

Borough of Washington, Warren County, New Jersey
Recreation Commission Meeting Minutes
January 10, 2018 - 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 (7:39), Rick Feldman, Bill Lyons, Terry Thomas (left at 7:36), Adam Zimmer. Also present: Gary Masenior, Recreation Director and Susan Turner, Recreation Secretary.

Nomination and Election of Recreation Commission Officers

- Adam moved to nominate Terry Thomas for Recreation Commission Chairperson. Seconded by Rick. Ayes: 4 Nays: 0 Absent: 3 Abstain: 0 Motion passed.
- Adam moved to nominate Joe Pinto for Recreation Commission Vice Chairperson. Seconded by Bill Lyons. Joe Pinto was not present. No vote. Nomination will be revisited at the next scheduled meeting.
- Adam moved to nominate Rick Feldman for Treasurer liaison. Terry said the position needs better definition of the rights and responsibilities before a person can hold the position. This is on the agenda in the Old Business section for this meeting. Adam moved that once the rights and responsibilities have been defined and voted on, Rick be nominated to the position. Seconded by Bill Lyons. Ayes: 3, Nays: 0, Absent: 3, Abstain: 1. Motion failed.

Audience Participation

- Adam moved to open the audience participation portion of the meeting. Seconded by Rick Feldman. Ayes: 4 Nays: 0. Motion passed. Audience participation portion opened. No audience members present.
- Adam moved to close the audience participation portion. Seconded by Rick. Ayes: 4 Nays: 0. Motion passed. Audience participation closed.

Minutes of Prior Meetings

- Gary noted an error in the New Business section of the 12/27/17 minutes. At the sixth bullet point, Budget, in the 12th and 13th lines it should read “March and Sept through Nov - 20 hours per week, April through Aug - 35 hours per week.” Adam moved to accept the 12/27/17 minutes with correction. Seconded by Terry. Ayes: 4, Nays: 0, Absent: 3, Abstain: 0. Motion passed.

New Business:

- Meeting Dates for 2018 – Meetings are to be held on the second and fourth Wednesday of each month, with the option of cancelling a meeting if the chairperson does not feel a second meeting is necessary or a quorum cannot be reached. Terry moved to accept the schedule of 2018 meeting dates. Seconded by Adam. Ayes: 4, Nays: 0, Absent: 3, Abstain: 0. Motion passed.
- Approval of Sports/ Programs liaisons – This item will be reviewed after Local Family Assistance and Budget.
- Local Family Assistance – A Washington Borough family whose 4 children are heavily involved in Recreation Sports Programs is suffering serious health and financial issues. A “Go Fund Me” page has

been set up to raise \$15,000. Bill Lyons would like to share the Go Fund Me link on the Recreation Facebook page and possibly the Washington Borough Facebook page. Rick is not sure the commission should. Do we then post similar items for other participants' families or others in the community? Adam suggested offering a free family pool membership. Rick suggested the commission wait until closer to pool opening. Gary suggested waiving future sport program fees. Bill will keep the commission updated on the family.

- Budget –
 - Financial Thresholds – Gary stated the Borough Manager told him that he has the authority to purchase any item up to the \$6000.00 quote threshold. He does not need commission approval to do so. If he has to wait until the commission votes on purchases it will delay those purchases by a month. Any item or service costing \$6000.00 to \$39,999.99 requires 3 quotes. Items/services costing \$40,000.00 or more must be sent out to bid. These requirements are only for items/services that are not under the NJ State or County Co-operative purchasing contract. Gary will inform the commission via email of any large purchase(s). Rick stated the Treasurer liaison would be the main contact for that information. Gary stated one commissioner cannot approve purchases.
 - Preliminary Manager/Laborer Schedule 2018 – Gary asked the commission to approve the schedule so he can move ahead with advertising for and hiring of personnel. Rick asked that there be flexibility to change the schedule if necessary. Gary agreed. Bill Lyons moved to accept the Preliminary Manager/ Laborer Schedule for 2018 with the understanding it may be changed in the future if necessary. Seconded by Adam Zimmer. Ayes: 4, Nays: 0, Absent: 3, Abstain: 0. Motion passed.
 - Pool Salary Budget – Gary asked the commission to approve the salary budget. Rick stated he believed the pool would be open Memorial Day weekend and the following weekend and opening for the season the weekend after that. This would add to the salary budget. Terry clarified that we hope to open Memorial Day weekend. It was also noted that the Swim Team coaches' salaries cannot be discussed until Joe Pinto is in attendance. Adam moved to approve the Pool Salary Budget pending the Swim Team coach salaries negotiations and with the understanding there may be additional salary incurred if the pool opens Memorial Day weekend. Seconded by Terry Thomas. Ayes: 4, Nays: 0, Absent: 3, Abstain: 0. Motion passed.
- Terry moved to take a 5 minute break until commissioner Sean Farrington arrived. Seconded by Bill Lyons. Ayes: 4, Nays: 0, Absent: 3, Abstain: 0. Motion passed.
- Terry Thomas left the meeting at 7:36 pm. Vice Chairperson Adam Zimmer took charge over the meeting. Sean Farrington entered at 7:39. Meeting re-convened at 7:40.
 - Swim Team 2018 Contract and Salaries – Gary asked Rick to ask Joe if the Swim Team will make a contribution to the coaches' salaries this year. Rick moved to table the discussion until Joe Pinto is in attendance. Seconded by Bill Lyons. Ayes: 4, Nays: 0, Absent: 3, Abstain: 0. Motion passed.
 - Budget Worksheet 2018 and 2017 Unexpected Expenses reviewed – Gary distributed an updated budget worksheet with projected salaries and Toro Workman and Rahn Infield Groomer costs included. The Parks and Playground salaries include his, the secretary's and one laborer. The Swim Team coaches' salaries are based on the head coach receiving \$12 per hour with a \$1,800.00 cap and assistant coach receiving \$10.49 per hour. These may be lowered. If the pool is open Memorial Day weekend and the following weekend an additional 5 days' salaries at \$973.81 per day should be added. After all salaries and anticipated unexpected expenses (using 2017 numbers) are subtracted out of the total revenue \$39,558.00 is left to run sports programs and purchase supplies or equipment.
- Adam moved to go into Executive Session to discuss a specific position's salary. Seconded by Sean Farrington. Ayes: 4, Nays: 0, Absent: 3, Abstain: 0. Motion passed.
- Rick moved to close Executive Session. Seconded by Bill Lyons. Ayes: 4, Nays: 0, Absent: 3, Abstain: 0. Motion passed.

