

CENTRE REGION PARKS & RECREATION AUTHORITY
APPROVED (As Revised)
BOARD MEETING MINUTES
March 20, 2014

I. CALL TO ORDER

Vice-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.
(Ms. Mascolo was traveling out of town.)

Others: Messrs. Woodhead, Director; Carpenter, Parks Manager; Roth, Aquatics Supervisor; Hall, Sports and Fitness Supervisor; Wenger, CRPR Construction Manager; Keough, resident; Mses. Tourscher, Program Manager; Hetrick, Nature Center Supervisor; Stahlman, Senior Center Supervisor.

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 February CRPRA Board meeting. The vote in favor of the motion was unanimous.

IV. VOUCHER REPORT

Following a motion by Dr. Ricketts and seconded by Mr. Hurley, the January voucher report was unanimously approved.

Following a motion by Ms. Matason and seconded by Dr. Dunn, the February voucher report was unanimously approved.

V. COMMITTEE REPORTS & MEMBER UPDATES

College Township met on February 17 and reviewed the My Veteran/My Hero tree program as well as the Tree Vitalize Grant information. The group also reviewed the Kissinger Open Space Plan (just off of Branch Road) which is not an active recreation space but will enhance the green space at the location.

Patton Township did not meet, however Mr. Hurley reported that Ann Taylor is returning to the RAC and Barry Bram, President of the Gray's Woods Homeowners Assn. is also joining the committee. There remains one vacancy on the PT Rec. Adv. Committee.

Harris Township informed their committee that the developer of Rocky Ridge proposes to incorporate a walking/biking pathway in their development (just off SR 45). There will be no cost to the Township but will require Board of Supervisor's approval before proceeding. The Harris Township Parks Tour is April 16 at 4:30pm hosted by Jim Carpenter. Nittany View Park will get some additional landscaping done by an Eagle Scout this spring.

VI. STAFF REPORTS

The Agency Director presented the February **Activity Report** with no comments.

The Whitehall Road Regional Park land development plan is moving forward following round three of comments. The Planning Commission will review the plan at their April meeting along

with the initial plan for the Toll Brothers development. The high-density student housing development by the Toll Brothers plans to begin construction in August 2014 with completion in August/September 2015.

The Regional Park loan drawdown deadline is June 1, 2014. At this point, the options are to (a) take the full amount and use it as we go forward, or (b) extend the drawdown window by one year. There would be some costs associated with that the extension. Staff will follow up with more details following a meeting with Fulton Bank officials.

At the April 28 COG General Forum meeting, agency staff will present the 2013 Report / 2014 Outlook for the Hess Complex. The discussion may transition into the driveway improvement project which was discussed at the last joint meeting of the Capital Committee and this Board. Board members are invited to attend this General Forum meeting.

Ms. Hetrick updated the board on the upcoming Comcast Cares workday schedule for April 26. Staff will identify work projects to be done primarily at the Nature Center and the maintenance staff will then engage the local Park Partners to do work at their parks. In addition, Clearwater Conservancy will hold their annual cleanup day picnic at Spring Creek Park on the same day; all of that participation gets counted toward the grants funds received by Comcast. The more volunteers, the higher the grant rewards.

The Nature Center applied for and received a \$1,940 National Environmental Education Grant sponsored by Toyota which aides with expenses relating to special events geared to the environment.

The annual CCCF endowment report was reviewed (in the agenda packet). Interest earnings received on the fund balances go to Millbrook Marsh Nature Center Operations (2 funds) and one fund for the Municipal Band.

The Nature Center will participate in a 36-hour fundraising blitz via the annual "CentreGives" campaign that will now include the Nature Center. This fundraising blitz will occur in early-May. Funds that are pledged will be partially matched by the Centre Foundation and donors have opportunities to win prizes (first pledge, largest pledge, etc.). The Advisory Committee indicated that staff should market this blitz aggressively - so that donors will select the nature center as a recipient of their donation.

Mr. Woodhead and Ms. Tourscher attended a meeting with a professional fundraiser (Sophie Penney, SW Coaching and Consulting_ are a result of a door prize Ms. Mascolo won and consequently transferred to the agency. The meeting summary was reviewed with no questions or comments. The Board will receive more feedback on this topic at future meetings. Staff extended their thanks to Ms. Mascolo for the opportunity to work with Ms. Penney.

Last year there were 9 banner sponsors at Hess Field, seven of these 9 will be returning in 2014. Returning sponsors get a \$200 discount since their banners will be reused. There are 4 new sponsorships in the pipeline but not paid for: Health South, Visitor's Bureau, Ramada Inn and

Roeshot Construction. Mr. Hurley suggested a multiple field banner option at a discounted rate for 2015 to encourage sponsorship at the new Regional Parks.

