

RECREATION COMMISSION

REGULAR MEETING

July 25, 2013

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

Absent: Mrs. Maureen McEntee
Karleen Leahey, Recreation Director

Present: 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. Seeing no one, he closed this portion of the meeting to the public.

APPROVAL OF MINUTES

Mr. Cortese requested that all members review the minutes of the Commission's June 27, 2013 Regular Meeting.

Mrs. Slawinski moved that the minutes of the June 27, 2013 Regular Meeting be accepted as circulated, seconded by Mrs. McCabe. Voice vote. All in favor.
Motion carried.

Mr. Cortese asked Councilwoman Fu if Mr. Hoey had been in touch with her regarding Opening Day.

Councilwoman Fu advised Opening Day is on Saturday, September 7, 2013, beginning at 10:00 a.m.

Cross discussion about conducting the Volunteer of the Year event on Opening Day, including that it is certain that the person to be honored will be there and that the plate for the plaque will need to be made. Mrs. McEntee will handle this. The plaque is at the Community Center.

RECREATION DIRECTORS' REPORT - July 2013

In Mrs. Leahey's absence, Mrs. Slawinski presented the Recreation Director's Report for July 2013.

Family Day – Mrs. Slawinski advised there is a spreadsheet in each member's packet showing the final totals. Mrs. Leahey needs to know if all the sports organizations are entitled to 100 percent of the allocated contribution.

Mr. Bodnar advised he sent Mrs. Leahey an e-mail letting her know that all sports organizations are entitled to 100 percent except football.

Mr. Cortese asked if the Commission would be willing to "forgive" the football organization this year since they recently merged with another organization. Not giving the contribution will only hurt the participating children.

Mr. Bodnar stated he was advised by the football organization that a person, woman would be present representing football, but no one showed up. He said he called the organization twice.

Cross discussion about how the Commission should proceed – whether to give football the full allocation or to reduce their contribution by 10 percent; this organization has been very non-responsive over the past several years, not responding to telephone calls, e-mails or any other kind of communication.

Mr. Cortese stated that based on this cross discussion, football will receive only 90 percent of the contribution initially proposed.

Highlights from Hair – Mrs. Slawinski stated this event will be held this coming Thursday and Friday. The cost is \$5. Municipal Alliance supplied T-Shirts to the participants as a souvenir.

Cross Training and Power Walking – Mrs. Slawinski advised this is a new summer fitness program conducted by Stacy Williamson; it has been a great success for far.

Diva Dash – Many of the participants in the Cross Training and Power Walking class have signed up for this event to be held in October.

Returning Fall Recreation Programs – Mrs. Slawinski advised the following programs will return this fall: Boot Camp, Kickboxing, Yoga, Mommy and Me, Pre-Ballet, Tumbling, Ballet and Jazz, Jazz and Hip Hop, Adult Tennis, Squirts T-Ball, and Parent and Me Multisports. There are new programs: Adult Acrylic Painting

and Stroller Strong with Stacy Williamson. Information about the Recreation Fall Programs has been submitted for publication in *Plains Talk*.

Senior Picnic – Mrs. Slawinski advised this event went very well with approximately 80 people attending. This number was about 40 less people than in recent years. She believes the very hot weather kept the attendance numbers lower than usual. Thanks were given to Councilman Coogan, Dave Banks, Councilman Mangravite, Councilwoman Fu, Councilwoman McCluskey, Mayor Druetzler, and especially Jan and volunteers Darka Mosuriak, Sue Carey, Patty Scala, Erin and Kylie McCabe, Adam Slawinski, Nick Mosuriak and the lifeguards who were terrific as were the Department of Public Works (DPW) employees. The entertainment was a big hit.

Pool Membership and Camp Fees – Mrs. Slawinski reported that Pool membership fees to date are \$106,830, total enhancement and camp fees to date is \$92,917, and the regular camp is \$62,505.

