

Borough of Washington, Warren County, New Jersey
Recreation Commission Meeting Minutes
July 12, 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 7:00 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: Rick Feldman, Joe Pinto James Sawyer, Terry Thomas, Adam Zimmer. Also present: Gary Masenior, Recreation Director, and Susan Turner, Recreation Secretary.

Audience Participation

- Rick Feldman moved to open the audience participation portion of the meeting. Seconded by Adam Zimmer. Ayes: 5 Nays: 0, Absent 2, Abstain: 0. Motion passed. Audience participation portion opened.
- Rick moved to close the audience participation portion. Seconded by Adam. Ayes: 5 Nays: 0 Absent: 2. Abstain: 0. Motion passed. Audience participation closed.

Minutes of Prior Meeting

- Minutes from the June 14, 2017 meeting are not completed. Vote for approval will take place at the next regular meeting.

New Business:

- Terry Thomas stated that John Ruela has resigned as a commissioner due to his job. Dena Parichuk had been removed from the commission by vote at the last meeting. Terry knows 2 other residents who are interested in joining the commission.

Old Business:

- Time Clock – Gary spoke with the Borough Manager, Matt Hall. The Borough will install a reconditioned Boro computer at the pool which employees will use to “clock in and out” using their own passwords. Gary also requested computers for the front desk and the concession stand. The registers being used now are old and have malfunctioned many times this season. A computer could also be programmed to compile reports on membership usage, daily receipts, and concession orders. He wants to investigate magnetic strip cards as membership ID cards so patrons can swipe when they enter. Adam asked about pool memberships. Susan stated there are between 735 and 740 total members and around \$31,000 has been received in pool memberships. This is about the same as the total membership fees for 2016.

Recreation Director’s Report

- Gary is organizing and implementing new policies to comply with NJ law and sanitary codes and which take the public’s view of the pool into consideration.
- Weather Policy- between 10 and 11 am, based on current weather and predictions, he will decide whether the pool will be open 12 -4. He will follow the same procedure again at 3 pm. If the pool is closed at either time it will remain closed for the 4 hour time frame. If the pool is opened it will remain

open for the 4 hour time frame – regardless of any changes in the weather. Terry will post the information on Facebook. Joe thinks we should be open no matter what. Gary and Rick stated that if staff is sent home because of bad weather and then the weather clears it would be difficult to get them back for the remainder of the shift which could be just an hour or so.

- Gary added a lifeguard to the rotation. There will be 3 at the main pool, one in the baby pool and splash pad area when children are inside that fence and one on break. As per NJ regulations there should be one guard for every 2000 sq feet of water surface. Our pool is about 6000 sq ft. One guard is dedicated to watching the slide. If there are less than 8 people in the water the swim lanes will be closed and the guard next to the swim lanes taken down.
- Gary has a lifeguard in the chair for all swim lessons.
- Gary added a 7 – 11 am manager’s shift. The pool house is open for swim team and lessons and someone needs to watch the pool house and grounds during these programs.
- Gary reviewed the food service manager’s responsibilities and the time needed to complete them. As a result he has limited the food service manager’s hours to 20 hours per week. This frees up 20 hours of manager time each week which allows for the 7-11 am shift. Terry asked if he had talked with the food service manager. Gary said yes, he had based his decision on the manager’s information. Terry said the manager approached him about the change in hours.
- Gary has each employee recording their work hours daily and the manager then initials the time sheet daily. This allows for more accurate recording of work hours and removes the time consuming review of every time sheet by a manager the day before they are to be submitted to Borough Hall.
- Gary will have pool staff clock in no earlier than 15 minutes before their shift. This will prevent staff under the age of 18, especially lifeguards who are also doing swim lessons or managing, from working more than 8 hours per day.
- All swim lesson instructors/lifeguards have been clocking in every morning even if they do not have a lesson. Or they show up at 9:30 but have a lesson at 10:40. Gary plans to advise the staff tomorrow that starting Friday they clock in only for the time they are instructing. Rick thinks Gary should start this Monday.
- Gary met with the DPW department head and the Borough Manager. The DPW will mow and trim Vara and Steinhardt fields once a week until soccer starts and then twice a week during soccer season. The Recreation Department will be responsible for mowing and trimming inside the fenced areas at Boro Park; inside the ball park fence and pool fence. DPW will mow and trim the rest of the park. DPW and Rec will share trimming the hill between the ball field fence and Route 31.
- Gary hired another pool manager with CPO certification who will work a 4 hour shift 3 days a week. He hired a manager for the 7-11 am shift. He offered the morning shift to the other managers but no one wanted to work it.
- The Borough Manager terminated the Parks Maintenance worker. Gary hired two people part time. Both are previous employees.
- Food Service passed the County health inspection. The pool was given a conditional satisfactory because the electrical test/inspection was not done. It has since been done and the pool passed with satisfactory.
- A sink hole opened in the park between the fence and Broad Street. DPW placed a metal plate over it and barricades and cones around it. They will address it further later this week or early next week.
- The caulk along the top edge of the pool is peeling off and the grout dissolving. After discussion it was determined no proper repair could be done until after the pool season.
- Water is being lost in the splash pad and Gary cannot determine how. It is not just running off the edge or evaporating. He will continue to investigate it.
- The amount of Diatomaceous Earth (DE) used in the filters has been recalculated to filter properly.
- 2 flow meters are broken. Gary repaired the injector. Treatment Specialists will come in to fix the other one. One chlorine feeder had been fixed. The flow meter wasn’t calibrated this year and one piece that was supposed to be fixed is not working. Gary is manually adjusting and adding chemicals every 2 hours.

