



Centre Region Council of Governments

**CENTRE REGION PARKS AND RECREATION BOARD
CENTRE REGIONAL RECREATION AUTHORITY**

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Serving the Borough of State College and the Townships of College, Ferguson, Harris and Patton

Regular Meeting Agenda
for Thursday, 12 August 2010, 12:15 PM
at the COG Building - Forum Room

I. CALL TO ORDER and ROLL CALL

- | | | | |
|----------------------------|---------------|--------------------------------|-----------------------|
| • Ms. Sue Mascolo, Chair | Ferguson Twp. | • Mr. Roy Harpster, Vice-Chair | Harris Twp. |
| • Ms. Kathy Matason, Sec. | College Twp. | • Ms. Donna Conway, Treas. | State College Borough |
| • Donna M. Ricketts, D.Ed. | SCASD | • Mr. Chris Hurley | Patton Twp. |

II. COMMENTS FROM THE PUBLIC for any item not on the agenda (up to 3 min./person)

III. APPROVAL OF MINUTES

The draft minutes from the Regular Meeting on 7 Jul 2010 are attached for review & action.
(Attachment #1) (ACTION)

IV. VOUCHER REPORTS from July (Attachment #2) (ACTION)

V. COMMITTEE REPORTS

• **Member & Municipal Committee Updates:**

State College Borough	College Twp.	SCASD
Patton Twp.	Harris Twp.	Ferguson Twp.

• **Millbrook Marsh Nature Center Advisory Committee:**

The committee did not meet during July; their next meeting will be on 18 August.

• **COG Parks Capital Committee & COG Regional Park Planning Committee Updates:**

Mr. Harpster, Ms. Mascolo and Mr. Woodhead

Whitehall Road Regional Park:

Municipal comments on the proposed Master Site Plan are due back by 19 August for discussion at the COG Parks Capital Committee meeting that day. Pending those comments, it is proposed that General Forum consider official action on the adopting plan at their 23 August meeting. As specified by two of the participating municipalities, the approval of the Whitehall Road Regional Park Master Site Plan is required before the Sept. 1 purchase of Hess Field can be authorized (this action is also proposed for the 23 August meeting of the COG General Forum).

Oak Hall Regional Park:

On 3 August, Mr. Pashek detailed a possible revision to the Oak Hall Regional Parkland phasing plan to better coincide with the requirements developed for the Whitehall Road plan - with regard to the Phase 1 cost and the associated features. At that meeting, it was recommended that a maintenance building be included in the Phase 1 plan, so the final figures will be presented on 19 August.

Hess Softball Field Complex:

- The boundary and topographic survey has been completed by Mease Associates / Henry Surveys. That data has also been provided to Pashek Associates.
- The General Forum approved the engagement of Pashek Associates to prepare the Master Site Plan on 28 June. They also approved executing the Sales Agreement with the Hess Family and the payment of a \$5,000 deposit, subject to their final approval of the purchase on 23 August. If approved, the closing would be held on 1 September.
- On 3 August, the Regional Parks Planning Committee held a work session to focus on the plan options and to evaluate the various plans presented by Mr. Pashek. to perform the for \$4,128 and (b) a proposal from Pashek Associates to prepare the Master Site Plan for Hess Field for a cost of \$36,300 and \$13,700 to detail the necessary & compatible interim improvements (so the site can safely function in 2011). This work will start in September (if the acquisition is authorized).

Funding Strategy:

Discussions on the funding strategy for the regional park development package will resume once the cost estimates for all three regional parks have been finalized.

SPECIAL NOTE: Mr. Pashek will attend the **Thursday, 19 August 2010** Regular Monthly Meeting of the COG Parks Capital Committee (12:15 PM, COG Forum Room) to discuss:

- (1) municipal comments on the Whitehall Road Parkland Master Site Plan,
- (2) the Hess Field Master Site Plan (draft), and
- (3) the revised phasing plan for the Oak Hall Regional Parklands.

Members of the CRPR Board are encouraged to attend and participate in the discussions.

VI. COMMUNICATIONS None

VII. STAFF REPORTS

A. Director’s Report: Mr. Woodhead

- 1. Activity Report for July *(Attachment #3)*
- 2. Pool Revenue Report (as of 31 July) *(Attachment #4)*
- 3. Ms. Ishler’s Retirement Letter (effective 31 Dec 2010) *(Attachment #5)*
The position will be advertised starting 1 Oct. A 3-week training period in December is planned.
- 4. 2011 Senior Center Funding Formula Report *(Attachment #6)*

B. Supervisor Highlights

Ms. Beth Lee	Mr. Todd Roth	Mr. Ted Weaver
Mr. Jeff Hall	Ms. Virginia Shawley	Ms. Molly Hetrick

VIII. DISCUSSION ITEMS & UPDATES

- A. Video Surveillance Policy - in development; to be presented by staff in September. A proposal to purchase the video surveillance system for Welch Pool will also be presented at that time.
- B. Request for a Park Memorial Policy as a result of the Weston Memorial Proposal for Greenbriar Saybrook Park (approved by the Ferg. Twp. Supervisors).*(Attachment #7A/B)*
- C. Board Bylaw Update - draft to be presented by staff in Sept or Oct.