Issues

(1) Reserved use of the tennis courts in July and August for a Volunteer Appreciation Tournament. Mrs. Clark expressed disappointment that she was never contacted regarding a decision giving her permission to reserve the courts. This was a pilot program lasting three weeks. Mr. Bodnar mentioned this to Mrs. Clark's husband, Brian. Commissioner Maureen McEntee advised that being at many Sunday evening softball games she has noticed that the tennis courts have been full every Sunday evening and not with the Clark's tournament players; she has never seen the Clarks there. It appears that people really are using the tennis courts on Sunday evenings and perhaps the matter of allowing anyone to reserve the courts for their specific use should be discussed again.

Mr. Cortese suggested that maybe a procedure of a sign-up sheet for use of the tennis courts will need to be used, although he does not really want to see it come to this. However, these courts are strictly for recreation, not for lessons and other non-recreation uses. He recommended that the Commission "keep an eye on this."

Continued cross discussion as to how best to handle this situation, including ordering items from the Park Commission that allow for advising as to what/who is using a facility, that Mr. Cortese and Councilwoman Fu will contact the Park Commission about obtaining the notification items, process of reserving the tennis courts and securing a use application, and Mr. Cortese will contact Mrs. Coffey to follow up on any action she is aware of regarding requesting reservations for the tennis courts.

(2) Mrs. Slawinski next provided information concerning the various requests being made for payment refunds in connection with summer camp field trips; classes/programs offered; teen camp; Pool membership check left for Mrs. Leahey – resident stated she left it on June 6, but Mrs. Leahey found it on her desk on June

10 several days after the Pool rate increased. Since this check was blank, the resident thought Mrs. Leahey would have called her.

The response to those asking for refunds is that the Commission has no authority to give these refunds and this is the policy of the Commission. As to the Pool membership check, Mr. Cortese believes if there is a way to prove it was received before June 6 then the lower fee would apply, but if this cannot be done, then the increased fee would apply.

Mrs. Slawinski advised she will present the rest of this report at the end of the meeting.

Mr. Cortese stated that for the record, Mrs. Slawinski was reading a report prepared by the Recreation Director, Karleen Leahey, and the report is complete.

Discussion – Payroll for Summer Camp Employees

In preparing for next summer, the Commission must ensure that there is always three pay periods, whether there are two days in one pay period or three days if it is not a complete pay period. The result currently is that some workers are going five weeks without being paid.

The problem here is when camp begins and when people are actually working.

Initially, the Commission was advised there would be two pay periods. However the sequence of how the pay days occur are not actually what the Commission thought they would be – they are not in the beginning, in the middle and the end of the month, but rather at the end of the month and the middle of the following month. The pay days are “when they are.”

Councilwoman Fu explained that it really does take seven days to prepare a paycheck. It is done through a payroll system and there is a specific process of the funds being deposited and then taken out for purposes of taxes and other reasons.

The result of this problem with the payroll and paychecks is that there are many very angry parent and counselors because the Pool employees have been paid since they began in June and the camp employees have not received anything yet. This cannot happen again; the designated pay periods will need to be known before these programs begin and employees are hired.

Mr. Cortese stated June 19 was the end of a pay period. He asked Councilwoman Fu if she knows why the camp employees were not paid. He asked if as of the 19th the hours and people’s names who worked were available for the payroll process.

Councilwoman Fu was told the payroll system takes seven days, but she does not know why it is going to the 30th. She advised that it was all turned in. Everyone who works for the Borough is paid on the same payroll schedule.

There is a log that comes from the camp that has everyone's name, hours worked, their hourly amount of pay, and the total amount they earned that week. There are established end dates to each pay period and they are scheduled for every two weeks.

Mr. Cortese stated the Commission needs to find out what happens in connection with the payroll operation; to understand this process more and better. He asked if any of the Commissioners would like to propose any possible changes to this process for the future.

Mr. Breslin stated that beginning next year, since nothing can be done for this year, the Commission must ensure that these summer recreation program employees are paid either weekly or bi-weekly. If they work two weeks, they need to be paid at the end of the two weeks. This must occur no matter when they begin working or when the pay period is.

