



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, 14 Oct 2010
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 (6 of 6):

Sue Mascolo, Chair Roy Harpster, Vice-Chair Donna Conway, Treas.
Kathy Matason, Secretary Chris Hurley Dr. Donna Ricketts

Staff: Director Ronald J. Woodhead Recreation Supervisor Sports & Fitness Jeff Hall
Office Manager Diane Ishler Aquatics Supervisor Todd Roth
Sr. Ctr. Supervisor Virginia Shawley Rec. Supervisor Programs & Special Events Beth Lee

Guest: Alan Popovich, AP Architects

II. COMMENTS FROM THE PUBLIC - none

III. APPROVAL OF MINUTES

The minutes from the 19 Aug 2010 meeting were unanimously approved following a motion by Mr. Hurley and a second by Mr. Harpster. (The Board did not meet during September.)

Recognizing Architect Alan Popovich, Ms. Mascolo asked the group to move to Agenda Item VIII - Action Items.

VIII. ACTION ITEMS:

A. CRRA Capital Projects: (Welch Pool Renewal & Nature Center Bldg. Construction)

Welch Pool Renewal Update

Mr. Popovich provided an update on the project and reviewed the Change Order Roster for Welch Pool. He explained that some of the Change Orders were initiated by the contractors, some by the construction itself, and some by the owners (CRRA). On the roster, the black ink were Change Orders during construction; the green ink were Change Orders from owners; and the blue ink pending but not yet approved. Some of the Change Orders listed were previously authorized by the Authority Board.

General Construction Contract

| | | |
|--------|-------------------|---|
| #G-03A | Add \$303.54 | Thickened concrete floor slab at the Snack Area; to make it possible to expand the concession area in the future, if needed (and to add another block wall at this location). |
| #G-03B | Deduct (\$306.57) | Trench drain removal as a result of that thickened slab. |
| #G-04 | Add \$1,059.68 | Gas meter slab & two protective bollards; the meter was larger than expected; this will protect that assembly. |
| #G-05 | Add \$1,964.92 | Trash enclosure extension; the enclosure needed to be larger |

| | | |
|-------|-----------------|---|
| #G-06 | Add \$556.60 | to accommodate the necessary number of trash & recycling carts (since a dumpster will not be used). |
| #G-07 | No \$ Change | Add a clearcoat to the exterior alum. building panels. |
| | | Time extension through 19 Nov 2010 for substantial completion. |
| #G-08 | Add \$2,526.84 | Add a sewer cleanouts & manhole at the drop-off roadway |
| #G-09 | Add \$5,675.66 | Modify the retaining wall around the waterslide stairs |
| #G-10 | Add \$5,048.84 | Add an ADA ramp at the main entrance sidewalk |
| #G-11 | Add \$23,305.43 | Modify the stormwater connection to the Borough system, per discovered conditions and Borough directives (the final cost will be based upon this "not to exceed" amount using a time and materials format.) |

Plumbing Contract

| | | |
|-------|-------------------|--|
| #P-01 | Add \$388.07 | Install owner-supplied drinking fountain |
| #P-02 | Add \$237.04 | Add water service heat trace at main service entrance |
| #P-03 | Add \$1,332.42 | Add another floor drain in the snack bar area |
| #P-04 | Deduct (\$678) | Delete specified drywell at water service entrance |
| #P-05 | Deduct (\$124.78) | Revise on of the toilet fixtures |
| #P-06 | No \$ Change | Reconfigure the water service entrance plumbing |
| #P-07 | No \$ Change | Time extension through 19 Nov 2010 for substantial completion. |
| #P-08 | Add \$1,331.13 | Revise the bathhouse ductwork & grills |
| #P-09 | Add \$3,752.59 | Revise the pool boiler exit manifold piping (on one boiler) |

Electrical Contract

| | | |
|-------|----------------|--|
| #E-01 | Add \$8,988.82 | Restore elec. service to the SCASD athletic sheds |
| #E-02 | No \$ Change | Lighting fixture (interior) revisions |
| #E-03 | No Change | Time extension through 19 Nov 2010 for substantial completion. |
| #E-04 | Add \$1,249.69 | Add a motor controller and GFCI breakers |

