

RECREATION COMMISSION

REORGANIZATION MEETING

March 22, 2012

Present: Mr. Kevin Bodnar
Mr. Salvatore Cortese, Chairman
Mrs. Jan McCabe
Mrs. Maureen McEntee
Mr. Gerard Sittmann, Vice Chairman
Mrs. Maggie Slawinski

Mrs. Karleen Leahey, Recreation Director
Mrs. Katie Bezold (arrived at 7:43 p.m.)

Councilwoman Laurie Fu (arrived at 7:50 p.m.)

Absent: Mr. Michael Breslin

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.

Mr. Mike Kern introduced himself to the Commission stating that he is representing a new business in the Borough, Wireless Express, doing business as Sprint. Their office is located on Route 10. He indicated the business is seeking opportunities to become a part of the community, to participate in the community. He advised he has been a youth coach for many years in Mount Olive where he resides. He offered a variety of suggestions of how their business might be able to assist with Borough activities.

Mr. Cortese advised that as to sports organization sponsorship, it would be best to contact Little League directly, Mr. Tom Bergeron, to determine if they are in need of a sponsorship. He suggested the soccer Opening Day event; he

believes sponsorship is in the \$300 to \$400 range and could include juggling. This event generally attracts about 300 children and up to 600 adults. The Governing Body also participates in this event.

Mr. Kern offered several other ideas that could possibly be held in conjunction with the various Recreation Commission activities and events during the year.

Commission members advised of different sports organization activities and events that typically are scheduled during the year.

Mr. Cortese thanked Mr. Kern for coming to this meeting to offer ways of assisting the Commission and helping the community. He will provide sports organizations contacts to Mr. Kern.

RECREATION DIRECTOR'S REPORT – March 2012

Mrs. Leahey presented her report.

Comedy Night – A total of 125 tickets were sold for this event. She reviewed a spreadsheet she prepared that provides the data relating to Comedy Night, including expenses. She advised of an amount of \$567.71. Approximately \$423 was used from the \$1,000 Special Events budget. She discussed an incident in relation to this event, a person requested a refund that day and caused some confusion. She stated that the refund policy covers programs but not events. The money was returned to this person, but she did not have her tickets and the tickets were not returned. She recommended a refund policy for such events, and she did revise the existing program policy by adding the word "events."

Cross discussion about the kinds of events/activities when refunds can be made; for example, should the cost of a ticket(s) for Broadway shows be refunded since the ticket has already been paid for and cannot be returned to the theater? The recommendation was made to indicate "No Refunds" on flyers advertising such events, particularly the tickets for Broadway shows.

Kids Helping Kids – A spring program is being offered. This program will be a part of the Commission's enhancement flyer for the summer enhancement programs.

Boot Camp – Mrs. Leahey advised of receipts for Stacey Williamson, the program coordinator. There are three classes with 20 participants each. She is bringing in approximately \$1,900 to the Recreation Commission. She bought supplies for the boxing program to be offered as a summer recreation program that will be a part of the Boot Camp. Can these expenses be covered by the Commission? The instructor was reluctant to provide the receipts since she felt

the costs were part of her program, but can the costs be picked up? If it is paid for, the equipment would then belong to the Commission.
The consensus of the Commission was to cover these costs.

Cross discussion about storage of the equipment used in the Boot Camp program since some equipment items were stolen a while back.

Mrs. Slawinski moved that the total costs (\$396) incurred by the Boot Camp instructor be covered by the Commission, seconded by Mrs. McCabe. Voice vote. All in favor. Motion carried.

Mrs. Leahey will prepare a voucher to cover the Boot Camp expenses.

Rutgers Safety – This is a program that the coaches are required to take prior to be able to coach. Stephanie Crowley is the instructor of this three-hour course. The Commission will pay her \$30 per hour/\$90 for the course. The per-person cost for a book, a patch, and a certification is \$30 per person. Non-residents pay the \$30 fee. Currently there is a problem in the timely scheduling of these courses and the timely receipt of the course materials. She provided information regarding a recent course that had problems. She explained the various issues that are now problems with this course, the scheduling of the courses, and the ordering of the most updated course materials.

