

CENTRE REGION PARKS AND RECREATION AUTHORITY BOARD
MEETING SUMMARY ~ APPROVED AS REVISED

March 19, 2015

I. CALL TO ORDER

Mr. Hurley called the meeting of the CRPR Authority Board to order at 12:15 PM in the COG Forum Room with the following individuals in attendance:

Board: Chris Hurley, Patton Twp.; Diane Ishler, Harris Twp.; Kathy Matason, College Twp.; Shannon Messick, SCASD; Dr. Jim Dunn, State College Borough (Ms. Mascolo was unable to attend).

Staff: Ronald J. Woodhead, Director; Niki Tourscher, Program Manager; Molly Hetrick, Nature Center Supervisor; Jim Carpenter, Parks Manager; Jeff Hall, Sports Supervisor; Beth Lee, Recreation Supervisor; Jada Light, Acting Office Manager; Tracey Hardos & Nick Soprano, Interns; Joe Viglione, COG Finance Director; Jim Steff, COG Executive Director.

Others: Rick Tetzlaff, Big Guys Grilling; Bill Keough, resident;
 Representing SCASD: Tim Jones, Matt Harlow, Ed Poprik & Jim Pawelcyk.

II. COMMENTS FROM THE PUBLIC

There were no comments from the public.

III. APPROVAL OF MEETING SUMMARY

Ms. Ishler made a motion to accept the Meeting Summary of the February meeting; Ms. Matason seconded the motion; and it passed unanimously.

IV. SPECIAL PRESENTATION - HIGH SCHOOL PROJECT (60% PLANNING UPDATE)

Mr. Poprik introduced Mr. Harlow & Mr. Jones who are a part of the SCASD High School Project Management Team. They presented a brief update on the High School Construction project; a similar update will also be presented to the COG General Forum on March 23.

Mr. Jones presented slides using time periods which showed the phasing stages and specific site plans. The first slide showed that the overall design plan is at approximately 60% with only a few refinements & changes. The schedule moving forward will be as follows:

- In summer 2015, the goal will be to cut-in the new driveway behind the South HS building and to trench for the telecom connections between the two HS buildings. New signals and signs for pedestrians crossing Westerly Parkway are proposed. The North parking lot will be getting minor work done such as removing the existing tree islands. The plan is to remove the parking lot islands and patch with asphalt so the area can be used for band practices. All south side parking, including the ADA parking spots for the pool, will be maintained for this summer.
- In summer 2016, the main access road will be constructed and the current ADA spaces will not be available. ADA parking for the pool will provided across the parkway from the pool. Construction will be significant during this stage.
- In January 2017 the new sections of the South building will be fully-occupied.
- In summer 2017 the South building demo of the older section will be completed and demo will begin on the North building.
- Summer 2018 the project should be nearing completion. Mr. Harlow then updated the board on the Site plans; there are not a lot of changes. There was approximately 30% to 60% refinement.
- Traffic study is under current review at the Borough. In order to get a traffic signal installed it has to go through the Borough then to PennDOT, and it must meet minimum traffic counts in order to qualify as signal-eligible.
- The crosswalk is fully-designed; it will be ADA accessible and will be painted for awareness. They are in the process of getting permits to put lights up at the crosswalk from the Borough. Mr. Harlow showed a video of the push button crosswalk. It is fairly new, but PennDOT has approved them in other locations.
- The North side will host the Delta Program which really helped getting the additional and closer parking on the North side for the Pool.

- The team is in the process of sending packets out to bidders allowing the summer 2015 work contracts to be in place.
- Mr. Harlow showed a slide of where the holding area will be for stormwater so that it will slowly infiltrate water back into the ground and not cause flooding. There will also be a storm-drain built in and trenching across the road and through the ADA parking spaces. In order to do this there will be minimal traffic interruption.
- The loop for the drop off area at the pool will be maintained as much as they can, knowing how much the pool customers use it.
- Mr. Hurley expressed his concern with the number of parking spaces that will be available especially during the pool season. Mr. Harlow stated he didn't have an exact numbers but the South building parking lot will be open for summer 2015.
- Mr. Hurley also questioned if it would be beneficial for extra signage after the traffic light is up. Mr. Harlow agreed that some extra signs would be beneficial and it would actually be critical for the following summer.
- Mr. Hurley also asked to explain the ADA parking availability and if CRPR could be under fire for not having all the ADA spaces.
- Mr. Hurley asked if the Board could get a copy of the slides being shown.
- Mr. Roth asked if it was possible to change the existing school zone signs that are up now to not just flash when it's a school zone. Mr. Poprik replied that it would be possible but would need to coordinate with the State College Borough since they maintain them.
- Mr. Dunn then asked if they could reiterate where the ADA parking would be in the summer 2016. ADA parking will be across the street from the pool (after they build the ADA sidewalk access).