Mr. Cortese commented on how he sees the beginning of the camp program for 2014 and wondered what must be done to prevent this from happening again.

The suggestion was made that these employees be notified at the 2014 orientation session when the pay periods/pay days will be.

Mr. Cortese suggested advising these employees about the payroll processing system and what the pay periods/days will be during the time period they will be working. It should be in writing as part of the application.

Several Commission members argued that right now these employees are only getting paid once a month because of how the timing was and the payroll is set. If the payroll timeframe is a bi-weekly one then these employees should be paid bi-weekly the same as all other Borough employees.

Mr. Bodnar stated a policy can cut both ways.

Mr. Cortese recommended these employees' first paycheck be for the first three days they work; this did not happen for the 2013 season. He also commented on his understanding of the Borough's payroll process and system in general. The bi-weekly pay schedule that all other Borough employees have will also be what these camp employees have. He does not want any exceptions to the established payroll process; the accepted cycle is to be followed.

Discussion – Children and Swim Lessons

Mrs. Slawinski advised she had spoken with Mrs. Leahey that communications are being received about children who take the swim lessons and then their parents are upset because the children missed being able to make pizza bagels.

Mr. Breslin advised he has gotten several of these complaints.

Mrs. Slawinski suggested that to avert this kind of complaint, perhaps a notation can be added to the swim lesson application and/or to the camp registration form that indicates if the child is involved in taking swim lessons or swim team, the child may miss other activities being done in the camp and requesting the parent initial it.

Cross discussion, including that if the child is engaged in swim activities, then other camp activities will be missed; that camp activities cannot revolve around the swim activities; maybe not place a notation on any form; and but rather display a sign at registration about this; and that the parents will have to make these choices, keeping in mind what activities they want to value the most for their child(ren).

COMMUNICATIONS

Mr. Cortese asked Councilwoman Fu if she has any updates for the Commission from the Council.

Councilwoman Fu stated she does not, but would like to complete the matter of the turf field usage for Central Park and get the dates in. She has met with Mr. Dolan at the Borough School, and he is hoping they might be able to use a field one day a week for either practice or a game. They would walk the children up to the field and their parents would be responsible for picking them up after the practice/game. Mr. Dolan will provide the schedule as soon as possible.

Cross discussion not only about how the children who are actually playing will get to the field, but also the children who want to watch the games. There is some concern about this matter.

Mr. Cortese advised that the Mayor has called both him and Councilwoman Fu regarding the requested schedules because he wants to meet with the County Park Commission. He added one small item to Councilwoman's information.

Councilwoman Fu commented on the Men's League and that on those nights they would do 3:00 p.m. to 8:30 p.m.

Cross discussion about play season timeframes when the different sports organizations needed access to be able to play on these fields, including that Councilwoman Fu will update it and send it to Mr. Cortese for his OK.

Mr. Cortese speculated he does not think the Borough will get significant field usage time, but it will be very nice if they do. He also provided new information in connection with lacrosse, mentioning Morris Township appeared before the New Jersey Department of Environmental Protection (NJDEP) to prevent a plan of pipes being installed to remove gas so that Streeter could be turfed. He is hoping the NJDEP will approve this plan. It is called a ventilation plan.

Discussion – Resolution for Turf Field

Councilwoman Fu reminded Mr. Cortese about a resolution regarding the turf field.

Mr. Cortese commented on a grant with Morris United and Morris Plains, an agreement was reached that Borough School would have it from 8:00 a.m. to 4:00 p.m. to use, Monday through Friday. Morris United would have it from 4:00 p.m. to 8:30 p.m./9:00 p.m. Saturdays and Sundays would be mostly 50/50 and to be determined. Lacrosse has been using it. Lacrosse was offered an opportunity to join them and assist with the costs; they advised they had no funds to do this. The entire grant was from Morris United, and as far as he is aware, the Borough has not spent any funds on the turf field, except for perhaps some lighting updates. The resolution would address the expectations that everyone has, including lacrosse wanting to use for a tournament. Morris United will also advertise there part of the year; the money raised will be used for field maintenance and to build a capital fund for re-carpeting in 20 years.

