

**BLAIR COUNTY PARK AND RECREATION ADVISORY BOARD
MEETING AGENDA
THURSDAY, APRIL 6, 2023, 8:30 A.M.
COMMISSIONER'S MEETING ROOM, COURTHOUSE BASEMENT**

Public meetings are being held both in-person and by conference call. To participate in the meeting please dial 1-408-419-1715 or 1-408-915-6290 and enter meeting number 2468097683#

MEETING CALLED TO ORDER:

ROLL CALL:

- Joe Keller, President
- Tim Hite, Vice-President
- Galen Bickel, Secretary
- Fred Miller, Member
- Phil Ricco, Member
- Chuck Gojmerac, Member
- Frank Kopriva, Member
- Melissa Harpster, Commissioner's Office
- Amy Webster, Liaison Commissioner
- Paul Shaffer, Public Works
- Jim Pooler, Building and Grounds/Maintenance
- Others

OLD BUSINESS:

Approval of Meeting Minutes of March 2, 2023:

- Motion Second

Approval of Financial Report for the month of March 2023:

- Motion Second

DCNR Grant:

- Notice to proceed issued to John Claar for general construction and to Stelco for electrical construction.
- DCNR stated they need Local Project Notification Letter.
- DCNR approved the county to move ahead with the general and electrical construction.
- DCNR approved the county to request a partial payment of grant funds in the amount of \$84,800.00.
- Next steps prior to construction beginning May 1, 2023?
- Construction is to be completed by August 9, 2023.
- Updated project timeline requested.

Park Sign:

- Holes dug.
- Jack White called alerting him that sign could be installed at his earliest convenience.

Trail Signs:

- Public Works to coordinate a time with Grant Wills, GIS to walk the trails to determine locations for the signs to be installed.

Drone Flying Prohibited Signs:

- Two-2 signs have been ordered through U.S. Municipal \$35.00 each/\$70.00 total.

Tractor Repair:

- Status of repair.

Water Leak to be repaired prior to May 1, 2023:

- Outcome of meeting with Altoona Water Authority in determining where the water leak is located.
- Estimated dollar amount to repair the leak.
- Motion for an allocation of funds to repair the leak in a "not to exceed amount".

Hiring of Groundskeeper and Assistant Groundskeeper:

- The two-2 candidates declined employment.
- Status of hiring.

Items on backburner:

- Remaining streambank stabilization projects to be completed.
- General Permit needed for bridge.
- Installation of electric hand dryers in bathrooms.
- Painting of gates.
- Gate repair.

Pavilion Online Reservation System:

- Are county website/page updates completed?
- Is the county phone message for Valley View Park updated?
- Will there be a computer set up in the commissioner's office lobby area for walk-ins to complete a pavilion rental?
- CBRC presently has the pavilions set up in RecDesk.
- The park permit will be signed when a reservation is made.
- Login is //cbrcparks.recdesk.com/community then choose facilities at the top of the screen, then parks, then scroll down to Valley View Park to reserve a pavilion.
- Pavilions are colored coded.
- The county will have access to RecDesk to view rentals and to assist public if help is needed with the online rental process.
- CBRC will come to the commissioner's office to show us how to access and navigate the system.
- Discussion concerning Solicitor Karn's draft agreement between the County and CBRC for pavilion rentals.

NEW BUSINESS:**Increase Pavilion Rental Rate:**

Requesting approval to increase the pavilion and amphitheater rental rate from \$65.00 to \$70.00 per day beginning with the 2023 season.

Truck Battery:

Requesting approval of an allocation of Park and Recreation Reserve Account Funds, in the amount of \$160.00 for the purchase of a new battery for the Valley View Park truck.

Truck Seat Cover:

Requesting approval of an allocation of Park and Recreation Reserve Account Funds, in the amount of \$140.00 for the purchase of a seat cover for the Valley View Park truck.

CBRC:

Requesting approval of an allocation of Park and Recreation Reserve Account Funds, in an amount not to exceed \$4,500.00 to conduct the CBRC summer playground program at Valley View Park June 12, 2023 through July 7, 2023 (with the exception of July 4, 2023) from 9:00 a.m. to 3:00 p.m., maximum of 50 participants with two-2 leaders.

Advisory Board Member Terms to Expire April 30, 2023:

- Tim Hite
- Fred Miller

The county will need completed Talent Bank Applications for reappointments or from candidates for appointment to the Advisory Board.

VALLEY VIEW PARK ISSUES/CONCERNS:**ADJOURN:**

- Motion Second

**BLAIR COUNTY PARK AND RECREATION ADVISORY BOARD
MEETING MINUTES
THURSDAY, MARCH 2, 2023, 8:30 A.M.
COMMISSIONER'S MEETING ROOM, COURTHOUSE BASEMENT**

Public meetings are being held both in-person and by conference call. To participate in the meeting please dial 1-408-419-1715 or 1-408-915-6290 and enter meeting number 2468097683#

MEETING CALLED TO ORDER:

President Keller called the meeting to order.

