



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*

**Approved Minutes of Regular Meeting**

Thursday, 10 Dec 09  
at the COG Building, Forum Room

**I. CALL TO ORDER and ROLL CALL**

Chair Sue Mascolo called the meeting to order at 12:15 P.M.

Board members attending (5 of 6):

Sue Mascolo                      Donna Conway                      Chris Hurley  
Donna Ricketts                      Roy Harpster                      (Ms. Matason was absent with prior notice).

Staff: Director Ronald J. Woodhead                      Recreation Supervisor Sports & Fitness Jeff Hall  
Park Supervisor Greg Roth                      Recreation Supervisor Programs & Special Events Beth Lee  
Aquatics Supervisor Todd Roth                      Recreation Supervisor - Nature Center Molly Hetrick  
Office Manager Diane Ishler                      Senior Center Supervisor Virginia Shawley  
COG Exec. Director Jim Steff                      Staff Assistant Jennifer Stout

**II. COMMENTS FROM THE PUBLIC - none**

**III. APPROVAL OF MINUTES**

- ▶ The minutes from the Special Meeting held on 5 Nov 09 were unanimously approved on a motion by Mr. Harpster and seconded by Ms. Conway.
- ▶ The minutes from the Regular Meeting held on 12 Nov 09 were unanimously approved on a motion by Mr. Hurley and seconded by Mr. Harpster.

**IV. ACTION ON VOUCHERS**

The November vouchers were unanimously approved on a motion by Ms. Conway and a second by Mr. Hurley.

**V. COMMITTEE REPORTS**

*Municipal Boards & Committees: Issues & Updates by Board Members*

- *College Twp. Parks & Recreation Committee:* No report.
- *Patton Twp. Rec. Advisory Committee:* Mr. Hurley reported the committee is continuing to review the results of the survey they sent to residents to decide how to go forward with park planning. They changed their next meeting date to 18 Dec 09.
- *Borough of State College:* No report
- *Harris Twp. Park & Recreation Committee:* Mr. Harpster reported that Harris Township is working with the Elks Club to try to obtain a special pass rate for the community to access their swimming pool for this summer, since Welch Pool will be closed.
- *Ferguson Township:* No report
- *State College Area School District:* No report

*Millbrook Marsh Nature Center Advisory Committee* - Ms. Hetrick deferred to the Millbrook Marsh items

later in the agenda.

*COG Parks Capital Committee* - Mr. Harpster reported that the last Parks Capital meeting focused on the Hess Softball Complex and included a site visit there. COG Action of the proposal from Harris Township is still in the research stage and will be discussed in more detail in the future.

*Regional Park Planning Committee* - Mr. Woodhead related that the meeting held 7 Dec 09 was very exciting and there was good support for the latest Whitehall Road Parkland Master Site Plan concept. Mr. Steff forwarded a copy of the concept drawings to the State College Area School District Administration for their information. Ms. Mascolo asked if CRPR ever used the State College Area School District's fields? Mr. Woodhead indicated we do. Mr. Hurley asked if the School Board would be voting on the proposed plans. Mr. Woodhead indicated that the School District action does not require a vote; the information was relayed for their information.

## **VI. STAFF REPORTS**

*Introduction* - Mr. Woodhead introduced the new Senior Center Supervisor, Virginia Shawley who began her employment on 7 Dec 09. Mr. Woodhead met with the seniors on Monday where he thanked them for their support and comments through the transition and asked for continued cooperation. He indicated there will be some changes but there is still a need for teamwork.

*November 2009 Activity Report* - No additions to the reports

*"Program Grant" Awarded to CRPR* - The National Recreation & Park Association and AARP presented a Program Grant to CRPR for a 10-Week Walking Program. This program will highlight the many benefits of parks and recreation in addition to helping participants find safe places to walk, and will provide tools and support to help them take personal responsibility for their health. The agency will be asked to perform a walking audit of the community to determine needed improvements to make the community more pedestrian friendly. Ms. Mascolo asked if there was money involved. Mr. Woodhead indicated the grant would probably just provide information and support tools rather than funding. He also indicated that he did not have all the details yet.

*2009 Program Summary Report for Millbrook Marsh Nature Center* - Ms. Hetrick reviewed the Millbrook Marsh Nature Center 2009 Program Summary. She is very pleased with the progress at the Center in programming. She reminded the Authority that the information is from organized programs since there is no way to track all those who visit the grounds without participating in a program. Ms. Mascolo asked why the Birthday Party numbers were down. Ms. Hetrick related that previously there was no maximum number of children to a party, but the rules were changed to limit the maximum number allowed at a party to 24, so this reduced the quantity of parties. Mr. Hurley stated that he appreciated the quality of Ms. Hetrick's efforts at the Nature Center.

