

**Borough of Washington, Warren County, New Jersey
Recreation Commission Meeting Minutes
January 24, 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 7:05 p.m.

Flag Salute

Statement of Adequate Notice

- Adam Zimmer 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 (7:41), Rick Feldman, Joe Pinto, James Sawyer, Adam Zimmer (left at 8:50). 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 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

- James Sawyer moved to accept the 1/10/18 minutes. Seconded by Rick. Ayes: 4, Nays: 0, Absent: 3, Abstain: 0. Motion passed.

New Business:

- Approval of Sports/ Programs liaisons –
 - Easter Egg Hunt — all commissioners.
 - 5k – all commissioners.
 - Youth Soccer – James Sawyer -He would like to have Bill Lyons take over since he does not have any children in the program anymore.
 - Street Hockey – Adam Zimmer
 - Youth Basketball – James Sawyer and Bill Lyons
 - Lil’ Hoopsters – Terry Thomas – Terry will finish the 2018 program. A new liaison will be assigned for the 2019 program.
 - Youth Baseball – Adam Zimmer
 - Girls Softball – Gary, Recreation Director, will handle this until a new liaison is appointed.
 - Adult (Men’s) Softball – Adam Zimmer
 - Karate – No liaison assigned.
 - Swim Team – Rick Feldman
 - Swim Lessons - Rick Feldman
 - Pool – Rick Feldman
 - Tennis Clinic – Joe Pinto
 - Zumba – Rick Feldman – The instructor submits a report

- Little League/Tball sponsor signs/shared payments Steinhardt/Vara fields -
The commission heard from Chris Cannavo (Little League) at previous meetings but has not had input from Adam Robinson (T Ball). Adam Zimmer feels both Chris Cannavo and Adam Robinson should attend a meeting to discuss possible agreements between all three parties. Rick presented information from an agreement between the three organizations, written in 2007, that was never approved. Rick will provide a copy of this agreement at the next meeting for discussion. Adam moved to table this topic until further information is gathered and/or Chris and Adam Robinson attend a meeting.
- Establish a First Aid Kit return policy – The Recreation commission provides fully stocked First Aid kits for all program teams. Coaches sometimes do not return them. The Secretary has First Aid items in stock but replacement boxes or bags needs to be purchased. Over the last few years as many as 8 kits have never been returned. Discussion included why a coach may not return it, liaisons’ responsibilities in assigning the kits and ensuring their return, potentially charging coaches for the “container” replacement cost, sign out sheets. It was determined that besides the liaison’s using a sign out sheet and following up after each season, no other actions would be taken.
- Approve Pool Passes – Gary wants to have 1000 one day family pool passes to distribute for marketing purposes and increase pool membership. He would concentrate distribution in towns south of us since there is no public pool between Washington and Flemington. The passes would expire July 4th. Both the Borough Manager and the Mayor are in favor of his plan. Adam recommended 500 passes. Rick wants residents of Washington to receive some. Gary suggested splitting the 500 passes evenly; 250 for other towns, 250 for Washington residents. Rick asked Gary to present more information on the areas/events where the passes will be handed out. Adam moved to approve 500 one day family pool passes for distribution by the Recreation Director, with 250 passes distributed to Washington residents and 250 passes distributed to other towns’ residents. Seconded by James. Ayes: 3, Nays: 1, Absent: 3, Abstain: 0. Motion failed.
- Rick moved to table further discussion of the pool passes and the final number until the next scheduled meeting. Seconded by Joe Pinto. Ayes: 4, Nays: 0, Absent: 3, Abstain: 0. Motion passed.
- Tug O’ War – Gary wants approval to proceed with planning the Official Tug O’ War Championship at Borough Park to coincide with the Borough’s 150th Anniversary. Gary wants to run the event on a Saturday around September when the High School football team is not playing. Labor Day weekend was suggested since the pool will still be open.
- Sean Farrington entered the meeting at 7:41 pm.
- Tug O’ War continued - Gary wants to combine this event with a food truck competition. Potentially, thousands could attend. Discussion included: parking availability, for which Gary will approach a local bus service to sponsor the event and provide shuttle service from local parking areas to the park; groups that would be contacted to participate such as Fire and Police Departments, High School Athletic groups, gyms, National Guard, etc.; registration costs for Tug o’ war and Food Truck competitions – Gary wants to charge \$100 per Tug o’ War team (up to 8 people) which would allow the team to compete in more than one category. He wants to charge \$300 per food truck and possibly a portion of the profits. He would run that similar to Musikfest, using tickets purchased by attendees who then redeem the tickets at the food trucks of their choice. The vendors turn in all tickets at the end of the event.; Participation can be limited at Rec’s discretion if they feel it is getting too big; many volunteers would be needed; an itemized “to-do” list, similar to Terry’s for the 5K, would be necessary; an organization that has held a Tug O’ War Championship should be contacted and possibly brought in to address the commission to get logistical information on running such an event. Adam moved to approve

plans for the Tug O' War and food truck competitions to take place Labor Day weekend. Seconded by James. Ayes: 5, Nays: 0, Absent: 2, Abstain: 0. Motion passed.

