

**Borough of Washington  
Warren County, New Jersey  
Recreation Commission Meeting Minutes  
September 13, 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. Also present: Robin Klimko, Council Liaison (7:05, left at 9:25), Gary Masenior, Recreation Director, and Susan Turner, Recreation Secretary and William Lyons to be sworn in as a new commissioner.

**Swearing in of New Commissioner**

- Terry Thomas swore in William (Bill) Lyons as a new Recreation Commissioner.

**Audience Participation**

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

**Minutes of Prior Meeting**

- James moved to accept the minutes from the August 9, 2017 meeting. Seconded by Joe Pinto. Ayes: 5 Nays: 0 Absent: 2 Abstain: 0. Motion passed.

**New Business:**

- Recreation Director position – Terry advised the commission that he, Gary, Susan and the Borough Manager had a meeting earlier this week in which Gary stated he will stay in the Recreation Director position.
- Request for soccer fee waiver – James informed the commission of a parent who has talked with him and a soccer coach about having the registration fee for the soccer program waived due to financial hardship. He had expected the parent to be in contact with Susan to find out what financial information was required. Susan has not been contacted. James asked that commission vote on waiving the registration fee now so it can move ahead when the parent brings in the paperwork. Rick moved to waive the soccer registration fee pending receipt and review of financial documentation to be received by Friday, September 15. Seconded by James. Ayes: 5, Nays: 0 Abstain: 0 Absent: 2. Motion passed.
- Festival in the Borough – Terry told the commission at the meeting between himself, Gary, Susan and Matt Hall this week they discussed having a booth at the Festival in the Borough on 9/23/17. Gary submitted an application to the Washington BID who waived the \$100 fee. Susan is waiting for the Certificate of Insurance. We will display fliers, 5k registrations forms, uniforms, water bottles and magnets. Gary confirmed with BID the booth (pop up canopy) has to be set up by 10:00 and must

remain up until 6:45 as per the application/contract. He will be there all day. Terry asked commissioners to volunteer in one hour blocks. Joe and Bill have other obligations. Terry, Susan, James, Rick and Robin can help. Terry will send out a sign up sheet via email.

- 5K – Rick asked what is being done differently this year to prevent some of the mishaps from last year. The DPW will use water soluble paint to paint the routes on the road. Signs will be made for the 1 mile fun run. Susan suggested asking Taylor Rental to donate balloons to attach to the signs. James has several volunteers who will bike ride along with the 1 mile runners. Gary will speak with the Police Department regarding what types of barriers are required in what areas. We want to prevent all vehicles from entering the race routes and comply with new federal regulations. Terry is recruiting volunteers to man the barricades. Will volunteers wear 5K shirts or vest? Vests cost \$3.75 each or \$3 each if 50 or more are purchased. Robin said she can get the vests at a discount. She will ask Stew's Autobody to donate them. Terry and his wife will also donate for the vests.

Additional items discussed – The Police Department can ok Road closure notices all along the route similar to what is done for the 4<sup>th</sup> of July parade. Gary will discuss this with them. The street closing notice will be posted on the Recreation Facebook page, the Borough Facebook page, the Borough website and will be sent out in Borough email blasts. Notices will be hand delivered to all houses along the race route instead of mailing them. Mailing about 350 notices would cost about \$160. Rick will bring the Certificate of Insurance to the Presbyterian church to use their parking lot. Gary investigated hanging a banner at the Belvidere Ave Route 57 intersection. The banner itself costs \$1,000.00. NJDOT permits cost \$200. The Fire Department would hang the banner. Due to the time needed to file the permits this cannot be done this year.

Terry wants to hold another meeting before the race. Rick moved to have a meeting Thursday September 28, 2017 at 7:00 pm. Seconded by James. Ayes: 5, Nays: 0 Abstain: 0 Absent: 2. Motion passed.

#### **Old Business:**

- Reimburse Sharks Swim Team for lane lines and reel -pending receipt – Joe Pinto handed in the cancelled check used to pay for the lane lines and reel. He will contact the seller for an invoice. Rick moved to reimburse the Sharks Swim Team from the Commission account \$500 for the lane lines and reel. Seconded by James. Ayes: 4, Nays: 0 Abstain: 1, Absent: 2. Motion passed.

