

CENTRE REGION PARKS & RECREATION AUTHORITY BOARD  
*APPROVED*  
MEETING MINUTES  
May 15, 2014

**I. CALL TO ORDER**

Chair 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 (4 of 6): Mses. Mascolo, Matason, Ricketts; Mr. Harpster  
(Mr. Hurley and Dr. Dunn were out of town.)

Others:

- Messrs. Woodhead, Director; Carpenter, Parks Manager; Roth, Aquatics Supervisor; Hall, Sports & Fitness Supervisor; Wood, CRPR Construction Manager; Wenger, CRPR Construction Manager; Mascolo, Ferguson Twp. Supervisor; Viglione, COG Finance Officer; Keough, resident.
- Mses. Tourscher, Program Manager; Hetrick, Nature Center Supervisor; Lee, Marketing and Special Events Supervisor; Kisslak, Office Manager.

**II. COMMENTS FROM THE PUBLIC**

There were no comments from the public.

**III. APPROVAL OF MINUTES**

A motion was made by Mr. Harpster and seconded by Dr. Ricketts to accept the minutes of the April CRPRA Board meeting. The vote in favor of the motion was unanimous.

**IV. VOUCHER REPORT**

Following a motion by Dr. Ricketts and a second by Mr. Harpster, the April 2014 voucher report was unanimously approved.

**V. PRESENTATION**

Board Chair Sue Mascolo presented Dr. Donna Ricketts with a framed Certificate of Appreciation for her service to the Board and to the agency. Dr. Rickett's has represented the School District on the Board for 16.5 years, plus served on the CRPR staff for 4.5 years prior to Board service. Her resignation due to retirement from the District was effective after this meeting.

**VI. BOARD ITEMS AND REPORTS**

Mr. Woodhead presented a draft of the updated **bylaws of the Board**. Revisions should be submitted to any subcommittee member within the new few weeks and they will prepare the fourth draft of the document for board review. Mr. Woodhead suggests adding an Attachment #2 which would include the charge of the General Forum to the COG Parks Capital Committee. This information may aid in confirming the role of each group.

**Patton Township** – via email from Mr. Hurley: The Patton Township Supervisors approved the Master Plan for the new Grays Woods Park. The next step would be to see what Patton Twp. funding would be available to start the first phase of this project. There will not be a regular

meeting next Tuesday of the Patton Township RAC because of the annual parks tour. The RAC group plans on touring parks starting with Woodycrest, Oakwood, Green Hollow, Hess Fields and Oak Hall Park. The tour will start at 4pm on Tuesday, May 20. There were no other updates provided.

## VII. STAFF REPORTS

The Agency Director noted that Ms. Kisslak will be leaving the agency after three and a half years as Office Manager to take a position at PSU's Office of Physical Plant. Mr. Woodhead noted that Ms. Light will be elevated to interim Office Manager until such time as a new Office Manager is selected.

Mr. Woodhead presented the April **Activity Report**. YTD revenue is ahead of last year.

Mr. Carpenter noted that the agency received the Pioneer Athletics 2013 **Field of Excellence Award for the Hess Field Complex**. Pioneer is a large sportfield paint supplier in the US. The agency is one of 83 organizations to receive this award across the US, and the only one in the state.

Ms. Hetrick summarized the **Park Partner/Comcast Cares Day Report** held on Sat, April 26. The groups completed several projects at various parks as highlighted in the report. Clearwater Conservancy had a similar event on the same day. There was a post-event evaluation meeting with good suggestions for 2015.

Mr. Woodhead introduced the new CRPR Construction Manager Don Woods who will replace Doug Wenger on the Regional Parks Project. Mr. Wenger previously accepted a Project Manager position at Penn State Office of Physical Plan.

## STAFF HIGHLIGHTS

Ms. Tourscher noted that Ms. Stillman is not present at today's meeting as she was attending the Senior Expo at the Nittany Mall. Center staff are busy preparing for the Senior Games scheduled to take place June 3-25. Program sponsors for Senior Games totaled \$3,930. There are 33 participants registered to date with more signing up daily. Construction downtown has been affecting the van drop-off times. She continues to work on drafting the Agency Strategic Plan as well as finalizing food vendors and banner sales for Hess Field.

Mr. Carpenter: The Parks Crew is busy mowing grass and prepping sportfields for the first large softball tournament. The 33-team tournament will start Saturday morning and wrap up Sunday evening. Staff is excited to have a new food vendor at Hess Field for the tournament. The annual Pitch, Hit and Run was well attended with 15 participants at the local level. Some will move on to the next level at Lubrano Park next Sunday. With the start of the Women's Softball League this Monday, all 5 league teams will be running as part of 46 teams in all leagues. The Bocce League will begin again in two weeks.

Mr. Roth: 8 days until the pools open. Staff is busy cleaning the facilities and training staff. The agency has hired more than 120 staff to fill the 150 positions for aquatics this year. Lifeguard skill evaluations are ongoing.

Ms. Lee: Summer Camp is the focus. The school district has not yet determined if the first week of summer camp (June 16-20) will be possible due to the snow make-up days by the district. Marketing is ongoing with a focus on the Tennis Play Day and fliers for park bulletin boards.

Ms. Hetrick: The group program schedule at Millbrook Marsh Nature Center (school field trips) is full. There has been an increase in facility rentals which is good news. Summer interns start next week.

