

# RECREATION COMMISSION

## REGULAR MEETING

**September 25, 2013**

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

Absent: Mr. Michael Breslin

Present: Karleen Leahey, Recreation Director  
Susan Carey, Summer Camp Coordinator  
(arrived at 8:22 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. 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 July 25, 2013 Regular Meeting.

Mr. Sittmann moved that the minutes of the July 25, 2013 Regular Meeting be accepted as circulated, seconded by Mrs. Slawinski. Voice vote. All in favor (Mrs. McEntee abstained). **Motion carried.**

### **RECREATION DIRECTORS' REPORT - September 2013**

Mrs. Leahey presented the Recreation Director's Report for September 2013.

Mrs. Leahey stated that Susan was involved with Back to School Night tonight, but she will come over to this meeting once the other event is completed, which

she anticipates should be about 8:00 p.m. There are numerous issues to discuss in connection with camp.

**Shop-Rite, Hanover Township** - She met with Amanda Fisher, the Director of Business Relations, for the new Shop-Rite being constructed in Hanover that is scheduled on November 6, 2013. Ms. Fisher reached out to her to share a prototype of the new store that includes multiple food courts, a wellness center among other amenities. Ms. Fisher wanted to determine how Shop-Rite might serve the community and were there any specific needs recreation needs.

Continuing, Mrs. Leahey advised she shared the Commission's procedure for purchasing food for camp, Breakfast with the Easter Bunny, and the Senior Picnic with Ms. Fisher who asked what Mrs. Leahey's dream would be in connection with securing the food for these events. Mrs. Leahey told her she would like to be able to order everything online and have it delivered. She also advised the prices would have to be like Restaurant Depot or Costco offered, no taxes since the Borough is tax exempt, and payment via a voucher. Ms. Fisher responded this would be no problem. Within three days, the Business Manager for the Shop-Rite called her to establish a house account. She has checked this out with The Borough's CFO to be sure this presents no problems. She provided information on how the house account process will work. She is planning to request a 10 to 15 percent discount to address the issue of prices similar to Restaurant Depot/Costco. She is uncertain as to whether there would be a delivery charge with this service, but it would be worth the gas spent going back and forth to Restaurant Depot/Costco. The delivery person will be asked to sign a purchase order at the time of delivery. She advised Ms. Fisher it could take up to six weeks for the payment to be received by Shop-Rite; Shop-Rite indicated this would not be a problem. She shared that this Shop-Rite is family owned and this is the third generation in the supermarket field. She asked the Commission members to let her know if there are any problems.

**Townwide Garage Sale Days** – Mrs. Leahey advised she has a spreadsheet and also commented on the garage sale licenses and the registration form. This document also contains all the responsibilities that go along with the garage sales and what she has already done. This is a task the Events Coordinator would normally do. She listed the work tasks she needs help with. An ad will run in the *Daily Record* on October 4 and 5, 2013. Patch is also aware of this event. This is the 17<sup>th</sup> year this event has been scheduled.

Commission members offered to be responsible for the various tasks that Mrs. Leahey stated she needs help with and discussed who will cover which ones.

Councilwoman Fu offered to canvass the Council members to identify additional persons to help with the tasks needed to be accomplished.

**Bonfire and Halloween Parade and Party** - Mrs. Leahey advised she will also need assistance for the Bonfire and for the Halloween Parade and Party. She has a list of what the Cub Scouts ordered and what the cost was. She reached out to several people who have helped with one or both of these events in the past. She will arrange to obtain the fire permit. A portable toilet is also needed as is music. She advised that another musical act's name had been suggested, but now is not the right time because he is still putting his band together.

Mr. Cortese stated the costs for the Bonfire were actually less than allocated in the budget. However, this amount will probably need to be adjusted for 2014. The lights are no charge; donated by Morris United. Mr. Cortese will be responsible for the portable toilet. He asked Mrs. Leahey to call Chris Gardner for the music or is there someone else the Commission would like to try.

The final decision on music was to stay with Chris Gardner and offer the same amount of payment.

Cross discussion about what events should remain as parts of the Bonfire, including that the face painting can be eliminated, the hay ride is great and should stay, the "jumpy" play item should be eliminated, and the roving magician is very good and should stay. It was stated that the lighting should be very good; last year there was so much light there were no shadows.

