

**BLAIR COUNTY PARK AND RECREATION ADVISORY BOARD  
THURSDAY, DECEMBER 7, 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 November 2, 2023:**

- Motion                      Second

**Approval of Financial Report for the month of November 2023:**

- Motion                      Second

**DCNR Grant:**

- Contractor's Application #4 (retainage), in the total amount of \$6,239.45, received from Stelco. Final payment cannot be issued until all Certified Payroll Documents and sub-contractor wage interviews are completed.
- Contractor's Application #3 received from John Claar Excavating, Inc., in the total amount of \$9,310.01. Final payment cannot be issued until all Certified Payroll Documents and sub-contractor wage interviews are completed.
- 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.
- The final project inspection scheduled for 1 pm on Monday, November 27, 2023 was cancelled by DCNR, and has not been rescheduled.
- Project closeout of grant agreement is pending completion of all certified wage payroll interviews, receipt of consultant paid-in-full letter, consultant certification letter, etc.

**Roadway Repair:**

Estimated repair cost \$320,000.00.

Discussion concerning possible funding sources, grants, etc.

**Security Cameras:**

Discussion concerning type, number of cameras needed, costs, etc.

**Water lock/shut offs:**

Status of installation.

**Baby changing stations:**

To be ordered.

**ITEMS ON BACKBURNER:**

- Streambank Stabilization one area to be completed in 2024.
- Footbridge Replacement in 2024.
- Lawn Tractor Purchase in 2024.



**BLAIR COUNTY PARK AND RECREATION ADVISORY BOARD  
MEETING MINUTES  
THURSDAY, NOVEMBER 2, 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
- Frank Kopriva, Member

**Members Absent:**

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

**Others Present:**

Melissa Harpster (Commissioners Office), Commissioner Webster, Paul Shaffer (Public Works) Melena Koegler (HR and interim Building and Grounds Supervisor) and Rebecca Robinson (Purchasing).

**OLD BUSINESS:**

**Approval of Minutes:**

President Keller called for corrections or changes to the meeting minutes of October 5, 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 October 2023:**

President Keller called for the Financial Report.

Melissa Harpster presented the Financial Report for the month of October 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:**

Joe Keller stated that the county is still waiting to complete all of the Stelco and John Claar Excavating sub-contractor certified payroll wage interviews. He stated final payment could not be issued until all of the wage interviews are completed.

Discussion followed.

**Final project inspection:**

President Keller stated DCNR cancelled the final project inspection scheduled for 1 pm on Monday, November 27, 2023. He stated that DCNR has not yet rescheduled the final inspection.

**Roadway Repair Project:**

President Keller stated that the updated cost estimate for the roadway repair work is \$320,000.00. He stated discussion needs to continue concerning project funding and the possibility of applying for another DCNR grant for the roadway repair work.

Discussion followed.

**Security Cameras:**

Rebecca Robinson, Procurement Specialist for the County provided input pertaining to the installation of security cameras at Valley View Park. She stated that depending on the type of system the board is looking at a cellphone hot spot fee of \$39.95 per month, monthly charges for internet service, a need for a technical assessment, and somewhere to house equipment.

Discussion followed regarding various options that may provide what the board is looking for in terms of security cameras. Joe Keller stated that he would try to gather information to provide to the board at the December meeting.

Discussion followed.

**Installation of water shut offs at the pavilions:**

Joe Keller asked Paul Shaffer for the progress on the installation of the water shut offs at the pavilions. Mr. Shaffer stated that the locks have not been installed yet.

Discussion followed.

**Water sealing of restroom walls:**

Joe Keller asked Paul Shaffer for the progress on water sealing the restroom walls. Mr. Shaffer stated that the water sealing is completed.

Discussion followed.

**Baby Changing Stations:**

Joe Keller asked the board members to take a moment to review the various handouts on baby changing stations provided in their meeting packet.

Discussion followed.

Motion by Fred Miller, seconded by Frank Kopriva and unanimously approved to recommend that the Commissioners consider an allocation of Park and Recreation Reserve Account Funds #035, for the purchase of four-4 impact Baby Changing Stations through Lowe's, in the amount of \$309.00 each for a total of \$1,236.00.

**ITEMS ON BACKBURNER:**

- Streambank Stabilization. One area yet to be completed. Paul Shaffer working with Donna Fisher at the Conservation District.
- Footbridge Replacement in 2024 budget. Paul Shaffer working with Brian Wiser for scope of work and cost estimate. Grant?
- Lawn Tractor purchase in 2024 budget.

**NEW BUSINESS:**

None.

**VALLEY VIEW PARK ISSUES/CONCERNS:**

Joe Keller asked about the status of winterizing the restrooms, etc. at the park. Paul Shaffer stated that he would discuss the winterizing with Melena Koegler, Assistant Director of HR, who is also filling in as interim Building and Grounds Supervisor until a replacement for Jim Pooler is hired.

Discussion followed.

**ADJOURN:**

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

Motion by Phil Ricco, seconded by Galen Bickel, and unanimously approved to adjourn the meeting.