

**Borough of Washington, Warren County, New Jersey**  
**Recreation Commission Meeting Minutes**  
**March 23, 2017 - 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 7:02 p.m.**

**Flag Salute**

**Statement of Adequate Notice**

- Terry Thomas 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: Sean Farrington (7:17), Rick Feldman, Joe Pinto (left at 8:30), James Sawyer, Terry Thomas. Also present: Robin Klimko, Council Liaison, Corey Kozimor, Recreation Director and Susan Turner, Recreation Secretary, Dena Parichuk and Adam Robinson.

**Swearing in of New Commissioners**

- Mayor David Higgins swore in new commissioners Dena Parichuk and Adam Robinson and re-appointed commissioner Joseph Pinto.

**Audience Participation**

- Rick Feldman moved to open the audience participation portion of the meeting. Seconded by James Sawyer. Ayes: 6 Nays: 0, Absent 3, Abstain: 0. Motion passed. Audience participation portion opened.
- Mayor David Higgins addressed the commission. He discussed Conflict of Interest regulations noting that the potential for conflict is important. He recommended having a copy of the Local Government Ethics Law at each meeting. If a question of a conflict is brought up at a meeting the commissioner potentially involved should refrain from any discussion of the topic until the question can be brought to the Borough attorney. The Mayor or Borough Manager can contact the attorney at the commission’s request.
- Mayor Higgins discussed the New Jersey state statute regarding the duties and powers of the commissioners and the Recreation Director. He said there are a number of inconsistencies in our bylaws and in relation to the Borough codes and state statute. He recommended the commission form a committee to review the bylaws. Rick Feldman asked if the current bylaws are “non-compliant” or “illegal” or if we have something in our bylaws that is not in the Borough code or state statutes. Mr. Higgins said he did not see any of that. He recommended having a copy of the bylaws at each meeting. He used NJ State Statute NJSA 40; 12-6 Powers and duties of Recreation Commission. Regarding the direct interaction of commissioners and the Director, everything has to be done as a commission as a whole. One commissioner cannot do something on his/her own outside of liaison duties for a program. A commissioner cannot direct an employee.
- Terry Thomas asked if a commissioner does not submit an Annual Recreation Director’s Evaluation form is it considered a dereliction of duty. Per Mr. Higgins the statute/ordinance does not state a commissioner can be removed for not submitting an evaluation. He also said having them compiled by the Manager is not specified in the statute.
- Terry moved to close the audience participation portion. Seconded by James. Ayes: 7 Nays: 0 Absent: 2. Abstain: 0. Motion passed. Audience participation closed.

### **Minutes of Prior Meeting**

- The swim team liaison on the Feb 8, 2017 minutes needs to be changed to Rick Feldman
- Terry moved to accept the February 8, 2017 minutes with changes. Seconded by James. Ayes: 7, Nays: 0 Absent: 2 Abstain: 0. Motion passed.
- Rick moved to accept the February 21, 2017 Special meeting minutes as written. Seconded by James. Ayes: 6, Nays: 0 Absent: 2 Abstain: 1. Motion passed.

### **New Business:**

- Washington Kid Care – Washington Kid Care has submitted a letter requesting daily pool passes for some children in their summer program. Last year they had passes for 20 children and visited 2 times per week for 8 weeks. This year they are again requesting 20 passes but want to visit 3 times per week for 9 weeks. The total value of the passes would equal \$2,150.00. The commissioners discussed the impact it would have on other patrons. Corey stated he always had a third lifeguard on duty when Day Cares visit and he has a lifeguard “roam” the pool area. Commissioners had questions about the number of chaperones, the maximum number of children each visit and overlapping visits from separate daycare centers. Terry will confirm the number of chaperones and children with Washington KidCare and Corey and Rick will coordinate Day Care schedules. Rick moved to allow 20 day passes for Washington Kid Care to be used up to 3 times per week from July 3, 2017 to Sept 1, 2017. Seconded by James. Ayes: 7, Nays: 0 Absent: 2 Abstain: 0. Motion passed.
- While discussing daycare visits the use of pool badges, ID cards, or wristbands was brought up. The drawbacks to each were discussed. We plan to use laminated ID cards that will be handed in at admittance and returned after each visit. The members’ card ID numbers will be marked on a spread sheet to help determine the number of members visiting.

### **Old Business:**

- Youth Baseball / Little League Sponsor signs – Adam Robinson works with the Washington Borough Youth Baseball organization which does a lot of work maintaining Steinhardt field and has donated the use of bases, a windscreen and the batting cage. They have paid for a share of the ballfield clay. The money they receive from the companies who hang signs helps pay for these items. Terry asked for 2 years of financial information from the organization to make sure the shared services and costs they pay even out. Adam said the one sign that has remained on the Steinhardt field fence was put up by Warren Hills Youth Baseball Association (Little League). The commission did not extend such permission to WHYBA nor has it received any “in kind” donation from them. James feels there should be a required minimum paid to Recreation for each sign. Rick recommended asking a representative from WHYBA to a meeting to discuss the signs and raking the field after use. Corey will contact Daniel Dunn.
- The purchase of a portable fiberglass pitcher’s mound for Borough Park was discussed. This would allow WBYB to use that field. Adam will get costs.

