

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

Approved by Board action on 20 Aug 2015

July 16, 2015

I. CALL TO ORDER

Ms. Mascolo called the regular monthly meeting of the CRPR Authority Board to order at 12:15 PM at Sunset Park Pavilion #2 with the following individuals in attendance:

Board: (6 of 6) Sue Mascolo, Ferguson Twp; Chris Hurley, Patton Twp.; Diane Ishler, Harris Twp.; Kathy Matason, College Twp.; Jim Dunn, State College Borough; Shannon Messick, SCASD
Staff: Ronald J. Woodhead, Director; Niki Tourscher, Program Manager; Jada Light, Office Manager; Melissa Freed, Acting Nature Center Supervisor; Jeff Hall, Sports Supervisor; Todd Roth, Aquatics Supervisor; Beth Lee, Rec. Supervisor; Jim Carpenter, Parks Manager; Joe Viglione, COG Finance Director

Others: Laura Dininni, resident

II. COMMENTS FROM THE PUBLIC

Ms. Dininni commented that she appreciated that we were holding our meeting at Sunset Park Ms. Dininni thanked everyone for the great job they have been doing for the parks.

III. APPROVAL OF MEETING SUMMARY

Mr. Hurley made a motion to accept the Meeting Summary for the June 18 meeting; Mr. Dunn seconded the motion and it passed unanimously.

IV. VOUCHER REPORTS

Ms. Ishler made a motion to accept the June Voucher Reports c/o the CRPR Authority. Mr. Hurley seconded the motion and it passed unanimously. Ms. Ishler made the suggestion that it may also be helpful to get a report on a quarterly basis that showed the income and expense accounts. (*This report was then distributed at the Aug. 6 Special Meeting*).

V. BOARD MEMBER ITEMS & UPDATES

Harris Twp. - Ms. Ishler reported that they had 2 meetings since we met last. The first meeting was held at Kaywood Park and talked with the developer who is also providing land to Harris Twp. They also talked more about a pollinator garden and what was needed to get one started. Harris Township would like to eventually get certified by the National Wildlife Federation. The main factor in considering this project is how much extra maintenance would arise. There are volunteers that work with staff to take care of the butterfly gardens at Tudek Park and the Millbrook Marsh.

SCASD- No Report

Patton Twp. - Mr. Hurley reported that they submitted Patton Twp. 2015-2024 Parks Plan to the Supervisors at the last meeting and it was unanimously approved. Construction is underway on the bike path along Circleville Road; there is an 8-week timeframe for this project. The project should be finished mid-August. Planting flowers near the Haugh Tract Garden Plots is still a work in progress. There are going to be additional signs posted by the Twp. in various parks about keeping dogs on a leash. Circleville Park has been one that has received some complaints. The homeowners near Cedar Cliff Park are very concerned about ticks since there are a lot of woods and deer around that area. The Patton Twp. Manager responded with a letter recommending that it could be professionally-sprayed but 2/3 of homeowners have to agree. The PA Game Commission is helping in that area.

State College Borough - No Report

College Twp. -No Report

Ferguson Twp. -No Report

VI. STAFF REPORTS

A. Director's Report- Mr. Woodhead-

- Staff Activity Report for June (Attachment #3): The photo on the front of the report shows the medal winners from the 2015 Senior Games at the Award Luncheon. Hats off to the volunteers, Cindy, Niki and Kim for a job well done with the Senior Games.

- **Mid-Year Revenue Report** (Attachment #4): YTD 2015 Agency revenue now totals 95% compared to YTD 2014. We should be over 100% and there are several factors involved. Since this report does not also show expenditures, the net costs are expected to remain within the budget. Internet revenue has increased from 2014, overall revenue has not yet increased. We need to continue to promote services and activities to increase revenue.
- **2016 Senior Center Funding Shares c/o Ms. Tourscher** (Attachment #5): This is the 3rd year using the Unique Persons Served (UPS) to determine the percentage of people coming from each of the 5 municipalities. The use of the Co-Pilot software provides an accurate count of those utilizing the Senior Center – and our numbers are up from last year thanks to new programs. The municipalities contributed a total of \$112, 000 for 2015. The percentage shares change from year to year based upon the actual residency of the patrons. The upcoming relocation may change the shares for 2017.
- **Concession Permit Updates c/o Niki Tourscher**- The “Here’s the Beef” concession has expressed interest in moving into the concessions building at Oak Hall and removing their trailer that is currently there. We are waiting on their response to several requests and an updated agreement. Cooking in the concession area would be prohibited since there is no cooking hood, but they can pre-cook their food and serve from that room. Philly Pretzel Factory of State College has also expressed interest in selling at the pools. They have been asked to submit an RFP form. They would be scheduled opposite the approved times for Kona Ices and would provide the Authority with a 20% commission. We are also waiting on their ServeSafe certification and Certificate of Insurance.
- **Project Updates-**
 - **Tennis/Pickleball Re-lining-** The State College Borough, College Township and Patton Township have been sent request letters for their approval to re-line specific tennis courts to also accommodate pickleball. College Twp. and Patton Twp. will bring the request before their advisory committees. Once we hear back from everyone, we will be able to move forward. Ferguson Twp. already has two dual-lined courts and Harris Twp. doesn’t have any tennis courts.
 - **Linden Hall Road Curbing & Guiderail-** A plan change was required by PennDOT. They changed the curb height from 8” curb to 4.” PennDOT can’t complete their review until the Smith’s review the revised plan and sign a permission form (*which they have since signed*).
 - **Nature Center Parking Area Project-** We are continuing to wait from plan approval from PA DCNR in Harrisburg before we can go out for bid. They had some changes to the plan which Stahl Schaeffer is working on. Depending on the various approvals, we may be able to advertise for both the Linden Hall curbing project & nature center project together, but they would still have separate contracts.
 - **Agency Fundraising Feasibility Study-** Developing the Fundraising Study RFP is now on the top of the work list. Hoping to have the RFP done by Labor Day. It is on the project list for 2015.

