

Borough of Washington, Warren County, New Jersey
Recreation Commission Meeting Minutes
July 25, 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 7:02 p.m.

Flag Salute

Statement of Adequate Notice

- Chairperson Rick Feldman 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: Daniel Almind, Rick Feldman, Joe Pinto, James Sawyer, Adam Zimmer. Also present: Gary Masenior, Recreation Director, Robin Klimko, Council Liaison, and Susan Turner, Recreation Secretary.

Audience Participation

- Adam Zimmer moved to open the audience participation portion of the meeting. Seconded by Dan Almind. Ayes: 5 Nays: 0 Absent: 4, Abstain: 0. Motion passed. Audience participation portion opened.
- No audience members present.
- James Sawyer moved to close the audience participation portion. Seconded by Adam Zimmer. Ayes: 5 Nays: 0 Absent: 4 Abstain: 0. Motion passed. Audience participation closed.

Minutes of Prior Meetings

- Joe Pinto moved to discuss the minutes of the July 11, 2018 meeting. Seconded by James Sawyer. Ayes: 5, Nays: 0, Absent: 4, Abstain: 0. Motion passed.
- Joe noted that the motion to adjourn could not have been made by Adam Zimmer because he was not present at the meeting. Susan will correct the motion to adjourn.
- Joe Pinto moved to accept the minutes of the July 11, 2018 meeting with changes. Seconded by Dan Almind. Ayes: 5, Nays: 0, Absent: 4, Abstain: 0. Motion passed.

New Business:

- No New Business

Old Business:

- Railroad Avenue property – Gary provided copies of old conceptual drawing/plans and maps of the Railroad Avenue property. One of the plans designed by Bottger originally came with an extensive proposal which, at the time, Borough Council deemed too expensive. A four-phase plan was then submitted, a copy of which Rick believes he has. Discussion focused on access and egress points and where a building could be constructed. The entrance/exit is very close to the railroad tracks. It is an active railroad crossing with a gully next to it. The gully would need to be filled. Rick said the original plan included grading the property and using the dirt to fill the gully. Additional dirt would probably be needed. From the center of the railroad tracks to the center of O’Shea Street is 200 ft. Gary measured it. The entrance could be moved to line up with O’Shea Street. Robin feels moving the entrance to line up with O’Shea Street would disturb residents. Adam Zimmer asked about having an entrance from Washburn Avenue. Robin stated this would need zoning approval. Washburn Avenue is narrow and Robin questioned whether this would cause a problem. Adam Zimmer said a building could go where the football field was originally planned. Robin said residents didn’t mind fields when the concept drawings were created but they may object to a building behind their houses. Gary stated there is already a building in the football field area with a concrete slab that could possibly be renovated. Rick noted the original plan called for this building to be demolished. Gary noted

that there is a JCP&L right of way through the property with about 10 poles. It was stated that work done on the property should allow for leaving it in a natural state when possible, especially in the northeast portion where milkweed grows.

Adam Zimmer would like to be part of the subcommittee formed at the last meeting. Dan asked Joe if he would object to being removed from the subcommittee. Joe did not object. Dan moved to remove Joe Pinto from the Railroad Avenue Property subcommittee and put Adam Zimmer on the subcommittee. Seconded by James Sawyer. Ayes: 4, Nays: 0, Absent: 4, Abstain: 1. Motion passed.

Dan set up a tentative subcommittee meeting date for August 19 at 10 am. James would like to join them and walk the property.

- Brew Fest – tabled – Craig is not in attendance.
- Community Days –tabled – Mark is not in attendance.
- Swim Team Parent Association Status – A memo from Borough Manager Matthew Hall to the Recreation Commission dated July 25, 2018 was entered as correspondence (attached). The memo outlined Matt’s findings resulting from an investigation into the Swim Team Parents Association and steps to re-establish the Association. Rick stated we are going to be in the process of re-established the 501c3 hopefully for next season.

Recreation Director’s Report

- The Tennis Clinic took place last week. Gary spent \$83 on snacks and water, other expenses include the t-shirts, the assistants and the 50/50 split with the Tennis Club. 2 pool water tests were done with all results within limits. This is the final week of the softball clinic. Dan said Monday was rained out and was to be rescheduled. There were 32 or so participants. Gary spent \$150 on water, drinks and snacks. The CFO and auditor will be discussing on Friday afternoon approved ways to pay soccer referees. Gary asked James when soccer practice will start because he wants the goals put up and the fields lined in advance. Practices should start the second week of August. There is a coaches’ meeting the end of next week. Just over 50 children are signed up. James need everyone registered by July 31 as per league rules. The Borough Manager will set up an email account for the Recreation Instagram account. The password will be controlled by the Recreation Office and the Borough Manager. Gary read the current financial and membership numbers for the pool: 32 days – Membership fees \$24,414. 116 Boro memberships, 79 Non Boro memberships, 622 members, 112 family memberships, 18 Individual memberships, 65 Senior memberships, 3 Free memberships, 76 Early Bird memberships, 5 Early Bird Military memberships and 1 Military membership. Aqua Zumba has brought in just under \$700. There have been about 25 participants at each class. Rick asked if locks were ever changed. Gary said he moved locks around.

