



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, 24 Mar 2011

at the Centre Region Senior Center

I. CALL TO ORDER and ROLL CALL

Vice-Chair Roy Harpster called the meeting to order at 12:15 P.M.

Board members attending (4 of 6):

Chris Hurley

Donna Conway, Treas.

Kathy Matason, Secretary

Roy Harpster, Vice-Chair

Staff: Director Ronald J. Woodhead
Aquatics Supervisor Todd Roth
Sr. Ctr. Supervisor Virginia Shawley
Office Manager Chrissy Kisslak

Rec. Supervisor Sports & Fitness Jeff Hall
Rec. Supervisor Nature Center Molly Hetrick
Rec. Supervisor Programs & Special Events Beth Lee
Intern Devin Buzard

II. COMMENTS FROM THE PUBLIC - none

III. APPROVAL OF MINUTES

The minutes from the 17 Feb 2011 meeting were unanimously approved following a motion by Mr. Hurley and a second by Ms. Matason.

IV. VOUCHER REPORTS

The February 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 added that the College Township P&R Committee's 2010 Annual Report was approved at the last township meeting.
- *Patton Twp. Rec. Advisory Committee:* The approved designs for the first phase of Bernel Road Park will follow an aviation theme. There will also be a walking trail, tennis courts and an open field for kite flying or frisbee throwing. Grays Woods Park is still being reviewed by various environmental agencies due to a concern regarding a specific frog species. 2011 Planned Park Improvements were reviewed including Bernel Road Park, the Carnegie Tot Lot, and others.
- *Borough of State College:* No report
- *Harris Twp. Park & Recreation Committee:* Mr. Harpster was not able to attend their last meeting, but there will be a township park tour at 4:30 at their meeting on 20 April.
- *Ferguson Township:* No Report
- *State College Area School District:* No report

Millbrook Marsh Nature Center Advisory Committee - Ms. Matason said there was nothing to report at this time.

COG Parks Capital Committee - Mr. Woodhead & Mr. Harpster

A. The committee approved a resolution to move forward with the Regional Parks Plan at the General Forum's next meeting. The committee recognized that although there are special concerns regarding the toilet situation at Hess Field, the issue did not warrant holding up the entire initiative, which has taken much effort from all parties to get to this particular point.

B. Regional Parks Financing (for Phase 1 at the Oak Hall & Whitehall Road sites): The Authority is requested to hold a Special Meeting on Monday, 25 April 2011 at 7:30 PM to meet jointly with the COG General Forum so that when the guarantee agreement is approved, this Board may approve the debt instrument. The Board will revisit attendance at the regular April meeting.

C. The Authority's request to have public sewer service at the future facilities at Whitehall Road was unanimously approved by the COG General Forum. As a result, the Regional Growth Boundary has been expanded to include the entire 100 acres of the Whitehall Road Parklands. In addition, the purchase of the 25 acre addition was approved by the PSU Board of Trustees at their meeting last weekend. PA DCNR has approved the proposed deed. Closing will be scheduled for May.

VI. COMMUNICATIONS - Mr. Woodhead stated there were no communications to report this month.

VII. STAFF REPORTS -

Director's Reports:

1. Mr. Woodhead had nothing to add to the February activity report.
2. The Parks Supervisor and Staff Assistant jobs have been posted. The recruitment schedule outlines resumes are due to staff by 4 April 2011 and staff hopes to have someone hired by June 13. There will be no overlap so Asst. Parks Supervisor Ted Weaver will be acting Parks Maintenance Supervisor until such time as the new Parks Supervisor begins work. Staff would like for a Board member to participate in the final interview of the candidate due to the critical importance of the position.
3. Based upon the prior Board discussion, the letter of endorsement for the municipal grant applications to PA DCNR was distributed, which outlined the Board's Statement of Regional Support as each municipality's "parks & recreation department."

Supervisor Highlights:

Virginia Shawley, Senior Center Supervisor - The center is preparing for Senior Games to take place in June. Ms. Shawley offered tours of the center following the meeting to Board members. Mr. Hurley asked how many seniors participate at the Centre. Ms. Shawley stated there are approximately 2,500 program visits per month. Last month there were 25 new participants at the center.

Beth Lee, Recreation Supervisor for Programs & Special Events - attended the PRPS Conference which went well and sparked some new ideas. Beth and Devin (intern) are working on the Easter activities including a Flashlight Easter Egg Hunt for teens at the Millbrook Marsh on Wednesday, 20 April 2011 and the 53rd Annual Easter Egg Hunt on Saturday, 23 April 2011 at 2 PM at Orchard Park. Ms. Lee invited the Board to attend the festivities. Beth is also working on the summer Active Guide and staffing for summer camps and programs.

Molly Hetrick, Recreation Supervisor - Nature Center - attended the PRPS Conference and returned rejuvenated. The focus now is on Spring schedule of programs, which is almost full with school group reservations. She is interviewing staff and preparing for the Earth Day Birthday and the Grand Opening of the Spring Creek Education Building on Sunday, 17 Apr 2011 at 3 PM. The Board will all receive formal invitations.

