

# CENTRAL BLAIR RECREATION & PARK COMMISSION

## BOARD MEETING

May 16, 2019

MEMBERS PRESENT: Joe Metzgar, Tim Brown, Erik Cagle, William Neugebauer, Kelly Irwin Adams

MEMBERS ABSENT: Wayne Hippo, Phil Ricco,

ALSO PRESENT: Mike Hofer, Judy Irvin, Tom Boslet, Kyle Droz, Sean McTighe, Dan Stants, Bill Kibler

The meeting was called to order at 4:30 p.m. by the Chairman, Joe Metzgar.

A roll call of board members was taken.

The Pledge of Allegiance was said.

Joe Metzgar stated that our former Chairman, Ryan Rimbeck, has resigned his position as Logan Township Supervisor and moved to Florida. Logan Township appointed Dick Hall as his replacement and he may be their replacement on our board.

The Board then adjourned into Executive Session to discuss personnel at 4:33 p.m. The Board then returned from Executive Session at 4:47 p.m.

Kelly Irwin Adams made a motion to approve, as read, the board minutes from the March 21, 2019 board meeting, William Neugebauer seconded the motion. The motion was unanimously carried.

Approval of financial reports was next on the agenda. William Neugebauer made a motion to approve the Regular January through April, 2019 financial report. Kelly Irwin Adams seconded the motion. The motion was unanimously carried.

Executive Director Report was next on the agenda:

Mike said our Easter Egg Hunt was held on Saturday, April 6, 2019 and went very well with the weather cooperating. We had several hundred participating, 20,000 eggs were stuffed and several local mascots attended along with a DJ. Hamilton Park Project is 70% complete with the walking trail 90% done and the infield is about 70% done. Still working on the drainage and fencing should go in next week; completion by May 31<sup>st</sup>. These improvements are a nice addition to the park and the ballfield will be used as a practice field for the Little Leagues and Girls' softball. We have had a lot of staff changes recently and Mike wanted to give credit to Judy, Tom and Kyle for stepping up and filling in the voids.

New Business was next on the agenda:

- A. Comprehensive Plan RFP and Study Committee Members, New Hires and July board meeting: Mike asked for approval of the comprehensive plan RFP and study committee members. He also asked for approval for new hires: Andrew DeArmitt, Superintendent of Recreation, Sean McTighe, Program Coordinator,

Joliene McCulloch, Program Coordinator and Tyler Fink, Seasonal Maintenance. He also asked the board if the July board meeting will be cancelled this year. Kelly Irwin Adams made a motion to approve the comprehensive plan RFP and study committee members. Approve the hiring of Andrew DeArmitt, Superintendent of Recreation, Sean McTighe, Program Coordinator, Joliene McCulloch, Program Coordinator and Tyler Fink, Seasonal Maintenance. Also approval to cancel the July board meeting for the Commission. William Neugebauer seconded the motion. The motion was unanimously carried.

- B. Standards of Business Conduct change – Dan Stants introduced a change to the Policy Manual regarding nepotism Section 6.2 under Immediate family No.1 that reads Prohibition on Hiring Administrative positions – No member of the immediate family of an employee shall be eligible for employment with the Central Blair County Park and Recreation Commission. The problem with the paragraph is that it is not determined what the administrative positions are. William Neugebauer made a motion to change the wording of the CBRC Standards of Business Conduct under Section 6.2 Nepotism to add Definitions under the title: Administrative Position – The following positions shall be considered to be Administrative Positions: Executive Director, Administrative Assistant, Superintended of Recreation and Superintendent of Parks. Also to change paragraph under Immediate family to read 1. Prohibition of Hiring Administrative positions – No member of the immediate family of an employee shall be eligible for employment with the Central Blair County Park and Recreation Commission in an Administrative position where that person could exercise supervisory authority over their immediate family member or where the prospective employee could be supervised by the person in an Administrative position. Also to change the second paragraph under Immediate family to read 2. Marriage by Employees – In the event two administrative employees should marry and/or co-habitat, or an administrative employee should marry and/or cohabitate with an employee over who they exercise supervisory after becoming employed by the Central Blair County Park and Recreation Commission, one of the two said employees shall leave such employment (the choice of which employee shall leave shall be decided between the said affected employees) within thirty (30) days of such marriage or co-habitation or, in the event said employees are unable to make such decision, the employee with the least seniority shall leave such employment within said thirty (30) day period. The motion was seconded by Kelly Irwin Adams. The motion was unanimously carried.
- C. Hiring Secretary – Mike said our Secretary, Diane Crile, has resigned her position as of May 24, 2019, he asked the board for approval to hire a new Secretary, in the near future, because we can't wait until the next board meeting in September for approval. William Neugebauer made a motion to give Mike Hofer approval to hire a new Secretary for the Commission, within the budgeted amount. Kelly Irwin Adams seconded the motion. The motion was unanimously carried.

Board Comments was next on the agenda. Joe Metzgar said that Ryan Rimbeck will be sorely missed by the Logan Township Supervisors and the Commission's Board of Directors.

Questions from the News Media was next on the agenda. Bill Kibler representing the Altoona Mirror asked for a list of the Study Committee members for the comprehensive plan. He asked the wages of the new staff members: Superintendent of Recreation \$42,000, Program Coordinators \$30,000, Seasonal Maintenance is \$7.25 per hour. He asked how the Commission can retain employees. Mike said that we hope that the comprehensive plan will help us to determine how we can improve our retention issues.

The meeting was adjourned at 5:11 p.m.

Respectfully submitted,

*Judith A. Irwin*  
Administrative Assistant

*K. Michael Hofer*  
Executive Director