Road) to the park will be changed by PennDOT to a no-passing zone in the spring.

The subcommittee consisting of Ms. Mascolo, Mr. Hurley and Dr. Dunn will meet to begin reviewing and updating the **Authority Board Bylaws**. Background information will be sent to the subcommittee in March to provide background information regarding the update.

Ms. Mascolo added that she won a free consultation with a fundraising professional at a recent conference she attended with Ron and Niki. She transferred that 2 hour meeting with the consultant to meet with staff in order to benefit the agency's future fundraising plans for the Regional Parks (*a summary of that meeting is included in March agenda packet. Our thanks to Sue!*)

IX. ADJOURNMENT

There being no further business, the February meeting of the CRRA Board was adjourned. The Board will meet next on March 20 at the COG Building Forum Room.

Respectfully submitted,

Christeen J. Kisslak, Recording Secretary

These minutes were approved by the Board on 20 Mar 2014 for distribution.