Council Liaison’s Report

- Robin said the Borough Council had questions about the last bill list. Under utilities from June 5 to July 5 a \$957 water bill is listed. Is there a leak? Gary said no. There was a lot of repair work which required washing down the inside walls and floor of the pool repeatedly. He re-fills the pool with NJ American water as per the new sanitary code. Robin said Michael Heinrich stated no one in the Borough should be using a well because of soil contamination. Gary stated all off-site pool water test results show zero coliforms and zero platelets. No well water is being used. Gary said the next water bill will probably be higher. Robin asked if the water in the Splash pad is recycled. Gary said yes. Robin said the Borough Council wanted to review the purchasing procedure and asked why we don’t use one food vendor/ one supplier. Washington One Stop is being visited often. Can purchases be anticipated and combined? Council is trying to keep costs down. Why did Gary purchase Marinara sauce, a hot plate and grape leaves at the ShopRite? Gary needed the cans the grape leaves came in to prepare eggs for egg sandwiches now being sold during swim lessons. The eggs are cooked in a skillet on the hotplate instead of turning on the large grill. The sauce is for mozzarella sticks and meatball subs which are selling very well. Why is Gary going to ShopRite so often? There is limited storage space at the Concession Stand. Food from US Foods takes up almost all the freezer space. US Foods only accepts orders of 15 or more cases and is delivered once a week. If we are running low on hot dogs or French fries we 1) don’t have

enough need to order 15 cases 2) we don't have enough room for another full order 3) US Foods is expensive and many items can be purchased for considerably less at ShopRite. Gary is actively working to keep costs down. Also, some items, like hot dog rolls, cannot be kept for more than a few days. The situation is similar for ice cream. The delivery is only once a week and there is limited freezer space. We recently sold out a full ice cream order in 3 days. Gary couldn't run 4 or 5 more days with no ice cream on the hottest days so he bought more at ShopRite. Robin asked if paper products can be bought in bulk. Gary has only bought 3 packs of toilet paper and one large package of paper plates. He is using all the paper products from last year. Robin said some Borough Council members have received calls from residents wondering why the pool was closed when it wasn't raining. Gary closed the pool recently when the forecast was for 90% chance of thunderstorms for the afternoon and it had already been raining off and on during swim lessons. Gary said he has to balance the costs. It costs \$1000 per day for the pool to be open, \$115 per hour. Robin stated that is the cost of doing business. Adam Zimmer said we can keep the pool open but doesn't want to hear "Why is the pool in the red?" Gary noted that at \$1000 per day it will cost \$80,000 for the season. Will Recreation get that money from Council? There were 2 people at the pool in the first hour and a half today. He has closed when the weather is predicted to be very bad and there is very low attendance. Robin asked how do you answer to the season pass holders that the pool is closed when it's not raining. She said it used to be that the pool was opened each day. If there was thunder or lightening they'd wait the required half hour. If the storm continued the pool would close. If it passed they would reopen. Gary said he will not close the pool again except for thunder or lightening. Gary will contact other municipalities about their closing policies. Rick asked him to email the information to the commissioners. Gary asked Robin if the previous were all discussed at the Borough Council meeting; the purchases and the pool closings. Robin said yes. Gary said his answer to the Council's questions would be "I'm attempting to be frutious with their money."

Recreation Secretary's Report

- Susan contacted Terry Thomas (previous Lil Hoopsters liaison) about the Lil Hoopsters registration fee refund request. He said the child did not participate due to injury and is entitled to the refund. James moved to refund the Lil Hoopsters registration fee. Seconded by Adam Zimmer. Ayes: 5, Nays: 0 Absent: 4, Abstain: 0. Motion passed. Susan will begin refund process. Susan had a request to refund part of swimming lesson registration because a child would not get in the pool. He eventually got in and comfortable with the instructor but the instructor was switched the 2nd week and the child would not get in the pool again. He participated only 4 out of 10 days. Adam moved to refund half of the swimming lesson registration fee. Seconded by James Sawyer. Ayes: 4, Nays: 0, Absent: 4, Abstain: 1. Motion passed. Susan received a request for a free or reduced individual pool membership based on financial need. The applicant provided financial information as well as information from a doctor recommending water exercise. James moved to provide a free individual pool membership based on financial need. Seconded by Dan Almind. Ayes: 5, Nays: 0, Absent: 4, Abstain: 0. Motion passed.

