

WASHINGTON BOROUGH RECREATION COMMISSION

Minutes October 6, 2004

Call to Order

The meeting on October 6th of the Washington Borough Recreation Commission was called to order at 7:35 by Chairman Terry Finnegan. In attendance were Erin Czarnecki, Terry Finnegan, Dawn Higgins, Rick Feldman, Candy DeFillipis, Pete Jacobson, Angela Wallace, Jamie Prendergast, and Joe Kresser.

The **Pledge of Allegiance** was said.

Review of Past Minutes

After a correction to the Minutes from September 8th, namely that Kay Stasyshan, Borough Treasurer, had been present in the audience as a member of the public, not acting as a member of Kiwanis, the Minutes were approved by a motion made by Angela Wallace, seconded by Pete Jacobson.

Correspondence

- Recycling Containers

A letter was sent by Alan Fisher, Borough Manager, to the Warren County Recycling Coordinator, Pollution Control Financing Authority, requesting ten (10) 25 gallon recycling containers to be used at Boro Park and the recreation fields at Washington Meadows. County grant funds would be used for this purpose.

- Community Assistance Program

A letter was received from Superior Court of New Jersey, Probation Division, regarding the assistance of community service workers. In fact, community service workers are used at times for park and pool work within the Borough, supervised by Rudy Bescherer, Code Enforcement and Zoning Officer.

- National Recreational Trails Program

A letter and grant application was received from the State of New Jersey, Department of Environmental Protection, Natural and Historic Resources giving information about the National Recreational Trails Program. Dawn Higgins has interest in the idea and will look into it. Terry Finnegan gave a reminder that we do not yet have a plan. Rick said that besides the Railroad Avenue area, the Borough has other land that might be used, but a plan is needed.

- Railroad Avenue Park Proposal

Kinsey and Associates has responded to the RFP with a figure of \$17,430 for a plan for the development of a park at Railroad Avenue

- Centex Homes/Washington Meadows Recreation Fields Punchlist

After much correspondence from Centex Homes and Landscape Maintenance Service stating work that had been done at Washington Meadows to prepare the fields for recreational use, Alan Fisher explained that it is Borough policy not to sign off on a project until all items have been completed. In the case of Washington Meadows, final dressing of the field will not be done until after the soccer season ends. Pete Jacobson said so far Centex has met its obligations to prepare and dress the field for recreational use.

- Waiver of Liability

After reviewing the waiver form included on several of the Recreation Commission's sport activity applications, Richard Cushing, Borough Attorney, has agreed to update the form with appropriate language.

- Budget Process

Kay Stasyshan, Borough Treasurer, has sent a memo reminding the Commission about the budget process and the submission of a budget to be presented to the public at a meeting on November 22nd at 8:00 PM. Rick Feldman said he will email or mail and outline to each Commissioner for what is needed to write up the budget for each sport.

Audience Participation

There was no audience at this meeting.

Treasurer's Report

Rick Feldman outlined the major purchases that will be needed, including bleachers and benches for the Meadows field. Sheds have already been ordered.

A new purchasing policy for all sports has been decided upon:

A Purchase Order from Paula must be obtained before buying supplies or equipment.

Unfinished Business

- Borough Park and Pool

There were questions about the walking path and swale that need to be addressed. However, Bob Miller, Borough Engineer, who was expected to report on these issues, did not attend tonight's meeting. Alan Fisher, Borough Manager, explained that there are problems getting bids from contractors for small municipal projects. The Borough is trying to bundle projects to make the total more appealing to contractors. Mr. Fisher has been told that the swale is not shaped correctly, and this is the wrong time of year to reshape it. The work will have to wait until next spring. However, seeding and mulching can be done now in fall.

The Road Department pumped out the pool today (10/6) and will install plugs for the drains. A concrete bench was found in the pool. The fencing around the pool is not to code, the mesh is too widely spaced.

- Winterizing the Park

Pete Jacobson and Joe Kresser would like to be involved and would work on winterizing the park and creating a checklist of what has to be done.

- New Employees

Two new part time employees have been hired and can help with winterizing the parks. They will be doing light maintenance and cutting the grass.

The question is: *Who will supervise the new employees?*

- Pool Renovation

Regarding the RFP, additional plans for pool and pool area improvement are needed, including:

- a remedy for the flooding problem
- replacement of the filtration system

Alan Fisher said the storm sewer drains are working well, most of the problems with a 4+"heavy rain came from runoff.

Approving the RFP for Pool Renovations: 8 in favor , 1 opposed.

RFP's will be sent out.

