

CENTRE REGION PARKS & RECREATION AUTHORITY
***APPROVED-AS-REVISED* BOARD MEETING MINUTES**
January 16, 2014

I. CALL TO ORDER

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

Others: Messrs. Woodhead, CRPR Director; Mascolo, Ferguson Township Supervisor; Keough, Ferguson Township Resident; Carpenter, Parks Manager; Roth, Aquatics Supervisor; Hall, Recreation Supervisor; Wenger, CRPR Reg. Parks Construction Mgr.; Mses. Tourscher, Program Manager; Hetrick, Nature Center Supervisor; Lee, Recreation & Special Events Supervisor; Froehlich, Stahl Sheaffer Engineering; Kisslak, Office Manager/ Recording Secretary.

II. COMMENTS FROM THE PUBLIC

There were no comments from the public.

III. 2014 AUTHORITY BOARD REORGANIZATION

The Authority welcomed Dr. James (Jim) Dunn, Ph.D. representing the Borough of State College to fill the unexpired term (through 2015) of Donna Conway.

Following a motion by Mr. Hurley and a second by Dr. Ricketts, the Board unanimously voted to retain the 2013 officers for the same positions in 2014.

Chair - Mascolo Vice-Chair - Harpster Secretary - Matason Treasurer - Hurley

Following a motion by Mr. Hurley and a second by Ms. Matason, the Board unanimously voted to approve the proposed 2014 meeting schedule (Joint Meetings on the 2nd Thursday plus Regular Meetings on the 3rd Thursday at 12:15pm involving the specified locations). A legal ad will be published with these dates.

IV. APPROVAL OF MINUTES

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

V. VOUCHER REPORT

A motion was made by Mr. Hurley and seconded by Dr. Ricketts to accept the December 2013 vouchers as presented. The vote in favor of the motion was unanimous.

VI. COMMITTEE REPORTS & MEMBER UPDATES

Harris Township reappointed Mr. Harpster to the Parks and Recreation Advisory Committee for another three year term. (That committee appointment will extend through 2016 while Roy's current Authority appointment is valid through 2015.) Discussions at their meeting focused on suggested revisions to their parkland dedication ordinance, including walk/bike trails and items on

their official map. Roy reported that their Planning Commission will also discuss the pending revisions in February.

Dr. Rickett's shared the **SCASD** Winter/Spring Community Education Program Guide. Saturday, February 1 is the annual Summer Youth Fair at Mt. Nittany Middle School with 45 recreation-providers signed up to participate (including CRPR). The **College Township** and **Patton Township** Committees will meet later this month. **Ferguson Township** has reappointed Ms. Mascolo for a 5-year term as their representative on the Authority Board (through 2018).

VII. STAFF REPORTS

The Director presented the December **Activity Report**. Ms. Tourscher focused on the agenda attachments regarding the highlights for both the Fall 2013 Program Report and the 2013 Annual Program Report. Some program participation numbers are lower than 2012 and staff is reviewing what can be done to reverse that. There was increased participation at both the Halloween Parade and the special events at Millbrook Marsh Nature Center this year; great weather helped immensely.

In an effort to inform advisory committee members of agency efforts, Mr. Woodhead offered to send the Agency Monthly Reports directly to the various Advisory Committee's if this Board would like staff to do that, please let Mr. Woodhead know.

Mr. Woodhead presented the 2013/2014 Hess Field Report. Although league games at Hess decreased, tournament play increased in 2013. Mr. Harpster and Mr. Hall plan to attend the area ASA meeting next Saturday, show them the plans for Oak Hall Regional Park and promote tournaments at Hess and Oak Hall. (*Note: that meeting was postponed due to winter weather conditions.*) The operating budget for Hess shows that for the first time since agency operation (2011) the revenue has exceeded expenses by \$920. In addition to league and tournament fees, revenue is comprised of vending/concessions sales and advertising banners. Staff plans to have concessions bids out and returned by the March 2014 meeting.

Mr. Woodhead bought several used items at a former restaurant auction for \$180 to be used at the concessions building at Oak Hall Regional Park. Items include a picnic table, upright freezer, commercial microwave oven, stainless steel table, two counters with cabinets underneath and a trash receptacle.

The Board reviewed the 2014 ag service bids for Whitehall Road and awarded the bid to John Woskob for bid of \$102 per acre (75 acres total).

