

**Borough of Washington, Warren County, New Jersey**  
**Recreation Committee Minutes**  
**October 29, 2008**

**Call to Order**

The regularly scheduled meeting of the Washington Borough Recreation Committee was called to order on Wednesday, October 29<sup>th</sup>, by Chairman Rick Feldman, at 7:35 p.m. Also in attendance were committee members Candy DeFillippis, Erica Kilkinney, Adam Zimmer and interim Recreation Supervisor, John Corica. Rebecca Copenhaver and Beth Uporsky and council liaison Andrew Turner were absent.

**Review of Past Minutes**

A motion was made by Adam Zimmer, seconded by Candy DeFillippis, to approve the minutes from the September 24, 2008 regular meeting with the changes submitted by Beth Uporsky via e-mail. Motion carried.

**Audience Participation**

Bill Smith was in attendance regarding youth basketball. Bill stated the season will begin the third week in November. The schools have been reserved for both basketball and street hockey. Bill will attend the league meeting on November 6<sup>th</sup> where they will discuss the possibility of incorporating the Washington and Warren Hills leagues. The distribution of W-9 forms to the referees will also be discussed. Participation for 3<sup>rd</sup> and 4<sup>th</sup> grade is filling up while 7<sup>th</sup> and 8<sup>th</sup> grade registration is low. Rick asked John if we could stop taking registrations for the younger grades. John said he will rely on Bill's expertise on when to stop, but perhaps we could hold the registration forms and payment until a spot on a team could be verified. Rick asked about uniforms and equipment. Bill replied he has enough uniforms but will need balls, bags and score books. The committee thanked Bill for his time and information.

**Old Business**

**Open Questions from Previous Meetings**

Rick stated there are many open-ended questions from the April, May, June and July committee meetings that need to be discussed and resolved so that the committee has direction. They include:

1. Information about all the programs; are they on budget and were there any problems? John stated there are no financial problems. Some programs are over-expended and some have a surplus. He has requested the monies be reallocated to balance out the expenditures and will give the committee a report once it is balanced and it has been reviewed. Rick was concerned it would not be a true report if money is moved. John explained the money will only be moved from revenue to expenditures. Rick asked about specific information about the programs, the pool, swim team, etc. John replied he has no specific information to give.
2. Budget information for 2009; will there be any involvement from the committee? John stated that there will be involvement of the committee, but now is too soon. He is looking to have sports programs set up as trust accounts and the pool in the departmental budget as a line item. John is also exploring moving the maintenance employees from the Recreation Department and putting them under the direction of the Road Department. Adam asked about using the baseball field at Boro Park for a men's team. We currently have a Boro team but they play elsewhere. Purchasing safety nets and renovating the dugouts are the main things needed to play at Boro

Park. Adam would also like to see Saturday night Little League games at the park. John recommended the committee put together a list of capital items for the budget and submit it to him. The baseball items would be a part of this list. John sees the committee as taking the role of strategic planning - evaluating programs and making recommendations. The committee should look at the facilities as a whole and recommend ways to improve. The committee can suggest capital projects, looking beyond 2009 and doing some long-range planning. Rick asked if the committee is being asked to continue what they did as commissioners. John replied he sees the committee in a strategic role. Rick stated he appreciates the direction the committee is being given as they had none in the past.