- Recreation Supervisor Position

A draft for the Recreational Supervisor Position has been made. It will now be an hourly position, with 10 weeks of full time work in season, requiring 55 hour workweeks. This Supervisor position cannot have outside activities that will conflict with this schedule. Ads for the position will be published in the Star gazette, Express Times and Star Ledger, with civil service job specifications included. Candy DeFillippis suggested that the candidates will be walked through the parks to see what the areas of responsibility will cover. An example of wage guidelines: the Borough Public works 2003 Wage Guideline for Street Supervisor is in the range of \$19.75 to \$22.25/hr plus stipend, and an Assistant Street Supervisor is \$18.13 to \$21.86/hr.

Jamie Prendergast asked why the Borough doesn't hire a person for Buildings and Grounds, with a new park (Meadows) now added for Recreation Commission oversight. Alan Fisher responded that the Road Department can take over some maintenance, but the Recreation Commission will lose some control.

- Incident at Soccer Field

Erin Czarnecki described an incident that took place at a recent soccer game:

Two young players were trash talking to each other during the game. A mother of one of these players came onto the field as the game was ending and screamed at the other young boy, who cried. Erin identified herself as a Commissioner and reprimanded the mother. Jamie also spoke to the mother, and warned her that if an incident like this happened again, her children would not be allowed to participate in further Recreation sponsored sports activities.

- Code of Conduct

It was agreed that a Code of Conduct is needed for all sports programs. Pete Jacobson proposed a committee to work on a Code of Conduct that can be applied in general. Pete and Angela volunteered for the committee.

- Schedule for Sports Signups

Youth Basketball and Street Hockey

Friday, October 15th, 7:00 PM to 9:00 PM

Angela Wallace

Erin Czarnecki

Saturday, October 16th, 9:00 AM to 11:00 AM

Candy DeFillippis

Rick Feldman

Saturday, October 23rd, 9:00 AM to 11:00 AM

Terry Finnegan

Pete Jacobson

- Pavilion Update

Alan Fisher reported that the new president of Kiwanis had sent a letter to Mr. Nissen in August regarding the pavilion. Mr. Nissen replied that he will have the framing done and the roof on within two weeks, and then will require payment from Kiwanis. the Kiwanis Board meets tomorrow (10/7) and will make a decision about the project. Rick said the Recreation Commission should let Kiwanis know we are highly dissatisfied with the builder and need the project to be resolved. Definitive action must be taken by Kiwanis.

New Business

- Proposal for Railroad Avenue Park

A subcommittee will interview the firms that respond and report by the next meeting. They will have the chosen firm at the next Recreation Board meeting, November 3rd. The subcommittee will be comprised of Dawn Higgins, Candy DeFillippis, Rick Feldman, and Pete Jacobson.

- Revision of By-Laws

Terry Finnegan suggested that the by-laws be revised in order to appoint advisory sub-committees that might be permanent in order to ease the demands of a sport or activity falling on just one Commissioner. Five sub-committees of two people each would plan and supervise Fall, Winter, Spring, Pool and Summer, and Cultural and Social Events. One reason this change is needed is the lack of paper trail to help new sport chairmen take over programs. Sub-committee members need not be just Recreation Commissioners; community members may be asked to help and be on the committee. However, it was pointed out that there is a great difficulty in recruiting volunteer help. An example is Jamie's disappointment with the lack of support from soccer parents in trying to run the soccer program this fall. A question came up: *Could there be a requirement of help from parents if their child is going to play a sport?*

- **Street Hockey**

The Street Hockey program begins in January. Memorial School, which has hosted this activity in the past, has a new gym floor. Possibly the floor cannot now be used for Street Hockey, or new equipment will have to be used. If Memorial School does not allow the program, then Taylor Street School gym would be an alternative. Jamie has taken a stand that the Taylor Street gym is too small to safely have this activity.

- **Sheds**

Pete reported that the sheds have arrived, and a level spot at Borough Park is needed to install them. Can the Road Department level a spot for the sheds? Rick will talk to Alan Fisher about this and tell him exactly what needs to be done.

- **Tree Lighting**

Dawn Higgins has received a quote from the landscaper who does holiday lighting and the quoted amount appears to be twice as much as was paid last year. If so, this will be the end of Tree Lighting.

Executive Session

A motion was made to go into Executive Session at 11:40 PM by Dawn Higgins, seconded by Jamie Prendergast. A personnel matter was discussed. A motion to come out of Executive Session was made at 11:47 PM by Pete Jacobson, seconded by Rick Feldman.

Adjournment

A motion to adjourn was made at 11:49 PM by Pete Jacobson, seconded by Rick Feldman.

Respectfully submitted,

Judith M. Noonan