- Budget Worksheet 2018 continued – Gary stated the overtime costs incurred by pool staff will be eliminated this year. The new fingerprint scanner will allow for different codes to be entered for each employee’s different job title. This will eliminate the need for time cards and paper time sheets filled out by the employees. Each position will have set time parameters in the electronic system. Each employee will receive an information packet regarding the timekeeping/fingerprint scanner system. Gary will have to review and approve each employees’ time record. – The Council Contribution to Recreation, which covers Park & Playground salaries, is expected to remain the same but Gary plans to ask for a 2.5% increase to cover salary increases.
- Budget Considerations 2018 – Gary “graded” the list for priorities. High priority items will cost \$19,241 but \$10,880 of them are safety issues for which he will ask Borough Council to cover or share the costs. Some of those items are: Brake light and turn signal light system for the Toro Workman. The Borough Manager wants the vehicle “street safe” with the lights. Gary said it will be less expensive to have them installed while the Toro is still at the dealer. Rick said we should ask the Borough to pay half the cost; Pool Chemical injector pumps -On very hot days the current system does not have the capability to maintain proper chlorine levels so liquid chlorine must be added manually. Also humidity and temperature fluctuations have damaged parts. Rick wants to know how much has been spent repairing and/or replacing the pump injectors; Confined Space hoist system; Confined space and blood borne pathogen training is required for pool employees. Lifeguards must be offered the option of 3 shots to protect against blood borne pathogens which cost an estimated \$150 per person, if they elect to have the shots. Gary said the Risk Assessment company will provide hazardous material, blood borne pathogen, fire extinguisher and sexual harassment training. Adam Zimmer said some training is also available through the Fire Department.
- Budget Projections 2018 – Rick asked what all the other projection numbers were to be (Salaries have been entered). Gary does not have the anticipated expenses from liaison’s he requested at his first meeting in the summer. Rick stated that in the past a program’s anticipated revenue could not be higher than the previous year. Gary said he could go to council to get extra funding. Rick said we could also raise program registration fees. It was agreed that all commissioners must provide all anticipated revenue, including sponsors, and all anticipated expenses, broken down specifically, to Gary no later than Thursday, Jan 18. Susan will send an email to all commissioners citing this information. At the next meeting a total budget review will be addressed first.
- New Program considerations – Gary stated the 18 new programs could be implemented for only \$5350. He is working on sponsorships for many of them. Rick wants Gary to anticipate revenue and expenses so the commission can vote on them.
- Pool passes – Gary discussed the commission approving 1000 free daily pool passes he could distribute to increase our pool’s exposure in area towns. The passes would be good for the first 3 weeks of the season. He would focus on areas south of Washington since there are no public pools in those municipalities.
- At 9:05 Adam Zimmer said he had to leave the meeting. Rick moved to adjourn. Seconded by Bill. Ayes: 4, Nays: 0, Absent: 3, Abstain: 0. Motion passed.
- **Meeting Adjourned at 9:06 pm**

Old Business:

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Recreation Director’s Report

- Report distributed but not reviewed.

Council Liaison’s Report

- No report.

Recreation Secretary's Report

- No report.

Sports Programs

- Easter Egg Hunt — (all commissioners) - No report.
- 5k – (commission) –No report.
- Youth Soccer – (James Sawyer) – No report.
- Street Hockey – (Adam Zimmer) – No report
- Youth Basketball – (James Sawyer/Bill Lyons) –No report.
- Lil' Hoopsters – (Terry Thomas) –No report.
- Youth Baseball – (Adam Zimmer) - No report.
- Girls Softball – (Terry Thomas) –No report.
- Adult (Men's) Softball – (Adam Zimmer) – No report.
- Karate – () – No report.
- Swim Team – (Rick Feldman) – No report.
- Swim Lessons (Rick Feldman) – No report.
- Pool – (Rick Feldman) – No report.
- Tennis Clinic – (Joe Pinto) – No report.
- Zumba – No report.

Executive Session (If Necessary)

- Executive Session held during New Business.

Facebook page

- No report.

Recap

- No Recap given.

Commissioner Comments

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

Adjournment

- Rick moved to adjourn the meeting at 9:06 pm. Seconded by Bill. Ayes: 4 Nays: 0. Motion passed.
Adjourn **9:06 PM**