

Borough of Washington, Warren County, New Jersey
Recreation Commission
Minutes
October 18, 2006

Call to Order

The regularly scheduled meeting of the Washington Borough Recreation Commission was called to order on Wednesday, October 18th, by Dawn Higgins, Chairperson, at 7:41 p.m. Also in attendance were Commissioners Rick Feldman, Joe Kresser, Angela Wallace and Park Director Adam Payne. Commissioner Candy DeFillippis arrived at 8:04. Commissioners Terry Finnegan and Angela Frye were absent.

Review of Past Minutes

A motion was made by Joe Kresser to approve the minutes from the October 4th meeting, seconded by Angela Wallace. Motion passed.

Correspondence

A promotional packet was received from Harry Adams of the Shawnee Mountain Ski Area regarding a ski program at Shawnee. The Commissioners decided to try the consignment ticket program this year instead.

Dawn Higgins received information for the Tree Lighting. Ann Kilduff will prepare a purchase requisition to get this process started.

Open Public Session

A motion was made by Angela Wallace, seconded by Joe Kresser, to open the Public Session of the meeting at 7:44. Motion passed.

Jeff Bottger of T&M Associates was in attendance to discuss various topics with the Commissioners.

Field Assessment

An assessment done by T&M would include soil samples, digital photos, maps and drainage. ADA compliance and an infield mix analysis would also be included. T&M would provide a detailed report that includes a general idea of that the cost would be to fix any problem areas. The project would take one day to complete and cost approximately \$1,000.

Rick Feldman asked about a field utilization assessment. Mr. Bottger said it could be done and built into the field assessment.

Mr. Bottger would like to see a topographic map of the park. Dawn Higgins will see if one is available. Dawn and Adam Payne will also look for the pool plans and provide sports schedules to Jeff by Monday.

Pool Project

The one bid received for the pool project was discussed. Jeff said the Commission has two choices for re-bidding: 1) Re-bid as is and see what happens. If still high, the bid can be negotiated and amend the drawings. Anyone else can be called in to bid. 2) Change the drawings and re-bid. If still high however, there is no negotiating. In Jeff's professional opinion, it is in the best interest of the Commission to re-bid as is. He recommends doing this quickly and allowing three weeks for bids to come in. He also feels the Recreation Commission should get as involved as possible, starting with seeing the drawings before going out to bid.

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If the bids come back too high, Jeff suggests telling the consultant the Commission is disappointed and ask them to re-do at their expense. The also suggests telling the contractor the Commission is disappointed and give them another chance to bid.

Rick Feldman asked if what the Commission is proposing enough. Mr. Bottger stated that the towns that do well have more than a plain pool. Candy DeFillippis asked if the bids could be sent out separately. Jeff doesn't recommend it be done that way. Joe Kresser said there needs to be a general contractor to be accountable and oversee the entire project.

Jeff Bottger stated this project could start next fall if an extension is requested. If not, the Green Acres money is forfeited.

5-Year Plan

Jeff Bottger said his company does a lot of these plans. It is a least a four to six month project. The plan costs approximately \$25,000 and would tell the Commission in year to year detail how to fix what is already there and what is needed to be more successful. It also helps with Green Acres as it shows the seriousness of the project. Mr. Bottger suggested a ten year plan.

Jeff suggested having an implementation and funding strategy. Rick Feldman asked Mr. Bottger to send him information to be included at the Commission's budget meeting.

Jeff Bottger stated that towns that have a five or ten year plan are most favorable with Green Acres for two reasons: 1) the open space tax and 2) the master plan. Jeff stated that Green Acres has to approve the master plan as part of the process.

The Commissioners would like to see samples of smaller town's plans and sample proposals. Mr. Bottger will send them to the Commission.

Grant Writers

Rick Feldman asked Mr. Bottger if he could recommend any grant writers. Jeff will send a list of grant writers to the Commission. He stated that T&M also has grant writers the Commission could use.

The Commissioners thanked Mr. Bottger for his time and information. Mr. Bottger offered his assistance for any future needs of the Commission.

A motion was made by Rick Feldman, seconded by Angela Wallace, to close the Public Session of the meeting at 9:14. Motion passed.

The Commissioners took a short recess until 9:25.

Park Director's Report

Adam Payne reported that the vandalism in the park has dwindled since the picnic tables have been moved into the pool area. Adam will anchor the granite bench at the park and power wash the base of the cannon. Adam will also ask the Borough Manager if the Great Dane can be stored in the DPW garage and ask him to place it on E-bay with the other things the Boro will be selling.

Adam will e-mail Rick Feldman with a list of things that Rudy Bescherer could supply manpower for to help out at the park. Joe Kresser feels Rudy should supervise the work his people are doing.

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Adam reported that there is a sign at the playground stating the park rules. The sign at the pavilion will be placed up higher tomorrow. Candy DeFillippis will help Adam remove the poison ivy on the trees.

Dawn Higgins will contact Kathy Halpin regarding the tree removal at the park. Per Dawn, Adam will call Lodi regarding the wrought iron railing and get their fax number to request estimates in writing. Adam will follow up with the DPW to remove the vegetation near the dumpster. Adam will look into the pricing per linear footage this week for where there is space under the fence.

Treasurer's Report

The Appropriation Account Summary report was distributed and discussed.

Commissioner Reports

There were no reports at this meeting.

New Business

Budget Workshop

This will be discussed at a special meeting on Wednesday, October 24th.

Unfinished Business

No unfinished business was discussed at this meeting.

Executive Session

A motion to enter Executive Session at 10:20 p.m. for the purpose of discussing personnel, real estate, and/or legal matters was made by Candy DeFillippis, seconded by Angela Wallace. Motion passed.

A motion was made to close the Executive Session at 10:50 p.m. by Rick Feldman, seconded by Candy DeFillippis. Motion passed.

Commission Requests and/or Remarks

Playground Equipment

Dawn reviewed pictures of additional playground equipment with the Commissioners.

Jeff Bottger's Presentation

The Commissioners said they were impressed with Mr. Bottger's presentation. They discussed their options when the bids come back and also the possibility of re-designing the pool. The pool house and concession stand need to be redone. The fact that there are no lockers for pool patrons to use was also discussed. Dawn stated the filtration system needs to be replaced. The pool could possibly be done in phases; 0-depth entry one year, bubblers the next year, etc. The Commissioners reiterated that they want to go out to bid. Dawn will call Wayne Wade regarding the bid process.

Vara Field

The sod issue was discussed. The Commissioners commented that there is still no water down at the field.

Adjournment

A motion to adjourn was made at 11:25 p.m. by Angela Wallace, seconded by Candy DeFillippis. Motion passed.

Respectfully submitted by Ann Kilduff