

CENTRE REGION PARKS AND RECREATION AUTHORITY BOARD  
*APPROVED* REGULAR MEETING SUMMARY  
April 21, 2016

#1

**I. CALL TO ORDER**

Ms. Mascolo called the regular monthly meeting of the CRPR Authority Board to order at 12:17 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; Shannon Messick, SCASD

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, Sr. Center Supervisor; Joe Viglione, COG Finance Director; James Steff, COG Exec. Director

Others: Bill Keough & Laura Dininni

**II. COMMENTS FROM THE PUBLIC-** There were no comments from the public.

**III. APPROVAL OF MEETING SUMMARY**

Ms. Ishler wanted to confirm that the minutes specifically note when a public comment is made. This will help those not in attendance to understand what was said. With those revisions, Ms. Ishler then made a motion to approve the meeting minutes from the regular meeting held on March 24, 2016, Mr. Dunn seconded the motion; it then passed unanimously.

**IV. VOUCHER REPORTS (Attachment #2 A-B)**

Ms. Ishler made a motion to approve the March voucher reports #2A-B, Mr. Dunn seconded the motion; it then passed unanimously. Ms. Ishler had a couple questions about the finance report. The first question was about a line item for the Millbrook Marsh Nature Center Capital projects. Ms. Ishler asked if we received money back or why was an amount taken out month to date? Mr. Viglione replied that he had since moved that record to the proper account. Ms. Ishler also asked, as we are doing fundraising for Whitehall Road, Hess, Oak Hall and Senior Center; where is the money going for each project? How are we keeping track of special donations for the renovations rather than general donations or Senior Center contributions? Mr. Viglione reported that he created a new account for renovation donations. In some reports, they are together, but in our system it is separated into two accounts to keep track. Whatever is committed to specific projects will roll over each year and not go away.

Ms. Ishler requested that the April minutes reiterate Mr. Viglione's response from the last meeting about the refuse and recycling line item in the budget: When it was budgeted in 2015, these were lumped with park utilities, but since then we have created new, more-detailed accounts. When bills come in, they are charged to the proper account(s).

Ms. Ishler questioned the accuracy of the % used column when there is nothing budgeted and funds are charged there (the variance still says 0, which is incorrect). It should have a variance showing overspent. Mr. Viglione can put a notation there but that is how the report generates. Mr. Viglione is working on the reports to get corrected.

**V. BOARD MEMBER UPDATES**

Ferguson Twp. - No report

State College Borough - No report

Harris Twp. - The Harris Township Committee went on a park tour yesterday. The new Director of Columbus Chapel is putting the paths on his property and wants to connect to Blue Spring Park; the proposed trail bridge will go over the spring. They toured where the bridge

will be placed and were able to make suggestions. They also looked at Tussey Pond Park. Harris Township received a state grant and will be making a plan for how the funds will be used. The view there is amazing. They are also hoping to soon get the funding to replace the playground equipment at Nittany View Park. During the walk through at Kaywood, it was noted that the sledding area should be publicized.

(Comment from the Public) Ms. Dininni asked Ms. Ishler who “we” is referring to when talking about the grant for Tussey Pond Park. Ms. Dininni asked if they had community partners or was Ms. Ishler just talking about the Township? Ms. Ishler noted she was talking about Harris Township.

SCASD – Ms. Messick reported that there will be some changes with their afterschool program. The School District will be reducing the cost of the CEEL program for students to make it more affordable; they are reducing the fee by half. They want an affordable and safe place for kids to go after school. She feels this is a positive change and shouldn't be too noticeable or a big impact on the providers.

