

Borough of Washington, Warren County, New Jersey
Recreation Commission
Minutes
August 15, 2007

Call to Order

The regularly scheduled meeting of the Washington Borough Recreation Commission was called to order on Wednesday, August 15th, by Dawn Higgins, Chairperson, at 7:41 p.m. Also in attendance were Commissioners Candy DeFillippis, Rick Feldman, Terry Finnegan, Rose Morrow, and Park Director Adam Payne. Angela Wallace arrived at 7:58. Angela Frye and Kathy Seguine were absent.

Review of Past Minutes

A motion was made by Terry Finnegan, seconded by Candy DeFillippis, to approve the minutes from the August 1, 2007 meeting. Motion carried.

Open Public Session

A motion was made at 7:42 by Rick Feldman, seconded by Candy DeFillippis, to open the public session of the meeting. Motion carried.

Jeff Bottger and Charlie Hopkins of T&M Associates were in attendance to present the results and give their recommendation from the bid opening. They would also like to discuss Phase II of the pool project.

Jeff stated the bids were favorable and that alternatives were broken down into four parts: 1) work around the pool; 2) a water slide; 3) new perimeter with 8' fencing; and 4) a new wading pool. The commissioners need to decide which alternatives they want to include with the base bid. Jeff stated he recommends awarding at least the first three alternatives.

Rick and Adam questioned why the bids for the wading pool came back so high. Jeff stated he also thought they were high but couldn't explain why. Terry noticed there is a big difference in the bid for the 8' fence between two of the companies. T&M wasn't sure why the bids were listed as they were.

Candy asked if the bid could be split between two different companies. Jeff stated that it cannot; however, pricing can be discussed once the bid is awarded. Rick asked if the companies could be asked to redo their bids. Jeff replied that can only be done by going back out to bid. Construction should take approximately 2½ to 3 months to complete. The job needs to be awarded this month so work can begin next month.

Terry stated he feels the design of the new wading pool is safer than what is there now. Dawn asked if it could be redesigned to include zero-depth entry. Jeff replied that it could be. The commissioners discussed different feature options in both the main and baby pools. Candy suggested eliminating the baby pool and replacing it with a water play area. Dawn was concerned it would be difficult to keep older children out of that area and it would then become dangerous for smaller children.

Rick asked what would come next. Jeff stated that based on the feasibility study, neither the park nor the pool have the capability to go to the next level. Instead, the Commission will be able to offer their

clients an improved community pool. Charlie feels that Phase II could address parking and lighting issues rather than focusing on the pool.

Rick asked if the pump house would structurally remain the same. Jeff replied that it would. Charlie stated that some of the electrical, piping and one flow meter will remain as well. Dawn asked if anything in the pump house is breaking. Adam replied that the return line is cracked.

Jeff stated the Commission needs to provide a construction inspector to oversee the project. This does not need to go out to bid. He informed the Commission there will be more money available from Green Acres with a request deadline of October 26, 2007. He recommends resubmitting a letter of interest.

Jeff offered to attend the next Council meeting to present his recommendations. The commissioners stated they would like Jeff to attend the next Council meeting with Dawn and thanked Jeff and Charlie for their time and information.

Dawn introduced Adam Zimmer who is interested in joining the Commission and is hoping to be appointed at the next Council meeting.

A motion was made at 9:04 by Angela Wallace, seconded by Terry Finnegan, to close the public session of the meeting. Motion carried.

Communications

Dawn received a copy of an e-mail to interim manager John Corica. A parent was very pleased with the swim lesson staff, particularly the lifeguard that helped her son, saying she was very patient and helpful.

Park Director's Report

Adam reported that the necessary bonding and grounding tests have been completed and spoke to the commissioners about the process. There are only a few minor corrections to be made at the park. New mulch has been placed on the playground and new swings will be hung shortly. The soccer and field hockey fields are now lined. Adam stated the Rescue Squad is conducting drills at the pool this evening. He will speak to them regarding monthly drills for next year.

Dawn stated the DPW will help Adam with putting up the new signs in the park.

Treasurer's Report

Rick reported the pool made approximately \$22,000 this season. He will be meeting with the interim Boro Manager to review reports once received by the Commission that he feels were helpful

Dawn stated she spoke to Mr. Corica regarding bonds. He will get back to her with the amount of available money.

Terry questioned a donation promised from Toll Brothers Senior Housing to the Commission for tennis courts. It has not been received as of yet.

Commissioner Reports

Soccer

Terry stated he has five teams in the league, four in whistle and one in clinic. He is putting together a Parent's Association to sell bagels and coffee at the games and to conduct bake sales at Shop-Rite. Money raised would be shared with the Recreation Commission. Terry needs to order equipment for this season. He has enough uniforms for this year but they will need to be replaced next year. Games will be on Saturdays.

Rick asked if any Boro children were on the Township team. Terry replied that there are not. The league keeps close track of that. Players can only play on another town's team if there is no team in their own town.