Swimming Pool Contract

| | | |
|--------|-----------------|--|
| #SP-01 | Add \$24,392.36 | Add Diamond Brite plaster in the Leisure Pool |
| #SP-02 | No \$ Change | Time extension through 19 Nov 2010 for substantial completion. |
| #SP-03 | No \$ Change | Delete a handrail and add new line anchors |

Mr. Popovich explained that the target deadline for completion of the project was just passed and the contractors are requesting a 49 day extension on the basis of weather delays, site conditions encountered and delays in deliveries of required materials, among other factors. The swimming pool contractor had to redo some of the work which delayed the project schedule and that the final white plaster surfacing for the two pools will be done in April. He indicated that Poole Anderson, the general contractor, is doing a good job. Mr. Woodhead reviewed the positive status of the approved project budget and recommended that the Change Orders be endorsed. The Grand Opening / First Splash for Welch Pool remains set for Sat. 28 May 2011.

The Change Orders for the Welch Pool Renewal, including the time extension through 19 Nov 2010, were unanimously approved following a motion by Mr. Hurley and a second by Ms. Matason. (Note: The Board will be updated if any of the costs associated with the pending Change Orders are revised.)

Mr. Woodhead explained that there may be additional change orders to come until the project is complete. He then distributed and reviewed a spreadsheet regarding the project budget and the \$7.9 million pool loan (for Park Forest and Welch Pool Renewals). Since the loan agreement specified that all

withdrawals would be made by 1 Dec 2010 and actual project expenses will continue through Spring, the Board can (1) withdraw all planned funds by 1 Dec 2010 and then pay back any not required in Spring 2011 or (2) seek a 6-9 month extension of the loan payout window. Jersey Shore State Bank (JSSB) has expressed a willingness to extend the time for withdrawal since the project is not completed. Ms. Mascolo asked if the bank would charge a fee for extending the deadline. Mr. Woodhead replied that the Bond Attorney was confirming if any additional charges would be assessed (Post meeting note: JSSB has indicated that no additional fees would apply). He indicated that the details and an agreement would be finalized for Authority Board action at the 10 Nov 2010 meeting.

Mr. Woodhead also related that Mr. Chris Gibbons, Concord Public Finance Group Inc., suggested it might be a good time for the CRRA to explore refinancing the pool loan since interest rates are so low and since the COG is also discussing a possible financing plan for the development of the new regional parks (Oak Hall, Whitehall Road & Hess Field Complex). The Board has been invited to attend an informational meeting with the COG Parks Capital Committee at noon on Monday, 18 Oct 2010 with Mr. Gibbons to discuss both topics.

Spring Creek Education Building (SCEB) Construction

Mr. Popovich then reviewed the Spring Creek Education Building project and the Change Order Roster:

General Construction Contract

| | | |
|-------|-----------------|--|
| #G-02 | Deduct \$852.39 | The Change Order was approved by the Board in August, but has since been cancelled since that tile is no longer available. |
|-------|-----------------|--|

Fire Protection Contract

| | | |
|-------|--------------|--|
| #F-01 | No \$ Change | Delete the porch sprinklers and add the concealed-head feature to the specified sprinkler heads in the restroom / lobby areas. |
|-------|--------------|--|

Mechanical Contract

| | | |
|-------|--------------|--|
| #M-01 | Add \$184.00 | For 8 wall-sleeves to be used for the Phase 2 geothermal piping. |
|-------|--------------|--|

Electrical Contract

| | | |
|-------|----------------|---|
| #E-01 | Add \$252.00 | Add a spare underground conduit from SCEB to Barn |
| #E-02 | Add \$2,160.00 | Add conduit and necessary wiring to permit remote fire alarm monitoring of both the barn and SCEB, as required by Code. |

Mr. Woodhead reviewed the current project budget and recommended Board approval. The Spring Creek Education Building Change Orders were unanimously approved following a motion by Ms. Mascolo and a second by Dr. Ricketts.

The meeting then returned to the scheduled agenda.

IV. ACTION ON VOUCHERS

The August vouchers were unanimously approved following 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:* Ms. Matason reported that they reviewed their Capital Improvement Plan and they are starting to update their 5-year Parks Plan.
- *Patton Twp. Rec. Advisory Committee:* Mr. Hurley reported they narrowed the Park Consultant firms down to five for the Bernel Road Park project from the 15 that expressed interest. They will interview the five firms on 18 Oct 2010: ELA, Pannoni Associates, Stahl Sheaffer Engineering, HRG and YSM.

