

**Borough of Washington, Warren County, New Jersey
Recreation Commission Meeting Minutes
February 19, 2014 - 7:00 PM**

The Meeting of the Recreation Commission of the Borough of Washington, Warren County, New Jersey was held in the Council Chambers of Borough Hall at 7:00 p.m.

Opening 7:03 p.m.

Flag Salute

Statement of Adequate Notice

- Victor Cioni read the following Statement into the Record: “The requirements of the ‘Open Public Meetings Law, 1975, Chapter 231’ have been satisfied in that adequate notice of this meeting has been published in the Star Gazette and posted on the Bulletin Board of Borough Hall stating the time, place and purpose of the meeting as required by law.”

Roll Call

- Present: Victor Cioni, Adam Robinson, Adam Zimmer, Joe Pinto, Danni-lyn Steiner, Chris Zimmerman (7:41). Also present: Councilwoman Ethel Conry and Susan Turner.

Minutes of Prior Meetings

- Adam Zimmer moved to approve the minutes from the 1/15/14 meeting without changes. Seconded by Adam Robinson. Ayes: 5 Nays: 0 Absent: 2. Motion carried. Minutes approved without changes.

Audience Participation

- Victor Cioni moved to open the audience participation portion of the meeting. Seconded by Adam Zimmer. Ayes: 5 Nays: 0. Motion carried. Audience participation portion opened.
- Victor Cioni moved to close the audience participation portion. Seconded by Adam Zimmer. Ayes: 5 Nays: 0. Motion carried, audience participation closed.

New Business:

- Job Posting for Recreation Director- Council did not approve a full time position. Council approved an increase of total Recreation allocation to \$65,000.00 annually. Victor proposed a part time position with a maximum 29 ½ hours per week. The hourly rate would be increased to equal \$36,400.00 Max annual salary. An employee agreement is currently being worked on by the labor attorneys and the Borough Manager. Victor compiled a list of specific responsibilities to be included in the agreement, many of which are now being done by the commissioners (volunteers).
- Victor read a copy of the advertisement to be posted on NJ.Com, Lehigh Valley live, the NJ League of Municipalities website, the Washington Borough website, the Recreation Department Facebook page and Craig’s List for 30 days (copy of ad attached). The cost for advertising on NJ.com is \$175, Lehigh Valley live \$55 and the NJ League of Municipalities \$130. Total for 30 days of advertising \$360. Victor would like to round the cost up to \$400.00 in case there are any additional charges.
- Victor moved to approve the advertisement for the Recreation Director position. Seconded by Adam Robinson. Ayes: 5 Nays: 0 Absent: 2. Motion carried. Advertisement approved as read.
- Victor moved to approve \$400.00 funding for the Recreation Director position advertisement. Seconded by Adam Robinson. Ayes: 5 Nays: 0 Absent: 2. Motion carried. Funds approved.
- The process for reviewing candidates is as follows: Resumes and applications go to Victor first. He reviews them and calls any qualified people to conduct a short phone interview. He then sends the most qualified to the Borough Manager who sets up and conducts in person interviews. She then sends her recommendations for the most qualified to the Recreation Commission who will interview the

candidates. The Commission will make their choice in Executive Session, then notify the Borough Manager who will notify the candidate.