- New and additional safety equipment for the pump house has been ordered.
- School superintendent Mr. Rosza wants to build a shed outside the Memorial School gym to store the hockey equipment. The school will purchase the material, estimated to cost \$2000 and build the shed. They want Recreation to pay half the material cost. Adam Zimmer will discuss this with the new superintendent in September.
- Gary has contacted EuroFins, the pool testing laboratory, several times to get pool testing done. His messages have not been returned. He and Susan will continue to contact them.
- Mulch has been spread on the playground and the area weeded. The playground equipment was washed and repaired.
- The Sharks Swim Team backboard has been repaired. There are now two backboards at the pool.
- Two new lifeguard buoys were purchased.
- The floors in the lifeguard room, office and snack bar in the pool house have been painted. The floors of the bathrooms outside the pool house and in the grandstand are being painted.
- The ADA chair lift was installed for the season. It was used by a patron who enjoyed it very much.
- The pool deck area has been power washed.
- Comcast fixed the internet connection and phone service.
- Gary asked each commissioner to send him a sports program schedule, i.e. when should advertising start, when do practices and games start, what equipment is needed and what are the uniform requirements. Gary wants to put together a year round schedule.
- Terry asked Gary to type up his report for the next meeting and email it to commissioners at least 2 days prior to the meeting.

Terry Thomas left the meeting at 8:30 pm. Adam Zimmer, Vice Chairperson, ran the remainder of the meeting.

Council Liaison's Report

- No report.

Recreation Secretary's Report

- No report.

Sports Programs

- Easter Egg Hunt — No report.
- 5k – (commission) – Adam will email Terry to send out the spreadsheet. Susan will check the number of medals and if the shirts have the year printed on them.
- Youth Soccer – (James Sawyer) – The Northwest Jersey Soccer Association has a meeting tomorrow. James and Steve Deming will attend. NWJSA wants to collect \$10 per child to cover liability insurance and referee scheduling. Each town would pay NWJSA a lump sum for the referee fees and they would pay the referee. In order to join the league the Rec soccer program would need to become a soccer club. Several towns want these changes started next year since the programs are already up and running for this season. Steve said if we don't join the league they will not provide referees for our home games. Rick asked if we could get our own ref's. It would be difficult. James said we will need all new balls since the seams split on so many last year. He will send information to Susan. Rick wants to know the total cost for the balls. The first practice will be held the second week of August. The fields will need to be lined. There will be two fields in the park. James plans to set up the goals the first week of August.
- Street Hockey – (Adam Zimmer) – No report.
- Youth Basketball – (James Sawyer/Sean Farrington) – There is a meeting in two weeks. The middle school and high school gyms will cost \$30 per hour.
- Lil' Hoopsters – (Terry Thomas) – No report.
- Youth Baseball – (Adam Zimmer) – No report
- Girls Softball – (Terry Thomas) – No report
- Adult (Men's) Softball – (Adam Zimmer) – Adam wants to re-start the program as a co-ed league.
- Karate – () – No report. -

- Swim Team – (Rick Feldman) – Rick asked Joe if the new swim lane markers were working out well. Joe said everyone is pleased with them. Joe said the team scored 185 points last Thursday which is the most they've scored in many years. There are two more meets, one of which will be home. The picnic will be Thursday, July 20th.
- Pool – (Rick Feldman) – all items addressed in Recreation Director's report.
- Swim Lessons – (Rick Feldman) – No report.
- Zumba – The classes are going well. There have been about 30 participants at each class.
- Tennis Clinic – (Joe Pinto) – Tom Powers is not the Tennis coach at the High School any more but he has agreed to run the clinic. He is not sure if the school will provide balls. The shirts have been ordered and will be ready Friday, July 22. Gary will need to buy water and snacks for 24 children for 5 days.

Executive Session

- Rick moved to go into Executive Session. Seconded by Adam. Ayes: 4, Nays: 0, Absent: 3, Abstain: 0. Motion passed.
- Adam moved to close Executive Session. Seconded by Rick. Ayes: 4, Nays: 0, Absent: 3, Abstain: 0. Motion passed.

Facebook page

- We have 1003 likes.

Recap

- Susan will request copies of recent water bills to review possible water loss/leak at the pool.
- Susan will count the number of 5K medals in storage and the tshirts.
- James will send Susan the information for ordering soccer balls.
- Adam will email Terry about the 5K spreadsheet.

Commissioner Comments

- Sean Farrington – Absent
- Rick Feldman – Rick wants to outfit the lifeguards with shirts and visors which would be mandatory apparel. We already provide shirts. After discussion it was determined that by the time the visors were designed, ordered and delivered a good portion of the season would have passed. This will be discussed again in the spring.
- Joe Pinto – No comments
- Adam Robinson - Absent
- Terry Thomas – Absent
- James Sawyer – No comments.
- Adam Zimmer – Adam said Gary is doing a great job at the park. A pool patron complimented one of the pool managers and Adam went to the pool and advised the manager.
- Gary Masenior – Additional information from Director's Report – Gary compared the cost of renting a port-a-john at \$80 per month versus paying an employee to clean two bathrooms at the park three times a week. The port-a-john is more cost effective. Rick moved to rent a port-a-john for the Boro Park until a date to be determined in the fall. Seconded by Joe Pinto. Ayes: 4, Nays: 0, Absent: 3, Abstain: 0. Motion passed.

Adjournment

- Rick moved to adjourn the meeting at 9:20 pm. Seconded by Joe. Ayes: 4, Nays: 0, Absent: 3, Abstain: 0. Motion passed.
Adjourn **9:20 PM**