

**CENTRE REGION PARKS AND RECREATION AUTHORITY BOARD
MEETING SUMMARY *APPROVED***

February 19, 2015

I. CALL TO ORDER

Chair Mascolo called the meeting of the CRPR Authority Board to order at 12:17 PM in the COG Forum Room with the following individuals in attendance:

Board: Sue Mascolo, Chair, Ferguson Twp.; Diane Ishler, Harris Twp.; Kathy Matason, College Twp.; Shannon Messick, SCASD; (Chris Hurley & Dr. Jim Dunn were unable to attend).

Staff: Ronald J. Woodhead, Director; Niki Tourscher, Program Manager; Molly Hetrick, Nature Center Supervisor; Jim Carpenter, Parks Manager; Jeff Hall, Sports & Fitness Supervisor; Beth Lee, Recreation & Marketing Supervisor; Joe Viglione, COG Finance Director; Jim Steff, COG Executive Director.

Others: Rick Tetzlaff, Big Guys Grilling; Bill Keough, resident.

In addition, the three CRPR interns for the spring semester (Tracey Hardos, Nick Soprano & Brandon Sterner) were introduced to the Board by staff.

II. COMMENTS FROM THE PUBLIC

There were no comments from the public.

III. APPROVAL OF MEETING SUMMARY

Ms. Ishler suggested one correction then made a motion to accept the Meeting Summary of the January meeting; Ms. Matason seconded the motion; and it passed unanimously. Ms. Ishler then asked that all abbreviations in meeting documents be fully explained in the future. (*An abbreviation key has been added at the end of this Meeting Summary*).

V. VOUCHER REPORTS

Ms. Ishler questioned why CRPR reimbursed the Borough parking fund. Mr. Viglione explained that the Borough had made an error and deposited parking receipts into a CRPR account, so those funds had to be returned to where they belonged. Ms. Ishler then made a motion to accept the Voucher Report; Ms. Matason seconded it, and it passed unanimously.

VI. BOARD MEMBER ITEMS & UPDATES

Ferguson, College, SCASD - No report.

SC Borough - No representative present.

Patton - (Read into the record by Mr. Woodhead in Mr. Hurley's absence).

- Twp. staff are working on the Parks Plan and will provide a draft to the Twp. Committee members in advance of their March meeting.
- Circleville Bike/Pedestrian Path project is out to bid. Bids will be opened Feb. 26 with anticipated construction to begin in May.
- Haugh Family Farm Open Space Committee Update: Wilson Ecological Consulting Inc. is doing additional habitat evaluations. The silo at the old homestead will be stabilized with Shot-crete on the interior, some exterior work and a new roof. All of the Patton Twp. garden plots are rented except for a few on the slope.

Harris -

- A resident requested to establish a butterfly garden in Harris Township, and Blue Spring Park was suggested. Their committee will be exploring that proposal.
- They are looking into a grant to assist with developing a new Harris Twp. park (Harvest Fields) in 2016.

VI. STAFF REPORTS

A. Director's Report

- Staff Activity Report for January (Attachment #3). The number of website hits was down for January while the other website numbers were up, and Mr. Woodhead is going to investigate that discrepancy.
- Winter/Spring 2015 Staff Roster was presented (Attachment #4); the agency has 55 staff members at this time.

- Banner Sales Update by Ms. Tourscher – 10 Banners have been sold (5 new, 5 renewals) and they are waiting to hear back from 6 advertisers from 2014. In the next several weeks, they will be following up on numerous letters sent out to businesses and organizations seeking banner sponsors.
- Softball Tournament Update by Mr. Hall – The first major tournament, May 16/17 has 21 teams so far, but will likely reach 30 teams. The June 13/14 tournament has 51 teams so they will be using numerous fields at multiple locations. There are three different leagues playing at OHRP this year, 4 nights/week. All youth tournaments will be at Hess and OHRP. Both facilities will be busy 4 nights per week plus weekends.
- Centre Co. Office of Aging – Updating the Sr. Center funding agreement with the Authority (dating from 1986-1989). An annual history of COG/County funding was provided on Attachment #5. As the draft agreement is developed, it will be presented to the Board for review and comment.
- Update on Staff Vacancies – Parks Caretaker I applications closed Wed., 2/18; Senior Center Staff Assistant closes on 3/5.
- Project Updates: Hess Driveway Project; Nature Center Parking Area Project; Linden Hall Road Curving & Guiderail Project. There are no real updates since the Joint Meeting last Thursday. At the COG General Forum meeting on Monday, Feb. 23 at 7:30 PM in the COG Forum Room (Board Members are invited to attend) an Executive Session will be held with respect to resolving the Oak Hall project.