D. 2011 Detailed Budget Proposal

- Pending municipal comments on the 2011 Program Plan (as distributed in July)
- Hess Field Complex Operational Costs - pending Master Site Plan Report
- Senior Center - No increase from the 2010 Centre County contribution of \$62,827.
- Active.Net Convenience & Credit Card Fees for Internet customers:

By Staff: + 1.5% fee (plus 2.25% for ccards.)

By On-line Customer:

Up to \$150: + 6.5% + 50¢ (w/ \$2 min.)

If \$150-\$500: + 3.5% + \$5

If > \$500: + 2.5% + \$10

YTD in 2010, the Convenience Fees paid by Internet customers has totaled \$4,233.

IX. ACTION ITEMS

A. 2009 Authority Audit

The 2009 Audit Report is attached for Board consideration. If acceptable, a motion to receive the Audit Report is requested. *(Attachment #8) ACTION*

B. Welch Pool Renewal

- Project Construction Report: Mr. Woodhead & Mr. Todd Roth

The project remains on budget and on schedule.

SPECIAL NOTE: A Board Tour of the pool site is scheduled immediately after the Board meeting today (2 PM at the South HS Parking Lot). Members of the COG Parks Capital Committee and the Municipal Managers have also been invited. For safety, no open-toe shoes are permitted.

- Change Orders: No actions are requested. Pending Change Orders are listed below; the following items will be presented for endorsement when the documents are prepared:

10.01 Trench drain removal in Filter Building (credit).

10.02 RFP PC-01: Heat Trace - Elec. heat tape to prevent winter freeze up of the main water supply line.

10.04 Slab Backfill Supplement - with stone, needed to supplement on-site backfill.

RFP GC-02: Thickened Slab at Snack Area for thickened slab per structural detail at possible future masonry wall to separate Utility area from possible future concession area.

RFP PC-02: Utility Area Floor Drains for relocation and additional floor drain at Filter Bldg Utility area to accommodate possible future expansion of concession area.

RFP G-04: Dumpster Screen Extension by 50% to accommodate more trash and recycling containers between pickups.

RFP G-05: Gas Meter Slab & Bollards – to provide a concrete pad and bollards at the gas meter due to nearby service vehicles.

B. Spring Creek Education Building Construction

- Project Report: Mr. Woodhead & Ms. Hetrick

The project remains on budget and on schedule.

Photos of the project will be shown (from the CRPR Photo Website).

- Change Order Actions:

1. To decline the proposed Change Order for \$36,000 to drill the 8 additional geothermal wells for the Phase 2 section of the building. These will instead be postponed until the Phase 2 construction proceeds. The Phase 1 project includes drilling 5 wells, which will proceed.
(Attachment #9A) (ACTION)
2. To endorse the Director's approval of **C.O.# G-01 for \$3,385.93** to provide sealed control joints with waterstops at the poured-concrete foundation joints.
(Attachment #9B) (ACTION)
3. To consider **C.O. # G-02 for \$852.39** to provide 8" x 8" square ceramic wall tile in lieu of the 12" size originally specified.
(Attachment #9C) (ACTION)

These costs would be paid from the Project Contingency Fund.

X. OTHER BUSINESS (If needed)

XI. MEETING SCHEDULE:

- ▶ Welch Pool Construction Tour Today at 2 PM
- ▶ COG Parks Capital Comm. Meeting Thur., 19 Aug 2010, 12:15 PM
(For regional park planning discussions) at the COG Forum Room.
- ▶ CRPR Board - Regular Meetings

SEPTEMBER: Friday, Sept. 3 at Blue Spring Park Pavilion in Boalsburg.
(since the Director will be away on 8-14 Sept, then will attend the PA DCNR Summit in Philadelphia on 15-16 Sept.).

OCTOBER: The meeting is scheduled for Thursday 14 Oct at the COG Bldg, but the Director will be out of town 14-19 Oct.
Could an alternate meeting date please be selected?

XII: ADJOURNMENT

ACTION

The Welch Pool Tour will start at 2 PM at the South High School Parking Area.

Attachments:

1. July Regular Meeting Minutes (Draft)
2. July Voucher Report
3. July Activity Report
4. Pool Revenue Status Report
5. Office Manager Retirement Letter
6. Senior Center 2011 Funding Formula memo
- 7A/B. Weston Memorial Information
8. 2009 Authority Audit Report
- 9A-C. Nature Center Change Orders