Staff highlighted the various items and programs that are currently underway. There is a strong focus on the hirings for summer programs and the orientation for the new Senior Center Supervisor, Cindy Stahlman (begins work on 21 Jan.). Hess Field was one of three fields selected to receive the Field of Distinction Award by KAFMO (Keystone Area Field Manager's Organization). There was a similar award in 2010 for the Fogleman Field Complex. There will be a press release kit sent along with the award next month. Staff will utilize that to promote advertising banners at the facility. The Centre County Gazette has been very responsive to running ads for CRPR. The Summer Youth Fair will be a good place to promote Summer Camps and programs. Camp registrations begin on February 3. The pools will open in 128 days, season

passes sales stand around 140. Last season staff sold 3,000 of the 5,000+ season passes prior to the April 30 early-bird discount deadline. Penn State has initiated demolition of the former rental house at Millbrook Marsh Nature Center.

VIII. DISCUSSION & ACTION ITEMS

Following a motion by Mr. Harpster and seconded by Mr. Hurley, the Board unanimously approved the **2014 Agency Work Plan**. Mr. Hurley suggested that all items be presented to this committee prior to being placed on the Capital Committee agenda. In addition, Board created a subcommittee to review and update the by-laws for the Board. The subcommittee will consist of Mr. Hurley, Dr. Dunn and Ms. Matason who should review and bring back to the Board in April.

Following a motion by Ms. Matason and seconded by Mr. Harpster, the Board unanimously approved the **“My Veteran/My Hero” Tribute Tree Program** for the regional parks as presented. This program will provide a special place for families, friends and organizations to honor or memorialize their USA military veteran(s). Staff has submitted a grant application for \$25,000 for a tree vitalization program. The plan would be to add \$10,000 from the OHRP project contingency fund then remove \$22,500 from the contract fees for trees and put them into the project fund for the same trees - since staff can acquire and plant them cheaper than the contractor. The My Veteran/My Hero Tribute Tree Program will supplement those trees mentioned above.

Mr. Wenger presented an update on the Oak Hall Regional Park project. The concession / restroom building is being finished out as well as the Maintenance Building. There was a significant rain event again on January 11 that created silty runoff which ran through the adjoining resident's property. Staff plans to meet with both College Township and the project engineers to determine what can be done to further improve the temporary and permanent storm water conditions at this park. If there any costs associated with this work it may be charged to the contingency fund. Staff will bring back recommended measure to this Board at the February meeting.

In December, Mr. Woodhead drafted a letter to the Centre Soccer Association outlining the steps that the organization can anticipate based on data known to date. The group is interested in improvements to various aspects planned for the Whitehall Road Regional Park. The first step, which was approved by the CRPRA Board at the December 2013 meeting, was that CSA agreed to pay for the additional design fees associated with widening three of the existing fields (quoted at \$7,020). (*This donation was fully paid by CSA in Jan.*) The second step is for CSA to determine if they are willing to fund the additional design fees associated with further improvements to the park such as lighting, synthetic turf and associated perimeter fencing, maintenance equipment, etc. The cost to redesign for these types of upgrades is 3.9% of the construction estimates (which are approx. \$2.5million dollars). Therefore a pledge from CSA for approx. \$101,397 would need to be made by October 1, 2014 in order to accommodate design changes required. Following that step, CSA could then decide on the extent of the improvement they wish to authorize and begin fundraising.

Following a motion by Mr. Hurley and seconded by Dr. Dunn, the Board unanimously voted to bundle the contracts for construction at Whitehall Road Regional Parks into four main contracts

(1) General Contractor - Site Work Only (2) General Contractor - All Buildings (3) Mechanical/Plumbing - All Buildings and (4) Electrical - All Buildings.

The request for commercial uses of Segway's in the parks was tabled pending municipal discussions.

The Board asked that staff prepare a thank you letter to the SCASD for presenting the conceptual construction plans for the new high school. The Board would like to be updated on any further items regarding this topic as they arise.

IX. ADJOURNMENT

There being no further business, the December meeting of the CRRA Board was adjourned. The Board will meet next on February 20 at the Park Operations Bldg. in College Twp.

Respectfully submitted,
Christeen J. Kisslak, Recording Secretary

These minutes were Board-approved for distribution on 20 Feb 2014