B. Staff Highlights

- **Mr. Roth** – Report given by Ms. Tourscher since Mr. Roth was out of town. 93 days until the pools open. Staff has been meeting with SCASD to monitor the progress of planning the high school renovation project, and the District has proposed to provide an update at the March Board meeting. Snow days have affected the summer pool calendar. Spring swim lessons start in March. Todd will be filling over 130 seasonal positions for the summer, and the agency has sold 333 season passes to date.
- **Ms. Stahlman** – Report given by Ms. Tourscher as Ms. Stahlman was covering the Senior Center. 2nd Wind Jazz Band performed at Otto's. They have four Senior Games sponsors so far. A Bingo Fundraiser will be held March 6, and a Murder Mystery Luncheon (cost \$12) will be held March 27 in conjunction with a PSU RPTM class. April 3 is Carol's last day before retiring. On April 1 a good-bye luncheon will be held, and everyone is invited.
- **Ms. Tourscher** – She is working on Child Safety Policies, comparing our established policy with state requirements (which has been revised). She said CRPR may have to do fingerprints (at \$27.50 per person) for each mandated reporter (which is essentially everyone who works with children). She is trying to learn if that is a requirement or a recommendation. The state requires three hours of training every five years, and Ms. Tourscher completed the training this morning. Ms. Messick, who works at SCASD, said that they are working their way through the new regulations as well. Regarding the FBI clearance, if you can prove that you have lived in PA for x number of years and you can sign off that you have not committed “x, y, and z acts,” you can get a waiver from the FBI clearance. Ms. Tourscher will be meeting with the woman who has provided mandated reporter training for CRPR in the past to get clarification on the new requirements. Mr. Steff asked if someone decides that having their fingerprints taken is too intrusive, do we not hire them? Ms. Tourscher said that CRPR is not requiring fingerprints yet, but if state law requires them to be provided, then they would be required, and Mr. Woodhead said they would probably not be hired if the applicant would not provide them. Mr. Steff expressed his concern that the parents of 15 and 16-year-olds may not want the government having their child's fingerprints. Ms. Ishler stated that even if a 16-year-old has a record, all of their information is sealed since they are underage. Ms. Tourscher says the CRPR policy now is to only check staff if they are 18-years-old or older.

- **Mr. Carpenter** – Ice skating and sled riding are open, weather-permitting. They are checking and removing any ramps from the slope for improved safety. The Parks Caretaker position applications closed yesterday at 5 PM. Many of the equipment bids are coming in under budget. Ms. Ishler brought up the issue of liability of accidents at sledding slopes and that other departments are closing down their sledding slopes as a result of that. Mr. Woodhead has researched this and found that the media has blown it up out of proportion. He said only two communities across the country have closed sledding hills (and those have been site-specific). The others are posting "Use at your own risk" or requiring safety helmets.
- **Ms. Hetrick** – Puddle Jumpers and the CEEL program are keeping them very busy. They are working on preparing for summer camps – instructors, equipment, t-shirts. They are looking for interns to hire for the summer. A 9-student team of RPTM students is helping prepare the Earth Day Birthday event in April. Ms. Ishler asked about an update on insurance for catering of events at the marsh. Ms. Hetrick said that those requirements have not yet been implemented. They have started the new wedding policy, but no weddings have been scheduled. She said that they are still working through the legalities and the process of the insurance for caterers. She said many rentals choose to do pot-luck. She will keep the Board informed as they work through the issue.
- **Mr. Hall** – Volleyball leagues are mid-season at two different gyms, and there are more teams than in quite a few years. He has also been meeting with people about selling banners at Oak Hall and Hess.
- **Ms. Lee** – She held the 2nd Tea Party for girls and their older relatives. Summer Youth Fair is this weekend; all summer camp information is prepared. WeeKidventure camp is moving from Easterly Parkway to Corl Street Elementary. KidVenture is moving to Park Forest Middle School. She is hiring summer camp staff. The Easter Egg Hunt, April 4, is being worked on by Tracey (intern).