3. What is the position description for the Park Director? John replied the main goal this year was to get through the summer season. The position is now in an evolutionary process. He feels there is no need for a full-time park director and that the critical time is April thru mid-October. He is taking no action until the beginning of 2009. Rick asked who will be taking care of the winter and spring activities. John stated he will be or a committee member can be a liaison. Dawn Higgins asked how the park director's job description will follow with council's wishes for the park director to write grants, include senior citizen programs, etc. We have had qualified people in the past, but not as described by council. Dawn asked if the ordinance will be re-written. John stated these are legitimate concerns, but he is not at that point yet. Council may feel it is important to have a full-time park director. Rick stated it is not set up that way the way the ordinance is written. Dawn stated the Commission discussed preparing a five to ten year plan with T&M Associates last year as Green Acres loans can become grants in towns with a professionally done plan. John stated he would have no problem including this in the operating budget.
4. What is the position description for the Recreation Department secretary? John replied the secretary will continue to do clerical duties, some purchasing, communication with the coaches and staff, hold sports sign-ups and provide support to the department.
5. Certification of lifeguards and swim instructors. John stated that to the best of his knowledge, all lifeguards and swim instructors had valid lifesaving certification and CPR certification.
6. Certified Pool Operator certificate for Recreation Supervisor. John stated he has a certificate on file for both the park director and pool supervisor. Neither of these shows an expiration date. In speaking with Warren County Health Department, previously issued certificates did not expire. The organization changed its policy and CPO certificates are now valid for five years. The new certificates do not show an expiration date either. Rick questioned why no one checked the validity and feels that if a person is in the field they should know if their certificate is valid or not. John said he asked the health department if there was any communication to previous certificate holders and was told there was none.
7. Who is supervising the supervisors? John stated that since the supervisor's role was to supervise, the Park Director felt no other supervision was necessary.
8. Information regarding a Pool Municipal Authority that the Boro Manager and Park Director were working on. John stated this was a misunderstanding and that his hope was to work to make the pool self-sustaining or to take steps to reduce the money in the red. The pool could be a self-liquidating utility, but it would need to support itself. Council could appoint it to an authority,

but it doesn't meet the fiscal requirements of a utility. There are no plans to do any of this that he is aware of.

9. Pool Renovation Project. John stated he is currently trying to fix the problems with the filtration system. The system was dumping diatomaceous earth into the pit in the pump house to be pumped by the sump pump. Instead, this was needed to be removed by hand. The PVC lines were clogging so the chlorine couldn't get into the tank. The pumps and regulators were changed out. John spoke to the manufacturer of the equipment who came to look at the equipment and said it is not designed properly. DE should be dumped into the tank directly. We need a larger sump pump. CFM has been back out recently to do repairs. John sent a letter to T&M asking them to inspect. We should be using flexible tubing rather than PVC pipe. We have been losing water from the pool for years. We have high water table, so if the main drains are not sealed properly, it can draw water out of the pool. The main drains need to be reseated and resealed. Candy asked if the problems over the summer were due to the plans, contractor or user error. John stated the reasons are not known yet. When he spoke to T&M he was told the plans were Wade's and not T&M's and that they were told not to re-do them. Dawn stated the plans were given to experts at T&M. John said the area at the top by the tree needs better grading and the area near the gate in the fence over by the concession stand needs to be re-graded. Candy asked if the DE was going into the pool and how long before it needs to be replaced. John replied that it was not going into the pool and he doesn't know about the replacement. T&M reports came in as needed since the project was almost complete. Rick stated the fence was to go to the ground and asked who decided it was just going to code. John said he has been in discussion with T&M to bring the fence down closer. Fill was added in some areas. Rick asked why the lifeguard stand by the slide was moved. It was to be placed by the starting blocks. John stated he doesn't know who made that change. Rick asked about any money left over from the project. John stated there is no money left and that extra money was spent for the lifeguard stand and starting blocks. Rick feels there should be \$65,000 left over and asked where it went. John stated the entire amount was spent and will give the committee a copy of the appropriations.
10. Information regarding the break-in at the pool. Rick asked if it was determined who did it or how much money was taken. John replied no to both questions. There was approximately \$1,000 to \$1,500 in adult basketball and pool money. There are no registration forms to refer to.
11. Concession Stand Privatization. John stated that Councilman Cioni questioned if it was feasible and has done preliminary discussions. Councilmen Cioni, Higgins and Turner are the subcommittee. Rick would like them to discuss this with the recreation committee. Councilman Higgins questioned if the Boro would receive a flat fee or percentage. John stated it would have to be a policy decision by council, but his recommendation would be a flat fee and 90% of gross revenue. Candy agreed with his recommendation. Rick stated there are many issues that still need to be discussed.
12. Vara Field – Rick stated there were no signs to tell people to stay off the field because of the new sod and asked if the water reel was put away. John replied that it has been. Rick questioned the shed that has been put on the pad were a concession stand and bathrooms are to be built. John replied the shed has been placed there by Little League with the approval of both himself and the Park Director. We can discuss moving it with Little League if the concession stand and bathrooms are erected.

