

**BLAIR COUNTY PARK AND RECREATION ADVISORY BOARD
MEETING AGENDA
THURSDAY, MAY 4, 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
- Galen Bickel, Secretary
- Fred Miller, Member
- Phil Ricco, Member
- Chuck Gojmerac, Member
- Frank Kopriva, Member
- Bill Sell, 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 April 6, 2023:

- Motion Second

Approval of Financial Report for the month of April 2023:

- Motion Second

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.

- Motion Second

DCNR Grant:

- Construction to begin May 1, 2023.
- Construction to be completed August 9, 2023.
- Project timeline.
- Grant draw of funds requested.

Park Sign:

- Has been installed.

Trail Signs:

- Public Works staff and Grant Wills, GIS walked the trails to determine where the signs are to be placed. The Signs will be placed once the May Election is over.

Water Leak Repair:

- Additional repairs needed (see photos).
- Estimated cost of additional repairs.
- Motion for approval of an additional allocation of Park & Recreation Reserve Account Funds for the additional repairs.

Motion Second \$Amount _____

Gate status:

- Painting.
- Repair.

Hiring of Groundskeeper and Assistant Groundskeeper:

- Status of hiring.

Items on backburner:

- Remaining streambank stabilization projects to be completed.
- General Permit needed for bridge. Goal – this year for next summer.

Pavilion Online Reservation Progress:

- Update.

NEW BUSINESS:

Election of Officers for 2023/2024:

- President _____
Motion _____ Second

- Vice-President _____
Motion _____ Second

- Secretary _____
Motion _____ Second

VALLEY VIEW PARK ISSUES/CONCERNS:

ADJOURN:

- Motion _____ Second

**BLAIR COUNTY PARK AND RECREATION ADVISORY BOARD
MEETING MINUTES
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:

President Keller called the meeting to order.

ROLL CALL:

Members Present:

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

Members Absent:

- Phil Riccio, Member

Others Present:

Melissa Harpster (Commissioner's Office), Paul Shaffer (Public Works), Jim Pooler (Public Works/Building Maintenance), Adam (Public Works/Plumber), Michaela Dempsie and Grant Wills (GIS), Heather Rininger (Records Management).

Others Absent:

Commissioner Webster.

OLD BUSINESS:

Approval of Minutes:

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

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

Approval of Financial Report for the month of March 2023:

President Keller called for the Financial Report.

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

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

DCNR Grant:

Joe Keller stated that Notice of Awards have been issued to John Claar for general construction and to Stelco for electrical construction.

President Keller stated DCNR approved the county to move forward with the general and electrical construction. He stated DCNR indicated they are in need of the Local Project Notification Letter, and that the county may request a partial payment of grant funds, in the total amount of \$84,800.00.

President Keller stated that the next steps prior to construction beginning would be to coordinate a material lay down area then foundation erection.

President Keller stated he would ask Adam Long to prepare an updated project timeline.

Park Sign Replacement:

Paul Shaffer stated that the holes are dug, and Jack White has been notified that he may install the sign at his convenience.

Trail Signs:

Paul Shaffer stated that he would coordinate a time with Grant Wills of GIS to walk the trails to determine where the signs should be placed.

Drone Flying Prohibited Signs:

Melissa Harpster provided two-2 signs to be placed at several locations within the park.

Tractor Repair:

Paul Shaffer stated that the tractor repair was completed.

Water Leak:

Jim Pooler and Adam (Plumber) stated that they met with the Altoona Water Authority and determined where the water leak is located. (Lower level where shut off is, 500 feet, install stop mid-way.) Cost estimate not to exceed \$3,000.00.

Discussion followed.

Motion by Tim Hite, seconded by Galen Bickel and unanimously approved to request an allocation of Park and Recreation Reserve Account #035 Funds in an amount not to exceed \$3,000.00 for the water leak repair.

Groundskeeper Positions:

Paul Shaffer stated that the two-2 selected candidates declined employment offers. He stated the hiring process would continue.

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 coordinate obtaining the general permit this year with Donna Fisher at the Conservation District for projection completion during the summer of 2024.

Items on backburner:

Gate repair and painting of gates.

Pavilion Online Reservation:

Discussion followed regarding the draft agreement between the County and CBRC for pavilion rentals.

Motion by Fred Miller, seconded by Galen Bickel and unanimously approved to recommend to the Board of Commissioners the approval of the agreement between the County and CBRC for pavilion rentals.

NEW BUSINESS:

Increase Pavilion Rental Rate:

President Keller presented discussion concerning increasing the pavilion rental rate for 2023 from \$65.00 per day to \$70.00 per day. Increased amount will offset the \$5.00 per pavilion rental fee to CBRC.

Discussion followed.

Motion by Fred Miller, seconded by Galen Bickel and unanimously approved to increase the pavilion rental rate from \$65.00 per day to \$70.00 per day effective for the 2023 season.

Truck Battery:

President Keller presented discussion concerning a need for an allocation of Park and Recreation Reserve Account Funds in the amount of \$160.00 for the purchase of a truck battery for the park's truck.

Discussion followed.

Motion by Fred Miller, seconded by Galen Bickel and unanimously approved an allocation of Park and Recreation Reserve Account Funds, in the amount of \$160.00 for the purchase of a truck battery for the park's truck.

Truck Seat Cover:

President Keller presented discussion concerning a need for an allocation of Park and Recreation Reserve Account Funds in the amount of \$140.00 for the purchase of a seat cover for the park's truck.

Discussion followed.

Motion by Fred Miller, seconded by Galen Bickel and unanimously approved an allocation of Park and Recreation Reserve Account Funds, in the amount of \$140.00 for the purchase of a seat cover for the park's truck.

CBRC:

Joe Keller requested 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.

Discussion followed.

Motion by Fred Miller, seconded by Galen Bickel and unanimously approved to table the request until the May meeting.

Advisory Board Member Terms to Expire April 30, 2023:

President Keller stated that the appointments of Tim Hite and Fred Miller are set to expire on April 30, 2023. He stated if Tim and Fred desire to be considered for reappointment they should submit a completed Talent Bank Application as soon as possible to the Commissioner's Office. Melissa Harpster stated that the Talent Bank Application is available on the county's website www.blairco.org under the forms tab.

VALLEY VIEW PARK ISSUES/CONCERNS:

Paul Shaffer requested an allocation of Park and Recreation Reserve Account Funds in an amount not to exceed \$1,000.00 (blanket PO) for miscellaneous immediate expenditures that may arise at the park throughout the season.

Discussion followed.

Motion by Fred Miller, seconded by Galen Bickel and unanimously approved an allocation of Park and Recreation Reserve Account Funds in an amount not to exceed \$1,000.00 (blanket PO) for miscellaneous immediate expenditures that may arise at the park throughout the season.

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 a