Patton Twp. - Mr. Chuck Strodoski of YSM Architects provided the RAC with an update on the Gray's Woods Park Phase 1 Design/Engineering. Susan Wheeler advised the RAC that the Township has submitted a grant application to the Department of Conservation and Natural Resources (DCNR) for development monies for the first phase of Gray's Woods Park. The grant award announcement is usually made in late fall/early winter of the year of submission. The RAC has submitted a recommendation to not authorize snow plowing of walking paths in Circleville and Bernel Road Parks. This recommendation has been submitted to the Patton Township Supervisors who will discuss this matter at their April 27 meeting. It is expected a final decision will be made at that time. The RAC also will review a draft survey that will be sent to Park Forest residents to obtain some feedback related to improvements, etc. to Green Hollow Park. Green Hollow Park is a 16-acre park site located on Park Forest Avenue. The RAC is considering redevelopment of this park site and would like input from residents. The RAC Park Tour will be May 17 at 4:00 p.m. and will include visits to; Cecil Irvin Park, Green Hollow Park, Tudek Park, a park with a “pickleball” court and Millbrook Marsh.

College Twp. - No report

## VI. STAFF REPORTS

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

1. Staff Activity Report for March- (Attachment #3) The Flashlight Egg Hunt at the Millbrook Marsh Nature Center was a big hit this year and went smoothly. It was the highest number of attendees yet, with 100 teens.
2. Oak Hall Driveway Drainage- The last of the 3 approvals was received this morning (the Smith's, the Township and PennDOT. Since the cost estimate is under the \$19,400 floor to require sealed bids, we obtain written quotations. In addition, the project will be under the amount that requires prevailing wages. PennDOT withdrew the requirement that a PennDOT-Certified contractor do the work since they are not working in the right of way. So the contractor does not need to be a big highway firm, as long as they can meet the specifications. The sole bid for the original plan was \$64, 000 so this may work out well. The Smiths have been very understanding and like this plan better than the original guide rail that was initially proposed. Ms. Mascolo asked if their landscaping is done yet. Ms. Woodhead replied that they are waiting until they get the boulders installed first.
3. Invitation to Friday, April 22, 2016, Award Ceremony at Millbrook Marsh Nature Center- (Attachment #4): The invitation is attached and all are welcome. There are currently 45

attendees who have RSVP'd. Refreshments will be served. We are not yet sure if the weather will require us to move into the barn for the ceremony.

#### 4. Grant Applications submitted

- a) Central PA Convention & Visitor's Bureau - Ms. Tourscher submitted a grant application for \$4,000 to develop and print a CRPR destination guide. It would highlight all of our facilities and tournaments for both residents and visitors.
- b) PA. Dept. of Aging - Ms. Tourscher prepared this grant application to further improve the Senior Center furnishings at the permanent space. We should learn the status by June 16, 2016. This proposal was for \$65,774. This money will complete the kitchen upgrades (counter tops, cabinets, tables, chairs and appliances) and would help us to move forward with the initiative named "Acting Adult / Healthy Eating". We already have great health and fitness programs but we are trying to promote nutrition education and chronic illness prevention.
- c) Walmart Foundation - This grant will be submitted by May 6. Ms. Freed noted the grant will be for \$2,500 for camp supplies at Millbrook Marsh Nature Center.

#### B. Staff Highlights

- Jim Carpenter - The spring time has been very busy. The staff has been battling turning the water on fixing some broken valves. All the restrooms are currently open but tomorrow all the fountains will also be turned on. Once school is out, the last half of the staff should be starting.
- Melissa Freed - Ms. Freed announced that the weather has been very interesting. They had to postpone Earth Day Birthday from April 10 to the following Sunday due to the snow that was forecasted; it turned out to be a good change (from a 49 degree day to a sunny 78 degree day). There were approximately 530 who attended; many activities and organizations helped to show green and sustainable practices. There is an estimate of 2,200 students expected for school field trips this spring. There are also adult classes taking place at the Nature Center, such as bird walks, composting and gardening. Ms. Cooper from the Recycling Authority spoke last night on how to prevent things going to landfill. Each participant received an Earth Machine which normally retails for \$100 and the class fee was \$20.
- Jeff Hall - Mr. Hall reported that volleyball play-offs are the next two weeks. Tennis started last week. There are currently 52 teams signed up for men softball leagues and 3 in the women's softball league. We need at least 4 teams to get the women's league up and running. Tournaments start next Saturday.
- Beth Lee - Ms. Lee stated that Muck N' Mess started this morning. Start Smart Lacrosse and Soccer started. Field Hockey will be starting. The Summer Active Guides will be distributed on Sunday and registration will open then.
- Cindy Stahlman - Ms. Stahlman noted that the Murder Mystery Lunch that partnered with the PSU students went really well. They also had a supply shower. The County cut the budget for paper supplies so they were in desperate need of toilet paper, paper towels, Kleenex etc. Everyone was so gracious! There are a couple bus trips coming up that should have enough participants to go. Some informal fundraising has been done with 50/50 drawings and donations. They have earned \$2,900 in donations.
- Todd Roth - Mr. Roth reported that there are 36 days till the pools open. Mr. Roth attended the Refuse Authority Luncheon where they recognized the Authority as a 2016 Green Business Partner. There was 3- tons of compostable material from the pools