VII. DISCUSSION / ACTION ITEMS

A. Actions on Bids & Proposals

1. Bid for Portable Toilets for 2015-2017

Mr. Woodhead announced that the sole bidder's price of \$80 per unit per month is within the approved budget, while the price under their current contract is \$78.50 per month (with the same bidder). Ms. Matason made a motion that the Authority award the contract for providing and servicing the portable units as ordered by CRPR staff per the bid by Robinson Septic Service, Inc. at the following unit prices through March 2017:

Unit Rental & Service	\$80 per month
Add Alt. #1: Extra Servicing	\$28.50 per extra servicing
Add Alt. #2: Special Event Rentals	\$80 per unit (for 4 days)
Add Alt. #3: Handwashing Unit	\$60 per month

The motion was seconded by Ms. Ishler and passed unanimously.

2. Bid for Pool Chemicals for 2015

Mr. Woodhead said there was a good response this year from the bidders, as detailed in Attachment #7. Ms. Ishler made a motion that the Board award the 2015 Pool Chemical Supply Contract to the low bidder, Univar USA (Altoona, PA) at these delivered unit prices:

Item #1	Sodium Hypochlorite	@ \$1.44 / gal. via bulk delivery
Item #2	Hydrochloric Acid	@ \$34.25 / drum
Item #3	Calcium Chloride	@ \$14.95 / bag
Item #4	Sodium Bicarbonate	@ \$15.25 / bag

The motion was seconded by Ms. Matason and passed unanimously.

3. Food Concession Service Proposals for 2015

Mr. Woodhead noted the proposals are detailed on Attachment #8. Ms. Tourscher noted that there were two proposals; both had served CRPR before. The differences are that Here's

the Beef has two concession trailers and would serve both Hess and Oak Hall, and Big Guys Grilling only has one trailer and wishes to serve solely at Oak Hall. Also, Here's the Beef has offered a 12.5% commission and Big Guys Grilling offered 10%. Therefore, staff is recommending that the Board accept the proposal and authorize a Concessions Permit to Here's the Beef, Inc. for both park sites.

Ms. Mascolo said she had asked Mr. Woodhead about how we know exactly what the vendor has made, and he said we don't confirm or verify their gross sales since we do not audit the vendors. Ms. Mascolo then said that the 10% or 12.5% does not make any difference to her, that it is not that much overall, anyway. She said she has strong feelings about supporting her local community, and she feels we should engage local people wherever possible. She said she thinks Mr. Tetzlaff should be put into Oak Hall even though he can't carry both parks. She then invited Mr. Tetzlaff to make a statement if he wished to. He offered to answer questions, and said that Big Guys Grilling had served CRPR in 2013 at Hess. He also said that he feels their service is much faster than the other vendor. Ms. Tourscher stated that when she made her recommendation, it was also based on having service at both fields and if Oak Hall is awarded to Big Guys, she is concerned that Here's the Beef would not be interested in serving solely at Hess Field and then there may be no food service at Hess. Ms. Mascolo asked if the two vendors could split the service. Ms. Tourscher said that would have to be discussed with each vendor. Ms. Matason said she would like to be sure that we have concession service at Hess. Ms. Matason moved that the issue be tabled to allow for the gathering of more information from the vendors. Ms. Ishler seconded the motion and it passed unanimously.

