

**BLAIR COUNTY PARK AND RECREATION ADVISORY BOARD
MEETING AGENDA
THURSDAY, OCTOBER 5, 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
- 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 September 7, 2023:

- Motion Second

Approval of Financial Report for the month of September 2023:

- Motion Second

DCNR Grant:

- The Commissioner's approved Contractor's Application #3, (final work billing) in the total amount of \$6,326.19, and Contractor's Application #4 (retainage), in the total amount of \$6,239.45, received from Stelco. In addition, we received their Maintenance Bond and Operation and Maintenance documents for the electrical components. Payment will not be issued until all Certified Payroll Documents check out ok.
- The Commissioner's approved Contractor's Application #3 received from John Claar Excavating, Inc., for general contracting services, in the total amount of \$9,310.01. In addition, we received their Maintenance Bond. 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 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 and project closeout documentation.

**ARTICLE XII
CLOSEOUT OF GRANT AGREEMENT**

The GRANTEE shall submit to the DEPARTMENT an application for final payment or a final report, as instructed by the DEPARTMENT, along with documentation required by the DEPARTMENT. The submission shall be made within 60 days of either completion of project activities or the end date of this GRANT AGREEMENT, whichever occurs first, or at such later time as determined by the DEPARTMENT. The application, or final report, and documentation shall be on forms or in a format as required by the DEPARTMENT and shall state whether the project activities have been completed and whether all costs have been paid.

The DEPARTMENT will determine any overpayment or underpayment amount and any additional documentation or audit that may be necessary and will provide the GRANTEE with this determination.

Roadway Repair:

Meeting to be held with county on 10/11/23 to discuss funding sources, etc. for the roadway repair project.

Security Cameras:

Don Weakland, IT and Becky Robinson, Purchasing invited to attend the November meeting to discuss security cameras for the park. Both unable to attend the October meeting due to being on vacation.

Increased Water Usage:

A local business/food truck owner observed at the park routinely filling large containers with water. The County's Chief Clerk addressed the issue with the business owner.

Discussion concerning installing water shuts at the pavilions.

ITEMS ON BACKBURNER:

- Streambank Stabilization (one area remaining to be completed.)
- Footbridge Replacement cost placed in 2024 budget.
- Lawn Tractor Purchase cost placed in 2024 budget.

NEW BUSINESS:

Does the following meet everyone's approval:

The Blair County Parks and Recreation monthly meeting will be held the first Thursday of each month at 8:30 a.m., Commissioner's Meeting Room, Courthouse Basement, with the exception of the June 6, 2024 meeting, which will be held at Valley View Park, Pavilion 2. 814-693-3030

Motion Second

VALLEY VIEW PARK ISSUES/CONCERNS:

ADJOURN:

- Motion Second

**BLAIR COUNTY PARK AND RECREATION ADVISORY BOARD
MEETING MINUTES
THURSDAY, SEPTEMBER 7, 2023, 8:30 A.M.
COMMISSIONER'S MEETING ROOM, COURTHOUSE 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:

President Keller called the meeting to order.

ROLL CALL:

Members Present:

- Joe Keller, President
- Chuck Gojmerac, Vice-President
- Fred Miller, Member
- Frank Kopriva, Member

Members Absent:

- Galen Bickel, Secretary
- Phil Ricco, Member
- Bill Sell, Member

Others Present:

Melissa Harpster (Commissioners Office), Amy Webster (Liaison Commissioner), Paul Shaffer (Public Works).

OLD BUSINESS:

Approval of Minutes:

President Keller called for corrections or changes to the meeting minutes of August 3, 2023. **There were no corrections or changes noted.**

Motion by Chuck Gojmerac, seconded by Frank Kopriva and unanimously approved to accept the minutes as prepared.

Approval of Financial Report for the months of August 2023:

President Keller called for the Financial Report.

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

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

DCNR Grant:

President Keller stated that the amphitheater project is for the most part complete. He stated that the county received the second draw down of funds, in the total amount of \$84,800.00. He stated once the project is deemed complete the county may request the final payment for \$22,750.00.

President Keller stated that the Board of Commissioner's received and approved the following items:

General Construction (John Claar Excavating, Inc.):

- Change Order #1, in the total increased amount of \$1,420.48 for pavement repair at the edge of the parking lot.
- A no cost substantial completion date extension from August 9, 2023 to August 18, 2023.
- Contractor's Application for Payment #2, in the total amount of \$75,550.68.
- Contractor's Application for Payment #3, in the total amount of \$9,310.01, however we have not yet received their Maintenance Bond.
- Certificate of Substantial Completion.

Electrical Construction:

- Change Order #1 for a no cost substantial completion date extension from August 9, 2023 to August 18, 2023.
- Contractor's Application for Payment #2, in the total amount of \$22,590.67.
- Contractor's Application for Payment #3 (final) and #4 (retainage), in the total amounts of \$6,326.19 and \$6,239.45, respectively.
- Maintenance Bond, and Operation and Maintenance Documents for the electrical components.
- Certificate of Substantial Completion.

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 would provide Adam with the the county workers’ labor/hourly rates and fringe benefits, and that Jim Pooler would need to provide Adam with the materials list.

Discussion followed.

Roadway Repair:

President Keller stated that the updated cost estimate for the roadway repair work is \$300,000.00. He stated that there is an upcoming meeting scheduled with the county to discuss funding needs for the roadway repair project.

Discussion followed.

Water Leak Repair at Pavilion 1:

Paul Shaffer stated that the repair is complete.

Discussion followed regarding the need to install water shut-offs at the pavilions.

Streambank Stabilization Project:

Paul Shaffer stated that there is one streambank left to stabilize.

Discussion followed.

Footbridge Replacement:

Place on “backburner” for 2024.

Lawn Tractor:

Melissa Harpster stated that she placed \$15,000.00 in the 2024 budget for the purchase of a lawn tractor.

Discussion followed.

NEW BUSINESS:

Soccer Field:

President Keller stated that the Board of Commissioners approved the request for Great Commission School to use the soccer fields at Valley View Park from 3 pm until game end times on August 24 and 29; September 5, 7, 8, 12, 19; and October 2, 2023.

Paul Shaffer stated that the gate at the soccer field was painted and lock installed. He stated that the contact person for AYSO received a key to the gate so that AYSO may have access to the field for grass cutting, etc.

Discussion followed.

Security Cameras:

The Advisory Board reviewed the email included in their meeting packet regarding Purchasing’s concerns. The Advisory Board requested that Melissa Harpster invite Don Weakland from IT and Rebecca Robinson from Purchasing to an upcoming meeting to discuss the matter further.

Discussion followed.

VALLEY VIEW PARK ISSUES/CONCERNS:

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

Discussion followed pertaining park staffing, increased water usage, trash not being removed from pavilions in a timely manner, pavilions not marked as reserved, parked being closed when it should be open, etc.

ADJOURN:

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

Motion by Frank Kopriva, seconded by Chuck Gojmerac and unanimously approved to adjourn the meeting.