alone. The new climbing wall was installed at Welch Pool yesterday. There are 9 kids enrolled in the lifeguarding class. There will be a couple new fitness classes in the grass area of the pools this summer. There are currently 130 aquatics staff hired for the summer with a few more last minute ones rolling in.

Ms. Ishler commented about the patron letter that was sent requesting to change the ages of Toddler Time. She supports keeping the current age limits, but she did agree with the lady about how older kids (during General Swim) do not watch what they are doing around the younger kids. Some of the younger kids literally get run over in the spray areas. We definitely have to make the pool staff more aware to prevent this. Mr. Roth agreed that the safety aspect will definitely be addressed during training.

- Niki Tourscher- Ms. Tourscher reported that on May 16, a summer intern will be starting in the office. The intern (Kyrie Hartzell) is very excited and is definitely looking for hands on and administrative experience. We are also looking at different companies and their cost to print Active Guides somewhere else for the fall. Ms. Tourscher is also getting janitorial quotes for the Senior Center and quotes for an AED there. The cleaning tasks are difficult there; they aren't allowed to vacuum while the mall is open. There currently is an AED at the mall in case of emergencies but the Senior Center should have their own.

(Comment from the Public)- Mr. Keough asked about the price of each AED? Ms. Tourscher replied that they want to keep them all the same across the agency (Zoll). It is approximately \$1,400 with the case and signage. We did receive a quote for a different brand for \$495 but that price is too low for a good reliable AED. Mr. Keough told the staff that a few years ago a couple of MD's who were on the league teams offered to purchase one for Hess before CRPR purchased the complex. It never happened, but a quick letter to a couple medical practices may be worth it.

Ms. Mascolo asked about training for the use of the AED. Mr. Keough replied that there are plenty of people trained on them and we need to get the machines first. Mr. Steff stated that in the past at the Public Safety Meetings, Centre Lifelink has various initiatives for using AED's. Deaths from cardiac arrests have decreased over the years due to AED's, so there is a big focus to have them in establishments. Red Cross also has very detailed, step-by-step instructions. Mr. Roth noted that we already have 2 at the pools and a trainer so purchasing another Zoll AED would be best. Ms. Messick asked if the AED's are protected under the "Good Samaritan Law." Ms. Tourscher replied yes.

## VII. DISCUSSION AND ACTION ITEMS

### A. Proposals from food concessionaires (Attachment #5)

Ms. Tourscher reported that the previous bids weren't complete so there was a second round of bids. There were two re-proposals for Oak Hall (vs. 3 original bidders). One of the proposals was the vendor last year (formerly Here's the Beef, know LPC Concessions). The other is 409 Pizza and Wings and they want to use our building. 409 Pizza and Wings have a wide variety of food not just pizza and wings. Staff recommends 409 Pizza and Wings for Oak Hall due to the problems in the past with payments from LPC Concessions., At Hess, LPC Concessions is the sole bidder and we recommend having LPC Concessions there to give them another chance to prove to us that he can be

a good vendor and pay on time. In the past he was to pay on a monthly basis. This year we are requiring him to pay a lump sum up front.

