

**Borough of Washington, Warren County, New Jersey**  
**Recreation Commission**  
**Minutes**  
**April 4, 2007**

**Call to Order**

The regularly scheduled meeting of the Washington Borough Recreation Commission was called to order on Wednesday, April 4<sup>th</sup>, by Dawn Higgins, Chairperson, at 7:37 p.m. Also in attendance were Commissioners Candy DeFillippis, Rick Feldman, Cheryl Turnbull, Angela Wallace and Park Director Adam Payne. Commissioner Terry Finnegan arrived at 9:00. Dawn welcomed new Commissioner, Cheryl Turnbull, to the Recreation Commission.

**Review of Past Minutes**

After a minor change, a motion was made by Rick Feldman, seconded by Candy DeFillippis, to approve the minutes from the March 21, 2007 meeting. Cheryl Turnbull abstained. Motion carried.

**Open Public Session**

A motion was made by Angela Wallace, seconded by Rick Feldman, to open the public session of the meeting at 7:45. Motion carried.

Jeff Bottger of T&M Associates was in attendance. Jeff thanked the Commission for their vote of confidence by hiring T&M Associates to be the Recreation Commission's consultant. Dawn Higgins stated that the Borough Attorney is currently working on a contract for T&M Associates. Jeff would like to conduct a site inspection at Borough Park with the Commission members and his staff to begin discussing what needs to be done and asked the Commission to provide him with key data regarding the pool numbers, staffing, etc. The pool project and feasibility study can be done simultaneously. The feasibility study will give options and show dollar value if changes are made as well as provide ways to enhance participation and revenue, including programming. It will allow the Commission to make an informed decision. Jeff stated he will be able to answer more of the Commissioner's questions after the site inspection. Rick asked if the fields should be fertilized and seeded prior to the feasibility study. Jeff feels the Commission should proceed normally for now. Dawn will contact Jeff with the date and time the Commissioners agree upon for the site inspection.

Caren Hric was in attendance to represent the Swim Team's Parent's Association. Caren stated that many past swimmers missed the Swim Team sign-ups and asked if forms could still be accepted. Dawn replied they can, but as stated on the registration form, a late fee is now applicable. Caren asked if forms could be available at the Parent's Association's April 19<sup>th</sup> meeting. Rick replied that a Commissioner would be at their meeting to accept registration forms and payment. Caren stated that Charlie Ginex is interested in being the Swim Team Coach this year. Rick gave Caren an application to pass on to Charlie. Charlie is looking to hold a clinic this year. Dawn said it would need to be discussed with the Commission before it can be done.

A motion was made by Rick Feldman, seconded by Angela Wallace, to close the public session of the meeting at 8:21. Motion carried.

**Communications**

The previously received donation request from Warren Hills Project Graduation was discussed. A motion was made by Angela Wallace, seconded by Cheryl Turnbull, that the Recreation Commission donate \$250.00 to Warren Hills Project Graduation.

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Ayes: DeFillippis, Turnbull, Wallace, Higgins  
Nays: None  
Abstained: Feldman  
Motion Carried.

Adam Payne stated he spoke to Cedric Hickerson, head of the Future Business Leaders of America. They will be holding a May Day event at Warren Hills High School and will be in need of tables, chairs, etc. He would like to come to the Commission's next meeting to discuss borrowing items or to see if the Commission is interested in having a booth at the event. Per Dawn, Adam will invite him to the April 21<sup>st</sup> meeting.

### **Park Director's Report**

Adam Payne stated he will be updating the recap as part of his report. Adam reported there are seven Little League signs in the garage and another six to eight at Steinhardt Field. Adam has found household products such as microwaves, garbage bags and Christmas trees dumped at Steinhardt Field. Adam discussed the painting of the pool with the Commissioners. Angela Wallace asked Adam about the dirt for the fields. Adam replied that it should be here early next week. Angela stated Little League will begin working on the fields on April 14<sup>th</sup>.

Dawn Higgins stated there will be Community Service workers at the park this weekend to begin working on the bath house. Dawn told the Commission the mulch in the park is from the streetscape project. John Burd will be spreading it along the railroad embankment. Dawn also stated the fire department will be hosing down the pavilion and driveway on Saturday. She will ask them to do the basketball courts as well. Dawn reported she has received two complaints regarding the water condition in the pool at the end of last season. Adam replied that it was due to the clarity because of the paint being used. The pool passed inspection at that time. Adam then discussed the proper procedure with the Commission for when a child makes a "disturbance" in the pool.