13. Mulch – John stated mulch has been put down on the playground at Boro Park and more will be ordered in the spring.
14. Did the Risk Manager come to the pool to do study or provide compliance training? John replied that he is not aware of any. The DPW received Right to Know training and he would like to schedule training with the lifeguards.
15. Dawn asked about the mulch being dumped at the park. Councilman Higgins said it is being dumped by the Shade Tree contractor and the DPW will be spreading it. Dawn is concerned it may be from a diseased tree.
16. Candy asked if the dumpster can be locked before people start dumping their garbage in it. John will look into this.

## **New Business**

### **Baseball Field for Men's Baseball**

The committee will give John a memo and he will put it into the budget appropriately as everything needed may not all be capital expenses. John recommended the committee show the benefits to the request. Rick stated the committee can't be held to a dollar amount because they have never done this before and are not sure what will happen. John asked if the men's baseball will affect the children's teams. Adam replied it won't affect them because the adult team has a portable mound they can use. John asked if this had been discussed with any of the parents. Rick replied it wasn't discussed because the commission never got to that point. Adam stated the concession stand could be used. He would like to bring night games back to Washington. There is no cost to the Boro to be in the league as the team does fundraising. Adam would like to hold a baseball camp for the children.

### **Pavilion and Fee**

There is currently no fee set. Rick stated the pavilion floods when it rains from the water coming down the hill. Dawn said that John Burd has a set of plans to use pavers that were taken from downtown to create a french drain. Rick asked John to look into this and take care of it how he best sees fit. Candy is concerned that the tables are missing plastic and need to be repaired. John will ask John Burd to look into this.

### **Trust Account**

John will provide the committee with a copy of the report.

### **Upcoming Sign-Ups**

Karate sign-ups will be held on December 12<sup>th</sup> and 13<sup>th</sup> for the session beginning in January. Candy suggested having a class for senior citizens and Dawn suggested calling it a self-defense class.

### **Meetings**

Rick recommended having two meeting per month instead of one. John stated the committee structure is different than the commission and feels the committee business can be adequately handled with a good agenda once per month. Councilman Higgins said the committee's main reason for two meetings is money concerns. John stated he looked at the line items with no funding brought in; these will be an appropriation line. Rick recommends tabling the discussion of two meeting per month until the committee sees how it works out meeting monthly.

After a brief discussion, it was decided the November 26<sup>th</sup> meeting will be moved to November 19<sup>th</sup> due to the Thanksgiving holiday.

### **Remarks**

Dawn stated she will be unable to coordinate the tree lighting ceremony and gave John information of what needs to be done. Adam will have the bill for the baskets for the house decorating contest at the next meeting. The committee will discuss the areas they will be judging at the next meeting as well.

Councilman Higgins highly praised the work being done at the park and feels it is looking much better.

### **Report – Acting Recreation Supervisor**

John discussed requests for a refund and waiver of fees with the committee. Both requests were approved. John told the committee about a grant application from the DEP. Dawn stated this is viable for Railroad Avenue, but not at this time. The Boro is looking into a new sign for Boro Park thru Councilman Cioni's efforts. Attorney Alan Lowcher will be sponsoring the sign. This will be discussed at the next council meeting. Rick questioned this as the committee was told by the previous park director that only businesses in the Boro were to be used.

### **Adjournment**

A motion to adjourn was made at 9:45 p.m. by Adam Zimmer, seconded by Candy DeFillippis.

Respectfully submitted by Ann Kilduff