

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

#01 A

November 19, 2015

**I. CALL TO ORDER**

Ms. Mascolo called the regular monthly meeting of the CRPR Authority Board to order at 12:11 PM at the Centre Region COG Building- Forum Room with the following individuals in attendance:

Board: Sue Mascolo, Ferguson Twp.; Diane Ishler, Harris Twp.; Jim Dunn, State College Borough; Chris Hurley, Patton Twp.; Kathy Matason, College Twp. (Absent w/ prior notice; Ms. Messick)

Staff: Ronald J. Woodhead, Director; Niki Tourscher, Program Manager; Carey Prebble, Staff Assistant; Melissa Freed, Nature Center Supervisor; Jeff Hall, Sports Supervisor; Todd Roth, Aquatics Supervisor; Beth Lee, Rec. Supervisor; Jim Carpenter, Parks Manager; Cindy Stahlman, Senior Center Supervisor; Jim Steff, COG Exec. Director; Joe Viglione, COG Finance Director

Others: Jill Brubaker & Jodi Dello Stritto w/ Affinity Connections; Alan Popovich & Jen Becker w/ APArchitects, LLC.; Public: Dick Mascolo, Bill Keough, Laura Dininni, Anna Gokieli.

**II. COMMENTS FROM THE PUBLIC-** Ms. Dininni asked if there is a place on the website that has the information about preparing the meeting agenda and about the 3 minute duration for questions for the public. The Chair thanked her for the question which will be answered at another time.

**III. APPROVAL OF MEETING SUMMARY-**

Mr. Hurley made a motion to accept the Meeting Summary from the regular meeting on 15 Oct 2015. Mr. Dunn seconded the motion, which then passed unanimously.

**IV. VOUCHER REPORTS**

Ms. Ishler moved to accept the Voucher Report. Mr. Dunn seconded the motion, which then passed unanimously.

**V. BOARD MEMBER UPDATES**

Patton Twp. – Circleville Road bike path is completed. Susan Wheeler will talk with Ferguson Twp. To talk about a grant to extend the bike path down Valley Vista Drive. The path is currently a mile in length.

Harris Twp.- The committee worked on their budget for 2016, and what they would like to add to their parks in the future. Jay Deng is their current intern and he is working on several projects for the Township. Ms. Mascolo interrupted Ms. Ishler’s report to state that she does not wish to be videotaped or pictures taken of her during the Board meetings. Ms. Dininni, a member of audience, then asked for clarification why she is not permitted to use recording devices to maintain an accurate record of what was being discussed. Ms. Mascolo declined her request for clarification. Ms. Ishler completed her update.

College Twp.- Committee member Sue Smith prepared a neighborhood survey to see what local residents would like to see in Glenn Park (off Branch Road). The results indicated that a picnic bench and grills were desired, but no gazebo. Those surveyed do not want Glenn Park to become a heavily-used area. The Township is working with Pennoni Associates Inc. (Consulting Engineers) and CRPR to investigate using modular, pre-cast concrete restrooms for Spring Creek Park (to replace the existing restroom building). The committee is also working to update their 5-Year Capital Project Plan for the parks in College Twp.

Ferguson Twp. – The construction of the new Cecil Irvin Park is coming along nicely. The grass is also off to a good start.

State College Borough - No items to report.

SCASD - No report.

## VI. ACTION ITEMS

### A. Regional Parks Loan Modification

Mr. Woodhead confirmed the need to act on the Regional Parks Loan Modification at the Special Board Meeting on 23 Nov. The COG General Forum will also act to confirm their approval (as guarantors) by a resolution at that time. Ms. Matason will be unavailable to sign the loan modification as Board Secretary at the Monday meeting since she will be traveling. She will try to be there but does not wish for us to count on her. Mr. Hurley made a motion to appoint the Treasurer as the Asst. Secretary to sign for the secretary, if needed at Monday's meeting. Mr. Dunn seconded the motion, which passed unanimously.

### B. 2016 Fee Policy

Mr. Woodhead asked the Board to take action on the proposed 2016 Fee Policy so that the fees can be used in the Active Guide to be published on 13 Dec 2015, except for the field reservation fee to be brought up at the December meeting. There will be no increases in pool fees for 2016. Mr. Hurley asked a question about the nature center facility rentals, "What would be the cost of renting per whole day instead of hourly? Is there consideration for that?"

Mr. Woodhead replied that there is a provision for varied time rentals. The proposed policy revisions is solely for wedding events. Melissa Freed answered that there will be no change in the other rental rates for 2016. Mr. Hurley made a motion to accept the 2016 Fee Policy, with an amended tournament fees coming later. Kathy Matason seconded the motion, which passed unanimously.