Pumpkins will also be ordered so that everyone can go home with a pumpkin.

Mr. Cortese will handle arranging for the hay ride. He is planning to pay Agway for the hay this year since they have been very kind for the last four years in providing hay. It is approximately \$5 to \$6 per bale. They will plan to buy 20 bales of hay. The Department of Public Works (DPW) will pick up the bales of hay. He will bring the grill for the Bonfire and will contact DPW for the bleachers. At a future Bonfire perhaps there can be a haunted hay ride; maybe a plan can be worked out with the Teen Center participants. However, there were cautions raised that it could be seen as a liability and possibly a safety concern. .

Cross discussion about what kind of dessert to provide, if any, including that there will be no S'mores because of possible safety issues if desserts are provided, and buying extra hot dog rolls for "x" amount of hot dogs. .

Mrs. Leahey advised of the large supply of hot dogs that are still available that were bought for camp. She also has condiments from camp. The Bonfire sign is done and will be put up after the townwide garage sale signs are down. The flyer and other publicity will be added to the website, too.

Mrs. McEntee will talk with Ron Swanson, and she will tell him about the supply of hot dogs already on hand.

Cross discussion about the Bonfire, including perhaps having costumed persons circulating among the attendees; parking; needing chaperones; that this event is four days before Halloween; reaching out to the eighth grade advisor (Mrs. Sullivan); and possibly making a donation to the eighth graders to be put toward their class trip if some of them dress up as the costumed characters.

Mrs. Leahey asked if the magician should be hired and what will he paid. Her recollection is that he was paid \$300 for performing at Family Day.

Mr. Cortese stated he should be hired and the \$300 fee sounds right.

Mrs. Leahey next discussed the Halloween Parade and Party. The Morris Plains Fire Department is the primary coordinator of this event. She has offered to handle the publicity. The Commission generally purchases the glow sticks. The budget allocation for this event is \$250. There is a problem finding the number of glow sticks needed (750) for \$250; so far the lowest cost she can find is \$525 for 750. She asked for guidance on how to proceed.

Cross discussion about the refreshments at the Halloween Parade and Party and who will provide; the purchase (or not) of the glow sticks; contacting the Fire Department about the glow sticks; how much the Fire Department enjoys hosting this event each year; and related matters.

Mr. Cortese recommended donating the \$250 budget allocation for this event to the Morris Plains Fire Department.

All Commission members agreed with this recommendation.

**Paint the Town** – Mrs. Leahey advised she spoke with Kirsten Howie. Kirsten did the Paint the Town activity this summer at two locations – Mountain Way and Borough School. These were very popular classes and all the participants were recently honored at a recent Board of Education meeting.

**Recreation Commission Fee Schedule** – The Borough Clerk advised information relating to the Fee Schedule is due to her by October 11, 2013. Mrs. Leahey distributed a spread sheet to allow the Commission members to review the fees and make changes as needed.

Cross discussion concerning which fees were increased for the 2013 season; which fees should be increased for the 2014 season; and which fees should remain unchanged.

### **Community Park Pool Fee Schedule**

The consensus was that all the fees for the Pool remain unchanged for the 2014 season. Mrs. Leahey asked if a date of June 4, 2014 was acceptable to everyone and should the Guest Pass cost stay at \$10.

The consensus was that everything stay the same.

Mr. Cortese raised the subject of swim team – when a child joins the team, he/she is allowed to go in the Pool as a member.

The response from other members was that yes, this was a change made prior to the 2013 season.

### **Summer Camp**

Mrs. Leahey stated the summer camp did very, very well moneywise during the 2013 season. She anticipates that if Susan returns for the 2014 season, the camp will do just as well.

Cross discussion about extra fees charged for people enrolling for Camp the week prior to the start of the Camp; that this was the first year that there was not an overabundance of counselors (the 2013 camp was a decrease in counselors and an increase in children participating); volunteers who do the Pool walking for swim team and swim lessons and who should serve in this capacity; problems that occurred in connection with the Pool walking responsibility during the 2013 season (for example, being walked to/from the Pool too early or too late); explaining to parents what the precise role is of the Pool walking and it is a courtesy service to them; advising parents that if their children are participating in swim team or swim lessons there will be Camp activities they will miss; possible creation of a “code of conduct” type document and/or one that parents sign indicating they know their child can be in only one place at a time (that is, the child is either participating in Camp activities or is in swim team/swim lessons; and hiring one or more additional counselors to do the Pool walking task.