### **Recreation Director’s Report**

- Corey’s report was distributed. The fee schedule was approved by Borough Council. Rick asked if in-person sign ups were done. The Borough CFO recently said a volunteer can accept money if there is a true accounting of all funds. Mayor Higgins recommended this be confirmed with the Borough Manager. The commissioners asked for individual pool bonding quotes/estimates from each electrician .
- Softball – the pants will be ordered through the co-op. Rick moved to purchase the embroidered visors from Abilities. Seconded by Adam. Ayes: 7 Nays: 0 Absent: 2 Abstain: 0. Motion passed.
- Joe Pinto left the meeting
- 3 wheeler – Corey will get prices for a new 3 wheeler and look into selling or trading the water wheel.
- Clay – ACF Landscaping can spread the clay at Steinhardt for around \$400. WBYB has offered to cover that cost. The clay has to be dumped in the parking area and wheelbarrowed onto the field because the gate is too small for a truck to pass through. Commissioners asked Corey to look into the cost of moving the gate.

## **Council Liaison's Report**

- No report.

## **Recreation Secretary's Report**

- No report.

## **Sports Programs**

- Easter Egg Hunt — The Egg Hunt will be Saturday, April 8 at 2 pm at Boro Park on the ballfield. Commissioners should be there at 12 noon to set up. The raindate is Sunday, April 9. Commissioners will meet Friday, April 7 at Boro Hall to fill the plastic eggs. Sean reminded everyone to avoid hard candy that could pose choking issues for small children. There will be coupons for larger “prize” items.
- 5k – (commission) –planning will begin in May.
- Youth Soccer – (James Sawyer) –No report.
- Street Hockey – (Adam Zimmer) –the last practice was held yesterday. A 2 time championship Devil’s player came to Memorial School and practiced with the children. Terry will send a program report sheet to Adam Zimmer.
- Youth Basketball – (James Sawyer/Sean Farrington) –The Use of Facilities bill from Warren Hills Regional School was incorrect. James believes the Township was charged for some of our costs. The total due will be less than originally calculated because they did charged a lower hourly/per use rate on this bill. Another bill covering the end of the season should be expected. The teams will have their end of the season party tomorrow night. Participants are supposed to bring in their uniforms. Terry will send a program report sheet to James in which he should record basic information like revenue and expenses, participants, and coaches.
- Lil’ Hoopsters – (Terry Thomas) –No report.
- Youth Baseball – (Adam Zimmer) –Terry may assign one of the new commissioners to this program.
- Girls Softball – (Terry Thomas) –A coaches meeting is scheduled for next week at which Beth Uporsky will answer questions. Terry has sent out a tentative schedule for April. He wants to start practices the first week of April. Physical Therapy Plus will sponsor the Pony team.
- Adult (Mens) Softball – (Adam Zimmer) – No Report.
- Karate – (John Ruela) – No report.
- Swim Team – (Rick Feldman) – No Report
- Pool – (Rick Feldman) – No report.
- Swim Lessons – (Rick Feldman) – Rick is working with last year’s schedules to help prepare for this summer. Corey and Susan had discussed having 2 coordinators; one for scheduling and one on site each morning to work directly with the parents and guards. Handling both is a lot of work for one person while they also work as a lifeguard.
- Zumba – Possibly changing the fees for Aqua Zumba was discussed during the special fee schedule meeting in March. No changes were made at that time. Corey will ask Carly Sopko to attend next month’s meeting to discuss possible fee changes.
- Tennis Clinic – (Joe Pinto) – No report.

## **Executive Session (If Necessary)**

- No Executive Session held.

## **Facebook page**

- We now have 949 followers on the Facebook page. Terry hopes to have 1000 by the end of the year.

## **Recap**

- Terry will confirm the number of chaperones and children Washington Kid Care will have at a regular pool visit this summer.
- Corey will contact Daniel Dunn from Warren Hills Youth Baseball (Little League) to attend the April meeting.

- Corey or Susan will check with the manager about a volunteer accepting cash or checks for program registrations.
- Corey will get individual pool bonding quotes from electricians.
- Corey will get the costs of 3 wheeler and water wheel.
- Corey will solicit quotes for moving the gate at Steinhardt field.
- Susan will reserve a room at Borough Hall for filling easter eggs.
- Corey will contact Carly Sopko to attend the April meeting.
- Susan will get dates of the 4<sup>th</sup> Wednesday of each month for review at the April meeting.

### **Commissioner Comments**

- Sean Farrington– Absent.
- Rick Feldman – Do we want bars sponsoring our events (several donated money for the Easter Egg Hunt)? Commissioners did not feel this was an issue since no bar or tavern name is on tshirts. The names will be included on the Facebook page list of Easter Egg donors and in the Washington Messenger article. Rick suggested holding two meetings per month during the summer since it is busier. Rick asked Terry about creating a Financial Liaison position to look at revenue and expenses regularly and report back to the commission. Terry said it will be discussed as New Business at next month's meeting. Rick volunteered to chair the committee to review the bylaws. Dena volunteered to sit on the committee.
- Joe Pinto – No comments.
- John Ruela –Absent.
- Terry Thomas – No comments.
- James Sawyer – No comments.
- Adam Zimmer – Absent.

### **Adjournment**

- Terry moved to adjourn the meeting at 9:11 pm. Seconded by Rick. Ayes: 6 Nays: 0, Absent: 3, Abstain: 0. Motion passed.  
Adjourn **9:11 PM**