Sports Programs

- Easter Egg Hunt — (all commissioners) – No report
- 5k – (commission) – Dan has not had the opportunity to go through the spreadsheet/timeline email.
- Youth Soccer – (James Sawyer) – Chris Cannavo with Warren County Dental Center will make a donation to the soccer clinic team and sponsor a shirt. James wants to get one more year out of the nets. The replacement cost for all of the nets is approximately \$2000.
- Street Hockey – (Adam Zimmer) – No report.
- Youth Basketball – (James Sawyer/Bill Lyons) – No report
- Lil' Hoopsters – (Craig Geller) –No report.
- Youth Baseball – (Adam Zimmer) - No report.
- Girls Softball – (Mark Garrison) –Discussed earlier in the meeting.
- Adult (Men's) Softball – (Adam Zimmer) – No report.
- Karate – (Sean Farrington) – Registration is open for September.
- Swim Team – (Rick Feldman) – Discussed earlier in the meeting.
- Swim Lessons (Rick Feldman) – No report.

- Pool – (Rick Feldman) – Discussed earlier in the meeting.
- Tennis Clinic – (Joe Pinto) – Discussed in the Recreation Director’s report.
- Zumba – Discussed in the Recreation Director’s report.

Executive Session

- Executive Session.

Facebook page

- No report.

Recap

- Gary will get closing information from other municipalities.

Commissioner Comments

- Dan Almind – No comments
- Mark Garrison –Absent.
- Craig Geller – Absent
- Sean Farrington– Absent
- Rick Feldman – No comments
- Bill Lyons –Absent.
- Joe Pinto – Joe asked if Celestine’s Catering did the Girls Softball All Star Games. Gary said they did the first night. He served hotdogs and hamburgers the second night. Who authorized it? Gary said Beth Uporsky set it up. Rick said there had been a discussion about food truck requirements, i.e. permits, inspections.
- James Sawyer –No comments
- Adam Zimmer – For next summer Adam would like to have a bus trip for children/teens to Dorney Park, possibly set up with The Vault. We would need parent volunteers.
- Gary Masenior – No comments

Adjournment

- Adam Zimmer moved to adjourn the meeting at 8:38 pm. Seconded by James Sawyer. Ayes: 5, Nays: 0
Absent: 4, Abstain: 0. Motion passed.
Adjourn **8:38 PM**

Correspondence:

MATTHEW C. HALL

BOROUGH MANAGER

M E M O R A N D U M

TO: BOROUGH RECREATION COMMISSION

CC: G. Masenior; S. Turner

FROM: Matthew C. Hall

DATE: 7/25/2018

SUBJECT: Swim Team Investigation

At the request of the Recreation Director I am presenting my findings resulting from the Borough's investigation of the swim team. They are as follows:

• The Swim Team Parents Association was initially set up as a 501©3 organization sometime around 2004 by an individual who no longer has any affiliation with the organization. • A bank account was established for the organization that allegedly contains approximately \$5,000.00. • At some point the 501©3 status lapsed but the organization continued to raise money, and move money into and out of the bank account initially established with no annual audits, etc...

Once these facts were brought to the Borough's attention, the Borough requested that the Swim Team Parents Association simply file the correct paperwork, reconstitute the organization, and to operate in accordance with IRS regulations and guidelines governing 501©3 organizations. No action was taken on the part of the Swim Team Parents Association with regard to properly reestablishing the organization. The Borough then attempted to operate the swim team as a Borough program as a stop gap solution in order to give more time for the Swim Team Parents Association to reestablish itself. This was ultimately unsuccessful due to the fact that a member of the Swim Team Parents Association with no affiliation to the Recreation Commission sent an email to all registered participants "cancelling" the swim team.

Regardless of how or why the Swim Team Parents Association ceased to exist as a 501©3 or what led to the cancellation of the 2018 swim team season, the remedy to this issue is rather simple:

• The Swim Team Parents Association shall immediately refile the 501©3 paperwork and comply with any and all IRS regulations and guidelines, particularly the requirement of an annual audit and timely filing of IRS Form 990. • Once the 501©3 is reestablished, the audit is completed, and the Form 990 is filed, all documentation associated with same shall be provided to the Recreation Commission. • Subsequent to producing the documentation stated above the Recreation Commission shall enter into negotiations with the Swim Team Parents Association with regard to a facility use agreement for the 2019 swim team season.

As none of the above is particularly difficult, costly, or time consuming, I trust that there is ample time to ensure that the Recreation Commission and swim team will be well positioned to begin the 2019 season if work begins now.