

Borough of Washington, Warren County, New Jersey
Recreation Commission
Minutes
December 20, 2006

Call to Order

The regularly scheduled meeting of the Washington Borough Recreation Commission was called to order on Wednesday, December 20th, by Dawn Higgins, Chairperson, at 7:40 p.m. Also in attendance were Commissioners Rick Feldman, Joe Kresser and Angela Wallace. Commissioner Angela Frye arrived at 8:03 and Park Director Adam Payne arrived at 8:10. Commissioners Candy DeFillippis and Terry Finnegan were absent. Borough Manager Richard Sheola arrived at 8:00.

Review of Past Minutes

A motion was made by Rick Feldman, seconded by Angela Frye, to approve the minutes from the December 6th meeting. Motion carried.

Correspondence

There was no correspondence at this meeting.

Open Public Session

No members of the public were present at this meeting.

Park Director's Report

Adam Payne reported that as the lights are being replaced at the park, there is extensive damage being done to the ground around the light poles. Adam was asked to take dated pictures of the damage. Dawn will contact Matt Lucas of Lucas Electric after reviewing the contract. Both pool cleaners have been winterized and the leak in the office has been repaired. Dawn Higgins stated that Little Tykes will be shipping the new playground equipment in January, but all discounts will still apply. Adam has taped off the playground equipment that needs to be removed to prepare for the delivery.

Treasurer's Report

The Appropriation Account Summary Report was distributed and discussed. Rick Feldman reported the Commission has approximately \$12,000 left in the budget. Adjustments made to the 2007 budget were discussed.

Commissioner Reports

Holiday House Decorating Contest

Dawn Higgins reported that the winners of the Holiday House Decorating Contest have been notified and prizes will be awarded to them at the January 2nd Council Meeting.

New Business

Jeff Bottger of T&M Associates was in attendance to discuss both the field and pool projects.

Field Assessment

Jeff would like to have as many Commissioners as possible meet at the park on a Saturday sometime between mid-January and late-February to give an assessment of the fields and give recommendations and

maintenance guidelines. Jeff suggested having someone from the DPW present as well. The analysis will cover the cost of a maintenance plan, cost of chemicals, times per season to treat, etc. Jeff feels it is very important to have the soil tested on a routine basis. Dawn would like Jeff to prepare a report showing the cost savings of contracting these services out vs. money saved if done internally. Jeff recommends purchasing sod locally as the soil would be a better match and less travel time would be beneficial for the sod. Jeff said Rick Feldman's concern of using the fields properly would be covered in the master plan. Dawn asked if there is a better time of year to have a master plan prepared. Jeff replied that timing isn't an issue. Rick asked if it would be beneficial to do an analysis of Vara Field even though there is no grass. Jeff recommends testing the soil so the sod gets fertilized properly. Rick questioned an analysis on Railroad Avenue and Jeff suggested making that a part of the ten-year plan.

Pool Project

Jeff asked what the Commission would like to do next in regards to the pool project. Dawn Higgins stated the Commission would like to have a feasibility study done. Mr. Sheola asked if the Commission could track pool members both in and out of the Boro. Dawn replied that it can be done. Jeff said the Commission needs to send out RFP's for projects fairly soon. Mr. Sheola explained that one proposal can be done for both hiring a contractor and for the work that needs to be done. He recommends waiting until January 3rd to send it out and have a 20-day turnaround time. He will set the Commission up as one of the first budget meetings so as to not hold this project up. Mr. Sheola asked that Dawn send him bullet points as to what the Commission would like on the RFP. He recommends the filtration system be done first. He will give Jeff the most current construction plans, which were done four months ago, so he can review the filtration system's set-up.

Joe Kresser, Jeff Bottger and Richard Sheola left the meeting at this point.

Unfinished Business

Pavilion Status Update

Dawn spoke to Matt Noctor and he will examine the pavilion soon and prepare a list of things that need to be repaired in the Spring.

Washington Meadows Soccer Field Status Update

Dawn Higgins stated that Centex wanted to put the sod down last Friday. Centex's Project Manager insisted the field was ready. Borough Engineer Bob Miller assessed the field and noted the field had depressions that would leave puddles and destroy the sod. Bob would not approve the field conditions and determined the sod should be put down in the Spring. Centex agreed to wait until the Spring to place the sod.

Little League

Angela Wallace reported that there seems to be some misconceptions on the part of the Little League representatives as to what is expected of them by the Recreation Commission. The Commission will invite Little League to their January 17th meeting to discuss this further.

Executive Session

A motion to enter Executive Session at 10:23 p.m. for the purpose of discussing personnel, real estate, and/or legal matters was made by Angela Frye, seconded by Angela Wallace. Motion carried.

A motion was made to close the Executive Session at 10:57 p.m. by Angela Wallace, seconded by Angela Frye. Motion carried.

Remarks

Dawn Higgins reported that Warren Hospital donated 1 box of gloves and 2 boxes of Band-Aids for the Commission's first aid kits.

Adjournment

A motion to adjourn was made at 11:00 p.m. by Rick Feldman, seconded by Angela Wallace.

Respectfully submitted by Ann Kilduff