- *Borough of State College*: No report
- *Harris Twp. Park & Recreation Committee*: Mr. Harpster reported that Harris is considering installing a Frisbee Golf Course in Fasick Park. He also reported that a Catholic High School has requested the use of Nittany View Park for their winter sports practice. This will involve both Township and CRPR Board discussions.
- *Ferguson Township*: Ms. Mascolo reported the township is working on developing the Westfield Park Master Plan.
- *State College Area School District*: No report.

Millbrook Marsh Nature Center Advisory Committee - Mr. Woodhead reported for Ms. Hetrick. The committee focused on the proposed budget at their meeting and recommended fees for 2011. These recommendations will come before the Authority for approval with all agency fees in Nov. & Dec.

COG Parks Capital Committee & COG Regional Park Planning Committee Update -
Whitehall Road Regional Park

- The Master Site Plan was approved by the COG General Forum on 20 October 2010.
- The grant application to acquire the additional 25 acres at Whitehall Road Park is pending PA DCNR. The grant awards have been decided but not yet announced, so we should know whether we were approved next week. (Post Meeting Note: On 14 Oct 2010, PA DCNR announced that the COG was awarded a grant of \$191,000 for the project).

Oak Hall Regional Park

- Pending a recommendation from Regional Parks Planning Committee, a revision may be proposed to the Oak Hall Master Site Plan to add a 4th softball field - based upon the proposed Hess Field Master Site Plan, now under development.

Hess Softball Field Complex

- The community meeting held on 23 Sept 2010 went very well; there was a good attendance. All the meeting documents are posted on the CRPR website at www.crpr.org.

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.. Although an increase from \$367,693 to \$475,000 was proposed by the Parks Capital Committee, the 2011 amount of \$425,000 was established by the COG Finance Committee for the final budget proposal, which is now in the municipal comment stage.

Mr. Woodhead told the Authority that Mr. Pashek will attend the Parks Capital Committee meeting on 21 Oct 2010 to continue work on the Hess Softball Field Complex from the Community Meeting. He encouraged the Authority Board members to attend.

VI. COMMUNICATIONS

A letter from Mr. Tom Daubert concerning planning the Adult Lap Swim times for the 2011 Pool Schedules was included in the Board packet and discussed. Mr. Todd Roth indicated that the 2011 schedules to be proposed by staff in November do contain changes in the Adult Lap Swims - including changing the name to Adult Fitness Swims. Presenting a draft schedule in November will provide an opportunity for public comment before final action of the Board in December. Based on the Board discussion today, the Director will prepare a reply letter to Mr. Daubert.

VII. STAFF REPORTS

Directors Reports:

August & September 2010 Activity Reports- Mr. Woodhead had nothing to add to the report except his thanks to his staff who continue to work very hard.

Summer Program Report - This report detailed all summer programs and activities. Mr. Woodhead again thanked the staff for their efforts.

Office Manager Position - With the Dec. 31 retirement of Diane Ishler, a vacancy ad has been published with an application deadline of 18 Oct 2010. An overlap training period for the new person is planned starting on 6 Dec. (Post Meeting Note: A total of 176 applications were submitted.)

Remembrance Trees with Plaques - Mr. Woodhead reported that a new “home” has been found for future donations of Remembrance Trees with plaques. Thanks to prior approval of this Board, and with the 27 Sept 2010 approval by the Tom Tudek Memorial Park Trustees, Remembrance Trees with plaques will now be planted in a defined area the park to be known as the Tom Tudek Memorial Park Arboretum.

Supervisor Highlights:

Virginia Shawley, Senior Center Supervisor - Ms. Shawley reported that beside the new kitchen, the center received a “face lift” when 150 volunteers painted the center during the Day of Caring. For the holidays, the Center is going to have a big, dress-up party and invite Bellefonte and Snow Shoe Senior Centers. Ms. Shawley also reported that newly-retired “baby boomers” are starting to check out the center to see the activities available there.

Beth Lee for Molly Hetrick, Recreation Supervisor - Nature Center - The fall group programs are underway and will wrap-up in November. ClearWater Conservancy’s Spring Creek Day was a big success on Sunday 3 Oct with approximately 600 participants and the Historical Harvest Fest will be held on Sunday, 7 Nov.