B. Staff Highlights

- **Ms. Niki Tourscher, Program Manager** – Ms. Tourscher reported that she is adding a new marketing initiative – an ad in a local restaurant guide that is printed 3 times/year. If it doesn’t go well, we won’t do it next year. Ms. Tourscher helped with the Senior Center yard sale that was held during Arts Festival. They sold a sizable amount of items which is less they will have to pack for moving. The seniors have been very happy and positive about the move.
- **Ms. Melissa Freed, Acting Nature Center Supervisor-** Ms. Freed reported that camps and programs are running smoothly and the nature center visitor numbers are up from 2014. The mini-grant from PA DCNR for \$1,500 for kayaks was approved; Walmart gave their verbal approval for matching that grant. She is preparing information now for the Fall Active Guide.

- Ms. Beth Lee, Recreation Supervisor- We are 5 weeks into camp with 3 weeks remaining. The numbers are increasing weekly. Our annual CRPR Touch-a-Truck Expo was rained out in June and it has been rescheduled for Sept. 5. The CRPR Kids on Wheels Parade took place on July 4 with rain and with the 150 people who participated. There also were about 100 people who attended the Bike-In Movie at Tudek Park.
- Mr. Todd Roth, Aquatics Supervisor- There are 54 days until the pools close for the summer. Swim lessons are all full and swim team has only a couple weeks left. The high school project has not really affected Welch. We budgeted for new video security systems at each pool in 2015, and that work is now underway. Sales of pool season passes are down about 400 from last year but daily admission revenue has increased. The Park Forest staff made a great rescue recently; their staff training really paid off. There are typically 2 to 3 rescue-assists at the pools each week.
- Ms. Cindy Stahlman, Senior Center Supervisor- The Center is working hard packing and purging. The yard sale brought in roughly \$500 for donations. There is a new class called Splatter Art which has 14 people enrolled. The fall programs are challenging to plan since it will be in a different location – but it’s a good challenge to have!
- Mr. James Carpenter, Parks Manager- It has been a very busy, challenging summer with all the rain and getting the parks mowed. The crew is doing a great job.
- Mr. Jeff Hall, Sports Supervisor- There were two tournaments rained out (and rescheduled). We haven’t had cancellations like this in 5 years. There were over 70 league games rained out and Jeff is working on rescheduling. We could really use some lights on Oak Hall Field #1. The tournaments that were played have gone great. The numbers for tennis classes have lower enrollment than last summer. We are looking into having tennis day camps rather than lessons.

VII. ACTION & DISCUSSION ITEMS

A. New Park Areas Proposed for 2016

1. Patton Twp. plans to expand the 9 holes to 18 holes at the Bernel Road Park Disk Golf Course which will require additional maintenance resources for 2016.
2. Ferguson Twp. is constructing a new 16-acre park near Pine Grove Mills. Phase 1 will develop 5 acres and include a playground/plaza area, landscaping, and a walking trail. This will be the only municipal park in Pine Grove Mills. Mr. Hurley made the following motion:
“That the Board will (1) include operational costs to maintain these two facilities in the proposed 2016 Budget, (2) operate these facilities pending the allocation of sufficient funds by the five participating municipalities, and (3) provide maintenance services upon satisfactory completion of the projects when opened for public service.” Ms. Matason seconded the motion and it passed unanimously.

- B. 2016 Program Plan-** The document is being finalized by the COG Office of Administration and will be distributed to the Board as soon as possible. The municipalities will then be submitting comments on the proposals in the program plan.

- C. Park Maintenance Lease Renewal-** In November 2013 the Authority entered into a Commercial Lease Agreement with Robert W. Stewart for a 2-year lease of facilities in College Twp. for the (Interim) Parks Maintenance Facility, until the new facility was constructed at Whitehall Road Regional Park. Since the park project has been delayed, Board action is requested to approve the Renewal Option for one year. The renewal option, which must be requested at least 90-days in advance, will start on 1 Nov 2015 at the same rental rate of \$4,200 per month. Following this renewal, the final Renewal Option will be available for one year starting 1 Nov 2016, if needed. Mr. Hurley made the following motion: *“That the Authority Board exercise a one-year Renewal Option on the Commercial Lease Agreement with Robert W. Stewart for the (Interim) Parks Maintenance Facility at the same rental rate of \$4,200 per month.”*

Ms. Matason seconded the motion and it passed unanimously. Staff will issue a letter to Mr. Stewart.

D. Nature Center Advisory Committee- Volunteer Sharon Childs resigned on 9 Jun 2015 as an At-Large member of the Advisory Committee. Ms. Childs also served as one of the first part-time Site

Coordinators for the nature center just after it was established in 1997. Upon action to accept the resignation, a letter of thanks will be sent to Ms. Childs. A new at-large candidate is being sought to fill her spot on the committee. Mr. Hurley made a motion to accept Ms. Childs' resignation; Mr. Dunn seconded the motion and it passed unanimously.

VIII. RECESS FOR EXECUTIVE SESSION

The Chair recessed the meeting to hold an Executive Session on a matter involving real estate.

IX. ADJOURNMENT

At 1:30 PM, the meeting was called back to order. Mr. Hurley made a motion to adjourn; Mr. Dunn seconded the motion and it passed unanimously.

Respectfully Submitted,
Jada Light, Recording Secretary