

CENTRE REGION PARKS AND RECREATION AUTHORITY BOARD
APPROVED REGULAR MEETING SUMMARY

October 15, 2015

I. CALL TO ORDER

Ms. Mascolo called the regular monthly meeting of the CRPR Authority Board to order at 12:15 PM at the Centre Region COG Building- Forum Room with the following individuals in attendance:

Board (5 of 6): Sue Mascolo, Ferguson Twp.; Diane Ishler, Harris Twp.; Jim Dunn, State College Borough; Chris Hurley, Patton Twp.; Shannon Messick, SCASD. (Ms. Matason could not attend.)
Staff: Ronald Woodhead, Director; Niki Tourscher, Program Manager; Jada Light, Office Manager; 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: Alan Popovich & Jennifer Becker, APArchitects LLC; Frank Pina, HVAC Consultant for APArchitects; Laura Dininni, resident.

II. COMMENTS FROM THE PUBLIC- There was no Comments from the Public.

VII. ACTION & DISCUSSION ITEMS *(Topic advanced from agenda order)*

Centre Region Senior Center- Planning for the Permanent Space- Mr. Popovich presented the preliminary plans for renovations to the permanent Senior Center space at the Nittany Mall. He reviewed the program for each room and the work required to meet the applicable building codes. The development of the plans was based on the occupancy of 250 seniors. Mr. Popovich recommended that the new site be similar in finish to the interim center. There were several few recommendations from the Board:

- Mr. Hurley suggested that another sink should be included in the food service area to comply with health regulations.
- He also suggested adding a kitchen island for increased space for food preparation.
- Ms. Mascolo asked if we could lower the cost by including use of the mall restrooms rather than adding extra restrooms inside the Senior Center. Mr. Popovich replied that if numbers can be substantiated at less than 250 visitors, we could possibly cut back, but we cannot count the public restrooms in lieu the Senior Center restrooms.

There will be a room for passive activities and one for the active programs. The music room was deliberately placed in the back room so there wouldn't be noise complaints from the mall. The Code Agency and the Health Department need to approve the facilities once completed.

Mr. Steff commented that COG has \$150,000 budgeted for the cost of renovating the permanent space, including the \$50,000 requested from Centre County. As a suggestion, when preparing bid documents we should list our core needs first. Mr. Steff advised to definitely list the necessities that are needed to open the doors.

Mr. Popovich reviewed the numbers from the feasibility study; the total project cost is estimated at \$506,250. The mechanical, electric and plumbing alone are approximately \$288,000. Mr. Pina mentioned that the air conditioning unit is currently set up for a retail space and not an "assembly" uses. It would not meet code requirements. (The lease provides that the mall will be responsible for replacing the HVAC units, so this will lower the COG project cost.)

The Board then discussed a fundraising campaign to supplement the municipal project funds. Once the renovation plans and costs are finalized, a decision must be due to the related lease dates. Mr. Dunn made a motion to allow Mr. Popovich to continue planning with the suggestions that were made. Mr. Hurley seconded the motion; it then passed unanimously.

III. APPROVAL OF MEETING SUMMARIES

After one correction was made by Ms. Ishler on her report from the Sept. 17 regular meeting, Mr. Hurley made a motion to accept the Meeting Summaries for the Sept. 17 meeting and the Oct. 2 Special Meeting; Mr. Dunn seconded the motion, which then passed unanimously.

IV. VOUCHER REPORTS

Mr. Hurley made a motion to accept the September Voucher Reports c/o the CRPR Authority. Ms. Ishler seconded the motion, which then passed unanimously.

V. BOARD MEMBER ITEMS & UPDATES

Ferguson Twp. – No report

Patton Twp. – A park tour traveled to Circleville, Green Hollow and Bernel Road Parks, accompanied by Parks Manager Jim Carpenter. They are looking for areas to put a dog park, skate parks, etc. Their meeting will be held next week.

Harris Twp. – No report was given at this time; their meeting will be held at the end of the month.

State College Borough - No report

SCASD - No report

VI. STAFF REPORTS

A. Director's Report

1. Mr. Woodhead referenced the Staff Activity Report for September (Attachment #3).
2. Ms. Tourscher reviewed the "Summer 2015 Program Report" (Attachment #4): The report summarized a very busy summer. This was the 3rd year that the musical theatre camps were held. The specialty camps went really well and almost all of them were full with a waitlist. Touch-a-Truck was postponed from June to Sept. 5 due to weather conditions, but it remained very popular.
3. 2015 "United Way Day of Caring" Task Report (Attachment #5): Mr. Carpenter reported that 110 volunteers worked on 8 different park projects. It was a cold day but a lot was accomplished. All available staff accompanied the volunteers to help get started, but CRPR also needed to make sure that routine park tasks continued that day, as usual.
4. Project Updates
 - a. Nature Center Parking Area Project- The project was approved by DCNR. It's in its final paperwork stage. Construction will start within the next couple weeks. Weather-permitting, it is hoped that the parking lot will be useable this year with the final landscaping to be completed in spring.
 - b. Nature Center Supervisor Position- After reviewing all applications, Melissa Freed was officially promoted to Nature Center Supervisor from Acting Supervisor. CRPR will now to fill the MMNC Program Coordinator position (Melissa formerly was the Program Coordinator).
 - c. Tennis/Pickleball Re-lining- Mr. Carpenter reported that it has been a struggle finding a local contractor to reline the courts, but a contractor from Bellefonte has been engaged. Mr. Carpenter would like to have at several courts completed this fall, weather-permitting.