Beth Lee, Recreation Supervisor for Programs & Special Events - Ms. Lee reported she is getting ready for Halloween with “Dark in the Park” next week (Wed. 20 Oct) at Sunset Park, and the 65th Halloween Parade on Sunday 31 Oct. (line up at 6:30 PM; step off at 7 PM). The 2011 Winter / Spring Active Guide will be published on Sunday, 9 Jan 2011.

Jeff Hall, Recreation Supervisor for Sports & Fitness - Mr. Hall reported that there were 100 participants in the fitness classes, 40 adults and 16 youth in the tennis programs, 2 Adult Volleyball Leagues, an Adult Basketball League and Adult Indoor Soccer. Punt, Pass & Kick was held in conjunction with the State College JayCees with 44 youth participating (8 of those participants will now attend the Sectional Competition).

Todd Roth, Aquatic Supervisor - Mr. Roth explained that the video presentation that had been running before the meeting was produced and sold by the Park Forest Swim Team, and the net proceeds of \$240 was donated on 13 Oct 2010 to the Gifts-For-Parks program. The donation will be used towards upgrading the “Swim Team Records Board” at that pool. He also relayed that the contractors have been back to Park Forest to finish the punch list items, including some fence work. In response to Ms. Mascolo’s question, Mr. Roth stated that some bottom-rail was needed on the perimeter fence and some modifications to the iron fencing at the main entrance (both to comply with the contract specifications). Photos from Welch Pool project are posted each week on the agency website. Swim lesson registration has decreased slightly from last fall. He is working on drafting the 2011 Pool Fee Policy and on winter / spring programs.

Ronald Woodhead for Greg Roth, Parks Supervisor - Mr. Woodhead reported that Mr. Roth was out of town but the parks crew is busy working to complete the safety projects at Hess Field and their other usual fall projects.

VIII. ACTION ITEMS *(Section A moved to beginning of meeting.)*

B. Whitehall Road Regional Parklands: Sanitary Sewer Service Request -

As requested by the COG Parks Capital Committee, the Authority Board unanimously authorized staff to begin the request process to obtain public sewer service for the planned restroom facilities at the Whitehall Road Regional Parkland following a motion by Mr. Harpster and a second by Ms. Matason. The request will be considered by the Centre Regional Planning Commission and then COG General Forum.

IX. DISCUSSION ITEMS & UPDATES (No actions requested)

- A. 2011 Detailed Budget Proposals - Mr. Woodhead reported that the COG Finance Committee completed their review / revisions of the proposed budgets on Wed., 6 Oct 2010. Although the staff tried to lower the budgets as much as possible, the final increase to Parks & Recreation was 10.5%. This proposal, combined with the proposed increase to the Regional Parks Fund remained unacceptable to at least one municipal representative. It was mentioned that, as a result of the proposed increases, members of the Board may hear that Parks & Recreation is responsible for any or all necessary tax increases in a municipality.
- B. 2011 Swimming Pool Fees - The staff is trying to determine how best to earn gate revenue but be fair to the residents of the Centre Region. A discussion followed about handling resident and non-resident daily admission charges at the gates; the staff will continue to review this fee situation. In addition, the staff will be seeking concession proposals for both pool sites and for the Hess Field site - in addition to the regular vending machines at the pools.
- C. Video Security Policy (for both pool sites) and the authorization to purchase a Video Security System (for Welch Pool). The policy is still in development by staff.
- D. Draft "Park Memorial Policy" is under development.
- E. Board Bylaws - Since they are so far out of date, a special workshop was previously requested for a committee of Board members to work on updating the Board Bylaws.

X. OTHER BUSINESS - None

XI. ADJOURNMENT

Meeting Schedule:

- The COG Parks Capital Meeting will be held Thurs., 21 Oct 2010, 12:15 PM at the COG Forum Room. - Authority Members are invited to attend for regional park planning discussion.
- Regular CRPR Board meeting is on Wed. 10 Nov 2010 (due to the Veteran's Day Holiday on Thursday). It will be at the regular time 12:15 PM in the COG Forum Room.

There being no further business, the meeting was adjourned at 1:30 pm following a motion by Ms. Matason and a second by Mr. Harpster.

THE NEXT REGULAR MEETING has been scheduled for
(note special date due to Veteran's Day Holiday)
Wed., 10 Nov 2010, 12:15 PM at the COG Building Forum Room

*These minutes were approved by the Board on Wednesday, 10 Nov 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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