Jeff Hall, Recreation Supervisor for Sports & Fitness - organizing spring programs, has a meeting with women's softball team captains tonight. It looks like there may be six teams this year versus four last year. There are 12 softball teams in the men's league. There are 26 youth teams signed up to play at Hess versus 28 last year. There have been 42 field requests from 15 groups so far this year. These numbers do not include our CRPR programs. The requests are from organizations such as Little League, adult baseball, soccer, rugby, lacrosse, Special Olympics, etc. The regional parks cannot open soon enough to accommodate all of these requests.

Todd Roth, Aquatics Supervisor - began clean up at Park Forest Pool. The contractors have resumed work at Welch Pool. Both pools will be ready for opening day on 28 May 2011. Todd is staffing up for these facilities to open. A positive attitude toward their job is the main focus when interviewing and training staff. These are no longer just local pools but destinations, so staff must be trained in diversity and safety readiness. The PRPS Conference Todd attended helped identify these areas of focus. Summer programs and special events are being worked on as well.

VIII. ACTION ITEMS

A. Grant Application Resolution

The Authority unanimously approved the grant application resolution to PA DCNR in the amount of \$300,000 toward the estimated costs of \$5.2 million at Whitehall Road Phase 1. The motion was made by Mr. Hurley and seconded by Ms. Matason.

B. The "CRPR Safe Sportsfield Policy"

The Authority unanimously approved the Safe Sportsfield Policy devised by the Parks Maintenance Crew. The motion was made by Mr. Hurley and seconded by Ms. Matason.

C. Sealed Bid Actions

1) The Authority unanimously approved the motion "*That the Authority award the contract to supply and deliver the specified, as-ordered 2011 Pool Chemicals to Univar USA, Altoona, PA at the listed (delivered) unit prices*". The motion was made by Mr. Hurley and seconded by Ms. Conway. The sealed bid prices were based on units (per gallon) prices using the PennBid.net system.

2) Based upon the Director's recommendation, the Authority unanimously rejected the sole bidder for the Portable Toilet contract following a motion by Mr. Hurley and seconded by Ms. Matason. In addition, the Board authorized staff to rebid the contract. The reason for this recommendation was two-fold: there was no bid bond provided as required and a mathematical error was discovered on the original bid.

D. Request for Fee Waiver - ClearWater Conservancy

The Board approved the Fee Waiver requested by the ClearWater Conservancy following a motion by Mr. Hurley and seconded by Ms. Conway. As in the past, the Spring Creek Family Festival at the Millbrook Marsh Nature Center is an event that CRPR participates in and it expands the service of the nature center. No waiver of the fees associated with (1) any Commercial Activity Permit or (2) post-even facility repairs was provided.

E. Welch Pool Renewal - Completion Schedule & Status Report

Mr. Woodhead outlined the contractor jobs to be done in March and April. All work in May will be staff work to prepare the pools for opening. Ms. Kisslak outlined the current finances of the Welch Pool project. Estimates show that if expenditures for FF&E (Fixtures, Furniture & Equipment) remain as planned, the total costs will remain well within the approved limits. Mr. Woodhead reminded the Authority that the May Board meeting will be a combination Press Walk-Through with the School Board followed by our regular meeting under one of the Sunbrellas. On Saturday, 28 May 2011 we will have our First Splash Countdown at 11:30 AM.

F. Spring Creek Education Building Project

Mr. Woodhead indicated that while the grading and landscaping are not complete due to weather, the interior of the building is substantially complete. The Board unanimously approved reimbursement to AP Architects for extra services paid to ELA Group, Inc. in the amount of \$3,570 for professional services

related to the sewer service and Erosion & Sedimentation Plan. The motion for approval was made by Mr. Hurley and seconded by Mr. Harpster. Ms. Kisslak summarized that the construction contract amounts for the Spring Creek Education building are approximately 85% paid. Pledges and grants totaled just over \$1 million and building costs are estimated at approximately \$11,000 less than that. Assuming the outstanding pledges are collected as planned the project should complete as budgeted.

IX. OTHER BUSINESS - None

X. FUTURE AGENDA ITEMS

- Act on Vending Machine & Concessionaire Proposals at both pools and at the Hess Field Complex.
- Add the UV Filter to the Park Forest Pool tot pool
- Consider any final Change Orders for Welch Pool and Spring Creek Educ. Bldg.
- Regional park Financing (COG & CRRA)
- Hess Field / Regional Park Leases & Operational Agreements
- Update the Board Bylaws & MMNC Adv. Comm. Bylaws
- Prepare a "Park Memorial Policy"

XI. ADJOURNMENT

Meeting Schedule:

1. Regular Meeting on 21 April 2011 at 12:15 PM at the Spring Creek Education Building.
2. Special Meeting on Monday 25 April 2011 at 7:30 PM at the COG Forum Room to act on the Regional Park Finance Agreements (in conjunction with the COG General Forum).

THE NEXT REGULAR MEETING has been scheduled for
Thursday 21 April 2011, 12:15 PM at the Spring Creek Education Building.

*These minutes were approved by the Board on Thursday, 21 Apr 2011.
They will now be distributed to Municipal Managers, SCASD and posted on the CRPR website.*

Meeting summary prepared by Chrissy Kisslak, CRPR Office Manager

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