



**COLLEGE TOWNSHIP PARKS & RECREATION COMMITTEE**  
**REGULAR MEETING MINUTES**  
**Monday, March 14, 2022**  
**7:00 PM**  
**1481 E. College Avenue, State College PA 16801**  
**Hybrid Meeting (In-Person or via Zoom)**

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**ATTENDED BY –**

**P&R COMMITTEE:**

Judi Sittler, Chair  
David Schulte  
Kathy Matason  
Janet Sulzer  
Sue Smith  
Derek Kalp

**ABSENT:**

Earl Moore  
Jude Simpson

**STAFF:**

Amy Kerner, Public Works Director

**CALL TO ORDER:**

Ms. Judi Sittler, Committee Chair, called to order the March 14, 2022 meeting at 7:02 PM.

**OPEN DISCUSSION:**

Mr. Schulte asked if the Committee Chair would appoint a recording secretary for the meeting. Ms. Kerner explained that the meeting was being recorded and that staff would create meeting minutes from the recording.

**MINUTES:**

Regarding the minutes of the February 14, 2022 meeting, Ms. Judi Sittler noted that the minutes listed Ms. Smith as both present and absent. Ms. Smith clarified that she was not present at the meeting.

**Ms. Matason motioned to approve the minutes as amended.**  
**Ms. Smith seconded the motion.**  
**Motion carried unanimously.**

**OLD BUSINESS:**

**OB-1 Spring Creek Park Master Plan (Update)**

Ms. Kerner provided a brief update noting that the consultant will be presenting the pre-final design to Council at their meeting on Thursday, March 17, 2022. After the Council meeting, the consultant will prepare the final draft plan for a public meeting. Comments from the Committee



members included proposed plans for the stream, the fixed lounge-type chairs, and the raised platform. Mr. Kalp, a member of the Study Committee for the master plan, provided his opinion of the various areas of the park and proposed concepts provided in the pre-final design.

### **OB-2 Five-Year Plan (Review/Approval)**

Ms. Kerner reviewed the revised the Five-Year Plan including the name of the document and the proposed changes from the last meeting and noted the several projects that were highlighted (in green) and included in the proposed bond issue by Council. Lastly, she reviewed which items were moved to 'out years' as a means to even out the requested dollars per year.

**Ms. Matason moved to approve the 5-YR Plan.**

**Mr. Kalp provided a second.**

**The motion passed with a vote of 5-1 with Mr. Schulte voting against.**

### **OB-3 Maps of the Parks (Discussion)**

Ms. Kerner noted that from a previous meeting, the goal is to provide each Committee Member with a map of their park(s) and asked each member what format is preferred. Mr. Kalp shared the map of Penn Hills Park that Township GIS staff provided and he reviewed the features of the park and how it can be used to develop any future plans.

Input was received from several members regarding the intervals of the topographic contours lines, including a north arrow and scale and providing the street names.

Mr. Schulte suggested that each park member should receive a map of their park(s) when they are appointed to the committee. Ms. Smith requested a map of each park, if possible.

### **NEW BUSINESS:**

#### **NB-1 Donation Guidelines (Discussion)**

Ms. Kerner opined the importance of creating a policy for accepting donation requests. A very brief outline was provided to begin the process. The Committee discussed the difference between a donation request and a service project. Ms. Kerner suggested that when a request is received, it be forwarded to the appropriate park representative for review and recommendation back to the Committee for additional discussion and final action.

Ms. Matason suggested the policy be clear so that CRPR understands the process. Mr. Kalp suggested that each Committee Member use their map(s) to define potential bench and/or tree locations. He also suggested developing standards for various items such as benches, plaques, trees, etc. Mr. Schulte noted that he will circulate the charter that the Committee is to follow with regard to donations.

Ms. Sulzer requested clarification on how to prioritize the preferred locations. Ms. Sittler opined a form be developed to capture the requested information. Mr. Kalp noted he would share PSU's policy for use as a reference. Ms. Matason suggested reviewing CRPR's policy for consistency.



Ms. Kerner ended the discussion with the proposed appeal process.

#### **PARKS REPORTS:**

Ms. Sittler mentioned the continued clearing of brush down to the stream bank in Cairns Crossing and suggested a temporary sign noting the prohibition of clearing vegetation on Township property. The Committee discussed an option of creating a defined access as well as possible removal of invasive vegetation. Ms. Kerner suggested talking to the Zoning Officer as the first step.

#### **OTHER MATTERS:**

Ms. Smith thanked Ms. Kerner for quick action to get wood chips placed at dog-tie at the Post Office.

Ms. Kerner sought input regarding the April 11, 2022 meeting. The consensus of the Committee was to cancel the April meeting.

#### **ADJOURNMENT:**

**With no other matters to discuss, Chair Sittler adjourned the March 14, 2022, Parks & Recreation Committee Meeting at 8:17 PM.**

Respectfully Submitted By,

*Amy J. Kerner*  
Amy J. Kerner, P.E.  
Recording Secretary