4. Novelty Concession Service Proposals 2015

Ms. Tourscher said proposals were received from Rita's Italian Ice and Kader's Kona Ice. Rita's is only willing to service Oak Hall while Kader's is willing to service Oak Hall, Hess, and both pools. The commission percentage is the same, but since Kader's is willing to service the four locations, it made sense to authorize them for the 4 sites. Ms. Matason asked why Rita's didn't want to service the pools and Ms. Tourscher reported that he didn't feel that he made enough money at the pools. Ms. Mascolo said, again, it is a Centre Region person versus a Howard person. Ms. Ishler pointed out that there are four different locations that one is willing to service that the other is not. Also, she said if we have had good success with Kader's in the past, she is in favor of going with them. Ms. Mascolo commented about Kader's calling to see if they had to be there. Ms. Tourscher stated that it is in the contract that the vendor doesn't have to be there in bad weather, and Kader's would call to see if they should come whereas, even when the weather was not bad, if Rita's felt they weren't making enough money, they would leave even if they were supposed to be there for a specific length of time. She said she knew that had happened at Hess in the past.

Mr. Hall asked if he could comment. He stated that these two vendors are like night and day. He said Kader's was always on site; they would call to see if they should come. You never knew when Rita's would be there, and they were rarely at Hess. He said at Hess it was no contest as to who the better vendor was. Ms. Ishler made a motion that the Centre Region Parks and Recreation Authority accept the proposal and authorize a Concessions Permit to "Kader's Kona Ice, Inc." to provide novelty concessions at John Hess Softball Complex, Oak Hall Regional Park, Welch Pool and Park Forest Pool in 2015. Ms. Messick seconded the motion; Ms. Mascolo abstained; and the motion carried.

5. Vending Machine Service Proposals 2015

Once again, only one vending machine firm submitted a proposal and Mr. Woodhead noted that CRPR is appreciative that this vendor is willing to serve our 4 sites with vending machine services. Ms. Matason made a motion that the Centre Region Parks and Recreation Authority accept the proposal and authorize a Concessions Permit to Bittner Vending Inc. to provide vending machine services at John Hess Softball Complex, Oak Hall Regional Park, Welch Pool and Park Forest Pool for 2015. Ms. Ishler seconded the motion which passed.

B. 2015 Agency Work Plan

Mr. Woodhead noted there had been no changes to the Work Plan from what had been presented at the January meeting, and he asked for the Board's endorsement of the plan. Ms. Ishler made a motion to accept/endorse the 2015 Agency Work Plan. The motion was seconded by Ms. Matason and passed unanimously.

C. 2015 - 2020 Strategic Plan & Measurements

Ms. Tourscher pointed out that in addition to the Strategic Plan, measurement objectives and target goals were being presented including how they are to be measured. These will be used at the end of each year for evaluation purposes, and there will be yearly reporting to the Board. The Agency Work Plan addresses all 2015 items listed in the Strategic Plan.

D. Nature Center Advisory Committee - Bylaw Revision

Mr. Woodhead explained that the Bylaws were written when the Committee met monthly but they have now gone to quarterly meetings so the bylaws should be updated as requested by the committee. Ms. Ishler made a motion to accept the proposed revisions to the Millbrook Marsh Nature Center Advisory Committee Bylaws. Ms. Matason seconded the motion which passed unanimously.

E. Wm. L. Welch Community Swimming Pool Access & Shared Parking

The Board agreed to host Ed Poprik from SCASD to present a "60% planning update" on the High School project at the March Board meeting.

VIII. ADJOURNMENT

Ms. Ishler made a motion to adjourn. Ms. Matason seconded the motion and it passed unanimously. The meeting was adjourned at 1:19 PM.

Respectfully Submitted,
Ginny Altenderfer, Recording Secretary

Abbreviation Key:

CEEL	Community Education Extended Learning
COG	Council of Governments
CRPR	Centre Region Parks & Recreation
FBI	Federal Bureau of Investigation
MMNC	Millbrook Marsh Nature Center
OHRP	Oak Hall Regional Park
RPTM	Recreation, Parks, Tourism Management
SCASD	State College Area School District

This meeting summary was approved for
distribution by Board action on 19 Mar 2015.