Field Hockey

Candy stated that practices started yesterday and the schedule has been given to Adam.

New Business

There was no new business to discuss at this meeting.

Unfinished Business

Park Bricks

Dawn stated the DPW would like to help but they are short-staffed. She and Rick are looking into money available and a contractor to complete the French drain at the pavilion.

Pool Renovation Project Status Update

The commissioners discussed the different options and contractors in order to award the bid. Candy stated she would like to know the background of work these companies do. Dawn stated that based on T&M's presentation, she is uncomfortable with the lowest bidder. Angela Wallace stated she doesn't want to give up the baby pool just to go with the next lowest bidder.

Rick stated he agrees with Terry and would like Dawn to check with the interim Boro Manger regarding using the second lowest bidder to follow T&M's recommendation. He is in favor of putting in 20% extra since he is concerned that the pump house is not being completely redone. He suggested looking into lights and/or a better slide.

A motion was made by Rick Feldman, seconded by Angela Wallace, to award the base bid as well as all four options. All Commissioners were in favor. Motion carried.

Dawn stated she was previously told that a resolution was not necessary when hiring T&M Associates, but now told that one is needed. Therefore, Resolution #01-2007 to hire T&M Associates as Recreational Facilities Consultants to the Recreation Commission was moved on a motion by Rick Feldman, seconded by Terry Finnegan. All commissioners were in favor and the resolution was adopted.

Roll Call: DeFillippis, Feldman, Finnegan, Morrow, Wallace, Higgins
Ayes: 6 **Nays:** 0
Motion Carried

RESOLUTION #01-2007

**RESOLUTION APPOINTING T&M ASSOCIATES AS
RECREATIONAL FACILITIES CONSULTANTS**

WHEREAS, there exists a need for the provision of recreational facilities consulting services and advice in connection with the Washington Borough Pool improvement located between Route 31 South and Youmans Avenue, Washington, New Jersey for the year 2007 and thereafter; and

WHEREAS, funds are or will be made available for this purpose to be certified by the Chief Financial Officer; and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1, *et seq.*) authorizes the hiring of a professional, such as a recreational facilities consultant, without competitive bidding providing that the resolution authorizing the award of contracts for “Professional Services” without competitive bidding and the contract itself must be available for public inspection; and whereas T&M Associates, Middletown, NJ has submitted a proposal to provide professional engineering services in the amount of \$34,250; and whereas, Gerald Philkill, PE of Hatch Mott MacDonald, The Borough’s consulting engineer, has reviewed the proposal and recommends its acceptance.

NOW, THEREFORE, BE IT RESOLVED by the Board of Recreation Commissioners of the Borough of Washington, Warren County, as follows:

1. T&M Associates, Middletown, N.J., is hereby engaged to perform professional consulting services for the Borough of Washington Board of Recreation Commissioners (“Board”) in an amount not to exceed \$34,250.
2. The Board shall enter into a mutually agreeable written Professional Services Agreement, the form of which is attached hereto as Exhibit A, with T&M Associates within thirty (30) days of the date of this resolution generally in accordance with the terms of a proposal submitted by it dated February 23, 2007.
3. This contract is awarded without competitive bidding as “Professional Services” under the provisions of the Local Public Contracts Law, N.J.S.A. 40A:11-5.
4. Notice of this action shall be printed once in a public newspaper published or circulated in the Borough of Washington.

Please be advised that State funds through the Green Acres Program are being utilized in this project. By virtue of Executive Order #34 (1976), vendors currently suspended, debarred or disqualified are excluded from participation on this project.

Pavilion Status Update

There is nothing new to report.

Washington Meadows Soccer Field Status Update

Dawn reported the water company has installed a meter box to the field; however, they cannot come onto the property. She will work with the DPW as to the next steps. Terry asked if sod could be laid in November. Dawn replied that it can be done up until January.

Commission Remarks

Terry feels there should be a sign at the pool stating that the pool staff is not responsible for babysitting children at the pool. He also feels a lost child procedure should be placed in the emergency manual and drills practiced regularly. Candy suggested checking with Mr. Cushing regarding the Commission's legal responsibility. Terry also suggested the front desk person could go home after a certain amount of time when daily patrons are no longer coming to the pool.

Terry stated he will be resigning from the Commission effective immediately. Rick apologized to Terry for a previous incident and Dawn thanked him for his time on the Commission. She commended him for his writing ability and knowledge he has given and said she appreciates his expertise. Terry thanked Rick and Dawn for their comments and stated he enjoyed his time on the Commission.

Terry left the meeting at this point.

Executive Session

A motion to enter Executive Session at 10:36 p.m. for the purpose of discussing personnel, real estate, and/or legal matters was made by Candy DeFillippis, seconded by Angela Wallace. Motion carried.

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

Adjournment

A motion to adjourn was made at 11:12 p.m. by Rick Feldman, seconded by Rose Morrow.

Respectfully submitted by Ann Kilduff