

Borough of Washington, Warren County, New Jersey
Recreation Commission
Minutes
May 16, 2007

Call to Order

The regularly scheduled meeting of the Washington Borough Recreation Commission was called to order on Wednesday, May 16th, by Dawn Higgins, Chairperson, at 7:48 p.m. Also in attendance were Commissioners Terry Finnegan, Angela Frye, Angela Wallace and Park Director Adam Payne. Rick Feldman arrived at 9:12. Commissioners Candy DeFillippis, Kathy Seguine and Cheryl Turnbull were absent. Dawn stated she had invited Council to this meeting. Mayor VanDeursen and Councilwoman Woykowski were in attendance.

Review of Past Minutes

A motion was made by Terry Finnegan, seconded by Angela Wallace, to approve the minutes from the April 18, 2007 and May 2, 2007 meetings. Motion carried.

Open Public Session

A motion was made by Angela Frye, seconded by Terry Finnegan, to open the public session of the meeting at 7:50. Motion carried.

Gary Knolls was in attendance to discuss the mason work needed at the pool. Per Dawn's request, Gary had looked at the sidewalk, stairs to the bathhouse and pool decking. Gary believes the sidewalk can be repaired without taking out the whole thing. Adam mentioned that if the pool is redone, large vehicles will be driving over the sidewalk. He asked about raising the sidewalk and laying pipe underneath for water to run freely. Mr. Knolls suggested having the sidewalk at a slight angle, but this would change the stair height. It would add another \$400 - \$500 to his estimate to lay the pipe underneath. Gary continued explaining how he would repair the pool decking. Dawn is concerned with replacing the entire decking if the pool will be redone in the near future. Dawn stated the Borough Engineer has plans for the sidewalk if needed. Gary stated the job would cost approximately \$15,500 for the repair job, reinforcing the sidewalk with iron rods. Gary discussed the timing of the project with the Commission as the job cannot be done when the pool is open. Dawn asked Gary to provide a written estimate.

A motion was made by Terry Finnegan, seconded by Angela Wallace, to close the public session of the meeting at 8:02. Motion carried.

Communications

Report to Council

Dawn asked for any input and/or discussion regarding her report to Council. Angela Wallace stated girls softball players received new and updated uniforms this year. Dawn mentioned the Commission will be working with the Fire Department on watering the soon to be delivered sod at Vara Field. This will help keep the cost of water down. She mentioned someone had suggested getting a well at Steinhardt and Vara fields to help with long term maintenance of the fields. In addition to not being watered properly, Adam stated another issue with the fields is the fact that they have not been rolled in order to keep them level. Councilwoman Woykowski asked how often the fields need to be rolled. Adam replied they should be rolled once per season. Councilwoman Woykowski suggested contacting Shared Services of the Municipalities to see if they would be interested in letting the Commission borrow equipment. Dale Parichuk was in the audience and suggested contacting local contractors who may want the publicized business and be able to donate their time. He will check with contacts he has and let the Commission know if anyone is interested. Dawn stated this has been tried in the past, but because this is

the height of their season, they are unable to do free work. Dawn stated in her report that the Borough Manager will be working with the Water Company in regards to Vara Field. Dawn stated she has not heard from the Railroad Company regarding a fence at Borough Park. Mayor VanDeursen stated she has not heard anything either and suggested Dawn contact the Borough Manager. Lucas Electric came to Borough Park yesterday and today to finish the repairs from January, but there are still more repairs to be done. Dawn stated the budget was introduced at last night's Council meeting. The numbers will start to be transferred next week. The Commission can then begin looking into the purchase of cameras for the park. Adam now has five maintenance workers hired. He has plenty of applications with the exception of lifeguards.

Open Public Session

A motion was made by Terry Finnegan, seconded by Angela Wallace, to re-open the public session of the meeting at 8:29. Motion carried.

Jeff Bottger of T&M Associates was in attendance. He stated Green Acres made an announcement yesterday that they will withdraw in November monies from municipalities that have not been used for the projects it was granted for. The Commission can apply for a waiver. Fixing the filtration system, new picnic tables, fixing the concrete and fencing are examples of things that will help get the waiver approved. DEP wants to be sure the environment is not negatively impacted.

Terry Finnegan stated he spoke to the previous Borough Manager about this problem two years ago and nothing has been done. Jeff stated the Borough needs to know what they want done and the amount of money that can be spent. The preliminary assessment needs to be prepared quickly. Green Acres wants the design specs of the project next month. They are looking for project commitment and a schedule within the next two weeks.