- Pool advertising – In April, May & June Victor wants to run the Comcast Spotlight commercial that was created and aired last year. The Washington BID has an agreement with Comcast that will show the commercial for \$200.00 per month (the same agreement as last year). Victor asked Joe if he wants the old Sharks logo replaced. There would be a \$50 editing fee. Joe will check with Christine Thompson. Victor also wants to run the same full page ad in the Washington Messenger that was posted last year. The ad costs \$366 per month and would run in May and June for a total cost of \$732. Overall advertising costs for the pool are \$1,332.
Joe pinto moved to approve \$1,332.00 funding for pool advertising. Seconded by Adam Zimmer. Ayes: 5 Nays: 0 Absent: 2. Motion carried. Pool advertising funds approved.
- Uniform Colors – Adam Robinson said new uniforms cannot be royal blue or any “medium” blue color they must be dark, Navy blue. Many towns’ teams have royal or lighter blue uniforms. By wearing navy blue our teams won’t have to wear pinnies to differentiate. Adam Robinson moved that all new Washington Borough Recreation Uniforms will be Navy blue and white. Seconded by Adam Zimmer. Ayes: 4 Nays: 1 Absent: 2. Motion carried.
- Field Usage Agreement – This would only apply to 3rd party non-Borough programs. The information will go to the Borough Manager to be added to the fee resolution. Lights at the Basketball court are separate and have to be turned on manually. Danni-lyn Steiner moved that the Request for Use of Athletic Fields and Facilities form and its included fees be approved. Seconded by Adam Robinson. Ayes: 5 Nays: 0 Absent: 2. Motion carried. Form and fees approved.
- Adam Robinson said Warren Hills Little League will want to maintain the Little League field but the company they have used does a poor job. He feels the Borough should have control over who maintains its fields. Adam recommended that the commission create approved maintenance guidelines and a list of approved companies which can be distributed to 3rd party programs.
- Hockey Referee Fees (2014) – Chris Zimmerman has changed the Street Hockey program this year by reducing the number of games played per week by half but doubling the play time of each game. He wants the referee fee increased to \$30 per game so the referee seasonal pay stays the same. Adam Zimmer moved that the Hockey Referee fee be increased from \$15.00 per game to \$30.00 per game for all games played this season, for the 2014 season only. Seconded by Victor Cioni. Ayes: 6 Nays: 0 Absent: 1. Motion carried. Hockey Referee fee increased.

Recreation Director’s Report

- No report

Report from Council Liaison

- Victor introduced the new council liaison, Ethel Conry. Mrs. Conry spoke of how she looks forward to being an advocate for the Recreation Commission.

Sports Programs

- Swim Team – (Joe Pinto) – the Swim Team will not be having any signs printed this year. Victor asked Joe to speak with Christine Thompson about the Swim Team coach agreement which she needs to sign so that it can be sent to the Borough Manager.
- 5k – (Adam Robinson) – No report
- Youth Soccer – (Victor Cioni) – Victor will try to get sponsors for the teams to help offset the cost of shirts and equipment. Sponsor’s name/logo would be on the back of the t-shirts. Terry Finnegan told Victor he is considering a spring clinic.
- Street Hockey – (Chris Zimmerman) –The program is going well. Many parents are pleased with the practice sessions that teach the basic skills. Chris purchased a horn and red light that are used when a goal is scored. The Devils gave Chris tickets to the invitational game held at Yankee Stadium. 15 parents and children attended. The Devils will probably give him tickets to another game this season. Chris wants to get sponsors to cover the \$345.00 cost of a “Stanley Cup” trophy for the program.