Cross discussion as to Stephanie Crowley's responsibilities regarding these courses and Mrs. Leahey's/the Commission's responsibilities regarding these courses and general timeframes when these courses need to be held to allow a person to coach.

Mrs. Leahey requested guidance on who is responsible for what.

Mr. Cortese provided information of how the process worked when he was involved with these courses. He also advised that the Rutgers courses are held in many municipalities within the same general timeframe; this could be helpful to be aware of in an emergency type situation.

Mrs. Leahey also requested guidance as to how best to proceed with the matter of obtaining the most updated course materials.

Mr. Cortese will contact the appropriate State person to resolve this question. He will also prepare and sign the necessary letter.

Cross discussion on a variety of issues relating to the Rutgers Safety courses.

Summer Recreation Program/Community Pool – Mrs. Leahey advised she spoke with the Treasurer today who asked whether Charlie has been confirmed to work at the Pool this summer. Mr. Banks advised the summer Recreation employees will have a 25-cent increase. He also said that since they are part time, seasonal, not everyone is required across the board to receive the 25-cent increase if this was an issue. The Pool post card was sent out. A total of \$5,000 has already been received for Pool memberships.

Mr. Cortese advised he has spoken with Mr. Banks about the 25-cent increase.

Mr. Sittmann advised Mrs. Leahey to let Ana, the incoming Treasurer, that Charlie will be confirmed.

Cross discussion concerning the payroll/salary data of the various summer Recreation employees, including that Mr. Cortese suggested possibly using a code for this information on the timecards, that the codes could be indicated as "For Office Use Only."

Breakfast with the Easter Bunny and Easter Egg Hunt – Mrs. Bezold advised that a total of 92 tickets have been sold; last year 68 tickets were sold. Last year at the door she believes \$506 of tickets were sold (about 50 tickets). She is anticipating possibly 200 participants. She will set up the night before. She also provided information about the anticipated costs associated with this event, including having balloons and the cost for the balloon vendor. She also explained about activities she will have available for children (drawing, games). She also commented on the items from Friendly's.

Mrs. Slawinski suggested that square tables set up in family style will allow for more people.

Cross discussion about ensuring sufficient volunteer help will be available for the Breakfast and also checking out how Mr. Kern from Wireless Express might be able to participate in Family Day.

Mr. Cortese cautioned about local business/corporate sponsorships and the kinds of problems that might occur if this is not done carefully.

Volunteer of the Year – Mrs. Leahey advised that Councilwoman Fu brought this to the Governing Body meeting.

Councilwoman Fu indicated that the Volunteer of the Year be recognized at the next Recreation Commission meeting if possible.

Mrs. Leahey asked how any previous occasion of honoring the Volunteer of the Year was conducted – refreshments?, invitation to family?, anything else?

Various Commission members commented that there was a cake, maybe cookies or brownies, too. Photographs were taken.

Councilwoman Fu commented on recognition at a Council meeting in April. The intent is to do this prior to the *Plains Talk* deadline.

Summer Recreation Camp – Mrs. Bezold advised she sent a letter to the teachers at the Borough School and at Mountain Way School asking if they had anything they wanted to contribute. Jess Hendershot offered a girls' basketball clinic, ages to be determined. She would also like to do a book club for younger children. Monica Pecarano would like to do a recycle/reuse craft for one or two days. Mrs. Porter and Mrs. Cassidy are both special education teachers; they would like to do photography and scrap booking class. Several other teachers have offered exercise and computer courses (younger and older).

Mrs. Slawinski asked whether USSI was doing a basketball class. She also reminded of several years ago when many classes were offered resulting in many refunds because half of the classes did not fill up sufficiently. She also discussed holding daytime only camp registration and will popular programs be all taken by those available to register during the day.