*The CRPR "ActiveNews" eNewsletters* - Ms. Lee explained that CRPR has become a customer of Constant Contact which enables us to send out newsletters by email. The first newsletter went out on 3 Dec 09. She referred to Attachment 6 which shows the front cover of the eNewsletter. There are 804 subscriptions. There are general eNewsletters and specific eNewsletters planned.

*The Spring Creek Education Building at MMNC* - Mr. Woodhead referred to the most recent project plan schedule for the Spring Creek Education Building. In September the Authority approved a conditional authorization for the architects to proceed to bid when DCNR approval was received. The latest schedule states that the bids would go out in January 2010 with bid action by the Authority in February. The documents are almost ready to submit to DCNR. The Authority authorized the staff to continue toward bid advertisements.

*The 2010 Board / Authority Reorganization* -

1. Mr. Hurley, Mr. Harpster and Ms. Matason will be on the Nominating Committee for the Board reorganization on 14 Jan 2010. There are no member terms expiring at the end of 2009.
2. The question has been raised as to whether a voting member of the Authority could send an alternate to a meeting to vote for them. Ms. Conway asked if a voting member could vote in absentia. Mr. Woodhead indicated that the Pennsylvania Municipal Authorities Act

- prohibits voting by the appointee without being there. It also seems to indicate that only the appointed Authority member can vote; an alternate could attend and participate, but not vote. A discussion followed. Mr. Hurley wondered if every meeting needed a place filled, if an alternate would only be needed for long term absences and if the provisions for voting were already in place? Mr. Steff asked which meetings were of the CRPR Board and which for the Authority? Mr. Woodhead indicated all meetings are conducted as one body for both purposes (both the Authority and the Board). Mr. Steff then related that for the COG Committees, the municipality can send a representative who can vote or not vote based on written authorization from the municipality. After a lengthy discussion, the Authority consensus was that a representative could be sent to the meeting, but that representative would not vote and an Authority member must be present to vote. Since the Authority operates under the Pennsylvania Municipal Authorities Act, Mr. Woodhead is to confirm the Authority's decision with the Authority Solicitor.
3. 2010 Solicitor Services - Mr. Woodhead reminded the Board that there was some discussion earlier in 2009 about Solicitor services for 2010. Our current solicitor charges us a yearly retainer of \$300 and Mr. Woodhead indicated he was hesitant to ask for quotes unless the Authority really wants to change - considering the increased costs that will be involved. The members affirmed staff action to retain the current firm of Miller, Kistler, Campbell, Miller, Williams, Benson, Inc.

### **Supervisor Highlights:**

- Virginia Shawley, Senior Center Supervisor* - Ms. Shawley reported that the Senior Center had a great Thanksgiving dinner, had a bus trip to the Vienna Boys Choir, and she and Carol are looking at fund raising.
- Todd Roth, Aquatic Supervisor* - Mr. Roth reported that swim lessons should end next week; Winter/Spring programs are planned; planning for next summer especially with the possibility of using the High School Natatorium since Welch will be closed; and looking at the summer schedule. Welch parking lot is closed with a fence up to start construction. Ms. Mascolo relayed a message from Tom Daubert that he would like more adult swim time this summer.
- Jeff Hall, Recreation Supervisor for Sports & Fitness* - Mr. Hall reported he is wrapping up the fall programs. The lack of gym space caused a problem for the Judo program for awhile but that problem has been resolved. He is getting ready to request quotes for supplies needed for spring and summer.
- Beth Lee, Recreation Supervisor for Programs & Special Events* - The Active Guide (renamed from Leisure Guide) will be published and in the Centre Daily Times on 3 Jan 2010 with new programs inside. The Summer Youth Fair (coordinated by SCASD Community Education, for day camps) will be in February and camp registrations will begin 1 Feb 2010.
- Molly Hetrick, Recreation Supervisor - Nature Center* - Ms. Hetrick is preparing for spring and summer. She has added several camps for summer 2010. Dr. Ricketts asked if the program numbers included off-site participants. Ms. Hetrick indicated the program numbers included all active participants, but not passive participants (walk-by visitors at off-site MMNC booths).
- Greg Roth, Park Supervisor* - Mr. Roth indicated the crews are still working on clearing damage from the October snow storm. Green Hollow is still closed. The lights are on at Slab Cabin for sledding. He reported that the Blue Spring ice rink may not open due to the vandalism that happened last year - but that he is working on resolving that for this winter, so the rink can go ahead as usual. The crews are regrading and laying sod at the Park Forest Pool. The PCC crew is working in the Wetlab, stained the barn, and installed a Kiosk at the Millbrook Marsh Nature Center.

