

# **(RECREATION COMMISSION REORGANIZATION MEETING)**

## **RECREATION COMMISSION**

### **REORGANIZATION MEETING**

**January 26, 2012**

Present: Mr. Kevin Bodnar (arrived at 7:49 p.m.)  
Mr. Michael Breslin (arrived at 8:26 p.m.)  
Mr. Salvatore Cortese, Chairman  
Mrs. Jan McCabe  
Mr. Gerard Sittmann, Vice Chairman  
Mrs. Maggie Slawinski  
Mrs. Maureen McEntee

Mrs. Karleen Leahey, Recreation Director  
Mrs. Katie Bezold, Events Coordinator (arrived  
at 8:06 p.m.)

Councilwoman Laurie Fu

### **PLEDGE OF ALLEGIANCE**

Mr. Cortese called the meeting to order. He stated that adequate notice of this meeting has been posted and published in accordance with Chapter 231 of the Public Law of 1975, "Open Public Meetings Act."

### **COMMENTS FROM THE PUBLIC**

Mr. Cortese opened the meeting to the public to speak on matters other than those on the agenda.

Ms. Margie Wagner, 36 Sun Valley Way, Morris Plains, introduced herself to the Commission members. She advised she is at this meeting representing the Morris Plains Teen Center. The Teen Center organization is requesting that it be allowed to participate as a fund raising organization at the Family Day event. The group would like to sell hot pretzels. In addition to raising funds, the group wants to create a greater presence in the community and have an opportunity to raise awareness about what the Teen Center offers. The plan is to use the Community Center kitchen oven and have one or more designated people to

bring the pretzels from the kitchen to the selling area. The Teen Center young people would not be working; she and one other person will handle this.

The Commission members reviewed the current and past fund raising efforts of other groups that participate in the Family Day event to determine what other alternatives there might be to selling hot pretzels if an alternative was necessary. Family Day in 2012 will be held on June 30 with a rain date of July 1 and Mike Breslin and Kevin Bodnar will be co-coordinators.

Cross discussion about the possible best fund raising effort(s) for the Teen Center organization to consider offering. Selling popcorn along with the pretzels might work well.

Mrs. Wagner advised she will contact Messrs. Breslin and Bodnar about the Teen Center's fund raising participation at Family Day. She thanked the Commission members for their consideration of the Teen Center's proposal and time spent providing guidance.

### **RECREATION DIRECTOR'S REPORT – January 2012**

Mrs. Leahey presented her report.

**Kids in the Kitchen Program** – This program had to be cancelled due to low registration (2 sign-ups). She spoke with Christine Tani to advise of this, adding that perhaps the program can be re-offered as part of the fall program.

**Youth Boot Camp** – This program maxed out at 16 participants. When this program is offered in the future, she plans to break it into two classes (grades 3 and 4 and grades 5 and 6). Stacy Williamson is the instructor.

**Summer Concert Series** – She commented on an e-mail from Mr. Glenn Taylor (Kootz Band). He was writing about the band not being able to participate in this series last year. Brief cross discussion about this, including whether he is willing to negotiate.

**USSI Sports** – This organization had contacted the Commission about offering a T-ball clinic, but she has been unable to identify a space for this program to be held on a Saturday. A field is not required. This is a program they want to hold now; it is for children in the three- to five-year range. Alternatively, they would like to hold the program on Thursday mornings.

Cross discussion about possible alternatives for the USSI program.

**Kids Helping Kids Program** – She is adding two programs – one will be Lego and the other will be a program called Afternoon Friendship Circle, a social skills

class. The Borough School has been very helpful in allowing the Learning Center to be used for programs.

**Summer Boot Camp** – Last year this program was conducted outside because rooms were not available in the Community Center, but it was too hot to do this kind of program outside. Ms. Williamson is asking if this program might be held at the Borough School. This program has more than paid for itself since it has been held.

The Commission agreed that Mrs. Leahey should contact the Borough School to inquire about this program using the school.

