

**Borough of Washington, Warren County, New Jersey  
Recreation Commission Meeting Minutes  
January 9, 2019 - 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**

- 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: Dan Almind, Rick Feldman, Mark Garrison, Craig Geller, James Sawyer. Also present: Gary Masenior, Recreation Director. Adam Zimmer and Sean Farrington were marked in attendance after their swearing in.

**Swearing in of Recreation Commissioners**

- Mayor David Higgins conducted the Swearing in ceremony for Adam Zimmer (re-appointed) and Sean Farrington.

**Holiday House Decorating Contest Winner**

- As winners of the Holiday House Decorating Contest the Redfern and Klimko Families were each awarded a Winter Holiday Gift Basket. A Certificate for a free Family Pool Membership will be mailed to them. The Klimkos donated their Pool Membership back to the Commission to be used for a family in need. The two remaining winning households will be contacted to arrange pick up/drop off of their baskets.

**Minutes of Prior Meeting**

- Adam moved to accept the 12/19/18 minutes. Seconded by Mark. Ayes: 5, Nays: 0, Absent: 0, Abstain: 2. Motion passed.

**Audience Participation**

- Adam moved to open the audience participation portion of the meeting. Seconded by Mark. Ayes: 7 Nays: 0, Absent: 0, Abstain: 0. Motion passed. Audience participation portion opened. Brian Hammond of 218 Belvidere Avenue, Washington approached the podium. James prefaced Brian’s talk by stating that the Warren County Soccer League has been falling apart over the last few years, especially this last year, and is no longer effective. Brian stated that he previously ran the Soccer Association, he has worked with the Warren United Soccer Club and SATT trainers for years. He and others in those organizations want to help bring the soccer program back to where it was. A lot of the area towns have seen a reduction in players. He and other SATT trainers could train parents and volunteers to be effective coaches. They will work with us in any way to make soccer a successful program. Adam asked if he would consider a summer clinic, similar to the Girls Softball clinic held this summer. Brian said he ran clinics in the past, some in the park, others in the Memorial School gym and would be willing to do so in the future.
- Adam moved to close the audience participation portion. Seconded by Mark. Ayes: 7 Nays: 0, Absent: 0, Abstain: 0. Motion passed. Audience participation closed.

## **Nomination and Election of Recreation Commission Officers**

- Rick asked for a motion to elect a Recreation Commission Chairperson. Adam moved to elect a Recreation Commission Chairperson. Seconded by Craig Geller. Ayes: 7, Nays: 0, Absent: 0, Abstain: 0. Motion passed.
- Adam moved to nominate Rick Feldman for Recreation Commission Chairperson. Seconded by Mark. Ayes: 6, Nays: 0 Absent: 0 Abstain: 1 Motion passed.
- Rick asked for a motion to elect a Recreation Commission Vice-Chairperson. Adam moved to elect a Recreation Commission Vice-Chairperson. Seconded by James. Ayes: 7, Nays: 0, Absent: 0, Abstain: 0. Motion passed.
- Adam moved to nominate Sean Farrington for Recreation Commission Vice Chairperson. Seconded by Craig. Ayes: 6, Nays: 0 Absent: 0 Abstain: 1 Motion passed.
- Rick stated that statute allows for the creation of positions within the Recreation Commission. He would like to create the position of Treasurer to assist the Recreation Director and the Commission in all monetary and financial issues that pertain to the Commission, pending the approval of a job description to be created in the next 45 days. Mark moved to create a Treasurer position within the Recreation Commission pending the approval of a job description to be created in the next 45 days. Seconded by Sean. Ayes: 7, Nays: 0, Absent: 0, Abstain: 0. Motion passed.
- Adam Zimmer moved to change the Facebook liaison to a position officially titled Social Media Director and posted on the Recreation website with other officers. Rick noted we have the liaison on the site and can continue that way without creating the position. No Second. Motion declined.

## **New Business:**

- Meeting Dates for 2019 – James moved to hold the 2019 regular meetings on the second Wednesday and fourth Thursday of each month Seconded by Adam. Ayes: 7, Nays: 0, Absent: 0, Abstain: 0. Motion passed.
- Approval of Sports/ Programs liaisons –
  - Easter Egg Hunt — all commissioners
  - 5k – all commissioners
  - Youth Soccer – James Sawyer
  - Street Hockey – Adam Zimmer
  - Youth Basketball – James Sawyer
  - Lil' Hoopsters – Craig Geller
  - Youth Baseball – Adam Zimmer
  - Girls Softball – Mark Garrison
  - Adult (Men's) Softball – Adam Zimmer
  - Karate – No liaison will be assigned. All communication is handled by the Recreation Secretary
  - Swim Team – Rick Feldman and Sean Farrington
  - Swim Lessons - Rick Feldman.
  - Pool – Rick Feldman
  - Tennis Clinic – James Sawyer
- Privacy Issue – photography –Gary explained that the new photography company we plan to use for Basketball and Hockey pictures next week was asking for all players' names, parent names, home addresses and email addresses. James said he worked with the company and he will provide just the players name and the team. At the photography event the parents can provide their personal contact information. The company then sends out an email to the parents who in turn register and log onto the photo website to view their child's pictures. It will be the parents' responsibility and decision to accept the photo company's privacy rules. James noted the High School and Middle School handle class photos this way. After discussion it was determined that the parents should complete a form at the photo event if they choose to. If the photography company does not wish to proceed this way James will contact the company we've used before.