Old Business:

- Approve lights for Toro Workman – The lights, which include headlights, turn signals and brake lights, cost \$653.24. The Borough will not share the cost. Gary wants to have the lights installed at the dealer before the Workman is delivered. Adam moved to approve the purchase of the lights for the Toro Workman. Seconded by James. Ayes: 5, Nays: 0, Absent: 2, Abstain: 0. Motion passed.
- Budget Review – Gary distributed “New Program Considerations”. He has consolidated these all under the “Entertainment in the Park” account line. Gary stated the budget information and worksheets he handed out at this and past meetings are for commission use. He will submit separate paperwork to Borough Council for budget requests. Rick asked why “Movies in the Park” was blank. Gary said it costs a minimum of \$1000 to rent a movie. He wants to focus on events/programs with lower costs first. Adam suggested asking the BID to help cover the movie costs. Sean suggested asking BID to help with all the programs. It was suggested to ask M&M Mars to sponsor the Halloween parade. Adam suggested considering a Wine & Painting event. Gary has spoken with the Warren Hills Band Director and is arranging to have a small music group play in the pavilion for an afternoon. The musicians would be given free daily pool passes.

Budget worksheet reviewed – Education expenses were removed from the New Programs and moved into Commission. Pool Salaries will be less than discussed at the last meeting because Gary confirmed Warren Hills will end school on June 14, not June 6, which removes 7 days of salaries from the total salaries. Street Hockey – Adam did not submit budget projections because he needed to get some expense amounts. Gary said Kevin Fox from the NJ Devils will supply 40 sticks, 4 sets of goalie equipment, 2 goals and balls. The Devils will send a player to one or two of our practices. Since the Devils are in the playoffs the chance of getting any free game tickets is very slim. Soccer – the projection numbers are based on \$70 registration fee, a \$5 increase from 2017. 5K – Gary had doubled the projected revenue and expenses. He will re-do them to reflect a 3 year average as he did with other programs. Secretary's salary – the percentage increase was re-calculated on the entire salary, not just the Recreation portion, and split 60%/40% between Rec and the Boro. This has resulted in a \$2200 decrease in Rec's portion.

Gary has a commitment from local Girls Scouts to fill the plastic eggs for the Easter Egg Hunt. The eggs will be filled on March 23. Adam moved to confirm March 24, 2018 for the Easter Egg Hunt with a rain date of March 31, 2018 pending any other major Borough events. Seconded by Sean Farrington. Ayes: 5, Nays: 0, Absent: 2, Abstain: 0. Motion passed.

Unexpected Expenses and Maintenance & Material/Supply worksheet – Gary calculated the day to day Open Swim and Parks & Playground expenses. Those numbers combined with most of the immediate, mandatory additional expenses are less than the 2017 Unexpected expenses. This does not include the Capital Expense projects: caulking the pool and purchasing the confined space hoist, harness and air quality tester.

- Adam stated he had to leave the meeting and asked Rick Feldman to head the meeting. Adam Zimmer left the meeting at 8:50.
- Budget Review continued – Gary has talked with the Borough Manager about sharing the cost of the confined space hoist equipment with DPW and Emergency Squad. The Manager will look into safety grants to help offset the cost. The Manager will get the balance of the Recreation Capital Fund from the CFO. This could be used for pool caulking or the caulking could be paid from the Trust Fund. Gary emphasized he needs the projections for the remaining programs to finalize the budget worksheet.
- Rick stated he had to leave. Rick moved to adjourn the meeting. Seconded by James. Ayes: 4, Nays: 0, Absent: 3, Abstain: 0. Motion passed.
- **Meeting Adjourned at 9:10 pm**

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)

- No Executive Session held.

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 9:10 pm. Seconded by James. Ayes: 4 Nays: 0 Absent: 3, Abstain: 0. Motion passed.
Adjourn **9:10 PM**