#### **Recreation Director's Report**

- Gary reviewed the report he had sent out. Rick asked for information and dates regarding the ordering and installation of swings at the park.

#### **Council Liaison's Report**

- Robin needs volunteers for the Borough 150th Celebration or it may not be held. There are several committees to be formed to handle the many different activities planned.

#### **Recreation Secretary's Report**

- Washington Township PTA Tricky tray donation request – Last year we donated a week of family pool passes or two registrations in the Tennis Clinic. Robin said we cannot make a donation. We can waive fees on an individual basis. She will confirm her information with the Borough Attorney. James moved to approve the donation of one week of family pool passes or two registrations in the Tennis Clinic to the Washington Township PTA Tricky Tray pending approval from the Borough Attorney.
- Soccer refund – A child who only attended two practices does not want to participate any more. James moved to refund the registration fee. Seconded by Rick. Ayes: 5, Nays: 0, Abstain: 0, Absent: 2. Motion passed
- Susan distributed water bills showing usage from 2016 through August 2017.
- Tennis clinic – Through registrations we received \$1375.00. Expenses were \$490 which left \$884 to be split with the High School Tennis program (\$442 each). Robin suggested the school bill us for the amount so we do not record it as a donation.

## **Sports Programs**

- Easter Egg Hunt — No report.
- 5k – (commission) – discussed in New Business.
- Youth Soccer – (James Sawyer) – James thanked Susan & Gary for their help with the uniforms and balls. Gary asked for a game schedule for Bara and Boro parks and to be advised when the middle school teams will be practicing at the park. James will ask Steve Deming to send the information. Rick asked about the extra fees the league was possibly enforcing. James explained the league decided to keep the regular system this year and make changes next year. We will have to register and insure each player with league.
- Street Hockey – (Adam Zimmer) – No report.
- Youth Basketball – (James Sawyer/Sean Farrington) – James has a meeting Friday to go over assignments. Other towns have just opened their registration and James wants to open ours by Sept 25. Bill Lyons will take over Sean’s position as a basketball liaison. James wants to run a basketball clinic at Memorial School in November like he did last year. He will send a flier to Susan. Because Memorial School will not have Broadway practice on Saturdays we may be able to use their gym for \$35. The cost covers the janitorial fee. Mansfield also offered use of their gym on Saturdays. We can have the middle school gym for fames but we have to pay the gym fee, security guard fee and clock timer fee. Practices only cost \$2.50 per hour.
- Lil’ Hoopsters – (Terry Thomas) –The nets at Taylor Street School gym are in bad shape and need to be replaced.
- Youth Baseball – (Adam Zimmer) – No report
- Girls Softball – (Terry Thomas) – No report
- Adult (Men’s) Softball – (Adam Zimmer) – No report
- Karate – ( ) – No report. – Terry would like a commissioner to volunteer as karate liaison.
- Swim Team – (Rick Feldman) – Joe said the Sharks Vendor Fair will be Saturday, November 4 at Boro Hall. Joe will send the flier to Terry for Facebook and to Susan for the schools. Rick said the league championship may be held in Washington next summer the last Saturday in July. If so he will need volunteers. Gary asked what the process is for hiring a swim team coach. Joe said the Sharks Parent Association has decided. They have had people who are qualified move into the position. Mike Allen will not be returning but Justin will. Joe knows one other person who is interested. Gary asked if the pool membership requirement was ever resolved. No, it will need to be done before the budget.
- Pool – (Rick Feldman) –Gary reported the cost of a new single water slide is about \$16,000. The cost for the pump house safety harness is \$100 to \$150 and the hoist system is \$1,800 to \$8,000. Susan asked if grants were available for safety equipment. Gary will look into it. Terry briefed Rick on Mike Teddick’s presentation last month. He will email him the information.
- Swim Lessons – (Rick Feldman) – No report.
- Zumba –no report.
- Tennis Clinic – (Joe Pinto) –Terry has seen a lot of positive comments on the Rec Facebook page.

## **Executive Session (if requested)**

- No Executive Session.

## **Facebook page**

- We have 1022 likes.