Rick mentioned there is a hole in the ceiling of the Swim Team room and the door was found open. Adam will look into this.

### **Treasurer's Report**

Rick Feldman reported there is no report as of yet and the budget is anticipated to be completed in 4-6 weeks. Money is available to pay bills. Kay Stasyshan will be giving Rick a copy of the bill list to verify funds.

### **Commissioner Reports**

#### **Easter Egg Hunt**

Candy DeFillippis reported the Easter Egg Hunt went well with a few hundred children participating. The Commission will look into purchasing a bull horn to use at the event next year.

#### **Girls Softball**

Angela Wallace reported that practices started this week. Uniforms will be picked up this week and a practice schedule was previously given to Adam.

#### **Swim Team**

Rick Feldman reported that 55 participants have signed up so far. That number is very low compared to last year.

**Meeting with Borough Manager**

Dawn Higgins reported she met with John Corica, interim Borough Manager, this morning. Dawn reported on the procedures discussed regarding purchasing, incidents and quotes.

Dawn also spoke to the Borough Manager regarding water for the sod at Vara Field. He is not sure when the sod is going to be delivered, but will follow up on the water issue. Rick Feldman asked why Bob Miller is the Commission's contact as Borough Engineer when Gerry Philkill is also available. Councilwoman Christina Woykowski was in the audience and stated Bob stayed on for projects he started. She feels Gerry can be requested if that's what the Recreation Commission would like. The Commission would like Dawn to request Gerry Philkill when dealing with projects.

Dawn spoke to the Borough Manager regarding recent vandalism in the park. The manager said he cannot make any decisions regarding cameras for the park until the budget is set. Candy questioned cameras that were going to be on loan to the Borough. Dawn said they cannot be used because they are not self-contained. Rick asked if anyone is going to speak to the Commission regarding what cameras are needed. Dawn replied that Detective Whitmore is willing to come to a meeting to speak about the cameras.

Dawn reported that the Road Department has been very helpful at the park. They started fixing the leak by the baby pool, pulled out all the bushes on Route 31, started to spread mulch from the streetscape project on the embankment, and they will do the pavilion French drain project. Gerry Philkill did an assessment on the drain design, patio by the swing sets for picnic tables and another patio by the arts and crafts area. Rick feels the order of preference should be the drain, lifeguard patio and swing set patio. John Burd has asked Dawn for a list of what is needed to be done at the park.

Terry Finnegan stated he would like a bush planted at Steinhardt Field to prevent people from walking on the four foot ledge.

**New Business**

**Pool Passes**

Rick Feldman stated the current pool passes are laminated cards. He suggested using wristbands and will look into the cost of different pass types. All Commissioners were in favor of exploring other options.

**Unfinished Business**

**Sign-Up and Fee Schedule**

This has been tabled until the next meeting.

**Playground Equipment**

Dawn Higgins reported that the playground equipment is fully installed. Rick Feldman reported that vandals have begun carving into the plastic rather than just writing graffiti all over the older playground equipment.

**Park Bricks**

This was discussed during the Commissioner Reports.

**Pool Renovation Project Status Update**

This was discussed in the Public Session.

**Pavilion Status Update**

This was discussed during the Commissioner Reports.

**Washington Meadows Soccer Field Status Update**

This was discussed during the Commissioner Reports.

**April Meeting**

Dawn Higgins reminded the Commission they had previously discussed holding the next meeting at Borough Park to do an assessment. Instead, Dawn would like each Commissioner to put together a list of things that need to be addressed. This will be discussed at the next meeting.

**Meeting with Jeff Bottger**

The Commissioners discussed dates and times for the site inspection in the park with Jeff Bottger of T&M Associates. It was decided to hold the meeting on Friday, April 13<sup>th</sup> at 9:30 a.m. at Borough Park.

Adam Payne left the meeting at this point.

**Executive Session**

A motion to enter Executive Session at 10:32 p.m. for the purpose of discussing personnel, real estate, and/or legal matters was made by Terry Finnegan, seconded by Angela Wallace. Motion carried.

A motion was made to close the Executive Session at 11:30 p.m. by Angela Wallace, seconded by Candy DeFillippis. Motion carried.

**Commission Remarks**

There were no Commission remarks at this meeting.

**Adjournment**

A motion to adjourn was made at 11:35 p.m. by Angela Wallace, seconded by Candy DeFillippis.

Respectfully submitted by Ann Kilduff