V. VOUCHER REPORTS

Ms. Ishler questioned that since COG and CRPR are using the new accounting system, will the voucher reports continue to show all COG accounts that are paid. Mr. Viglione explained that he will be meeting next week with the software firm to adjust the format to our needs. Ms. Ishler then made a motion to approve the Voucher Report; Ms. Matason seconded it; and it passed unanimously. Mr. Steff made a comment that he and Mr. Viglione agree 100% about the revisions needed. He also thanked Ms. Ishler for noticing.

VI. BOARD MEMBER ITEMS & UPDATES

College Twp., SC Borough, & SCASD – No report.

Ferguson Twp. - No representative present.

Patton Twp. – Committee is continuing to work on surveys and getting it out to the township residents.

Harris Twp. – Discussed further at the Township meeting about how to bring in more visitors to their parks. Harris is discussing the construction of an amphitheater at Stan Yoder Preserve. They are also looking at Fasick Park (which Harris Township received a grant to improve) and the wetland area beside that housing development. As a result, there is no easy way for residents of that development to get to the park. Harris Twp. would like to use the grant towards building access across the wetlands rather than walking completely around it. Their park tour will be held on April 15 at 4 PM. The regional advisor from PA DCNR will be visiting their new parklands (that includes a pond) resulting from the Harvest Fields development. Harris Twp. plans to apply this spring for a grant to assist with Master Planning that new park.

VII. STAFF REPORTS

A. Director's Report

- Since Ms. Altenderfer resigned to return to a new position at her prior employer, Mr. Woodhead informed the Board that Ms. Light is working as the Acting Office Manager for the second time and is the sole internal applicant for the vacancy. Ms. Light is expected to be officially named as Office Manager in mid-April.
- Staff Activity Report for February (Attachment #3). Mr. Woodhead highlighted the “Day of Play” logo for the May 2 Grand Opening of Oak Hall Regional Park.

- Parks Caretaker vacancy update by Mr. Carpenter - Currently there are two full-time caretaker positions open. The interviews have already occurred for the first position. There was an offer made with a verbal acceptance. The second position will be pulled from the same candidates.
- Senior Center Staff Asst. vacancy update by Ms. Tourscher - Ms. Clitherow's official retirement date is April 3 after 9 years of service. There were 25 applicants; 5 were interviewed and 2 were being invited back for second interviews.
- Seasonal staff vacancy- We are still seeking tournament maintenance staff. The rate was increased from \$10 to \$15 to help entice applicants for the weekend positions.
- Hess Driveway Project. They are almost complete with driveway design and expect to shortly obtain the PennDOT permit. Within the next two weeks we should get the approval so the project can go out for bid in April.
- Nature Center Parking Area Project- Due to receiving a state grant, DCNR is reviewing the designs. We are working with DCNR to get their approval so then project can go out for bid later this spring.
- Linden Hall Road Curb & Guiderail Project- A site meeting was held with PennDOT. Once the release statement is return from the property owner, the project can proceed in earnest.
- Whitehall Road Reg. Park - Mr. Woodhead completed a 2-page update that will be going out to the Board regarding the steps that need to be taken before the park or the maint. facility can go out for bid. There are 11 items that need to be resolved and he is very optimistic that we can go out for bid the later part of this summer. Construction could start this fall and, if that is the case, the park could open spring 2017.

B. Staff Highlights

- **Mr. Carpenter-** In reference to Attachment #4, volunteers are being recruited for the 2015 CRPR "Spring Spruce-Up/Park Partner Day". Clearwater will be cleaning up the waterways. Mount Nittany Conservancy will be doing a mountain cleanup. It will be held Sat, April 25 from 8:30-noon. There are currently 7 groups signed up with approximately 150 people. Comcast is not partnering this year with CRPR. The ice rink & sledding hill are closed for the season. Jim is really working hard on getting out to inspect each park.
- **Ms. Tourscher** – Reminded everyone about the Oak Hall Grand Opening and "Day of Play" on May 2 - and that it is for all ages. There will be a 2-day adult softball tournament, and the Pitch Hit & Run will be held as well as the dedication ceremony starting at noon. There will be a walk after lunch of the perimeter trail and a Kick Ball "Home Run Derby" to end the day. Our food vendor will be there. Ms. Ishler recommended that the wording be made clearer that food will be available for sale there.
- **Ms. Hetrick** – Millbrook Marsh Nature Center was awarded a Connections grant again for 2015. Clearwater is a great partnership; they apply for the grants and donations and direct those funds to the nature center for this program. A chart in the agenda shows 21,064 children will benefit from this funding, involving \$15,148 for the nature center. PSU students are again working on "Earth Day Birthday".
- **Mr. Hall** – The number of teams for the big tournament has increased to 60 and that is due to Oak Hall opening; 40 of the 60 are non-local so it is valuing more than just CRPR. Mr. Woodhead emailed the link to the Visitor's Bureau showing all the tournaments for the season. It really does make a difference with our local economy. We never received a response.
- **Mr. Woodhead-** Referenced Attachment #7 Staff Organizational Chart. Mr. Woodhead outlined some Job Description revisions & updates that are moving towards the COG Human Resources Committee. The Program Manager will coordinate more of the marketing efforts. The Sports Supervisor title reflects a focus on leagues & tournaments. The Recreation Supervisor title reflects some changes to that position. Mr. Hurley questioned if staff cross-referenced the staffing at other agencies. Mr. Woodhead answered yes, that we have benchmarked with other agencies and that CRPR is larger than most. Wages typically

aren't compared at the agency level, but rather by COG Admin and the consultants they engage every 5-10 years.