### C. Senior Center Renovation Plans (Permanent Space)

Mr. Popovich talked about the Senior Center Renovations update, and is requesting authorization to proceed. Cost was approaching \$500,000, but now with changes made to cosmetics and structure materials, the estimated cost is near \$250,000, half of the original estimate. Part of that reduction is due to the mall funding the replacement of the HVAC system (with two roof units). To meet the budget, there will now be portable partitions to utilize more of the space, one enclosed office (the walls and door for the 2nd office were removed), carpeting in the entry room will stay but the rest of the center will be 12x12 vinyl tile. However, the tile will have a longer life. All kitchen essentials and restrooms have remained. The food prep area (kitchen) will have 34" counters to be ADA-compliant.

- Mr. Hurley asked a question about the estimated costs and in reply Mr. Popovich said he is "trying to get as close to the budget as possible".
- Ms. Mascolo asked if he has checked the temporary walls (movable partitions)? Mr. Popovich's response was "No, not yet," and sounds will go over top of the partitions." Mr. Hurley asked if the office will have a wall since you will want some privacy for the office and be able to lock the door. The one office will be enclosed by walls and a door; the second office will not have walls or a door for Phase 1.
- Ms. Ishler asked "The kitchen has no storage at all?" Mr. Popovich that was correct for Phase 1 in order to meet the budget. Ms. Touscher commented, we are looking for Lowes or Home Depot to donate those items since we are over budget. Ms. Mascolo also suggested going to ReStore in Bellefonte to get cabinets.
- Mr. Popovich recommended against removing the contingency in case of unexpected conditions. The current cost estimates for the basic-level (Phase 1) construction are: Costs to the Authority: \$151,300; costs to the Mall (HVAC units) \$155,000. Adding interior walls, casework, multi-level ceiling tile, etc. will increase that price, but this won't be known until the bids are obtained by the Mall from their contractors.

- Mr. Woodhead noted that the state does not yet have a budget, so we cannot ask them yet. Mr. Popovich asked if the county could add additional funds.
- Mr. Steff encouraged Alan to have a core bid within \$150,000. We have to be out of the interim space by March 1 and he said that it does not make financial sense to rely on donations. Mr. Steff noted that the project cannot proceed if we don't get the Authority cost down to \$150,000.
- Chris Hurley asked about the features of the two HVAC units. Mr. Popovich replied with those features his team is including.
- Chris Hurley asked if Mr. Popovich will provide architectural renditions or graphics to encourage donors? Mr. Popovich showed slides from a PowerPoint presentation and referenced a Sketch-Up presentation they have prepared. Ms. Mascolo said that we would like to use that for fundraising. Mr. Hurley made the motion to proceed with design of this concept to meet the \$150,000 budget. Ms. Matason seconded the motion, which passed unanimously.

D. Fundraising Feasibility Study

Mr. Woodhead discussed the Fundraising Study Project and introduced Jill Brubacker and Jodi Dello Stritto from Affinity Connection Inc. Ms. Dello Stritto presented the ideas for current projects needs in the Active Adult Center, the Regional Parks and Millbrook Marsh Nature Center. The Integrated Marketing Audit will provide us better data, meaning and a strategy.

- Why should we proceed with this project? To prepare you for success, and to provide a road map of the points-of-view from donors. "Raising \$100,000 for the Senior Center project seems very do-able. This is a small amount for us." It would also lay the groundwork for future campaigns.

No action was requested at this meeting. Ms. Mascolo noted that speaking for the Board, they would like to see another proposal for comparison. Mr. Hurley asked to hear more about the company's background, and also asked for references from current clients. Mr. Woodhead will provide a refined agreement for the December meeting and a proposal from another firm. Mr. Hurley asked that Ron and his staff be responsible for checking and reading the references that come in for Affinity Connection.

E. Agency Director Transition

Mr. Hurley joked that the Board refuses to talk about this topic, and wishes to make a motion to not accept the scheduled retirement of the current Director (scheduled for 31 Aug 2016). Mr. Steff proceeded with his presentation. Only two Directors have served the agency since 1966. "We picked wisely," said Mr. Steff. He also asked that we make this a monthly agenda topic until the position is filled. He stated the first step is to prepare a questionnaire for the Authority and employees about the characteristics they would like to see in the next Director. A draft of the questionnaire was handed out, and he requested that we note comments and feedback on them, and return them to Mr. Steff in 2 weeks.

Mr. Hurley also asked that the Director's current job description be distributed. Mr. Steff will send it out tomorrow. He also asked if we should get someone from outside the agency to participate in the interviews, for an outside perspective. Suggestions of DCNR, Municipal Managers, and a couple others. Mr. Mascolo asked if there will be any skill testing involved. Mr. Steff liked this idea and said we do it for all the other Director positions. Mrs. Mascolo liked the idea of Municipal managers providing more perspective. Mr. Steff said temperament means a lot, and that the COG is a complicated environment.

F. Centre Region Bike Plan

Mr. Woodhead reviewed with the Board the process and schedule to submit suggestions on the proposed Bike Plan.