ROLL CALL:

Members Present:

- Joe Keller, President
- Tim Hite, Vice-President
- Galen Bickel, Secretary
- Chuck Gojmerac, Member
- Frank Kopriva, Member (by phone)

Members Absent:

- Fred Miller, Member
- Phil Riccio, Member

Others Present:

Melissa Harpster (Commissioner's Office), Paul Shaffer (Public Works), Jim Pooler (Public Works/Building Maintenance), and Michaela Dempsie (GIS).

Others Absent:

Commissioner Webster.

OLD BUSINESS:

Approval of Minutes:

President Keller called for corrections or changes to the meeting minutes of February 2, 2023. **There were no corrections or changes noted.**

Motion by Tim Hite, seconded by Galen Bickel and unanimously approved to accept the minutes as prepared.

Approval of Financial Report for the month of February 2023:

President Keller called for the Financial Report.

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

Motion by Chuck Gojmerac, seconded by Galen Bickel and unanimously approved to accept the financial report as prepared.

DCNR Grant:

Joe Keller stated that Notice of Awards were issued to John Claar for general construction and to Stelco for electrical construction. He stated that we are currently waiting for receipt of executed agreements, performance/payment bonds and insurance documents from both contractors. They are required to provide the needed documents within fifteen-15 days of the date of Notice of Award.

President Keller stated that the next steps prior to construction beginning would be to coordinate a material lay down area then the foundation erection. He stated the county should request a draw of grant funds from DCNR.

President Keller stated he would have Adam Long prepare an updated project timeline prior to the April meeting.

Park Sign Replacement:

Joe Keller stated the sign is finished, however before Jack White can install the county needs to dig two-2 8" diameter holes 42" deep. The holes should be eight feet center to center for the 4" x 4" posts.

Paul Shaffer stated that he would see that the holes are dug.

Trail Signs:

Paul Shaffer stated that the trail signs would be installed early this spring. He stated that he would coordinate with Grant Wills, GIS a walk of the trails to determine the location the signs are to be installed.

Streambank Stabilization Project:

Paul Shaffer stated that one-1 bank has been stabilized, with several more needing done. He stated that he would coordinate the others with Donna Fisher at the Conservation District.

Footbridge:

Paul Shaffer stated there is a need to obtain a general permit for the repair/installation of one-1 of the footbridges. Paul stated that he would follow up with Donna Fisher at the Conservation District regarding the general permit.

Water Leak:

Discussion followed that the water leak needs repaired prior to the park opening on May 1, 2023. Jim Pooler stated that he would contact Altoona Water Authority to see if they could assist the county with determining where the leak is.

Melissa Harpster asked Mr. Pooler to try to obtain an estimate of how much the repair is going to cost prior to the April meeting so that an allocation of funds may be approved.

Open Groundskeeper Positions:

Paul Shaffer stated that he is happy to announce that two-2 individuals have accepted employment offers for the groundskeeper positions.

Items on backburner:

Jim Pooler stated that the electric hand dryers are ready for installation. The gates have not yet been painted.

Pavilion Online Reservation:

Chuck Gojmerac and Frank Kopriva stated that Mike Hofer is open to CBRC having Valley View Park pavilion rentals added to the RecDesk site for online rentals. They stated that CBRC would charge a flat \$5.00 per transaction, and that further coordination between the county and CBRC would be needed.

Michaela Dempsie provided a presentation of the updated county web map pertaining to Valley View Park.

Discussion followed regarding a “quick fix” to pavilion reservation.

- 1) Update the county’s phone system.
- 2) Update the county’s website.
- 3) Subcommittee to continue work on the project.
- 4) Chuck Gojmerac and Frank Kopriva asked that Melissa Harpster coordinate a subcommittee meeting within the next two-2 weeks.

NEW BUSINESS:**AYSO 2023 field use calendar:**

Joe Keller requested a motion to approve the AYSO 2023 field use calendar.

Motion by Tim Hite, seconded by Chuck Gojmerac and unanimously approved to recommend to the commissioner’s the approval of the AYS) 2023 field use calendar.

VALLEY VIEW PARK ISSUES/CONCERNS:**New Gate:**

Paul Shaffer requested an allocation of Park and Recreation Reserve Account Funds, in an amount not to exceed \$1,000.00 for materials to construct a new gate for one of the entrances to the park. He stated that that the county’s public works department would complete the gate work.

Discussion followed

Motion by Tim Hite, seconded by Galen Bickel and unanimously approved to recommend to the commissioner’s an allocation of Park and Recreation Reserve Account Funds, in an amount not to exceed \$1,000.00 for materials to construct a new gate for one of the entrances to the park.

Signs prohibiting drone flying:

Melissa Harpster requested an allocation of Park and Recreation Reserve Account Funds, in an amount not to exceed \$125.00 for the purchase of two-2 signs pertaining to drone flying being prohibited at the park.

Motion by Galen Bickel, seconded by Tim Hite and unanimously approved to recommend to the commissioner's an allocation of Park and Recreation Reserve Account Funds, in an amount not to exceed \$125.00 for the purchase of two-2 signs prohibiting drone flying at the park.

ADJOURN:

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

Motion by Galen Bickel, seconded by Chuck Gojmerac and unanimously approved to adjo