- Youth Basketball – Victor had a meeting with other towns’ basketball coordinators and Mr. Rosza regarding disruptive behavior at Memorial School. In the past an oral, barter system agreement was reached regarding use of the gym by other towns’ teams. Victor and Mr. Rosza want a document outlining the structure of the agreement. It was agreed each team will have a team parent who will have Mr. Rosza’s and their town coordinator’s contact information so they can be contacted if any issues arise.
- Youth Baseball – (Adam Robinson) – Adam has a meeting tomorrow.
- Girls Softball – (Joe Pinto) – Joe has a meeting Sunday night. He currently has 1 junior, 2 intermediate, and 1 senior team. There’s a maximum of 15 girls on each team. Any additional will go on a waiting list or to another town. The league requires the team to have face guards available for senior team infielders. Joe will check if there is a waiver a player must sign to opt out of wearing one. Victor asked Joe to give him a general time line of home games so he can contact cashiers to work the Grandstand snackbar register. Joe will check last year’s schedule. The All Star Game will be held here on June 7. Will it be subject to the new field usage fee? League fees need to be paid by March 1 and the certificate of liability has to be received by March 15. The Older girls’ teams pay for their umpires but Joe will need a list of the umpires we paid last year and a copy of the payment voucher. Victor will ask the Borough Council for capital assets to purchase speakers for the grandstand.
- Karate – (Danni-lyn) – Session 3 has around 12 participants registered. It begins Friday 2/21.
- Easter Egg Hunt – (Danni-lyn Steiner) – Sponsors for candy; Victor will reach out to a contact at M&M’s. Adam R said we should contact Just Born now instead of waiting until closer to the holiday. We should start setting up earlier this year. Victor noted that since this is not a paid program it can be discussed at any time. Danni-lyn can contact other commissioners whenever necessary.
- Adult Softball – (Adam Zimmer) – Victor met with the League Director who definitely wants to bring teams back to the Borough. The fee for maintenance, lights and umpires is \$700.00. We can lower the fee to \$500.00 and the league will supply the umpires. The fee schedule would have to be modified. There would be 6 to 8 teams, 19 games per season which would start June 9 and go through August. It will not affect Girls Softball. Adam Robinson said 2 teams are already interested and have approached him. Victor has a flyer from last year that he can put in Gibson’s Gym and Gold’s Gym. Adam Robinson moved that the Adult Softball Fee be lowered to \$500.00 with the stipulation that the league would pay the umpire fees. Seconded by Joe Pinto. Ayes: 6 Nays: 0 Absent: 0. Motion carried.
- Adult Baseball – (Adam Robinson) – No report.
- Pool – (Victor) –No report.
- Tennis Clinic – (Victor) – No report
- Lacrosse Clinic – (Tim Shanahan) –No report (Absent).
- Aqua Zumba – (Victor Cioni) – No report.

Commission Comments

- Joe Pinto – no comments
- Adam Zimmer – no comments
- Adam Robinson – no comments.
- Tim Shanahan – absent
- Victor – Re; ACH payments online, victor has created templates for each sport. A report will be generated for each sport. The bank side of the system needs to be set up. Once a sport’s registration period is closed that “page” can be inactivated.
- Chris Zimmerman- no comments
- Danni-lyn Steiner- no comments

Website

- We now have about 430 friends on Facebook.

Recap

- Joe will contact Christine Thompson to see if she wants the new Sharks Swim Team logo used in the Borough Pool Comcast commercial.
- Susan will put in a Purchase Requisition/Order for the BID for the commercial.
- Victor will send the new Field Usage Agreement to Bill Smith/ Warren United Soccer.
- Susan will give a list of last year's Girls Softball umpires and a blank pay voucher to Joe.
- Susan will contact Risk Management (insurance agent) for a certificate of liability for Girls Softball.
- Susan will reserve the Borough Park ball field for the Girls Softball All Star Game on June 7, 2014.

Adjournment

- Adam Zimmer moved to adjourn the meeting at 8:28 pm. Victor Cioni seconded. Ayes: 6 Nays: 0. Motion carried.

Adjourn **8:28 PM**

Field Usage Agreement attached

Recreation Director advertisement attached

WASHINGTON BOROUGH RECREATION COMMISSION

Washington, New Jersey 07882

REQUEST FOR USE OF ATHLETIC FIELDS AND FACILITIES

All persons or 3rd party organizations requesting use of fields or facilities must furnish the following applicable information. A letter will be sent indicating approval or disapproval after the monthly meeting of the Recreation Commission. Meetings are held on the second Wednesday of each month and request must be submitted 30 days prior to use. Please note that Washington Borough Recreation programs are exempt from these fees and have first priority in field usage.

Name of Organization: _____

Person Responsible: _____

Address of Organization: _____

Phone Number: _____

Please indicate if organization consists of Borough Residents (over 70%) or Non-Borough Residents.

Number of Teams

Borough Residents: _____% _____

Non-Borough Residents: _____% _____

Ages of Participants: _____

FIELD OR FACILITIES TO BE USED

Borough Park:

(Specify field or facility) _____

Other (Specify): _____

Date(s) Required: _____

Time of Day: _____

Purpose for Use: _____

Attendance Expected: _____

Fees may be assessed for use of fields or facilities. See attached schedule of fees. Fees are not due until written approval is given with due date indicated.

