

**Borough of Washington  
Warren County, New Jersey  
Recreation Commission Meeting Minutes  
October 25, 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: Sean Farrington (7:03), Rick Feldman, Bill Lyons, Joe Pinto (7:06), Terry Thomas, Adam Zimmer (left the meeting at 9:00). Also present: Gary Masenior, Recreation Director, and Susan Turner, Recreation Secretary.

**Audience Participation**

- Adam Zimmer moved to open the audience participation portion of the meeting. Seconded by Terry Thomas. Ayes: 6 Nays: 0, Absent 1, Abstain: 0. Motion passed. Audience participation portion opened.
- Terry moved to close the audience participation portion. Seconded by Adam. Ayes: 6 Nays: 0 Absent: 1. Abstain: 0. Motion passed. Audience participation closed.

**Minutes of Prior Meeting**

- Rick Feldman moved to accept the minutes from the September 13 and September 28, 2017 meetings. Seconded by Adam. Ayes: 6 Nays: 0 Absent: 1 Abstain: 0. Motion passed.

**New Business:**

- 5K -Terry said the event went very well and he’s received a lot of positive feedback. The errors from last year were corrected. The police department was happy with the changes. Discussion about ways to increase runners included: cash prizes for 1<sup>st</sup> and possibly 2<sup>nd</sup> and 3<sup>rd</sup> place, asking Great Wolf Lodge, Kalahari Water Park and Dorney Park for donations which could go to runners who place or 1 Mile Fun Run winners. Gary said he has a lot of ideas which he will write up and send out to the commissioners prior to the next meeting. Terry asked all commissioners to bring ideas. Gary provided preliminary revenue and expense numbers. Rick asked for a full breakdown of the final numbers. Because of their help with the race Adam Zimmer moved to donate \$250 each to the Washington Borough Fire Department and the Washington Township Police Department, provided the commission can make donations. Seconded by Joe Pinto. Ayes: 6, Nays: 0, Absent: 1, Abstain: 0. Motion passed.
- 2018 meeting dates – After discussion Adam moved to schedule meetings the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of every month. Seconded by Rick. Ayes: 6, Nays: 0, Absent: 1, Abstain: 0. Motion passed. Susan will write up the calendar for approval at the January reorganization meeting. She said there may be one or two months in which council chambers are not available Wednesday due to Borough Council meetings so the Rec meeting will be scheduled for Thursday immediately following.
- 3 wheeler replacement – The vehicle we have is beyond repair as per DPW. Gary presented two 4 wheeler options along with pros and cons: Toro workhorse and John Deere Gator. Both have a max speed of 15 and 25 mph respectively. The Toro costs more but allows for a powered field groomer hookup. Joe and Bill stated the Toro is designed for the work required where the Gator is geared toward

farm and rough terrain travel. Rick and Adam asked Gary to get information on Gator attachments for the next meeting. Joe suggested getting a trailer. Gary will get information. Bill would like to see a third vehicle option. Gary suggested purchasing the vehicle jointly with DPW. If a plow and salt/sand spreader were purchased it could be used to clear sidewalks. Rick said that would take years off the vehicle's life. Joe said if it's not enclosed and heated no one would use it.

#### **Old Business:**

- Washington Township PTA Tricky Tray and Warren Hills High School Tennis -Terry has not received Robin Klimko's information from the Borough Attorney regarding donations. He will contact her.
- Swings - Gary said the swings were taken down before he was hired. Rick confirmed he and Robin removed them in May. Gary worked exclusively on the pool his first 2 weeks (last 2 weeks of June). Susan read the timeline (attached) detailing research, information gathering and input, order problems, delivery and installation.
- Reimburse Sharks for swim lane lines – Gary wanted confirmation of which account commissioners wanted funds drawn from. At the last regular meeting Rick had moved to draw the funds from the Commission account. Susan clarified that there are several commission accounts, including advertising, office expenses, etc. There are also accounts for each sports program. Rick said he wanted the commission to pay for them and it should not come out of the Swim Team account. The commissioners agreed since the lane lines are used in the pool the payment will come from the Open Swim Materials & Supplies account.
- Adam asked for a discussion on James' idea of moving one Hockey practice to Saturday. Adam does not want to move any Hockey practice. Basketball could use the gym Saturday for practice or games or the Township games can be on Saturday. The Township has used Memorial gym for games during the week in past years. Bill said James has preliminary dates at the schools' gyms but he needs to get confirmation and costs.