A resolution would put all of the agreed-to issues into writing.

Councilwoman Fu stated this must be done at the Council level.

Mr. Cortese stated if the Commission is agreeable to this, he will prepare a resolution, provide it to the Council, and then enter into a formal agreement with Morris United. There is maintenance involved and equipment to be purchased. The parks in the Borough officially are all closed at 10:00 p.m., but sometimes there are still people lingering or walking in them. There also are time restrictions on the use of the parking lots.

Continuing, Mr. Cortese advised he has unofficially made Bob O'Brien the "guru" for the time being. Lacrosse has been using the field heavily on Saturdays mornings and Sunday afternoons. This is a good thing for them because it is turf and they have not done anything, but are still using it. The funds were obtained for soccer, it is designed for soccer, and this is the purpose for it. The Borough needs a "15-man rule" – almost every other municipality has adopted one except the Borough. He is uncertain as to whether such restriction can be enforced, but it is still good to have something in writing. He reminded all Commission members to call him if they notice any play on the fields that seems unusual – too many people, several teams, etc.

The Commission members agreed and they are in favor of both the recommendations made by Mr. Cortese. These are: (1) the times and (2) the 15-man rule. They also suggested perhaps making No. 2 a "13-man rule" – something less than 15.

Mr. Cortese stated that if all the fields became turf fields there would be no need to rest fields. He reported on his meeting at the Pool with the Borough Engineer, stating the pitch is now reduced for a flatter court.

Councilwoman Fu provided information about when paving will be done.

Cross discussion about a basketball court at the Pool/Community Park; tournaments; new courts; concession stand; and possibly having bleachers there during the tournaments.

Mr. Cortese advised that Mr. Sittmann was able to secure a new refrigerator for the concession stand for free. When the Pool closes, work is planned to renovate the kitchen area with grant funds and some funds from the Borough.

Councilwoman Fu thanked the Commission members for their hard work and dedication to the Recreation programs and needs.

Mr. Cortese asked the Commission members to consider the issues relating to the upcoming budget discussions in the fall.

Mrs. Slawinski asked a question relating to the new system of voucher payments; a tab for camp supplies done by Sue Carey at Restaurant Depot; she and Jan were unaware of this account and when they went to pay it came up only \$430 which was puzzling to them, so they purchased additional camp supplies; and then Sue went a second time to Restaurant Depot only to discover her tab is depleted. They had no idea of what was occurring. Is there a way to get a refund from the Senior Picnic budget funds and/or the Splash Party funds to give a check to Sue by early next week? Sue still needs to purchase ice cream.

Mr. Sittmann will talk with her about this tomorrow.

Mr. Cortese commented this is the discrepancy between the \$900 that was budgeted for the Senior Picnic (\$700+ actually spent) and take this difference to use to reimburse the camp.

VOUCHERS

Mr. Cortese asked the Commission members to check the yellow sheets. He pointed out the inclusion for a Dell computer.

Councilwoman Fu suggested possibly including budget funding for 2014 for to upgrade the computer that contains the camera.

Mr. Cortese suggested establishing a procedure to ensure that this camera-added computer be checked on a regular basis to ensure that both the camera and the computer are working as they should be. Someone should talk with Mrs. Leahey next week to assess this situation in order to be prepared to include in the 2014 budget.

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

The Commission briefly reviewed upcoming events.

OLD BUSINESS

None.

NEW BUSINESS

Mr. Bodnar advised of Mad Science, a vendor, who has helped with Family Day for several years and volunteered time at no cost to run their booth. He asked if perhaps a contribution of \$50 could be made to them for gas, etc. from the \$100 remaining from the budget allocation. He would also like to support the Teen Center with the other \$50.

No member opposed this recommendation, and all agreed that all the programs are running very well.

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

Karleen Leahey
Commission Secretary

Maureen Sullivan
Recording Secretary