Jeff stated that based on the loan offering of \$283,200, he is convinced there is not enough money to get a new pool. He does feel the entire filtration system can be repaired and the area can be made ADA compliant. Dawn stated the Commission needs to know if money can be found to do the zero-depth entry.

Terry asked how much the pump house would cost. Jeff replied it would cost approximately \$150,000 - \$200,000. The balance of the money could be spent on concrete repairs, fencing and ADA compliance.

Jeff stated his company is not happy with the pool's current design. They are concerned with water contamination in the middle area.

Jeff priced slides for the Commission and they cost between \$35,000 and \$40,000 before installation. Another option would be portable equipment which is more reasonably priced at \$3,000 - \$6,000. Delivery time for portable slides is two to four weeks.

Jeff stated he needs to know a definite dollar amount as soon as possible. Terry stated the money was bonded in March of 2004. Dawn explained that the bond is paying for T&M Associates. Mayor VanDeursen stated there is \$433,000 available to the Commission, but is looking for Green Acres to pay the money back.

Mayor VanDeursen asked if the project needs to be done or underway in November. Jeff replied he was told funding for Washington Borough ends in November. He recommends going out to bid next month, or no later than July. Bids should be itemized, not lump sum. It takes about a month for pre-construction meetings and the job could begin the day after Labor Day. He believes Green Acres will not take the money away if the project is well underway. Dawn asked what design will be sent to Green Acres. Jeff replied the main pool will stay the same. He feels there are three priority items – the filtration system, site improvements/ADA compliance and the baby pool.

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Terry Finnegan asked the cost of the pool the way it was designed. Jeff replied it is close to the bids that previously came in. Terry asked what the Commission will get out of the feasibility study. Jeff stated the study will tell the Commission if the Borough will get more memberships or not by making substantial improvements or if it is not worth the expense.

Terry feels the pool should be designed to the total of \$433,000. Rick disagrees with Terry and feels the Commission should be designing to a concept rather than a dollar amount.

Dawn asked Councilwoman Woykowski if Council would consider giving the Commission \$283,000 to make a total of \$763,000. Councilwoman Woykowski replied she cannot speak for Council. The \$283,000 is not available without an ordinance. If Council agrees, the ordinance would still need to be processed and it wouldn't be complete until the second meeting in July.

Rick asked how the Commission could make a decision without the feasibility study. Jeff stated the study will be completed next month. He is certain the Borough will have to make compliance issues and have the filtration system repaired.

Rick asked if the Green Acres rules hadn't changed, would the Commission still be in the same situation. Jeff replied that eventually Green Acres would have come to the Borough and said the project had to get done. It is just happening sooner rather than later. Dawn asked if the construction schedule could be completed by the first meeting in June. Jeff feels the draft can be ready by next week, but recommends the schedule be sent to Green Acres on Borough letterhead from the Borough Manager.

To recap, Jeff stated he is ready with the technical drawings to provide to Green Acres. He recommends no major excavation as it would delay the project with Green Acres and to spend at least \$283,000 with no major construction, do improvements and appeal of facility. The feasibility study will be completed in June. The Commission needs to prove to Green Acres that the Borough is serious about the project; otherwise there is a serious risk of the monies being withdrawn. Jeff stated he needs a signed contract from the Borough. He recommends focusing on the three priorities; the filtration system, the repairs/ADA compliance and the baby pool.

Rick asked if the filtration system is capable of supporting a bigger pool. Jeff replied that it is. Jeff stated a preliminary assessment goes way back. The report would state the site is clean, as Green Acres needs to know excavating will not negatively impact the environment. It costs \$4,000 - \$5,000 to complete. Rick asked if this needed to be done all along. Jeff replied that it did. Dawn stated Terry gave the information to the previous Borough Manager but it was never completed.

Dawn thanked Jeff for all his hard work and time and asked for any comments from audience members. Councilwoman Woykowski stated she was very impressed with Jeff's attitude, thorough report and with the way he is staying current with the news. Past mistakes cannot be repeated.

Dale Parichuk stated he highly recommends the feasibility study be presented before a decision can be made. He feels the Commission cannot represent the public without it. Dale had questions regarding the monies and Jeff explained the process to him.

A motion was made by Rick Feldman, seconded by Angela Frye, to close this public session of the meeting at 9:55. Motion carried.

The Commission took a short break and returned at 10:07 p.m.