## Old Business:

- Railroad Avenue Property - Rick asked Mayor David Higgins to explain all the steps required to develop the Railroad Avenue Property: A committee would be formed to determine what should be done. Their plan would be presented to the Commission. Upon the Commission's approval an engineer would be hired to design the project and provide expected costs. If we wanted to use existing plans they would have to be reviewed by an engineer. The Recreation Commission and the Borough Council would then have to approve the plans. The project would go out to bid and a bid within the expected range would be approved. Discussion on the steps took place: A Professional Services Agreement could be entered with the engineer provided it was not more than \$17,499. Dave suggested presenting a conceptual design to council for approval before hiring an engineer. He also suggested seeking out a design engineer/firm through the National Park and Recreation Association that could provide opinions and cost estimates pro bono. The \$17,500 bid threshold includes all engineering costs including land use. If bids come in much higher than anticipated the project can be stopped. If multiple bids are not much higher one bid has to be accepted. The entire process can take up to a year. Since the property is owned by the Borough the Recreation Commission would have to request money from the Borough through a bond or a loan. The request would need to be submitted/approved before the budget is finalized. A request for money to do a study or hire an engineer would have to be submitted before the budget is finalized. The Borough could obtain a loan for the entire project and the payments would be pulled from the Recreation operating expenses. Grants could also be used. An engineer is not required for clearing debris and making paths or cutting underbrush to create open areas. If we want to cut in a new road an engineered design is required. Gary noted that the Township Administrator said only a driveway permit would be needed to cut in an entry.
- Lil Hoopsters- the program started last night and went well. Mark Garrison was there to help as were his and Craig's daughters. More volunteers would be welcomed.
- Youth Baseball – Gary said the Warren Hills Youth Baseball league meeting is Jan 17. Adam will attend with him.
- Adult/Men's Softball – Adam said the meeting takes place in mid-January. Adam wants to start advertising for teams. He will put something together this week. He would like an A and a B Division which would mean 12 teams. If that doesn't happen he'll have just one Division. Adam has umpires available.
- Spring 5K – Gary looked into alternate dates. On May 18 no other 5K's are scheduled in Warren or north Hunterdon counties. A commissioner found that the Warren Hills Relay for Life is May 18 so Gary will look at other dates. Gary spoke with the Warren Hills Athletic Director about partnering with Project Graduation. The Athletic Director would like to hold their Community Day event on the same day as the race. He has funds available for that event which he would share with Recreation. Previous Community Day events have drawn a lot of students and their families. Gary said he worked out a race route that starts at the Borough Hall, down Carlton to North Prospect, onto Kinnaman, to the stadium, around the track once, onto Jackson Valley, onto Belvidere and ends at Borough Hall which is exactly 5K long. Rick wants the race to start or end in the Borough Park. Road closure permits for Route 57 have to be submitted now. Since there's a time constraint it was suggested moving the fall 5K to the park. Craig said if the Spring race starts and ends at the High School Stadium local businesses can be set up/involved as part of Community Day. Rick asked if the High School would allow food trucks. He asked Gary to ask the Athletic Director to attend the next Commission meeting to go over all the possibilities.
- Swim Team – Rick has been trying to get an “established” coach to help re-establish the program. We need to get a coach in place and can then start working on a parent organization. A non-profit organization would have to be approved and set up unless the Commission planned to handle the swim team. Rick is not sure, based on previous experience, that the Commission could do it.

- Cameras – the DVR was brought in to Borough Hall. It is damaged and the product is not made any more and the phone calls Gary placed to the company have not been returned. The only viable option at this point is to purchase another system. Rick said to put the cost into the budget for next year.
- Budget – Gary handed out budget information. The Pool Salary worksheet is based on the \$13 per hour lifeguard pay which represent a \$3.57 raise, approximately 38%. This would increase the pool budget by \$17,169 dollars, approximately 20%. Gary does not think it is sustainable.