There was agreement that the Pool walking task problems were not issues in previous years, and why it became a problem this year is uncertain.

The suggestion was made that in January the Commission meet with Susan Carey and Mrs. Leahey and review all issues that need to be addressed prior to the enrollment for Camp and Camp policies and procedures in general.

Mr. Cortese asked about refunds in connection with Camp registration.

Mrs. Leahey stated that if a cancellation is requested two weeks or more before the first day of Camp, the entire cost is refundable. This is in writing and on the website. Even with this policy, there still will be a small number of exceptions to this rule where cancellations are granted due to serious injuries or illness or moving out of the Borough. In the 2013 season there were 368 total Campers; 26 of them registered after May 15, 140 were at the Teen Center and Campers at the Community Center numbered 228. All Camps were “full houses.”

## Summer Camp/Field Rental Fee Schedule

Fee	Current	Suggested 2014
Camp Fee – Early Registration	\$165.00	\$ 165.00
Camp Fee – Late Fee	\$ 225.00	\$ 250.00
Tennis Key	\$ 10.00	\$ 20.00
Replacement Tennis Key	\$ 10.00	\$ 20.00
Field Rentals (One Use, Resident)	\$150.00	\$ 150.00
Field Rentals (Non-Resident, one use)	\$300.00	\$ 300.00
Field Rentals (Seasonal)	\$1000.00	\$ 1,000.00
Summer Camp Cancellation Fee	N/A	\$ 5.00
Replacement Photo ID Cards	\$ 10.00	\$ 10.00
Swimming Lessons	\$ 85.00	\$ 85.00

Mr. Cortese pointed out that the fee for tennis keys not only is a fee for the key itself, but also helps support the cost of maintaining the courts and nets.

Mr. Sittmann reported that during the 2013 Pool season there were lifeguards serving as counselors due to the decrease in counselors. The expenses relating to the counselor role were paid from the Pool budget.

Mr. Cortese commented that he like it that if the Camp needed additional counselor support that the staff could find this assistance from one or more lifeguards.

Mrs. Leahey stated the Commission must adhere to its budget. Camp fees will need to be raised to compensate for the cross services being provided when lifeguards assist as counselors.

In response to questions raised, Susan responded that she will continue to cut back on the amount of food available (ice cream, snacks were specifically mentioned).

Mr. Cortese stated in a perfect world the Pool could take some of the available funds and pay the lifeguards to cut the grass. The Pool should work on its own; Recreation should work on its own, too. He also commented on a number of issues relating to the use of the Pool and transferring funds from budget to budget.

Mr. Bodnar suggested raising the Camp fee by \$5 from \$165 to \$170 will provide an additional \$1,800 and would cover the Pool.

Mr. Cortese raised the possibility of something of a “Family Camp Fee” where the first child (and possibly second, too) would be one price and the remaining ones would have a charge that would be capped.

It was also mentioned that the initial cost cannot be raised too high, especially when you consider that other municipalities (Parsippany, East Hanover) run their camps from 9:00 a.m. to 1:00 p.m./2:00 p.m./3:00 p.m. for roughly the same cost -- \$180.

Mrs. Leahey and Susan thanked the Commission members for their continued support of their efforts in connection with the Summer Camp activities. She reviewed the Summer Camp numbers – the total revenue from Camp fees was \$62,280 and this total does not include the Borough’s stipend. Less all expenses, including salaries, the total net for Camp is \$8,442.54. The grand total revenue for Camp and Enhancements was \$99,178.76. Less expenses of \$84,955.46, the net for Camp and Enhancements together was \$14,223.30.

Mr. Cortese asked that the Borough stipend be included in these numbers.

Mrs. Leahey advised that Counselor Evaluations were mailed on August 15, 2013 with the request that they be signed and returned by September 12, 2013. From reading returned evaluations, she believes the comments and suggestions are fair and honest. The policy is that you cannot be re-hired unless your evaluation was returned – hopefully by the deadline date. While most counselors worked out fine, there were several who had trouble following the rules explained at the orientation; one counselor ultimately was dismissed – the first time a counselor was ever dismissed. The summer staff must be highly dependable. She stated both she and Susan are aware they were criticized for hiring several non-Morris Plains residents; they were able to justify this decision. She stated they were unaware they could not hire non residents.