**Breakfast with the Easter Bunny and Egg Hunt** – She and Mrs. Bezold have met to begin discussing the details for this event. Mrs. Bezold is recommending a continental breakfast this year versus the bacon and eggs, pancakes and similar food. This would save money that could then be used to do a craft such as making a picture frame to hold the children's photographs with the Easter Bunny.

Cross discussion about various ideas to include in this event such as face painting, balloons, and clowns. The general consensus was that a craft activity might not work well and also that they believe it should remain the breakfast that has been offered in the past versus a continental breakfast.

Having arrived at the meeting, the Commission members asked Mrs. Bezold about the Breakfast with the Easter Bunny and Egg Hunt.

Mrs. Bezold explained that she thought the event's primary focus was more the visiting with the Easter Bunny and the Easter egg hunt than what the exact breakfast details were. She explained why she thought it would be a good idea to try a quicker breakfast and a more kid-friendly breakfast despite the more traditional breakfasts of the past. There is a \$1,700 budget for this event.

Cross discussion about various plans for the Breakfast with the Easter Bunny event, what was done in past years, funding needed for the event, proposed menu for the 2012 event, ticket prices, egg hunt timing, past budget allocations, and photographs.

The consensus of the Commission members was to trial the continental breakfast at the 2012 event and to price the tickets at \$5 for everyone – children and adults.

**Theater Program** – She met with Maggie to discuss the 2012 amount. The hope is to be able to get the same at \$3,500. The budget was sent to Mr. Banks. The budget will be discussed at the March Council meeting. A person

has offered to help this program by doing real set design for two weeks. This area can use assistance based on last year's experience.

Mrs. Slawinski provided an update was provided relating to the new sound system and contributions. The amount for 2012 will be \$750.

Cross discussion about the equipment upgrades at the school, contributions, and related issues.

**Community Park Pool** – She discussed post cards and membership forms for the Pool. Although her original plan was not to have the Pool membership form inserted in *Plains Talk* this year since no forms were returned from last year's insertion in *Plains Talk*, this form will be included in the February issue of *Plains Talk*. No Pool brochure will be mailed. She also advised of an issue regarding the recent fee schedule notice that was published in the newspaper where the dates were not as desired. A difficulty is that people are not really thinking about the Pool in February and March.

Cross discussion concerning whether to continue to plan on a post card mailing.

**Summer Recreation Camp** – She advised that Mrs. Bezold would like to add a blurb on the registration form in connection with permission for child to be photographed with the photograph possibly appearing in *Plains Talk* and another asking whether the child is a swimmer or non-swimmer.

The Commission did not object to these two recommendations.

**Summer Camp Registration** – April 18 was the date chosen. She asked whether the Commission wants to schedule a night registration since last year it was not overwhelming, although the Theater program does generate much interest. It was suggested to just note that registration begins April 18.

Commission members pointed out that people can drop registration forms in the mail slot or mail it, use e-mail or drop it off at the office on Monday through Thursday nights (to be left on Recreation desk in office).

Mrs. Leahey explained why it is still necessary to always provide a written receipt for all monies received in the office, including checks for summer camp registration due to the need to have this data for auditing purposes.

Cross discussion about what classes to offer, reasons to continue or drop certain classes, enhancement programs, sports programs, camp trips and related matters.

**Comedy Night** – Thirty-two tickets have been sold as of right now; 75 tickets need to be sold by February 3 with the remaining 25 being sold between February 4 and March 3.

Cross discussion about free admission for sports organizations' Chairs/Presidents, how to recognize those involved with the Municipal Alliance, Helping Hands and similar groups, issues related to too many being invited at no cost, paying only for the actual Volunteer of the Year individual, the award item, and that in years past the sports organizations did not submit nominations for a Volunteer of the Year.

Councilwoman Fu suggested not naming everyone, but rather to recognize all volunteers as critical and important group of people who through their volunteer service significantly contribute to truly making the Borough the "Community of Caring."

**Volunteer of the Year** – Mrs. Slawinski stated she would like to nominate Mrs. Swift for this award.

**Mary Poppins** – Mrs. Leahey advised 36 tickets have been sold; 55 need to be sold.

**Priscilla, Queen of the Desert** – Mrs. Leahey advised 20 tickets have been sold; 55 need to be sold. There is a mid-February cut-off.