## VII. STAFF REPORTS

### A. Director's Report- Presented by Mr. Woodhead

1. October Staff Activity Report- Mr. Woodhead touched on Day of Caring & Halloween events.
2. An update was presented on the CRPR 2016 Budget Proposals, which are continuing through the COG and municipal budget process.
3. Ms. Tourscher shared the State College Magazine awards. Tudek Park received Best Park, and Bernel Road Park received Best Playground. Some parks were also listed as bronze award winners. The comment was made that this was something to be proud of. Ms. Mascolo said Circleville Park was used as part of the campaign for a County Commissioner.
4. The Winter/Spring 2016 CRPR Active Guide- Ms. Lee informed the Board that the Winter-Spring Active Guide (56 pages) comes out Dec. 13 in the CDT and online. Staff will also distribute guides to various locations on Dec. 14.
5. Project Updates
  - a. Mr. Carpenter reported that they have 4 new courts newly-lined for pickleball. Tusseyview Park, Highpoint Park, Tusseyview Park, Daleview Park. Bernel Road Park will be done in the spring. The completed pickleball courts are being used and are well received.
  - b. \$168,000 parking lot project at the Millbrook Marsh. All the grading and trees are going in now. They will finish up in the spring with the rain gardens and final landscaping. The contractor encountered extra top soil as they were doing the project.
  - c. Mr. Woodhead and Ms. Freed will be interviewing tomorrow to fill the vacant Program Coordinator position. Ms. Maguffey has served as Acting Program Coordinator since June and she has applied for the permanent position.

Mr. Woodhead attended an annual PA DCNR Grant Application Meeting. In January or February he will request that the Board authorize an application to submit in April to allow us to complete the Education Building project at the Millbrook Marsh in 2017.

Mr. Hurley asked "Where are we with the boardwalk?" Mr. Woodhead replied that after 10 years, it needs attention. Due to floating during marsh flooding, it needs lifted up and the footers placed on new ballast, and then re-anchored down.

With respect to the donor signs, he replied that we will have one new sign with all the names on it (vs. the current individual signs). Mr. Hurley requested that we leave space on the sign for future donors to the boardwalk.
  - d. Visitor's Bureau "Sport Facilities Study:" No updates to report at this time, although the consultant responded to our letter, the letter did not address the concerns we noted.

### B. STAFF HIGHLIGHTS

- Jim Carpenter – The parks season was extended by 3 weeks with the warm weather. Water has been turned off and the park are now and the parks are now winterized. The crew is 99% finished with collecting leaves in the parks. The have been cleaning up storm damage from the windstorms.
- Niki Tourscher – She discussed the "Amazon Smile" account where a % of all sales goes to help the Gifts for Parks program. She also attended an Active.Net webinar to learn more about gift card options. She discussed a 100-coupon booklet available as a fundraising option.
- Jeff Hall – He is just wrapping up with the flag football, volleyball and bocce leagues. Volleyball will be starting back up in the winter. June through August are filled up with tournaments already. A Board member inquired about any adult basketball leagues, and Mr. Hall replied that we have not had a basketball league in 3 seasons now since gym facilities are not available.

- Beth Lee – reported that the Halloween parade was well received, a great night, and lots of people showed up. Pint-sized Picassos was really fun. She is trying to put some programs together with Amy Frank at the Makery downtown, and continuing to work on getting the Active Guide ready.
- Cindy Stahlman – “We continue to have a lot of walk-ins.” Carn-Evil had about 1,000 kids come through and raised \$47 in donations. The bus trip to Strasburg went well with 25 people attending. The mall has been gracious with the use of the extra spaces. The Fashion Show went well; about 100 people attended. There was even a minor wardrobe malfunction which was handled very well.
- Melissa Freed – Over 500 people attended the Historic Harvest Festival, along with 2 bands, a puppeteer, Native American drumming group, and a bird exhibit. Staff are also working on planning summer camps.
- Todd Roth – Todd reported that there are 191 days left until the pools open. Both pools are winterized as of yesterday. Thank you to Jim Carpenter and crew for helping with the leaves. On Dec. 1, season pass sales will begin for 2016. Last week we had a leak detection firm in and they discovered 2 leaks in the underwater light housing in Welch’s lap pool. Mr. Roth will re-inspect the housings in the spring before we reopen. Mr. Roth passed out a handout regarding the location for the new climbing wall for Welch Pool, confirming that the proposed location will not interfere with lap swimmers.

**VIII. RECESS FOR EXECUTIVE SESSION**

The Chair recessed the meeting to hold an Executive Session on a matter involving possible litigation at 2:12 PM, Mr. Hurley made a motion to recess for executive session, Mr. Dunn seconded the motion it then passed unanimously.

**IX. ADJOURNMENT**

Following the Executive Session, at 2:22 PM the meeting was reconvened. Mr. Hurley then made a motion to adjourn; Ms. Matason seconded the motion; it then passed unanimously.

Respectfully Submitted,  
 Jada Light, & Carey Prebble  
 Recording Secretaries

*This summary includes the corrections noted by Ms. Ishler  
 at the time the summary was approved for distribution by the Board on 17 Dec 2015.*