***The Washington Borough Recreation Commission reserves the right
to close fields or facilities if conditions warrant this action***

**WASHINGTON BOROUGH RECREATION COMMISSION
RULES GOVERNING USE OF FIELDS AND FACILITIES**

1. No alcoholic beverages
2. No fires of any kind without permission
3. Activity is restricted to that area for which permission has been granted
4. The responsible party in charge of the activity shall be present before the activity is due to start and remain with the group until all have left.
5. All litter will be placed in the containers provided
6. Park is closed ½ hour after sunset
7. No solicitations without approval of the Borough Commission
8. Abide by all other park rules and regulations as per signage
9. No raffles may be held without a license
10. No pets are allowed except on walking paths
11. No loud music

PLEASE PROVIDE A CERTIFICATE OF LIABILITY INSURANCE

General Liability Coverage Required - \$1MM/Occurrence, \$2MM/Aggregate
Showing Washington Borough, Warren County, NJ as Certificate Holder/Additional Insured

*The Washington Borough Recreation Commission reserves the right
to close fields or facilities if conditions warrant this action*

I agree, on behalf of the indicated organization, that all members and guests will observe the regulations and that we, individually and as an organization, will assume full financial responsibility for any and all damages to property during the indicated period of use. We also agree that our organization will, at all times hereafter indemnify the Recreation Commission against any loss, damage, or expense of any kind, which said Commission may sustain or incur because of use of the above discussed facilities by our organization and we will further hold said Commission harmless for loss of any kind in connection herewith.

Requesting Party Signature: _____

Date of Request: _____

(Written approval/rejection will be provided promptly)

Approved by Recreation Committee 2/12/14

WASHINGTON BOROUGH

USE FEES FOR BOROUGH FIELDS

BALL FIELDS, BASKETBALL COURTS (TEAM PLAY, PER SEASON)

Note: This fee enables a team to use a field for up to **10 hours per week**. *Maintenance Fees are separate if applicable*

***Borough Recreation teams are exempt from these fees as they are part of registration**

	<u>Fields</u>	<u>*Borough Residents</u>	<u>Non-Boro Residents</u>
Youth Leagues (9-18 yrs.)	Boro Park (does not include lights)	\$100	\$200
	Vara Field	\$50	\$100
	Steinhardt Field	\$100	\$200
	Basketball Courts (does not include lights)	\$50	\$50
	Any other Field	\$50	\$100
**Adult Leagues (over 18 yrs.)		\$150	\$300
Ages 8 and Under	Any	No Fee	\$50

** Adult Leagues (example Softball, Baseball, Basketball) are exempt from these fees IF there is a separate signed agreement.

Note: In order for a team to qualify for Borough resident fee rates, the team must be made up of 90% Washington Borough residents. A list of team participants with addresses may be required.

PAVILION RENTAL - DAILY FEE – See Form at Borough Hall (4 hour rental = \$25)

RECREATION DIRECTOR, P/T - BOROUGH OF WASHINGTON (Warren County) has an immediate opening for a Part Time Recreation Director. Salaried position with evening and weekends required as needed. Responsible for oversight of park maintenance/repairs, program/event planning, pool operations/function and budget preparation/oversight. Applicants must have experience in planning and organization of recreation programs for municipalities, as well as knowledge of public finance/purchasing laws. Must have management of staff experience. Must have a strong Microsoft background, Strong communication skills are a must. Must be able to work independently and also be available to operate park equipment as needed. Possession of or ability to achieve Certified Pool Operator (CPO) or similar certification required. College or university degree from an accredited institution preferred. Salary is \$36,400.00 non-negotiable. The employee must occasionally be able to lift/move up to 50 pounds; regularly lift/move up to 25 pounds. Valid NJ driver's license also required. Send resume and references to Kristine Blanchard, Borough Manager, at kblanchard@washingtonboro-nj.org. The Borough is an E.E.O. and A.A. employer.