Mrs. Bezold commented on the two Broadway shows, adding she hopes to be able to continue offering these events in the future especially since they appear to be well received.

**Senior Picnic** – This event is scheduled for July 19. Commission members discussed possibly moving the start time back to 12:30 p.m. to allow for summer camp youth employees to be able to help with the set up for the picnic without interfering with their summer camp duties. A variety of alternatives and possible changes from past years were discussed.

**Family Day** – Mrs. Leahey stated that this year this event will be on the fifth Saturday instead of the fourth Saturday. She has confirmed this with the Mayor. Mr. Cortese reminded of their previous decision that contributions to the sports organizations will be 100% only for those who participate in Family Day; 10% of the contribution amount will be withheld if they do not participate. Since the organizations often need the funds earlier in the year, he will talk with Mr. Banks as to how best to distribute these funds because of the withholding situation if organizations do not participate.

## **APPROVAL OF 2012 MEETING DATES**

Mr. Cortese advised that the Commission's meetings will be held on the fourth Thursday of each month.

Mr. Sittmann moved to adopt the meeting dates as indicated, seconded by Mr. Bodnar. Voice vote. All in favor. Motion carried.

## **NOTICE OF RECREATION COMMISSION RESOLUTION 2012 REGULAR MEETINGS**

**BE IT RESOLVED** by the Board of Recreation Commissioners of the Borough of Morris Plains in the County of Morris and State of New Jersey as follows:

1. During the year 2012 the regular meetings of the Commission will be held at 7:30 P.M. on the fourth Thursday of each month **with the exceptions: August, no meeting; November, the meeting will be held on the third Thursday; and December, the meeting will be held on the second Thursday.**
2. All of said regular meetings at which formal action may be taken will take place in the Council Chambers of the Borough Hall, 531 Speedwell Avenue, Morris Plains, New Jersey.
3. Exact dates of the aforesaid regular meetings in the year **2012** are: February 23<sup>rd</sup> , March 22<sup>nd</sup> , April 26<sup>th</sup> , May 24<sup>th</sup> , June 28<sup>th</sup> , July 26<sup>th</sup> , September 27<sup>th</sup> , October 25<sup>th</sup> , November 15<sup>th</sup> , December 13<sup>th</sup> , and January 24<sup>th</sup> , 2013 at 7:30 p.m.
4. At any meeting where an agenda is to be used, said agenda shall be available and a reasonable number of copies for persons in attendance at the meeting.
5. **ALL PERSONS ARE INVITED TO ALL OF THE MEETINGS HEREINBEFORE SET FORTH.**
6. The Secretary is directed to post prominently and to maintain posted throughout the year upon the Bulletin Board in the Borough Hall, 531 Speedwell Avenue, a certified copy of this Resolution. In addition, the Secretary is directed to mail forthwith a certified copy of this Resolution, for publication, to each of the following:
  - a) *The Morris News Bee* (designated official newspaper) and
  - b) *Daily Record*

Also, the Secretary shall submit to the Borough Clerk a certified copy of the Resolution for the purpose of public inspection.

7. This Resolution is being adopted in order to comply with PO 1975, Chapter 231, "Open Public Meetings Act."
8. This Resolution shall take effect immediately.

I, Karleen Leahey, Secretary of the Morris Plains Recreation Commission, in the County of Morris, and State of New Jersey, do hereby certify the foregoing to be a true copy of a Resolution adopted by the said Morris Plains Recreation Commission on the 26<sup>th</sup> day of January 2012, at a meeting duly convened by said body.

Mrs. Leahey stated she will sign the necessary paperwork and will have this Resolution published in the newspaper.

### **2012 Events Dates Calendar**

She advised that the Commission must also approve the 2012 Events Dates. She explained the documentation she provided to the Commission members and why. She also commented that while Family Day is usually held on the fourth Saturday, June 2012 has five Saturdays. She checked with the Mayor who confirmed that Family Day fireworks are scheduled for June 30, 2012 with a rain date of July 1, 2012. This necessitated the concert series dates needing to be changed so that they now begin on July 8 versus July 1. The Commission must decide whether to hold four or five concerts. There were five in 2011 offering local talent. There was a savings that allowed the remaining funds to be used for music/DJ at the Splash Party.

