

Borough of Washington, Warren County, New Jersey
Recreation Commission
Minutes
September 5, 2007

Call to Order

The regularly scheduled meeting of the Washington Borough Recreation Commission was called to order on Wednesday, September 5th, by Dawn Higgins, Chairperson, at 7:50 p.m. Also in attendance were Commissioners Candy DeFillippis, Rick Feldman, Kathy Seguine, and Park Director Adam Payne. Kittie Pain arrived at 7:58, Angela Frye arrived at 8:43, and Angela Wallace arrived at 8:51. Rose Morrow was absent.

Review of Past Minutes

A motion was made by Rick Feldman, seconded by Kathy Seguine, to approve the minutes from the August 15, 2007 meeting. Motion carried.

Open Public Session

A motion was made at 7:53 by Rick Feldman, seconded by Candy DeFillippis, to open the public session of the meeting. Motion carried.

Jeff Bottger of T&M Associates was in attendance to discuss the pool project. The project has been awarded to the lowest bidder and now needs to move into the construction phase. Jeff provided the commissioners with a proposal of the items his company would complete if hired. He added that they would also prepare any necessary contracts. Dawn asked Jeff to prepare an amendment to include this in the proposal. Jeff stated the proposal is all conclusive and they would take care of everything, including attending the pre-construction meeting and monthly Recreation Commission meetings. If approved tonight, contracts will start immediately and the pre-construction meeting can be scheduled for next week.

Jeff recommends T&M Associates and the Recreation Commission each put a list together of the items they feel the additional \$15,000 could be used for. The lists will be discussed and combined into one.

A motion was made by Rick Feldman, seconded by Kathy Seguine, to hire T&M Associates as Project Manager for the Washington Borough Pool Improvement Project at a rate of \$29,600.

Roll Call: Ayes: 5 – DeFillippis, Feldman, Pain, Seguine, Higgins
Nays: 0
Abstentions: 0

RESOLUTION # 2-2007

**A RESOLUTION APPOINTING AN ENGINEERING CONSULTANT AS A
PROFESSIONAL SERVICE WITHOUT SEEKING COMPETITIVE BIDS TO
PROVIDE CONTRACT ADMINISTRATION AND PROJECT OVERSIGHT FOR
POOL IMPROVEMENTS.**

WHEREAS, there exists a need for professional engineering services to provide contract administration and project oversight; and

WHEREAS, T & M Associates of Middletown, New Jersey has agreed to perform professional engineering services, as outlined in their proposal for "Contract Administration and Construction Inspection Services Pool Improvements Project dated 28 August 2007 in an amount not to exceed \$29,600; and

WHEREAS, the services to be provided by, T & M Associates constitutes professional services that need not be bid pursuant to the Public Contract Law (N.J.S.A. 40A: 11-1 et. seq.); and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A: 11-1 et. seq.) requires that the resolution authorizing the award of contracts for "Professional Services" without competitive bids must be publicly advertised.

NOW, THEREFORE, BE IT RESOLVED, by the Recreation Commission of the Borough of Washington, in the County of Warren, State of New Jersey as follows:

1. The Recreation Chairperson and Secretary are hereby authorized and directed to enter into a contract with T & M Associates to provide contract administration and project oversight per the proposal submitted on 28 August 2007 and annexed hereto in an amount not to exceed \$29,600;
2. That said contract is awarded without competitive bidding as a professional service in accordance with N.J.S.A. 40A: 11-5; and
3. A certification of funds by the Chief Financial Officer is attached hereto;
4. Notification of the contract award shall be printed in the Star Gazette.
5. That an executed copy of the contract between the parties be on file with the Office of the Borough Clerk and be available for public inspection in accordance with the law.

Jeff thanked the commissioners for their confidence in T&M Associates. He will begin putting the pre-construction meeting together and will prepare the contract. Status reports will be provided and digital photos will be taken throughout the project.

Feasibility Study

Jeff stated he took the commissioner's concerns to his colleague and asked he provide the Commission with more information as to what to do as a next step. Dawn feels the concession stand is antiquated and can be remodeled in the second phase of the pool project.

