

**BLAIR COUNTY PARK AND RECREATION ADVISORY BOARD
MEETING AGENDA
THURSDAY, NOVEMBER 2, 2023, 8:30 A.M.
COMMISSIONERS MEETING ROOM, BASEMENT**

**Public meetings are being held both in-person and by Zoom. To participate in the meeting please dial-1-301-715-8592 or-1-646-876-9923, enter meeting number 966 3545 3323, and enter the meeting passcode 423423.*

MEETING CALLED TO ORDER:

ROLL CALL:

- Joe Keller, President
- Chuck Gojmerac, Vice President
- Galen Bickel, Secretary
- Fred Miller, Member
- Phil Ricco, Member
- Frank Kopriva, Member
- Bill Sell, Member
- Melissa Harpster, Commissioner's Office
- Amy Webster, Liaison Commissioner
- Paul Shaffer, Public Works
- Others

OLD BUSINESS:

Approval of Meeting Minutes of October 5, 2023:

- Motion Second

Approval of Financial Report for the month of October 2023:

- Motion Second

DCNR Grant:

- Contractor's Application #4 (retainage), in the total amount of \$6,239.45, received from Stelco. Final payment will not be issued until all Certified Payroll Documents check out ok.
- Contractor's Application #3 received from John Claar Excavating, Inc., in the total amount of \$9,310.01. Final payment will not be issued until all Certified Payroll Documents check out ok.
- Has the requested budget (materials, labor of county worker's, hourly rates and fringe benefits) for the waterline installation at the amphitheater been submitted to Adam Long for submission to Cheri at DCNR in order for her to determine what procurement can be accepted in order for the waterline installation to be considered as an eligible project under DCNR grant terms.
- Final inspection of project scheduled for Monday, November 27, 2023 at 1 pm.
- Project closeout of grant agreement--pending.

Roadway Repair:

Status update from meeting held with the county on 10/11/23 regarding funding sources, etc. for the project.

Security Cameras:

Discussion concerning the need to purchase and install security cameras at the park.

Water lock/shut offs:

Status of installation.

Water sealing of restroom walls:

Status of project completion.

Baby changing stations:

Discussion concerning quotes received.

**BLAIR COUNTY PARK AND RECREATION ADVISORY BOARD
MEETING MINUTES
THURSDAY, OCTOBER 5, 2023, 8:30 A.M.
COMMISSIONER'S MEETING ROOM, COURTHOUSE BASEMENT**

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MEETING CALLED TO ORDER:

President Keller called the meeting to order.

ROLL CALL:

Members Present:

- Joe Keller, President
- Galen Bickel, Secretary
- Fred Miller, Member
- Phil Ricco, Member

Members Absent:

- Chuck Gojmerac, Vice-President
- Frank Kopriva, Member
- Bill Sell, Member

Others Present:

Melissa Harpster (Commissioners Office), Paul Shaffer (Public Works) and Jim Pooler (Building and Grounds/Maintenance).

OLD BUSINESS:

Approval of Minutes:

President Keller called for corrections or changes to the meeting minutes of September 7, 2023. **There were no corrections or changes noted.**

Motion by Fred Miller, seconded by Phil Ricco, and unanimously approved to accept the minutes as prepared.

Approval of Financial Report for the months of September 2023:

President Keller called for the Financial Report.

Melissa Harpster presented the Financial Report for the month of September 2023. **There were no comments noted.**

Motion by Fred Miller, seconded by Phil Ricco, and unanimously approved to accept the financial report as prepared.

DCNR Grant:

Melissa Harpster stated that the Commissioners have approved the final contractor applications for payment received from Stelco and John Claar Excavating, however, payment of the applications will not occur until all certified payroll documents check out ok. In addition, the county received the contractors' maintenance bonds and maintenance documents from Stelco for the electrical components.

Discussion followed.