- **Ms. Stahman-** Report given by Ms. Tourscher as Ms. Stahlman was not able to attend the meeting due to center operations. Niki reminded everyone that the Senior Center is hosting a "Lei'd to Rest Murder Mystery Luncheon" on April 27. There are currently 12 people registered. She also provided a reminder about Ms. Clitherow's retirement celebration on April 1 and that everyone is invited.
- **Ms. Lee** – Spring programs are starting. She is setting up promos with radio stations and the CDT, interviewing day camp staff. She is also fortunate that many camp staff are returning. She is getting ready for the Annual Easter Egg hunts. The Boy Scouts are volunteering again this year and will be filling close to 7,000 eggs with candy.
- **Ms. Hardos (Intern)-** She is hosting a 1-day art class on April 18 for ages 5-8 entitled "Pint-Sized Picassos." If the class has a good turn-out, she will make a folder with tips for future classes.
- **Mr. Roth** – About a third of the summer aquatics staff is hired with a lot of returning staff. Swim lessons for this session has started. A springboard diving class has been added. There are currently 551 pool passes sold. He is working on projects at the pools such as upgrading security cameras, internet speed and looking for a company to sponsor wi-fi for our pool patrons. 65 days till the pools open!

VIII. DISCUSSION / ACTION ITEMS

A. Actions on 2015 Food Concession License Proposals

A detailed proposal was provided (Attachment #8) with the vendor responses to questions asked by the Board last month. Both vendors are interested in Oak Hall and not much interest about serving at Hess. It was noted that Big Guys Grilling increased his commission rate from 10% to 12.5%, but the increase could not be considered since it was not in his original proposal. Each vendor offered to report and confirm their monthly gross sales. The Board's concern was that the selected vendor must serve at least Hess Field and Oak Hall. Big Guys Grilling is unable to provide for both. Ms. Ishler made a motion to award the 2015 food concession permit for the two parks to Here's the Beef. The motion was seconded by Dr. Dunn and it passed unanimously.

B. Nature Centre Advisory Committee- Volunteer Member Appointment

The Centre Regional Planning Commission proposed that Lisa Strickland be named as their representative on the Millbrook Marsh Nature Center Advisory Committee. Ms. Ishler made a motion to appoint Ms. Strickland on the committee. The motion was seconded by Dr. Dunn and passed unanimously.

C. Grant Applications- Board Authorization

Ms. Hetrick would like approval to move forward on two grant applications to assist with the purchase of kayaks. Our goal is to be able to offer some introductory kayak classes. Dr. Dunn made a motion to authorize staff to apply for the two grants. The motion was seconded by Ms. Ishler and passed unanimously.

D. Active.net Convenience Fees Proposal 2015

As outlined in Attachment #9, the Director has proposed to reduce staff costs by hiring a half-time, year-round Staff Assistant rather than continuing it as a full-time position. The hours would be Monday-Friday 10 AM - 2 PM. The savings from the position would be used to remove the 5% Convenience Fee that customers now pay when registering online. It is also proposed to remove the 50% online registration restriction that is in place for 7 days after each Active Guide is published.

Ms. Ishler and Ms. Messick were concerned with not having enough help in the front office. Noting that it will be harder to restore the full-time position back if the p/t position is not sufficient. Mr. Woodhead reminded the Board that with the COG Finance Office now being in

house and Ms. Tourscher now helping with the budget, this has reduced the workload in the front office. Mr. Woodhead assured the Board that if he sees it is not working he will come back and propose the full-time position be reinstated. Ms. Matason also showed concern with the cost associated with the turnover and the difficulty with longevity in a p/t position. After additional discussion, Ms. Messick made a motion to approve the part-time position. Ms. Ishler seconded the motion and passed unanimously.

E. Child Safety Policy- Draft of Updated Proposal

Attachment #10 was the proposed Child Safety Policy that reflected the new state laws about background checks and staff training. It was proposed that the Board review the draft policy for action at the April meeting.

IX. ADJOURNMENT

Ms. Matason made a motion to adjourn. Mr. Dunn seconded the motion and it passed unanimously. The meeting was adjourned at 2:05 pm.

Respectfully Submitted,
Jada Light, Recording Secretary &
Acting Office Manager

Abbreviation Key:

CRPR – Centre Region Parks & Recreation
MMNC – Millbrook Marsh Nature Center
SCASD – State College Area School District

*This meeting summary, as revised from the draft,
was approved by action of the CRPR Authority Board on 16 Apr 2015.*