

Borough of Washington, Warren County, New Jersey
Recreation Commission
Minutes
September 19, 2007

Call to Order

The regularly scheduled meeting of the Washington Borough Recreation Commission was called to order on Wednesday, September 19th, by Rick Feldman, Treasurer, at 7:42 p.m. Also in attendance were Commissioners Candy DeFillippis, Kittie Pain, Adam Zimmer, and Park Director Adam Payne. Angela Frye arrived at 7:44, and Dawn Higgins arrived at 7:46. Rose Morrow, Kathy Seguire and Angela Wallace were absent.

Open Public Session

A motion was made at 7:43 by Candy DeFillippis, seconded by Kittie Pain, to open the public session of the meeting. Motion carried.

Harry Adams of Ski Shawnee was in attendance and gave a brief history of his company's ski program. Mr. Adams stated that when schools discontinue their sponsorship of ski programs, the town's recreation departments sometimes take over. Mr. Adams works primarily with elementary and middle schools. He stated the Boro's school administration is reluctant to participate, but the middle school has been with them for years. Ski Shawnee is a family oriented facility and the price offered is highly discounted. Pagers are given to group leaders for ease in communication. He provided the commissioners with letters of endorsement from the past twenty years. The program just became a part of NJRPA this year.

Rick asked the starting age. Mr. Adams replied the program starts with fifth graders. Rick asked how many participants are from Warren Hills Middle School. Mr. Adams replied that there are 65 participants and the middle school has participated for the past 21 years. The program runs an average of six weeks, starting around the Christmas holiday, depending upon the weather. Rick asked if skiing and snowboarding can be split. Mr. Adams said it can be split within the group. A package would have to be purchased if the participants don't have their own equipment. The program can also be open to the parents; the same rates would apply.

Candy asked how different levels of skiers are handled. Mr. Adams replied all participants are sent to a learning area on their first day where they are evaluated as to which lesson they should be at. If children miss a session, they receive a voucher for another day within the same timeframe. There needs to be one skiing chaperone for every fifteen skiers. Dawn asked if there is a deadline to sign up. Mr. Adams replied that there isn't, but he likes to have everything set in November.

Adam Zimmer left the meeting at this point.

A parent information meeting was tentatively scheduled for October 30th and Mr. Adams will be present to answer any questions. Dawn thanked him for all his information.

A motion was made at 8:51 by Rick Feldman, seconded by Angela Frye, to close the public session of the meeting. Motion carried.

Review of Past Minutes

A motion was made by Angela Frye, seconded by Rick Feldman, to approve the minutes from the September 5, 2007 meeting. Motion carried.

Communications

Dawn stated she received a notice regarding the Grand Opening of the PNC Bank to be held on October 20th. The Recreation Commission has been invited to have a table at their Open House/Family Day from 10:00 a.m. until 2:00 p.m. Volunteers are needed to man the table.

Dawn stated the Boro will be supplying the Recreation Commission with an e-mail address which will be linked to the website. Dawn also noted the Green Acres application for Railroad Avenue has been submitted.

Adam Zimmer returned to the meeting.

Park Director's Report

Adam provided the commissioners with an updated action plan for the Fall season which was discussed.

Dawn stated the railroad embankment needs to be weed whacked more often. Adam stated that area needs to be sprayed. Candy feels this needs to be done professionally. The Commissioners discussed the storage issues and space at the park. Adam reported the equipment and tractors still need to be winterized. Dawn instructed Adam to stay within 40 hours per week between himself and all maintenance workers.

Candy stated sticks are being thrown into backyards of people living along the park. Grass along the rock wall is knee high and she noticed the garbage can on the playground is overflowing. Adam stated he empties the garbage at Steinhart Field weekly and has experienced problems with residents throwing household garbage into the park cans.

Dawn stated there was a problem with a gate being unlocked near the pump house. The shed was also unlocked with equipment in it. Dawn bought new chains and locks to correct both. Dawn and Rick would like all locks be checked as part of a daily routine. Angela Frye discussed the lock situation with Adam.

A motion to take a short recess at 9:50 p.m. was made by Candy DeFillippis, seconded by Adam Zimmer. Motion carried.

Executive Session

A motion to enter Executive Session at 10:03 p.m. for the purpose of discussing personnel, real estate, and/or legal matters was made by Candy DeFillippis, seconded by Angela Frye. Motion carried.

A motion was made to close the Executive Session at 10:07 p.m. by Candy DeFillippis, seconded by Angela Frye. Motion carried.

Park Director's Report (continued)

The issue of smoking in the park has been tabled until the policy is determined.

Adam stated the pool will be drained this weekend. Dawn stated she e-mailed Kathy of the Shade Tree Commission regarding the trees in the park that need to be removed and they should be taken down shortly.

Treasurer's Report

Rick stated that for the remainder of the year, all purchases, regardless of price, are to be approved by him before the item is purchased. Rick and Dawn met with the Boro Manager and Boro Treasurer last week. Rick will be providing information to them so they can generate a report for the Commission. The monthly and summary reports were distributed to the commissioners.

Commissioner Reports

Street Hockey

Angela Frye stated she has been in contact with the NJ Devils and will get a schedule from the school this week.

Field Hockey

Candy reported the field at Memorial School seems to be adequate; however, it needs to be mowed.

Soccer

Dawn stated there have been some complaints regarding soccer fields being too big. The fields have been checked and all are the correct size. Rick stated that if there is a problem with any sport getting coaches, please bring it to the Commission's attention.

General

Dawn stated the pre-construction meeting on September 13th went well. The paperwork needed to proceed is currently being prepared. Dawn noted that CFM stated there was an addition error but whatever is in the contract is staying.

Dawn stated there is no money available at this time for security cameras in the park. It is possible the police department could purchase the cameras and use them when and where they are needed.

New Business

There was no new business at this meeting.

Unfinished Business

Park Bricks

There is nothing new to report.

Pool Renovation Project Status Update

Dawn reported the leak at the park was looked into. DPW will take up the decking in the corner and look at it with the water company. The water company will be moving the water meter to where it is more accessible and adding three shut-off valves. Rick would like the engineer to see if the pipes are in the best place. He asked Adam where the leaks were in the past three years. Adam provided Rick with a drawing of those areas. Rick suggested possibly needing a change order to replace the pipes. Dawn stated the Commission needs to consider the Green Acres clause that no excavation is being done and also check if the scope of this work would require a change order or require new specs and bid. The

contractor needs to be told were the lifeguard stands and starting blocks are to be placed. These will require a change order.

Pavilion Status Update

Dawn stated she spoke to the Boro Manager regarding the pavilion and he will include it when preparing a schedule with John Burd.

Washington Meadows Soccer Field Status Update

Dawn reported the water reel is on order and sod will hopefully be put down some time October.

Executive Session

A motion to enter Executive Session at 11:10 p.m. for the purpose of discussing personnel, real estate, and/or legal matters was made by Rick Feldman, seconded by Kittie Pain. Motion carried.

A motion was made to close the Executive Session at 11:12 p.m. by Candy DeFillippis, seconded by Rick Feldman. Motion carried.

Commission Remarks

Adam Payne was asked to keep the mats together when removing them from the bath house. Adam is concerned they won't lay flat once rolled and Rick was concerned they will come apart when rolled.

Adjournment

A motion to adjourn was made at 11:19 p.m. by Candy DeFillippis, seconded by Adam Zimmer.

Respectfully submitted by Ann Kilduff