## **Correspondence**

- Borough Manager Matt Hall submitted a memo offering his observations of recreation operations over the course of the summer. James moved to enter Matt’s memo in the minutes as correspondence. Seconded by Joe. Ayes: 5, Nays: 0, Abstain: 0, Absent: 2. Motion passed.

## **Discussion**

- James asked Gary if he and Matt had discussed the Railroad Avenue property. Gary said Matt is going to another meeting about it and he will inform Gary of any new information. James said many people, especially on that side of town, are interested in a park area with walking paths.

## **Recap**

- Gary and Susan will compile information on swing orders.
- James will send basketball flier to Susan.
- Joe will send Shark vendor fair flier to Terry and Susan.

## **Commissioner Comments**

- Sean Farrington – Absent.
- Rick Feldman – No comments.
- Bill Lyons – No comments.
- Joe Pinto – Joe welcomed Bill Lyons.
- Terry Thomas – Terry welcomed Bill Lyons.
- James Sawyer – It's great to have Bill here.
- Adam Zimmer – Absent.

## **Adjournment**

- Terry moved to adjourn the meeting at 9:26 pm. Seconded by Joe. Ayes: 5 Nays: 0, Absent: 2, Abstain: 0. Motion passed.  
Adjourn **9:26 PM**

## Recreation Directors Report (9 August 2017- 6 September 2017)

Soccer Fields at Borough Park and Vara Field being cut and lined twice a week (weather permitting).  
New time clock being installed at Borough Park Pool House. Met with program administrator at park to discuss install. Decision made to install in spring because of sensitivity of Finger print login equipment to temperature extremes. All park personnel will be required to login-in next season using finger print access. Login - out will register directly to Borough hall payroll office. Workers will no longer be required to fill out paperwork for payroll purposes.

Able to keep pool open as scheduled (even though lifeguards had half days of school on August 30 - 31<sup>st</sup>) through Labor Day.

Lightning Strike at Park August 15<sup>th</sup>.

- Tripped virtually all circuit breakers in park (all restored).

- Burnt out cash registers (none functioning).

- Burnt out 9 lights on Baseball field (non-functioning).

Burnt out Main Pool Chemical Feed Computer (non-operational). I hand fed chemicals to main pool for last two weeks of season every two hours of pool operation.

Pool closed for year on Labor Day and winterization process of pool area started.

All seasonal park personnel were terminated for year after Labor Day except one part time fall maintenance worker was maintained and that position will terminate on October 8<sup>th</sup>. Seasonal hires can only work for 6 months.

5K race preparation.

- Met with Road Department:

  - They will provide, set-up and dismantle road closure barriers for race day

  - They will paint water soluble paint line on road prior to race day (to differentiate 5K and Fun Run course).

  - They will provide no parking signs for race route for race day. Commission set-up.

Resolved Soccer referee payment issue with soccer league. Check being cut directly to league for referee fees. League will directly pay referee after each game.


Water bill August 7, 2017 reflects a reduction of water usage vs. previous year.

- 2017: 57,000 gal

- 2016: 99,000 gal



MATTHEW C. HALL  
BOROUGH MANAGER  
MEMORANDUM

TO: Recreation Commission  
CC: S. Turner;  
FROM: Matthew C. Hall   
DATE: 9/13/17  
SUBJECT: Recreation Operations

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At the close of the pool season I would like to offer my observations of recreation operations over the course of the summer. I was fortunate to have been able to spend a fair amount of personal time at the pool with my family as well as visit frequently during working hours to check in with the staff and address any questions or issues. The pool seemed to be well run and orderly at all times, and the staff was attentive, professional, and helpful. I was particularly impressed with the seamless transition between Recreation Directors, especially given the timing.

I am eager to work closely with the Recreation Director and the Commission on promoting the Borough pool within Washington and the surrounding community, modernizing the processing of pool admissions through the use of a PC point-of-sale system, and promoting Washington Borough's recreation programs in general. I also feel that assigning a DPW worker to the park to take care of mowing and other maintenance tasks worked well. In the coming budget year the Borough may be able to increase staffing levels at the DPW which will allow for even greater involvement in the parks.

Again, I look forward to working with all of you in order to grow and fully develop Washington Borough's recreation programming, and to promote the pool as the best value for summer recreation in the greater Washington area.

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