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

- Gary reviewed the report he sent out. Discussion of the report included: Lights at Boro Park Field – Gary was told we have a lifetime warranty on the lights but doesn't have more information. Commissioners did not have information. Now that the fuses are replaced Musco can do a diagnostic on the two non-working lights and provide a repair estimate. Gary said Steve Deming had 1500 watt bulbs his company had replaced which he offered to Rec. Pool Leak – Rick asked if the Sewer plant has a camera that can be run through the pipes to check for leaks. Gary will ask. Pool cover – the pool is now emptied. Winterization will be finished after Nov 12, the end of soccer season. Use of lights at park field – Now that the lights are fixed the automated system can be used. 2018 pool opening – Gary wants to remove the pool cover March 1<sup>st</sup> or shortly thereafter, weather permitting. He will drain the pool, caulk all cracks, let the caulk cure for 2 weeks, fill the pool, turn on the system and check for leaks. Any leaks that can be repaired will be, the pool will be drained again, painted, refilled and chemicals added. The pool has to be ready by June 4th for Swim Team practice. Whether it will be open on weekends until the schools close will be discussed later.
- Gary distributed Budget 2017 Capital Improvement Considerations list, Additional Budget Considerations, New Program Considerations and Preliminary Pool Revenue and Expenses. He would like the commissioners to look at the Capital Improvement Considerations as a 5 year plan. Terry asked the commissioners to review the lists for the next meeting. Adam asked that Railroad Avenue Park be added to the list. Gary has information on the park and will give a report at the next meeting. Terry asked Matt Hall for information. For Additional Budget Considerations Gary wants commissioners' input on pool employee pay rates. Rick asked for an organizational chart of pool employees for the next meeting.

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

- No report – Absent.

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

- No report.

## **Sports Programs**

- Easter Egg Hunt — No report.
- 5k – (commission) – discussed in New Business.
- Youth Soccer – (James Sawyer) – Bill asked that when are ready to order new uniforms we get a different color combination, perhaps grey and blue or white and blue. Several area towns have navy blue uniforms and players have to wear red pinnies at the games. He said the uniforms run small. Bill also asked that Vara field be cut shorter so the ball moves more easily on the grass.
- Street Hockey – (Adam Zimmer) – Registration opened on Monday, Oct 23.
- Youth Basketball – (James Sawyer/Sean Farrington)- Registration is open. We have received several.
- Lil' Hoopsters – (Terry Thomas) – Registration will open on Nov 1. Terry wants to ask Future Streaks members to volunteer. A local resident who held a basketball clinic will coach for \$25 per hour though Terry believes he would do it for much less. Some commissioners are not sure we should hire a coach.
- Youth Baseball – (Adam Zimmer) – We should hear from Chris Cannavo soon about reserving fields for Little League and T ball. Susan reminded Adam we cannot make any reservations before the new year and in the Spring there had been discussion of a specific window of time for 3<sup>rd</sup> parties to submit field reservation requests for the spring. Susan will look for that information in the meeting minutes.
- Girls Softball – (Terry Thomas) – No report
- Adult (Men's) Softball – (Adam Zimmer) – Adam will have a rough draft and costs for a newspaper ad. He wants sign ups to start in December.
- Karate – ( ) – Susan stated Session 2 dates, Dec 2 to Feb 16, were confirmed with Paul Kilduff. – Terry would like a commissioner to volunteer as karate liaison.
- Swim Team – (Rick Feldman) – Joe will send the Vendor Fair flier to Terry for Facebook and to Susan for the schools.
- Pool – (Rick Feldman) –
- Swim Lessons – (Rick Feldman) – No report.
- Zumba – No final report was received from the instructor.
- Tennis Clinic – (Joe Pinto) – Joe is concerned about the donation. If we cannot make a donation to the Tennis Club he feels the coach may not run the clinic in the future.

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

- No Executive Session.

## **Facebook page**

- We have 1047 likes.
- Gary was asked by the Washington Township Police Department to post information on our Facebook page about their Nov 7 Flag Football game against Phillipsburg Police Department to raise money for Project Graduation. Terry will get the information.

## **Discussion**

- Bill asked that the sign in front of Borough Hall be updated to include Basketball, Li'l Hoopsters, Hockey and Karate.