The Commission reviewed and determined dates for the planned events. This also included reviewing whether all events should continue to be sponsored taking into consideration past levels of interest, best dates, unique issues that need to be considered in connection with programs/events, and related matters.

Cross discussion about certain applications for employment, interviews of the interested people, need to place on Consent Calendar and related matters. These applications are for a person to provide substitute coverage in the Recreation office as needed.

### **APPROVAL OF MINUTES**

Mr. Cortese requested that all members review the minutes of the Commission's December 8, 2011 meeting.

Mrs. McCabe moved that the minutes be approved, seconded by Mr. Sittmann. Voice vote. All in favor. Two Commission members abstained. Motion carried.

Mr. Cortese asked Councilwoman Fu if she had any information from the Council to share with the Commission.

Councilwoman Fu provided information from the recent Council meeting(s) that might be of interest to the Commission. She advised she is liaison to Buildings & Grounds, Shade Tree Commission, and the Recreation Commission.

Cross discussion about the need for a panic/emergency/safety button for Karleen's use when she is at the Community Center alone, including that the estimated cost is \$200.

Councilwoman Fu advised of a recent event (Girl Scouts) held at the Community Center. It was a snowy/wet day. The weather caused the floors to become wet and as a result several people fell. She recommended that the purchase of rugs to help prevent any falls be considered.

Mrs. Bezold stated that the organization that contracted the use of the Community Center was told they had to take care of these matters; the person who was in charge was advised they needed to take care of such issues. She called the Department of Public Works (DPW) about the problem with the floor. Cross discussion about this and similar situations and how best to handle them in the future, including advising DPW monthly about night/Saturday events to be held at the Community Center so that if there is bad weather back-up plans can be in place for plowing, shoveling, sidewalk salting, and so on. Alternative ideas of how to address these matters were also discussed as well as event cancellation/building closing policies.

Mr. Cortese asked Councilwoman Fu to look into these needs and how best to establish a set policy in connection with Community Center events and to provide an report/update at the Commission's February meeting.

### **APPROVAL OF VOUCHERS**

Mr. Sittmann moved that the vouchers be approved, seconded by Mr. Breslin. Voice vote. All in favor.

Cross discussion concerning a cost related to the rental of the port-a-potties at the Bonfire, including who will cover what costs at future Bonfires.

### **OLD BUSINESS**

Mr. Cortese provided information about the turf fields. Work may begin this fall. He advised he heard the Morris County Park Commission has had a \$1.3 million cut.

Cross discussion about various details about the Morris County Park Commission project, including wondering what the procedures for future use will be and what municipalities/organizations are most likely to want to use the facilities.

Cross discussion about the Little League's idea of obtaining sponsorship and field naming rights as a fund raising proposal. Reference was made to Page 2, fourth paragraph of the December meeting. Several members expressed concern about a field actually being named after a sponsor.

Mr. Cortese stated that the naming of a field will have to be done by the Council.

**NEW BUSINESS**

Mr. Cortese read a letter from the Morris County Vocational School commenting on the relationship with the Commission and expressing their gratitude for support of their sports/school activities. He advised he met with Neil this week; he knew that Little League needs electrical work for the sign, and he pledged help from the school. They also discussed other Little League needs such as clay. He has also met with Rob about drain work and the plan he has. He plans to meet with DPW about this and will invite Councilman Coogan to attend, too.

Mrs. Leahey asked for clarification as to exactly which sports organizations should Mrs. Bezold contact in connection with the Volunteer of the Year Award.

Mr. Cortese stated only those sports organizations that are local for Morris Plains. The other Morris Plains organizations such as Municipal Alliance, the Railroad Club, and Kids Helping Kids should also be contacted.

There being no further business, Mr. Bodnar moved the meeting be adjourned, seconded by Mr. Breslin. Voice vote. All in favor. Motion carried.

Karleen Leahey  
Commission Secretary

Recording Secretary  
Maureen Sullivan