## VIII. DISCUSSION & ACTION ITEMS

**Nature Center Parking Area Addition** – Ms. Hetrick noted that although we have not yet officially received the DCNR Grant, work is happening on the site with PSU is stockpiling the needed subfill (from their other projects) on the site and has built a temporary road to the pile for construction trucks to access the site. Staff hopes to begin construction in spring 2015.

**Nature Center Brochure Reprinting** – The Visitor’s Bureau grant application, if awarded, will be used for updating/reprinting the popular Nature Center brochures.

**Senior Center Cyber-Café** – The PA Dept. of Aging grant application, if awarded, will be used to transform the craft room and outfit it with a “BOOMERang” Cyber-Café theme. There were an overwhelming number of applications for this grant. (Post meeting note: the grant application was not selected by the state for funding).

**2015 Budget Priorities** – Mr. Woodhead noted that staff has started work on preparing the 2015 Program Plan and the Capital Improvement Plan (CIP). These documents will be presented to the board in July . The CRPR Strategic Plan (currently under development) will provide additional guidance. Board suggestions are welcome.

**Centre Gives** – Ms. Hetrick indicated that the first year of the fundraising campaign was a learning experience. The campaign raised \$1,990 in the 36 hour blitz period on May 6 & 7. The campaign was marketed via postcards, e-newsletters and emails.

**Re-launch Plan for the Nature Center Friends Group** – Ms. Hetrick announced that the Advisory Committee and CRPR staff is prepared to re-launch the Friends Group in July 2014. Board suggestions are welcome.

Doug Wenger, outgoing Regional Parks Construction Manager, updated the board on the status of Regional Park project expenditures. Contingency funds available to date total \$61,856. Following a motion by Dr. Ricketts and seconded by Mr. Harpster, the board unanimously approved **Change Order #SG007 to Fiore Construction** for the following items at Oak Hall Regional Park:

\$4,285.59 ADD to construct a retaining wall with boulders along walkway from concessions building to Field OH#03 to aid with steep slopes (work completed via time and materials). This work was tentatively approved at the April meeting with a \$4,200 estimate.

\$1,842.37 ADD to place a new trail from the concessions building to Field OH#1. This walk was included in the Press Box alternate but necessary for Phase I operation. This work follows "Contracted Unit Price #25" for \$12.60/sq yd to add trail surface aggregate. This work was tentatively approved at the April meeting with a \$2,000 estimate.

\$5,911.53 ADD to restore to the contract the walking trail connection from the driveway sidewalk to loop trail (originally deducted from the contract in CO #SG003) (work underway)

\$800.00 ADD to widen the main trail from parking area to concessions from 8' wide to 12' wide (adding 2' of TSA on each side)

-\$200 DEDUCT to remove the mailbox relocation from the contract. This work was done by CRPR staff to maintain neighbor relations

**TOTAL CHANGE ORDER REQUEST = Net Change of +\$12,639.49**

Note: anticipating this approval, the above contingency fund balance included this change order.

In addition, Mr. Wenger presented some potential options for the contingency funds for Phase 1 including:

1. Complete work for emergency stormwater measures from June 2013 pending T&M costs
2. Rain garden drainage and outfall enhancements pending T&M costs
3. Install infield conditioner on the 4 fields =\$5,000 c/o CRPR staff in Spring 2015
4. Install the park entrance sign plus landscape plan = \$10-15,000
5. Complete restoration from stormwater on the Smith property (from June 2013) =\$2,000

## **HESS SOFTBALL COMPLEX**

**Driveway Study Update** – The draft Traffic Engineer report was presented at the Joint Meeting on 8 May. There were no municipal comments made during the seven day comment period however staff noted a few corrections in the report. In order to insert this project into the 2015 Program Plan, the board should be prepared to take action on the final report at the June meeting.

Following a motion by Mr. Harpster and seconded by Ms. Matason, the board unanimously approved **“Here’s the Beef Inc.” as a Hess Food Concessions Vendor** for 2014.

## **WHITEHALL ROAD REGIONAL PARK**

**Municipal Plan Review** ~ Mr. Woodhead noted the Ferguson Township Manager is hosting a meeting with the township planners, CRPR staff and Toll Brothers in order to work out any issues prior to the next Planning Commission meeting.

**Proposed Agreement with SC Borough Water Authority** – Staff recommends tabling this agreement until terms regarding fuel storage on the site are ironed out.

**Centralized Maintenance Facility Planning** – Board consideration of the proposed Architectural Services Agreement for the Centralized Parks Maintenance Facility has been postponed until the June meeting. This should allow the municipal plan review process for the Toll Bros. project to move forward.

**Regional Parks Loan** - Mr. Viglione presented the proposed agenda for the Special Meeting of the Authority and the COG General Forum scheduled for Tuesday, May 27, 2014 at the Halfmoon Township Building in Stormstown.

#### **IX. ADJOURNMENT**

There being no further business, the May meeting of the CRRA Board was adjourned. The Board will meet next on June 19 at the COG Building Forum Room.

(Post meeting note: the June 19 meeting was subsequently cancelled.)

Respectfully submitted,  
Christeen J. Kisslak, Recording Secretary

*These minutes were approved for distribution by Board action on 17 July 2014.*