Park Director's Report

Angela Wallace questioned the dirt that was to be ordered for the softball field, which needs to be in good condition for the All-Star Game on June 9th. Adam stated he will water the field. Work has begun on the grandstand and should be completed by then. Adam stated he looked into purchasing smoke chimneys for the park and they cost between \$50.00 and \$150.00. Adam spoke to Barbara Van Why regarding the tick-infested hay at Steinhardt Field. Barbara told him it needs to be broken down and bagged. Dawn suggested the DPW could possibly take the hay away since it is so infested. Councilwoman Woykowski suggested checking with either John Burd or the Borough Manager. Rick will follow-up on this.

Adam reported the bushes he planted at Steinhardt Field have been damaged and/or stolen. He will be meeting with Todd Harris tomorrow regarding flow meters for the pool. Adam stated the trash company will be fixing the dumpster lid.

A discussion took place regarding the Shade Tree Commission taking down trees in the park. Councilwoman Woykowski stated that all of the Borough's property is not in their jurisdiction. They are only responsible for easements. Dawn feels they are also responsible for trees in the park.

Treasurer's Report

Rick stated the budget has not yet been approved. The Borough Manager will have the office staff loading the budget figures into the system to generate reports.

Commissioner Reports

Soccer

Terry reported there is one more sign-up date for soccer this weekend. As of now, he is short on volunteers.

New Business

Ticket Disbursement

Dawn stated she would like to see more equal distribution of NJ Devil tickets in the future. Angela Frye stated tickets were cut off on the second round of playoffs. Angela had asked the Devils to tell her if there is a cutoff number at the start and stated the process will be changing in the future. Dawn feels it wasn't handled fairly as tickets were already promised. Angela stated the tickets will be offered differently next year. She will be writing a thank you letter to the NJ Devils for their generosity.

Policy re: Team Pictures

This has been tabled until the June 6th meeting.

Engineering Consultant

Dawn stated the Fire Department is willing to help with the watering of the sod at Vara Field. It is not a permanent solution and the Commission will still purchase the water reel, alternating between the park staff and Fire Department watering the field. Rick stated that to date there is no real plan for watering the field. Councilwoman Woykowski agrees a solution needs to be determined as a priority so the sod is not lost. She suggested someone speak to the Fire Department to get a definite answer as to how much time they can spend watering the field. They need to be sure they can handle the responsibility during the crucial watering time of the sod. Rick stated the Commission was told the sod would be delivered mid-May and there is no watering plan in place. Terry disagrees with the idea of the Fire Department watering the field. He feels it would disrupt the neighborhood and ruin the sod by dragging the hoses over the field. Terry left the meeting at this point.

Rick stated the main expenses are the overall cost of the water and the materials and construction cost to install the meter pit. The road may need to be torn up as well as the sidewalk and grass. Rick questioned why the Borough Engineer isn't telling the Borough Manager what needs to be done. The Borough Manager needs to speak to the Water Company regarding the metering of the hydrant and to see if it can be made permanent. Dawn stated Council gave permission for the purchase of a water reel, but there is no way to hook it up to the water. Councilwoman Woykowski feels the water issue needs to be taken care of tomorrow.

Rick feels the Commission cannot rely on the Borough Engineer to get things done and therefore feels the Commission needs their own Engineer. He is tired of asking for the same thing repeatedly and feels the Borough Engineer is not doing the job for the Commission.

Grant Writer

Dawn stated she has spoken to Jim Sheldon and the Commission will soon be able to use the BID's grant writer. Councilwoman Woykowski feels the hardest part is finding the right grant, not actually writing the grant. She stated she has information on a feasibility study that was done and if other municipalities are interested in an idea, Shared Services could be used.

Unfinished Business

Park Bricks

There is nothing new to report.

Pool Renovation Project Status Update

This was discussed with Jeff Bottger in the Open Public Session.

Pavilion Status Update

There is nothing new to report.

Washington Meadows Soccer Field Status Update

This was discussed during the Engineering Consultant topic.

Executive Session

A motion to enter Executive Session at 11:05 p.m. for the purpose of discussing personnel, real estate, and/or legal matters was made by Angela Wallace, seconded by Angela Frye. Motion carried.

A motion was made to close the Executive Session at 11:32 p.m. by Angela Wallace, seconded by Angela Frye. Motion carried.

Commission Remarks

There were no Commission remarks at this meeting.

Adjournment

A motion to adjourn was made at 11:33 p.m. by Angela Frye, seconded by Angela Wallace.

Respectfully submitted by Ann Kilduff