Staff updated the board on what they are working on for the late spring and summer programs and events. The strategic plan and marketing plans along with the senior center grant writing is ongoing for the Program Manager. Marketing efforts are gearing up for summer programs and as the next Active Guide will be published on April 27.

The agency has two interns this spring and they are helping out with all the marketing and special event promotions. The Nature Center Program Coordinator, Melissa Freed is now full-time and doing a great job learning to juggle all of the new tasks she is doing. The backyard composting program is full with a large waitlist so that the agency will schedule another session. The nature center parking lot grant writing is underway with a mid-April deadline. The Senior Center is focused on seeking sponsors for the annual Senior Games and the grant for the updating of the craft room. Spring and early summer field requests are being sorted and assigned. Softball leagues meetings are underway. The Hess Field tournament schedule includes 10 confirmed weekend tournaments at present. Aquatics have sold over 700 season pool passes to date. The goal is to exceed the 3,000 preseason passes sold by April 30 in 2013. The pools will open in 66 days. Parks Maintenance is working to get the sportfields and parks open as soon as possible. Equipment has been prepped over the winter months and is ready to go. There will be 17 seasonal maintenance staff hired in total for 2014.

VII. DISCUSSION & ACTION ITEMS

Based on a motion by Mr. Hurley and seconded by Ms. Matason, the Authority Board unanimously approved the appointment of Ms. Kate Domico (Patton Twp.) to the **Nature Center Advisory Committee** until December 2015 representing the Planning Commission.

Following a review of the bid tabulations, and based on a motion by Dr. Ricketts and second by Dr. Dunn, the Authority Board unanimously approved the **2014 Pool Chemical Bid** be awarded to the low bidder: Main Pool and Chemical Inc., Dupont, PA.

Following a review of the proposal summary memo, and based on a motion by Mr. Hurley and second by Dr. Dunn, the Authority Board unanimously approved contracting Trans Associates for the **Phase 1 Study Report for Hess Driveway Improvements** at a fee of \$3,911. At the prior joint meeting it was also proposed that Harris Township fund 50% of that cost. The Harris Twp. Board of Supervisors has not yet met to discuss that the shared funding, but the Authority Board agreed to proceed in good faith to resolve the original request from Harris Twp. that the Authority improve that driveway.

Based on a motion by Mr. Hurley and seconded by Dr. Ricketts, the Authority Board unanimously approved the **2014 vending contract** be awarded to Bittner Vending, Inc., Davidsville, PA.

Based on a motion by Mr. Hurley and seconded by Dr. Dunn, the Authority Board unanimously approve the **2014 novelty foods contract** be awarded to both Happy Valley Ices, LLC (State College) and Kader's Kona Ice (Howard, PA). As they did in 2013, the two vendors will follow a rotation schedule at the pools to be developed by staff.

There were no bids for food products at the Hess Complex for 2014. “Big Guys,” who did the work last year, will be contacted to determine if they might renegotiate the terms acceptable to both parties. The Authority asked staff to do some additional promotion and to research alternate vendors. It was also noted that the Business Plan under development must also incorporate concession services at the regional facilities.

Following an park construction update (PowerPoint) by Mr. Wenger, and based on a motion by Mr. Hurley and a second by Dr. Ricketts, the Authority Board unanimously approved a **change order to the Leonard S. Fiore** in the amount of \$5,194.01 to install the improvements specified by Stahl-Sheaffer Engineering to manage the roadside stormwater along the east shoulder of the park driveway at Oak Hall Regional Park. These funds will be funded by the contingency fund for the project.

Mr. Wenger then noted that he will be taking a full-time position at PSU OPP as a Project Manager, but that he will see the Oak Hall project and the Park Forest pool synthetic turf contract work to completion.

There have been 10 My Veteran/My Hero trees reserved and paid for in 2014. They will be planted this spring.

Following a review of the proposal, and based on a motion by Mr. Hurley and a second by Ms. Matason, the Authority Board unanimously approved the **agency to apply for a DCNR grant** in mid-April for the long-planned parking area addition at the Millbrook Marsh Nature Center.

Likewise and based on a motion by Mr. Hurley and a second by Ms. Matason, the Authority Board unanimously approved that the agency apply for a **Visitors Bureau grant** to assist with funding the reprinting the color brochure for the Nature Center.

Following an introduction by staff, and based on a motion by Mr. Hurley and a second by Ms. Matason, the Authority Board unanimously approved the agency apply for a **PA Department of Aging Grant** to fund transforming the craft room at the Centre Region Senior Center into a cyber café theme.

VIII. ADJOURNMENT

There being no further business, the March meeting of the CRRA Board was adjourned. The Board will meet next on April 17 at the COG Building Forum Room.

Respectfully submitted,
Christeen J. Kisslak, Recording Secretary

Following a revision to the draft version, these minutes were Board-approved for distribution on 17 Apr 2014.