Mrs. Bezold replied USSI was not. Last year many options were offered, but were only one or two day classes, which worked out better than too many one-week enhancement classes. She commented on the five day trips that will be offered this summer, what they are, the logistics involved with each, and the costs. These will be offered one day each week of the Camp. She commented on two additional classes – clay building and paint your own pottery.

Cross discussion about the kinds of registration problems that may occur, particularly if registration is held only during the day when at-work residents will be unable to be there.

Councilwoman Fu commented on the new patio at the Teen Center house constructed by the Department of Public Works (DPW) staff. There is also a new Webmaster who has set up a webmaster address; she will provide his address to the Commission members. Additionally, she commented on Chief Thompson's recent studies and awards/honors presented/won. She explained why she was late in arriving at tonight's meeting; it involved a water situation at the Little League snack bar in the restroom(s). The water is presently shut off, but there is water present in various places. As a result of being there, she asked a

question concerning the procedure at the site as to who is responsible for opening and closing the doors. She did lock the doors.

Mr. Cortese stated Little League is responsible; however, during the seasons the Police can step in and shut the doors if necessary. Little League will be reminded of this responsibility. He requested that Councilwoman Fu contact DPW tomorrow and to ask them to turn on the water at the concession stand for Morris Plains Soccer and Lacrosse and to advise that a small fountain near the swing sets at Simons Park needs to be fixed.

Mrs. Leahey spoke about there being a defibrillator at the Community Center that is supposed to be available for Little League. She explained the problems of where to locate the key to get inside to get to the defibrillator. She and Councilwoman Fu have been discussing matters relating to its use. She recounted times when the rescue squad has been called to the Community Center for seniors. She stated she has no medical training.

Cross discussion about how Mrs. Leahey can obtain a level of training and the matter of where to place the key so the defibrillator can be accessed. The possibility of somehow having a second defibrillator was also discussed.

Mrs. Slawinski was "recruited" to help Mrs. Leahey with her questions relating to the use of the defibrillator.

APPROVAL OF VOUCHERS

Mrs. McCabe moved that the vouchers be approved, seconded by Mr. Bodnar. Voice vote. All in favor. Motion carried.

APPROVAL OF MINUTES

Mr. Cortese requested that all members review the minutes of the Commission's February 29, 2012 Regular Meeting.

Mrs. Slawinski moved that the minutes be approved, seconded by Mr. Bodnar. Voice vote. All in favor. Motion carried.

NOMINATIONS FOR CHAIRMAN

Mrs. Slawinski nominated Mr. Cortese for the position of Commission Chairman for the calendar year of 2012, seconded by Mr. Bodnar. Voice vote. All in favor. Motion carried.

NOMINATIONS FOR VICE CHAIRMAN

Mrs. Slawinski nominated Mr. Sittmann for the position of Commission Vice Chairman for the calendar year of 2012, seconded by Mr. Bodnar. Voice vote. All in favor. Motion carried.

Mr. Cortese reviewed the various groups/activities/events the Commission members and staff are in charge of with the Commission members and staff. An updated listing will be prepared. He discussed that all Commission members and staff work very well together to ensure all the activities and events go smoothly.

Cross discussion about the summer concert series, which bands were invited to participate, and which ones have responded so far. Also discussed was possibly inviting several volunteer teen bands to participate in Family Day in order to entice attendees to arrive earlier in the day.

Mr. Bodnar asked when it is anticipated that the Governing Body will approve the various budgets.

Mr. Cortese asked if it would be possible to add an additional line to the budget for a mini battle of the bands at Family Day. The desired amount would be either \$300 for two bands or \$600 for four bands. He asked Councilwoman Fu to ask about this.

Councilwoman Fu replied there will be a budget meeting tomorrow night.

NEW BUSINESS

None.

OLD BUSINESS

None.

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

Karleen Leahey
Commission Secretary

Recording Secretary
Maureen Sullivan