1. Ms. Ishler made a motion to approve 409 Pizza and Wings to offer concessions at Oak Hall Regional Park for the 2016 season, Mr. Dunn seconded the motion; it then passed unanimously.
2. Ms. Ishler made a motion to approve LPC Concessions to offer concessions at Hess Field Complex for the 2016 season, Mr. Dunn seconded the motion; it then passed unanimously.

Ms. Tourscher is working with the Code Office with respect to the electrical service needed by the vendor. 409 Pizza and Wings are also interested in serving food throughout the week to leagues.

**B. Senior Center Lease Amendment**

On March 24 the Board approved the new lease amendment (as provided by the mall owner's attorney) subject to Solicitor Williams approval. The Solicitor approved this amendment then the owner came back and said it was incorrect and he would not sign it. The mall owner (Namdar Realty Inc.) noted that the amendment adds \$3.50 per square feet for the renovation costs when it should be \$4.00 per square feet. The owner was supposed to call this morning and discuss but never did. When another amendment is received, it will be provided for Board action.

**C. Renaming Options for the Senior Citizen Center**

There has been a lot of discussion as to what the new name for the Senior Center should be and there is no need to act today. After a month-long voting period, the three most popular names are:

- A. Centre Region Active Adult Center
- B. Centre Region Senior Social Center
- C. Centre Region Center for Healthy Aging

Ms. Ishler asked if there were certain requirements with the Office of Aging with respect to the new name. How do they feel about the increasing numbers which would be an increase in their costs? Ms. Tourscher replied that county officials are thrilled with the expanding center and think the new name is a great idea. The County didn't seem to have any concerns if the Board selected a name without Senior in it. Ms. Mascolo asked what if the numbers get too high Ms. Tourscher replied that she is not sure what would happen but they would definitely have to spread the classes out. Ms. Stahlman mentioned that she has attended training on how to attract younger seniors to the centers. The state is actually pushing for younger seniors to attend. There are quite a few Centers who have already changed their name. Action on this topic will be proposed in May.

(Comment from the public) Ms. Dininni wanted the Board to be aware since many of the agencies use acronyms that if we went with "Centre Region Active Adult Center" the acronym would be "CRAAC" which may be unappealing to newcomers.

**D. Program Plan Priorities for 2017 (Attachments #6A & #6B)**

The Program Plan will go to the Finance Committee in June, then to the General Forum in July. In May we will be preparing the Program Plan and Work Objectives along with the priorities. Staff will propose to add or explore the option to add a part time (10 AM-2

PM, M-F) Staff Assistant at the Senior Center along with the volunteers. The volunteers are very helpful but cannot keep up. They truly need help. The local cost after the split with the county would be \$7,000. Ms. Mascolo asked if it could be a six-month position until we see if it works out. Mr. Woodhead said if it's approved for a six-month position, it wouldn't get approved for a year-round position until the following year which would be bad if the center continues to grow. This will be discussed at the HR Committee, if approved there, would be an option on the 2017 budget to be decided by the Authority if it should proceed to the COG.

Mr. Steff reported that there was a nice segment on Channel 3 about having volunteers at the Senior Center doing taxes.

**E. Agency Director Transition**

Mr. Steff reported that there are currently 27 applications submitted; 11 of those are from PA. Mr. Hurley won't be able to be there for the interviews so Ms. Matason will take his place. Each Municipal Manager will also have a chance to meet the applicants who are interviewed. May 1 is the closing date for applications. The screening of applicants will be done by June. Mr. Steff hopes are to have 4 or 5 to interview. The goal is to have a brief overlap period in late-August to work with Mr. Woodhead. There are 54 parks and 8 budgets. We want to get this right since there are a lot of stakeholders. There was discussion at the Executive Meeting on Friday about how it's amazing there were only two Directors during the 50 years of the agency. There are almost twice as many number of Popes during that time.

**VIII. ADJOURNMENT**

At 1:34 PM, the meeting was adjourned. Mr. Dunn made a motion to adjourn; Ms. Ishler seconded the motion; it then passed unanimously.

Respectfully Submitted,  
Jada Light, Office Manager

*Following some text revisions, this summary was  
approved for distribution by the Board on 19 May 2016.*