

**Borough of Washington, Warren County, New Jersey**  
**Recreation Commission**  
**Minutes**  
**November 1, 2006**

**Call to Order**

The regularly scheduled meeting of the Washington Borough Recreation Commission was called to order on Wednesday, November 1<sup>st</sup>, by Dawn Higgins, Chairperson, at 7:50 p.m. Also in attendance were Commissioners Rick Feldman, Angela Frye, Joe Kresser and Park Director Adam Payne. Commissioner Candy DeFillippis arrived at 8:03 and Terry Finnegan arrived at 8:17. Commissioner Angela Wallace was absent. Borough Manager Richard Sheola arrived at 8:25.

**Review of Past Minutes**

A motion was made by Joe Kresser to approve the minutes from the October 18<sup>th</sup> meeting after a minor change, seconded by Candy DeFillippis. Motion passed.

**Correspondence**

A letter was received from Wayne Wade in regards to re-bidding the pool project.

**Open Public Session**

A motion was made by Joe Kresser, seconded by Rick Feldman, to open the Public Session of the meeting at 7:52. Motion passed.

Esther Hamill and Erin Czarnecki were in attendance to discuss the Swim Team. Esther and Erin feel that a complete job description, listing functions and duties of the Coach and Assistant Coach, is needed. Currently, the President and Vice President of the Swim Team have been defining the coach's job. They would like Adam Payne to draft the job description. Adam said he will work with the Swim Team representatives when doing the job description. Esther and Erin would also like to see some continuity with the Swim Team Coach. They would like to have the Swim Team begin practicing in April before the season starts, but a coach is needed to rent pool space. They feel it would be best to have a coach hired no later than March. Erin explained that the coach wouldn't be working full time in March but would need to be present at the practices, which she estimates to be once per week. Adam asked if the pools require any special qualifications or regulations to use them. There are none that Esther or Erin are aware of. They stated they would like to use the pool at Phillipsburg Middle School for their practices.

Esther explained that they are having trouble getting people to volunteer at the swim meets. Erin suggested possibly having a \$50.00 work bond per family. Dawn Higgins said that maybe parents aren't aware of the need for help. She suggested having a mandatory meeting at the start of the season to explain to the parents what is needed. They should be told that without their help, there can be no Swim Team. Dawn also said the Swim Team President should send a letter to past members in order to fill the officer positions that are currently vacant. Rick Feldman said the Commission will try to get a coach earlier next season and if there is anything else the Swim Team needs, please let the Commission know. Esther and Erin thanked the Commission for all their help this past season.

A motion was made by Rick Feldman, seconded by Angela Frye, to close the Public Session of the meeting at 8:19. Motion passed.

## **Park Director's Report**

Adam Payne reported that he is continuing to remove graffiti from the park. Leaf clean up is the major concern right now. The lane lines will be removed from the pool area and placed in the storage closet. Boro Manager Richard Sheola will contact the DPW regarding the vegetation removal from the park. Candy DeFillippis stated that the grate on Lower Park Drive is completely covered with dirt and leaves after the last rain storm. Mr. Sheola directed Adam to send a note to John Burd suggesting he use the sweeper to clear the grate.

Commissioners noticed people have been parking both during the day and overnight on the pavilion driveway. Mr. Sheola instructed Adam to put a sign on the pavilion driveway stating "Park Use Only – No Parking". A motion was made by Rick Feldman, seconded by Angela Frye, to have Adam put notes on cars parked on the pavilion parking lot. All Commissioners were in favor. Motion passed.

## **Unfinished Business**

### **Borough Park Light Project Status Update**

Mr. Sheola reported that the shop drawings were still not signed off by the Borough Engineer but that he was assured they will be approved by noon tomorrow. He stated there will be no price increase taking effect on January 1<sup>st</sup>. Terry Finnegan stated, and Mr. Sheola agreed, that if a price increase does occur, it should be the responsibility of Studer McEldowney, not the borough residents. Lucus Electric has other work they need to do while waiting for the lights to be delivered. The paperwork delay did not affect the work schedule since Lucus Electric had to wait until soccer was over. The Borough Manager will alert Dawn Higgins when the drawings are sent. There is a meeting with Lucus Electric on November 8<sup>th</sup> at 11:00 a.m.

### **Pool Project Status Update**

Mr. Sheola stated that bids open tomorrow morning for the storm water project. The job can start 30 days after it is awarded. Terry Finnegan stated the Commission has never seen plans for the storm water project. Terry Finnegan feels the storm water project and the pool renovation need to go to bid at the same time, otherwise the decking will have to be ripped apart twice. Terry asked what the Borough Manager recommends if the storm water bid comes in too high. Mr. Sheola stated that at that time the Recreation Commission needs to make a recommendation to be presented to Council. Rick Feldman asked if the pool can be damaged during the storm water project. Should that occur, Mr. Sheola stated there is a one year maintenance bond once the job is completed.

Dawn Higgins reminded the Borough Manager that November 2007 is the deadline for the Green Acres loan. The project needs to be awarded and started in order to receive an extension. Rick Feldman asked what Wayne Wade is doing to help. Mr. Sheola said Wayne Wade had four people at the preconstruction meeting. He stated that most municipal bids come in high, not just the pool. Dawn Higgins feels Wayne Wade should have told the Commission how things would be. The Commission has had no communication with Mr. Wade. Mr. Sheola explained to the Commissioners what their options would be should the pool bid come in too high again.

A motion was made by Terry Finnegan that if the storm water project is an acceptable bid, the Commission immediately advertise the pool project for bidding. There was no second to the motion. Rick Feldman feels the Commission should wait until the Spring to re-bid. He feels contractors will put projects together for the Fall and thinks the Commission will do no better now than a few months ago.

**Vara Field**

Mr. Sheola reported that Mr. McEldowney is overseeing the project. He will take care of seeing that water is available on the field right away. Dawn Higgins asked if there will be a drinking fountain at the field. Mr. Sheola stated he has not seen any drawings. Joe Kresser asked if the water could be turned off in the winter. Mr. Sheola replied that it could be.

**Pavilion Status Update**

Rick Feldman stated that the backfill issue has not been completed yet. Mr. Sheola will look into it. Dawn Higgins reminded him that the retaining walls need to be addressed as well.

Mr. Sheola and Joe Kresser left the meeting at this point.

**Treasurer's Report**

The Appropriation Account Summary report was distributed and discussed. Terry Finnegan stated that soccer has no capital expenses; therefore, the Commission should be able to spend however much money is brought in by the sport. Rick Feldman mentioned that a Parent's Association could be put together for each sport. Rick will have the budget ready for the next meeting for everyone's review.

**Commissioner Reports**

There were no reports at this meeting.

**New Business**

**First Aid Kits**

The Commissioners discussed providing each sports team with a new first aid kit. All Commissioners were in favor. It was decided the Commission would need approximately 25 kits.

**Field Assessment Update**

Dawn stated that Jeff Bottger of T&M Associates will get the Commission everything they asked for by early next week.

**Detective's Report re: Vandalism**

Dawn has not received a report as of this meeting.

Angela Frye left the meeting at this point.

**Wayne Wade**

Dawn asked the Commissioners how they feel about terminating Wayne Wade's services. She stated the Commission has had no response from him after the bid came in too high. Rick Feldman feels he is not helping the Commission. Terry Finnegan feels Wayne Wade fulfilled his commitment and thinks the project should be started before thinking about dismissing Wayne Wade.

Terry Finnegan left the meeting at this point.

**Adjournment**

The meeting ended at 10:35 due to lack of quorum.

Respectfully submitted by Ann Kilduff