Railroad Avenue

Jeff stated T&M Associates previously did the concept designs to include two fields, four tennis courts, volleyball, large parking area, bathrooms and a jogging trail. A Green Acres application was submitted last year but was not approved because the money wasn't available. He recommends the Commission reapply this year by the deadline of October 26, 2007. Results should be announced by the spring or summer of 2008. Rick asked if lights are part of the plan. Jeff replied that they aren't at this time, but electrical service is included.

The commissioners thanked Jeff for his time and information.

A motion was made at 8:47 by Candy DeFillippis, seconded by Angela Frye, to close the public session of the meeting. Motion carried.

Communications

Candy stated she received a phone call from Dot Bowlby, who told Candy she was very pleased with how well the pool was run this season and how helpful the lifeguards were.

Dawn stated the NJ League of Municipalities is offering courses from November 13th thru 16th and recommended the commissioners try to attend.

Park Director's Report

Adam stated the pool is now closed and feels it was a successful season. He asked the commissioners for input as to how to make improvements for next year. Adam and the commissioners discussed the issue with the swings where not enough hardware was received to hang all the swings. Dawn will follow up with Tom Brennan of Boyce Associates.

Adam stated field hockey was moved to Memorial School because Division 5 soccer wouldn't fit there. Candy stated she was not told field hockey would be moving. She feels field hockey should have remained at Boro Park and feels the conditions at the school field may not be conducive to field hockey. There are no bathroom facilities at Memorial School. Rick stated it may be a liability issue if park personnel are moving the lawn at Memorial School.

Adam provided the commissioners with a fall clean-up schedule which was discussed. Dawn stated some of this may need to wait because construction will be starting soon.

Rick asked where the water drains to when the pool is backwashed. Adam replied it goes into the sewer by the pump house. Adam stated water is taken from the well when he fills the pool. Municipal water is used for the bathrooms and sinks.

Rick stated there is a problem because 355,000 gallons of water was used between July and August causing a \$1,800.00 water bill. Councilman Higgins suggested turning off the water at the park until this problem is resolved. Angela Wallace suggested calling the Boro Engineer to take a look at it.

Treasurer's Report

There is no report at this time. Rick stated he will be meeting with the Boro Manager next week to see where the Commission stands. Rick reported a total of \$24,000 was made between the concession stand and daily pool gate.

Commissioner Reports

Field Hockey

Candy stated an order has been placed for shirts and equipment that is needed. Everything is going well.

Street Hockey

Angela Frye stated she will begin working on the hockey season and is looking into having a clinic.

Soccer

Dawn stated there will not be a Division 3 boys team this season because there was no coach available before the league's cut-off date. There were not enough girls registered to have a Division 3 girls team.

New Business

Things to do in the Fall

This was discussed during the Park Director's report.

Unfinished Business

Park Bricks

Dawn stated the bricks are being taken from the park. She will speak to the Boro Manager regarding the projects these bricks are to be used for.

Pool Renovation Project Status Update

T&M Associates has been hired as Project Manager for this job.

Pavilion Status Update

There is nothing new to report.

Washington Meadows Soccer Field Status Update

The entire water connection has been completed by the DPW. The water company did not put in a meter.

Executive Session

A motion to enter Executive Session at 10:16 p.m. for the purpose of discussing personnel, real estate, and/or legal matters was made by Rick Feldman, seconded by Angela Frye. Motion carried.

A motion was made to close the Executive Session at 10:45 p.m. by Angela Wallace, seconded by Candy DeFillippis. Motion carried.

Commission Remarks

Dawn stated Habitat for Humanity used the Boro Park field for a music fest a few weeks ago and was told no one could use their vehicles on the field. They agreed, but vendors parked on the outfield causing some damage to the field. Rick suggested assigning a commissioner to be present at any special events in the future.

Adjournment

A motion to adjourn was made at 10:55 p.m. by Angela Frye, seconded by Angela Wallace.

Respectfully submitted by Ann Kilduff