Waterline Installation – Amphitheater:

President Keller presented discussion concerning the waterline installation to the amphitheater prior to DCNR giving final approval that the waterline installation could be an added scope of work due to DCNR concerns in being able to make all of the materials and labor eligible. Under the grant terms, the labor to install the waterline and materials for the project would need to meet DCNR's competitive bidding policy. He stated Cheri at DCNR requested a budget for the materials and labor of county workers' hourly rates and fringe benefits in order for her to determine what procurement could be accepted for the materials to be eligible under the grant terms.

Paul Shaffer stated that he provided Adam with the the county workers' labor/hourly rates and fringe benefits. Jim Pooler stated that he would provide Adam with the materials list.

Discussion followed.

Final project inspection:

President Keller stated that the final project inspection with DCNR is scheduled for 1 pm on Monday, November 27, 2023.

Roadway Repair Project:

President Keller stated that the updated cost estimate for the roadway repair work is \$320,000.00. He stated that there is a meeting scheduled on Wednesday, October 11, 2023 to discuss funding needs for the project.

Discussion followed.

Security Cameras:

Melissa Harpster stated that Don Weakland, IT and Becky Robinson, Purchasing were invited to attend the November 2, 2023 meeting to discuss any foreseeable IT issues with the installation of security cameras, and to discuss what the board is looking for in the means of security cameras and installation.

Discussion followed.

Increased Water Usage:

President Keller stated that a local business/food truck owner was observed at the park routinely filling large containers with water. He stated that Chief Clerk Hemminger addressed the issue with the business owner.

Installation of water shut off locks at the pavilions:

President Keller presented discussion concerning the installation of water shut off locks at the pavilions.

Motion by Fred Miller, seconded by Phil Ricco and unanimously approved to request to the Board of Commissioners an allocation of Park and Recreation Reserve Account Funds 035, for \$200.00 for the purchase and installation of water shut off locks to the pavilions.

ITEMS ON BACKBURNER:

- Streambank Stabilization (one area yet to be completed).
- Footbridge Replacement cost in 2024 budget. (Paul Shaffer will work with Brian Wisner)
- Lawn Tractor purchase cost in 2024 budget.

NEW BUSINESS:

Park and Recreation Advisory Board Monthly Meeting Date and Time for 2024:

President Keller asked the board members if the current meeting day, time and place meets with everyone's approval.

Motion by Fred Miller, seconded by Phil Ricco and unanimously approved to keep the monthly meeting at the first Thursday of every month, beginning at 8:30 a.m. in the Commissioners Meeting Room, located in the courthouse basement, with the exception of the June 4, 2024 meeting which will be held beginning at 8:30 a.m., in Pavilion 2 at Valley View Park.

VALLEY VIEW PARK ISSUES/CONCERNS:

President Keller called for issues or concerns pertaining to Valley View Park.

Jim Pooler presented discussion concerning the need for the purchase and installation of four-4 baby changing stations in the restrooms at Valley View Park. He presented a quote he received from Allegheny Supply Company, in the total amount of \$1,980.00 for four-4 stations.

Motion by Fred Miller, seconded by Phil Ricco and unanimously approved to request to the Board of Commissioners an allocation of Park and Recreation Reserve Account Funds 035, for \$1,980.00 for the purchase and installation of four-4 baby changing stations in the restrooms at Valley View Park.

Jim Pooler also requested an allocation of Park and Reserve Account Funds 035, for \$100.00 for the purchase of water seal to be applied to the restroom walls at Valley View Park.

Motion by Fred Miller, seconded by Phil Ricco and unanimously approved to request to the Board of Commissioners an allocation of Park and Recreation Reserve Account Funds 035, for \$100.00 for the purchase of water seal to be applied to the restroom walls at Valley View Park.

ADJOURN:

With no further business to discuss, President Keller called for a motion to adjourn the meeting.

Motion by Phil Ricco, seconded by Fred Miller, and unanimously approved to adjourn the meeting.