B. STAFF HIGHLIGHTS

- Mr. Jim Carpenter, Parks Manager - Mr. Carpenter reported the crew was still busy with mowing and special park projects. Sport events remain active so getting the fields ready for use has been a priority. The park water systems have not been winterized (shut-off and drained) yet, but the pavilions officially close on Oct. 25, so water will be shut off then.
- Ms. Niki Tourscher, Program Manager - Ms. Tourscher is finalizing some aspects of the proposed 2016 Budget. She is also heading up a Program Retreat for staff on Wednesday to brainstorm about how to spice up CRPR programs by adding new ones or retiring old ones.

- Mr. Jeff Hall, Sports Supervisor - Fall Bocce, Flag Football and Volleyball are currently going on. We will be hosting a major USSSA Girls' Softball Tournament (40 teams) on Oct. 24 & 25 that we are preparing for (and hoping for good weather).
- Ms. Beth Lee, Recreation Supervisor - Ms. Lee reported that "Dark in the Park" was held at Sunset Park last night. The weather hasn't cooperated for the last 3 years so it was fun. Robin Moore agreed to be the storyteller. He is a Centre County native living in Bucks County and he did a great job. The 69th Annual CRPR Halloween Parade will be held on Oct. 25.
- Ms. Melissa Freed, Nature Center Supervisor - Ms. Freed reported that they will be hosting school field trips through September. The CEEL (afterschool) program is now 4-days a week and it has been a great program. Ms. Freed is working with Penn State students on planning the Nov. 1 "Historic Harvest Festival."
- Mr. Todd Roth, Aquatics Supervisor - Swim lessons & diving classes have begun and are going well; the classes are full. He is working now on winterizing the pools and on the 2016 Pool Fee proposals.

VII. ACTION & DISCUSSION ITEMS *(Continued)*

1. Senior Center Name Change - Staff proposed to solicit suggestions to change the name of the Centre Region Senior Center to coincide with the move to the permanent location at the mall. The Director asked permission to seek these suggestions for Board consideration... such Centre Region Active Adult Center or Centre Region Active Senior Center. Mr. Hurley made a motion to authorize staff to solicit suggestions from seniors, Mr. Dunn seconded the motion; it then passed unanimously.
2. Centre County Assistance to the Centre Region Senior Center - Mr. Woodhead met with County Office of Aging Director J.R. Reed to present the proposed 2016 Senior Center Budget – which includes the annual county share for operations plus a capital request for \$5,000 per year for 5 years (for a \$50,000 county capital contribution). Mr. Reed will relay the budget proposal to the Commissioners. One item that needs to be explored in the 2016 is to review the county funding formula due to those senior that attend the Centre Region Senior Center but are not residents of the five participating municipalities. For example, due to the new location, more seniors are attending from Benner Township. Mr. Dunn suggested it may be time to ask Benner Township to contribute annually to the senior center.
3. 2016 Budget Proposals - The Annual CRPR Budget Hearing with the COG Finance Committee was held on Oct. 7 and went very well. It lasted 90 minutes and there was a lot of support for the proposals.
4. 2016 Fee Policy Introduction (Attachment #6) - A topic list summarize the changes that are proposed for the 2016 CRPR Fee Policy. The policy will be official proposed next month. Mr. Roth is requesting that the pool fees remained unchanged for 2016. The sportfield lining fees should be increased to cover costs. Staff will also recommend an increase for sport tournament fees and need to add wording and fees for rainy day maintenance costs. No changes to the pavilion fees will be recommended. There are also a few other minor changes that will be finalized prior to the official presentation.
5. Visitor's Bureau Study on Sports Facilities -The Visitor's Bureau will be updating their 2006 Sport Facility Study and it is again expected to again confirm the need for additional sport facilities in Centre County. The YMCA has acquired acreage near the county prison and would like to put in some fields and a small indoor facility. Mr. Hurley, Mr. Woodhead and Ms. Tourscher attended a meeting of sport group leaders at the Visitor's Bureau. It appeared the Bureau was planning to focus the updated study on confirming the need focused on the proposed YMCA facilities, and seemed to overlook the documented need to complete the park facilities planned at Whitehall Road Regional Park, as well as the success of the Hess Complex and Oak Hall Regional Park. The Board authorized the Director to relay those concerns to the Visitors' Bureau and their consultant. Essentially, that the Visitor's Bureau should be helping to advance efforts by all groups, not just the proposed YMCA facilities.

6. Regional Parks Loan Modification - CRPR is looking for make the arrangements to extend the Regional Parks Loan since the loan drawdown window will close on Dec. 1. Ms. Ishler made a motion to proceed with preparing those details for future Authority and COG action. Mr. Hurley seconded the motion, which then passed unanimously.
7. Whitehall Road Regional Park Planning Update - Mr. Woodhead met with the Water Authority (*on 13 Oct 2015*) to discuss the use of emergency access easement and the possibility of using that easement as a temporary park entrance road. The PA Dept. of Conservation and Natural Resources has been asked to extend their \$300,000 grant deadline for at least 18 months. The current grant timeline ends on Dec. 31, 2015.

VIII. RECESS FOR EXECUTIVE SESSION

At 2:12 PM the Chair recessed the meeting to hold an Executive Session with Mr. Steff and Mr. Woodhead regarding a matter involving potential litigation. Mr. Hurley made a motion to recess for executive session, Mr. Dunn seconded the motion, which passed unanimously.

IX. ADJOURNMENT

Immediately following the Executive Session, the regular meeting was called back to order at 2:35 PM. At that time, Mr. Dunn made a motion to adjourn; Mr. Hurley seconded the motion which then passed unanimously.

Respectfully Submitted,
Jada Light, Recording Secretary

These minutes were approved for distribution by Board action on 19 Nov 2015.