

Borough of Washington, Warren County, New Jersey
Recreation Commission Meeting Minutes
March 12, 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, Tim Shanahan, Chris Zimmerman (7:32). Also present: Councilwoman Ethel Conry and Susan Turner.

Audience Participation

- Victor Cioni moved to open the audience participation portion of the meeting. Seconded by Adam Zimmer. Ayes: 6 Nays: 0. Motion carried. Audience participation portion opened.
- Tom, Washington Borough liaison with Warren Hills Little League, spoke about the new Youth Baseball Steinhardt Field maintenance proposal. Instead of using a 3rd party to maintain the field WHLL is leaning toward paying the field maintenance fee and the field usage fee to have the Borough maintain the field. If they are unhappy with the Borough’s maintenance, WHLL wants to be able to change to 3rd party maintenance during the season. Washington Borough will need a schedule of games and will need to be notified ASAP of any changes to the schedule. Field maintenance will be done by the Parks Maintenance staff, the Recreation Director or, in the event none of them are available, the Borough DPW. Adam Robinson wants to have contact information of Park Maintenance staff. WHLL wants to continue posting sponsor signs on the baseball field fence during the Little League season. Victor said the gates should always be locked between games. Washington Borough Youth Baseball Rookies will be using the field at Memorial school. Joe Pinto and RJ Sherman will work out the schedules.
- Victor Cioni moved to close the audience participation portion. Seconded by Adam Zimmer. Ayes: 6 Nays: 0. Motion carried, audience participation closed.

Minutes of Prior Meetings

- Victor Cioni moved to approve the minutes from the 2/19/14 meeting without changes. Seconded by Adam Zimmer. Ayes: 6 Nays: 0 Absent: 1. Motion carried. Minutes approved without changes.

Executive Session

- Victor Cioni moved to go into Executive Session to conduct an interview for the Recreation Director position. Seconded by Adam Zimmer Ayes: 6, Nays: 0. Absent: 1. Motion carried. Executive Session opened.
- Victor Cioni moved to come out of Executive Session. Seconded by Tim Shanahan. Ayes: 7, Nays: 0 Absent: 0. Executive Session closed.

New Business:

- Easter Egg Hunt – Danni is working on the flier. Victor spoke with M&M Mars. They do not donate candy. Adam Zimmer recommended contacting Rite Aid for donations. Danni will contact Rita’s Italian

Ice to see if they want to donate coupons or set up a stand at the event. The idea of Face Painting at the event was mentioned. Contacting Washington Animal Hospital, who had face painting at the 5K, was recommended.

Adam Zimmer moved to have the Annual Easter Egg Hunt on Saturday, April 26 with a raindate of Sunday, April 27. The start time has yet to be determined. Seconded by Victor Cioni. Ayes: 7 Nays: 0 Absent: 0. Motion carried. Victor will put the information on Facebook.

Executive Session

- Victor Cioni moved to go into Executive Session to conduct a second interview for the Recreation Director position. Seconded by Adam Zimmer Ayes: 7, Nays: 0, Absent: 0. Motion carried. Executive Session opened.
- Victor Cioni moved to come out of Executive Session. Seconded by Adam Zimmer. Ayes: 7, Nays: 0 Absent: 0. Executive Session closed.

Interview Results

- Victor told the commission the 3rd candidate invited to interview had backed out. Victor said other applications had been received from qualified candidates but they lived an hour or more away. He and the Borough Manager agreed not to pursue these candidates.
- Commission members voted on the candidates who interviewed: Joe Pinto voted for Mike Terminelli, Adam Zimmer voted for Mike Terminelli, Danni-lyn Steiner voted for Mike Terminelli, Adam Robinson voted for Mike Terminelli, Tim Shanahan voted for Mike Terminelli, Chris Zimmerman voted for Mike Terminelli.
- Victor will contact the Borough Manager with the results. Victor asked that a copy of the meeting's recording be given to the Borough Manager.

New Business:

- Splash Pad Engineering Proposal will be discussed at the next meeting.
- Grandstand Stadium sign – Frank Blanche signs can create and install/mount an approximately 8' X 7' aluminum "Boro Bears" sign on the Grandstand above the bathrooms facing Broad Street. The cost will be \$610.00. Victor moved to approve funds of \$610.00 for creation and installation of "Boro Bears" sign on the Grandstand. Seconded by Tim Shanahan. Ayes: 6, Nays: 1, Absent: 0. Motion carried. Funds approved.

Recreation Director's Report

- No report

Report from Council Liaison

- No report

Sports Programs

- Swim Team – (Joe Pinto) – No report
- 5k – (Adam Robinson) – No report
- Youth Soccer – (Victor Cioni) –
- Street Hockey – (Chris Zimmerman) –
- Youth Basketball –
- Youth Baseball – (Adam Robinson) –
- Girls Softball – (Joe Pinto) – The All Star Game will be held at Boro Park June 7. Joe moved that any field usage/ field maintenance fees be waived for this event. Seconded by Adam Zimmer. Ayes: 7, Nays: 0. Absent: 0. Motion carried. All fees will be waived for the June 7, 2014 Girls Softball All Star Game. Joe said new league regulations require at least 3 faceguards be available to each Senior team. Joe wants to know if we should have an "opt-out" form signed by the player and parent if the player does not want to wear one. Joe will send the league by-laws to Victor who will discuss the matter, and possible risk-manager or attorney involvement, with the Borough Manager.

- Karate – (Danni-lyn) – No report.
- Easter Egg Hunt – (Danni-lyn Steiner) – See New Business
- Adult Softball – (Adam Zimmer) – The flyer for Men’s softball is out. There are definitely 4 teams who will sign up, possibly up to 7 teams. If we get 8 teams Adam wants to have an All Star Game. Victor moved to waive the \$500 buy in fee for the team with the stipulation that the team pays the ball fee and the field maintenance fees. Seconded by Joe Pinto. Ayes: 6, Nays: 0 Abstain: 1, Absent: 0. Motion carried, buy in fee will be waived.
- Adult Baseball – (Adam Robinson) – No report.
- Pool – (Victor) –No report.
- Tennis Clinic – (Victor) – No report
- Lacrosse Clinic – (Tim Shanahan) –No report.
- Aqua Zumba – (Victor Cioni) – No report.

Commission Comments

- Joe Pinto – no comments
- Adam Zimmer – no comments
- Adam Robinson – no comments.
- Tim Shanahan – no comments.
- Victor Cioni– The new Parks Maintenance worker, should he accept the position, will start April 1.
- Chris Zimmerman- no comments
- Danni-lyn Steiner- no comments

Website

- We now have about 430 friends on Facebook.

Recap

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Adjournment

- Adam Zimmer moved to adjourn the meeting at 9:03 pm. Seconded by Joe Pinto. Ayes: 7 Nays: 0. Motion carried.

Adjourn **9:03 PM**

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.