## **Recap**

- Gary will email 5K race ideas to commissioners and have a report for the next meeting.
- All commissioners will compile a list of ideas for attracting more runners to future 5K races.
- Susan will compile 2018 meeting dates for the January 2018 reorganization meeting.
- Gary will gather information (specs and costs) of 4 wheeler attachments, trailer and an additional model.
- Terry will contact Robin Klimko for donation information from the Borough Attorney.
- Susan will type up the timeline regarding the swings at Boro Park.
- Gary will get the results of Musco Lighting's diagnostic and the cost of repairs.
- Gary will contact Steve Deming regarding 1500 watt light bulbs for Boro Park lights.
- Gary will ask Veolia if they have a remote camera to use in the pool's pipes to look for leaks.

- Gary will ask DPW to cut the grass on Vara field shorter.
- Gary will write up an organizational chart of pool employees.
- Susan will get information regarding 3<sup>rd</sup> party field reservation timeframe.
- Susan will update the sign in front of Borough Hall.
- Joe will send Shark vendor fair flier to Terry and Susan.

### **Commissioner Comments**

- Sean Farrington –No comments.
- Rick Feldman – No comments.
- Bill Lyons – No comments.
- Joe Pinto –No comments.
- Terry Thomas –No comments.
- James Sawyer –Absent.
- Adam Zimmer – Absent.

### **Adjournment**

- Rick moved to adjourn the meeting at 9:15 pm. Seconded by Terry. Ayes: 5 Nays: 0, Absent: 2, Abstain: 0. Motion passed.  
Adjourn **9:15 PM**

## Recreation Director Report: September 28 – October 25, 2017

Lights at Borough Park: Repaired damage to lights at Borough Park (Result of Lightning Strike). Met at Park with Kevin Shoud from Borough Sewer Plant and determined outage was result of fuses being blow out by lightning. Procured 19 fuses from Licon Lightning. Returned to Park and replaced the fuses and tested lights. All 9 lights effected by lightning are now working. The original 2 lights that were out still do not come on. All other lights at park are functioning. Total expenses \$110.00 (fuses)

Borough Park Pool leak: Met with Kevin Shoud from Borough Sewer Plant. After examining the pool and return line from the gutter system we both believe the return line is functioning properly. There is not any pressure on the return line during normal operation of the pool. Water returns to the pool from the gutter to the pit as a gravity feed. We both believe the leak is at the point where the aluminum gutter meets the Concrete surface of the pool. When water was allowed to slowly dissipate from the pool the pool stopped losing water at that point. We found apparent cracks where the aluminum and concrete meet. Believe leakage was result of filling pool same day as caulking and painting was completed not allowing for proper curing time for caulk before water was added. Caulk and paint should cure for 5 to 14 days before adding water next year.

Pool will be ready to cover next week. Water is now slowly being released from pool and being sent to sewer plant. Making arrangements with Road Department to assist with covering the pool at their convenience.

Attended League Soccer meeting on September 19<sup>th</sup>. Fees for Referees for playoff games at all levels will be split between both participating teams therefore we should be refunded ½ of the money we paid to league for playoff games at end of season.

We are currently cutting the grass and lining Borough Park and Vara Field twice a week (weather permitting) for Soccer. Lights are now being utilized at Borough Park by all age group teams for practice 5 nights a week. Monday 6:00-7:30, Tuesday 5:30- 8:30, Wednesday 6:00- 9:00 Thursday 5:30-8:30, and Friday 6:30-9:00.

Preliminary 5K Financial Review: Revenue \$3450.00. Expenses: \$1413.00. Profit: \$2036.00

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### Timeline for Park Swings – 2017

Early July – Gary, then Susan, worked to find companies that supply the swings, chains and connectors needed.

July 18 – printed inventory and pricing from 3 companies

Last week of July – Gary reviewed the information and determined which company to work with and the items to be ordered. Susan contacted the company, got all their information and put in a request for it to be entered into the finance system.

Aug 3 – entered the purchase request

Aug 10- received printed purchase order

Aug 11 – sent purchase order to company (PO used as order form)

Aug 17 – advised by company there was a manufacturing issue. A new purchase order was needed with new model information

Aug 22- received new purchase order and sent it to the company

End of Aug -received swing, chains and connectors in 2 shipments, 5 days apart. Swings installed 2 days later.