Recreation started the year with \$54,600 in the trust fund and ended with \$63,240. We received \$192,706 in revenue (approximately \$95,900 through sports programs, \$81,300 Borough Council contribution and \$15,700 from Capital Improvements fund) and had \$184,000 in expenses. Gary encumbered \$16,970 at the end of 2018 for necessary items such as ballfield clay, playground mulch, software updates, new filters, new pool vacuum, etc. For 2019 Gary was told Recreation would receive the same approximate \$81,000 from Borough Council. Using 5 year averages he projects revenue and council contributions will equal \$207,000. Projected Budget expenses are \$252,000 which would leave us with a deficit of approximately \$45,000. Rick said we could raise fees to help offset some of the deficit. Rick asked to have a copy of the fee schedule at the next meeting so it could be reviewed for possibly raising program fees.

Mark and Rick asked Dave Higgins to get clarification on Green Acres regulations regarding signs at the Borough Park. Gary recalled that we are not allowed to put up advertising signs but we can have signs that thank sponsors. Revenue from sponsor signs could help offset the budget deficit.

Brian Hammond (audience) said his daughter worked as a lifeguard at the pool and raising the pay to \$13 would be an incentive for her to return. The \$350 cost of lifeguard certification is a detriment. He said she's considering a job elsewhere that pays about the same \$9.43 per hour she earned last year. Gary asked if free or low cost training were offered would she return? Brian said it would be an incentive because parents wouldn't have to pay such a large fee.

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

- Report details given in New and Old Business

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

- No report. Dave Higgins said there will no longer be a Council Liaison. This entry will be removed from future agendas.

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

- Susan compiled Hockey shirt information for Adam. Gary will give it to Adam individually.

### **Sports Programs**

- Easter Egg Hunt — (all commissioners) - No report.
- 5k – (commission) –No report.
- Youth Soccer – (James Sawyer) – The soccer league is struggling with a lack of volunteers and Mansfield is looking for a new Director. He thinks it may fold this year or next year. Rick asked if we could set up a league ourselves and run it with volunteers help. Audience members Brian Hammond, Anthony and Wayne, who are with Warren United Soccer and SATT, offered assistance. They also suggested having a simple program in which the Borough children play each other in Saturday games. It could be expanded to include neighboring towns. SATT offers coaches' training and they would train parents. 6 different sized fields could be marked out at Vara field.
- Street Hockey – (Adam Zimmer) – No report
- Youth Basketball – (James Sawyer/) – The scoreboard at Memorial School is broken. They cannot determine what is wrong with it. Since it stopped working during a Borough game we may be billed for its repair. They have been using our portable scoreboard which is supposed to be the backup for Middle School games. James would like to purchase another portable scoreboard to have as a backup in case the Middle School's scoreboard fails on a night the portable one is being used at Memorial. He sent

information to Gary and would like the scoreboard purchased now. He sent information to Gary. Rick said no vote was needed as approval for Gary to purchase it.

- Lil' Hoopsters – (Craig Geller) – Discussed in Old Business.
- Youth Baseball – (Adam Zimmer) - Discussed in Old Business.
- Girls Softball – (Mark Garrison) –No report.
- Adult (Men's) Softball – (Adam Zimmer) – Discussed in Old Business.
- Karate – () – No report.
- Swim Team – (Rick Feldman/ Sean Farrington) – Discussed in Old Business.
- Swim Lessons (Rick Feldman) – No report.
- Pool – (Rick Feldman) – No report.
- Tennis Clinic – (James Sawyer) – No report.
- Zumba – No report.

#### **Executive Session (If Necessary)**

- No Executive Session.

#### **Facebook page**

- No report.

#### **Recap**

- No Recap requested.

#### **Commissioner Comments**

- Rick Feldman – Rick thanked Mark for the window cling idea. He suggested in the future having the year included. Rick would like the agenda/meeting layout changed. He wants the flag salute after roll call, have the council liaison report removed and change Facebook liaison to Social Media liaison. He asked that the minutes and agenda be sent out the Friday before a meeting, when possible, so that Commissioners have the weekend to review. Rick asked all commissioners to review the by-laws and statutes handed out at a previous meeting. He wants to look at rewriting the bylaws because there are some things we do that we shouldn't and some that we don't do and should. A Privacy Policy could be added. He thanked the commission for making him Chairperson again and thinks the commission can do a lot of good things this year.
- Sean Farrington– Sean thanked the commission for welcoming him back and for electing him Vice Chairperson.
- Dan Almind - No comments.
- Mark Garrison – No comments.
- Craig Geller – Craig will have more information about the Brew Fest in about 2 weeks. It takes 30 days to get permits.
- James Sawyer – No comments
- Adam Zimmer – Adam welcomed Sean back to the commission.

#### **Adjournment**

- Adam moved to adjourn the meeting at 9:29 pm. Seconded by Craig Geller. Ayes: 7 Nays: 0. Motion passed.

Adjourn **9:29 PM**