## **VII. COMMUNICATIONS - None**

## VIII. ACTION ITEMS

**A. CRPR Community Gardens** - Mr. Woodhead requested the Board endorse a staff proposal to establish a "CRPR Community Gardener Committee". This committee would provide input and assistance to staff in operating current and future CRPR community garden plots. Ms. Mascolo asked if the staff really wanted a committee because of past history with the prior garden committees. Mr. Woodhead indicated the staff wanted to form an advisory committee. Mr. Steff asked if Harris Township had some garden plots. Mr. Harpster replied that they do have some plots but the gardeners work through the township. Mr. Harpster moved that the Board endorse the staff proposal to establish a "CRPR Community Gardener Committee". Mr. Hurley seconded. All in favor.

**B. Reappointment of Millbrook Marsh Nature Center Advisory Committee** - Dr. Ricketts moved that the Authority reappoint the following volunteers for 2-year terms (to expire 31 Dec 2011) to the Millbrook Marsh Nature Center Advisory Committee:

Shaver's Creek Environmental Center	Mark McLaughlin
ClearWater Conservancy	Carolyn Mahan
Borough of State College	Alan Sam
State College Bird Club	Mark Henry (reply pending)
At-Large	Robert Ayer
Pending reappointment - Centre Regional Planning Commission	

Mr. Hurley seconded. All in favor.

Mr. Harpster moved that a special authorization be given to Dr. Rob Brooks, the appointed representative of the PSU Cooperative Wetlands Center who will be on sabbatical through October, to send a non-voting alternate representative during that time. Mr. Hurley seconded. All in favor.

**C. Expanded Rental of the High School Natatorium** - Mr. Todd Roth reviewed the expanded rental schedule for the SCAHS Natatorium for summer 2010. Swim team practice, CRPR swim lessons, Adult lap swim, summer day camp and evening swim lessons will be held at the Natatorium. A General Swim will be offered on Saturdays from 1-5 PM. He indicated that SCASD lifeguard staff will cover as many shifts as possible, but CRPR lifeguards may be required to handle some shifts. The rental fees will be shared for Adult lap swim and camp swims - since SCASD faculty and campers will be involved. There is also a limit as to how people can be in the Natatorium at one time (62 when the diving well is being used and 78 during lap swim). Mr. Roth is hoping that the overall schedule and related swimmer fees will allow us to at least break even.

**D. Welch Pool Construction** - A Construction Area & Preliminary Mobilization Plan from Poole Anderson was distributed to the Authority showing the construction layout for the site.

Mr. Hurley moved that the Authority authorize a supplemental agreement with HP Architects to provide expanded site inspections during the construction period for an amount not to exceed \$7,000 and paid from the Project Contingency Fund. Dr. Ricketts seconded. Ms. Conway asked if this was a conflict of interest for HP Architects? Mr. Woodhead said no, it would be a continuing relationship and protect CRRRA since HP Architects designed and will administer the project construction. All voted in favor of the motion. These services are in addition to the originally-contracted consultant services and the daily oversight provided by CRPR staff and in lieu of hiring an in-house Project Manager for the 11-month period.

**E. Proposed 2010 Revisions to the CRPR Fee Policy** - The proposed 2010 CRPR Fee Policy was distributed in the meeting packet. Mr. Woodhead reviewed the suggested changes, specifically the

changes to the group rates on page 7 of the fee policy. Only one scheduled group is allowed at one time at the Park Forest Pool. Ms. Mascolo asked how you would control the number of groups and their time in the water. Mr. Roth indicated that the pool staff would monitor it. The pool passes fees increased by \$5 in accordance with the consultants suggestion. High School Natatorium fees were also added for lap swims (a special pass for \$40). The fees for the High School Natatorium will be entered into Active.net.

The challenge for 2010 will be to increase the percentage of costs that are covered by programs fees. Mr. Woodhead mentioned the number of scholarships awarded that waived a portion of the fees has increased; these are mentioned in the fee policy. Mr. Woodhead indicated that the fee schedule was expanded to include memorial benches and the community gardens. Dr. Ricketts asked if the fee for group admissions listed on page 9, the sixth bullet under group admissions, should be \$4.50 instead of the \$4 listed. Mr. Woodhead agreed. There is an increase in the sports field fee, the Millbrook Marsh Nature Center Birthday Parties, and the rental fees for the Tudek Community Garden Plots. Ms. Conway moved to approve the 2010 fee policy. Mr. Hurley seconded. All in favor.

## **IX. ADJOURNMENT**

There being no further business, the meeting was adjourned at 1:23 PM on a motion by Ms. Conway and a second by Mr. Hurley. All in favor. Mr. Hurley thanked everyone for another great year!

**THE NEXT MEETING has been scheduled for  
Thursday, 14 Jan 2010, 12:15 PM, at the COG Building Forum Room.**

*These minutes were approved by the Board at the meeting on Thursday, 14 Jan 2010.  
They will now be distributed to Municipal Managers, SCASD and posted on the CRPR website.*

Meeting summary prepared by Diane Ishler, CRPR Office Manager

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