

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

Call to Order

The regularly scheduled meeting of the Washington Borough Recreation Commission was called to order on Wednesday, December 5th, by Dawn Higgins, Chairperson, at 7:44 p.m. Also in attendance were Commissioners Rick Feldman, Kittie Pain, Angela Wallace and Park Director Adam Payne. Adam Zimmer arrived at 8:08 p.m. Angela Frye arrived at 9:14 p.m. Candy DeFillippis was absent.

Review of Past Minutes

After a minor correction, a motion was made by Angela Wallace, seconded by Kittie Pain, to approve the minutes from the November 28, 2007 meeting.

Open Public Session

A motion was made by Rick Feldman, seconded by Angela Wallace, to open the public session of the meeting at 7:47 p.m. Motion carried.

Jeff Bottger from T&M Associates was in attendance and provided the commissioners with the latest pool project status report. The starter blocks and lifeguard chairs are on order. Jeff reported the electrical and plumbing permits have not been issued as of yet. He recommends having the Boro Manager call the DCA to get the required action as the permits and inspections need to be scheduled by Friday. CFM will be at a standstill if the permits are not received. As of now, CFM is on schedule and on budget.

Rick asked when T&M Associates learned about the problem with the permits. Jeff replied they heard about it on November 16th from CFM. Angela Wallace stated it was mentioned at the last bi-weekly meeting. Jeff feels his company should have checked with CFM on a weekly basis. Dawn asked if there will be an extra cost for this. Jeff replied that there shouldn't be. Per Dawn's request, Jeff will send copies of all of Tom's notes.

Dawn asked if any of the quotes requested from CFM were received. Jeff replied that they have not been but will provide CFM with an official drawing of the items requested and ask for a quote immediately.

Jeff reminded the Commission that the bathrooms and the electrical in the bath house need to be updated. Angela Wallace mentioned that some of the slides being considered have a water feature and asked if the water hook-up needs to be addressed before the concrete work is finished. Jeff will look into this.

Rick stated the commissioners need to walk through the park with T&M professionals. Jeff will call Dawn with T&M's availability.

To recap, Jeff asked the Commission to look into the payment to CFM which has not been received to date and also to look into the permits and inspections. Dawn thanked Jeff for attending and for his information.

A motion was made by Kittie Pain, seconded by Adam Zimmer, to close the public session of the meeting at 9:00 p.m. Motion carried.

Communications

A letter was received from the NJ State Police regarding an update to the fingerprinting process. Per Dawn, there is no need for anyone from the Commission to attend. It pertains more to the people taking the fingerprints rather than those processing them.

Rick provided the commissioners with correspondence from the NJRPA concerning different events and scholarships.

Dawn provided the commissioners with a flyer for the NJRPA Christmas luncheon with a presentation on a ski and snowboard program beforehand.

Dawn also provided the commissioners with information from Field Turf. Dawn spoke to a representative from the company at the convention last month and after a brief discussion, the commissioners would like a representative to attend a meeting in February 2008.

Park Director's Report

Adam reported there are only a few things left to do at the park before winter. He has two quotes for winterizing the pool and will work with John Burd on moving the picnic tables. Adam stated he will mark the spots for DPW where the signs are to be placed. Adam stated he tried replacing fluids in the park truck but it is still not working. The DPW will take the truck to Smith Motors.

Treasurer's Report

Rick reported he and Dawn met with John Corica to discuss the 2008 budget. The Boro Manager stated the Commission will be receiving approximately the same amount they received last year from Council. The Boro Manager would like the Commission to prioritize the capital improvements. This was discussed amongst the commissioners. Councilman Higgins suggested contacting Vo-Tech for renovations needed to the grandstand.

A motion to take a short break was made at 10:16 p.m. by Rick Feldman, seconded by Angela Wallace. Motion carried.

A motion to resume the meeting was made at 10:33 p.m. by Angela Wallace, seconded by Angela Frye. Motion carried.

Rick stated that part of the budget process is knowing the anticipated revenue. Therefore, the 2008 Sign-Up and Fee Schedule was discussed. A draft will be prepared for this to be discussed further at the next meeting.

Commissioner Reports

Street Hockey

Angela Frye reported the skills assessment was held this week and it went well. Nets will be needed for the season.

New Business

There was no new business at this meeting.

Unfinished Business

Pool Renovation Project Status Update

This was discussed in the Open Public Session.

Pavilion Status Update / Park Bricks

There is nothing new to report.

Washington Meadows Soccer Field Status Update

Dawn stated Council voted to have the sod installed in the Spring.

Recap

The meeting recap was discussed.

Executive Session

An Executive Session was not necessary at this meeting.

Commission Remarks

There were no Commission remarks at this meeting.

Adjournment

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

Respectfully submitted by Ann Kilduff