Brief cross discussion about the impact of the evaluations and the comments contained therein.

Mr. Cortese stated it is not true that non residents cannot be hired. He recounted being told that three people called and quit prior to the start of Camp. He suggested that Mrs. Leahey advise those who have criticized this decision to call him.

Cross discussion about the issue of hiring non residents for the Camp and the Pool, including that such hiring has occurred in the past for these positions as needed; that Mrs. Leahey and Susan have been very upset about the criticism that occurred; that one or more Commission members have been aware of this criticism; completing of applications by the young people applying for work; needing back-up support for some of the hiring and continued employment issues; commitment to a strict formula that defines a full-time Counselor

(committing to working a minimum of 20 days when Camp is in session) versus a Substitute Counselor, including that some full-time Counselors worked only 10 days and there were Substitute Counselors who worked more than full-time Counselors; Susan provided details on this matter of full-time Counselor versus Substitute Counselor; role of Senior Counselors; actual working hours for the Counselors (only paying for actual time worked, not for standing around); It is not possible to determine a hard and fast work schedule due to the nature of the work; Camp lunchtime (time between regular Camp and the Enhancements); that Camp is not a babysitting service; possibly charging a specific fee for the lunchtime session; better understanding of pay scale(s) and who receives raises and why, particularly questions from Counselors parents; and pay scales being established on a range.

Mr. Cortese asked that Mrs. Leahey and Susan continue to consider the issue of pay scales and pay ranges and provide an update at the next meeting in October.

Continued cross discussion about fee schedule matters such as the institution of a "cancellation fee" in the amount of \$5 per each cancellation for each cancellation made by a resident. There is already an administrative fee added into the cost of programs. The having to cancel two or more weeks in advance of the start of a program would still apply and will apply to Summer Camp and Enhancements programs.

Mr. Cortese suggested that there be at least two meetings to review all the Camp matters – one in a few weeks and then a second one in February or March. He thanked Susan for attending this meeting.

### **VOUCHERS**

Mr. Cortese asked the Commission members to check the vouchers.

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

### **COMMUNICATIONS**

Mr. Cortese asked Councilmember Fu if she has any updates for the Commission. She advised that the 9-11 Memorial will be having paving work done of the parking lot. The Board of Health will be holding a Wellness Fair on October 19, 2013 and will be a bit different than in past years and will include vendors with information about subjects such as diabetes and chiropractic services. She received a call from the Garden Club advising they have received a grant to plant daffodils around the Borough in a joint effort with the Boy Scouts and Girl Scouts, including at Simons Park.

Continuing, Councilmember Fu reported they have met with the County to discuss the turf and submitted their request for scheduled usage of the field(s)

and are awaiting to hear about approval. Mr. Dave Helmer inquired about other possible uses for the turf and the other fields and facilities. She mentioned that perhaps the Summer Camp could use some of what is available at the Greystone Park area. She also commented on the possible use of a school bus. She asked the Commission members to think about how the Summer Camp might use this area and to please report back to her in time.

Mrs. McCabe suggested perhaps having the Borough Nurse somehow incorporated into sports activities in the Borough to speak about nutrition for the participants.

Councilmember Fu advised there is also a Health Educator. She asked that topics be submitted to her so she can discuss this with the Nurse and/or the Health Educator.

Mr. Cortese advised a meeting will be scheduled with Councilmember Fu in February to discuss the fields. He asked her to let the Commission know by the end of the year where the Commission stands with the agreement with the Borough School field as far as clay. This is an action item that needs to be taken care of as to who is going to take care of the necessary work.

### **OLD BUSINESS**

Mr. Cortese commented that all the parks are quite busy. He also talked about basketball courts and hoops. He also advised that the Commission needs to become involved with lacrosse to encourage them toward greater community participation.

### **NEW BUSINESS**

Cross discussion about the need to begin the annual communication process with the Borough's sports organizations concerning requested attendance at the Commission's October meeting and to have certain specific information with them at this meeting.

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