

**October 20, 2015**

The Regular meeting of the Board of Recreation Commissioners was held on Tuesday, October 20, 2015 at the Community Center.

Everyone who attended said the Pledge of Allegiance.

Chairman Coiley called the meeting to order at 7:30pm. Present were Comms. G. Salese, P. Monteverdi, P. Berkenkamp, Chairman J. Coiley, P. Sages (entered meeting at 7:40 p.m.), M. Giorgio (entered the meeting at 7:50 p.m.), Supt. D. Brennan, and Program Coordinator Tom Quirk. Committeeman Brueno was excused.

Chairman Coiley read the following statement: Adequate notice of the meeting was provided in accordance with the Open Public Meeting Act by posting written notice of the meeting at the Municipal Building, 1000 Route 10, Whippany and posting such notice to the following newspaper: Morris County Daily Record and filing same with the Township Clerk.

**CORRESPONDENCE CIRCULATED**

Purchase orders that were approved at the October 9<sup>th</sup> 2015 Township Committee Meeting.

The October Senior Scoop.

**COMMENTS FROM THE PUBLIC**—None

**BEE MEADOW POOL REPORTS**

Silvio Esposito, Chief Financial Officer presented the 2015 Bee Meadow Pool Financial Report and distributed copies of the report to those in attendance.

Mr. Esposito stated the budget for 2015 was \$235,000 for pool fees. However, we came in at \$240,000.

The year surplus started at \$206,000. \$10,000 was used for this year's budget; the excess in anticipated revenue mostly came from miscellaneous revenue. We lapsed last year's appropriation gaining \$30,000 ending the year's surplus at almost \$227,000.

The Capital Fund started off with \$62,000. 2015 appropriation increased by \$20,000, but was then decreased by \$10,000 for finalizing the pool project, ending this year at \$72,000

Mr. Esposito recapped the membership summary indicating family membership was down about 5 members thereby reducing revenue around \$3,000-4,000. This was due to a shift in more in-town as opposed to out of town memberships. Other memberships don't affect revenue as much as family membership.

Chairman Coiley asked if the numbers reflected the referral fee. Mr. Esposito stated numbers were only reflective of revenue, not taking into account referral fees. The numbers also do not take into account the last month membership fee reduction.

Page 5 of the Pool Report distributed by Mr. Esposito shows the excess in revenue is due mostly to guest fees. In 2015 revenue went to \$22,000 from \$15,000 in 2014.

Next two charts on pages 6 and 7 of the Pool Report show the rates. The in-town rate has been constant for the last three years. Family Membership has remained at \$325.00 and single membership at \$220.00. Mr. Esposito stated that there will have to be an increase in the coming year due to the use of credit cards and the fee associated with that use.

Chairman Coiley agreed and restated that there has been no increase for the last 3 years.

Supt. Brennan added there have also been substantial improvements made at the pool.

Mr. Esposito presented a chart on page 8 of the Pool Report showing how additional revenue can be generated by increasing the membership fees based on increments of 2.5%, 5%, or a flat \$5.00 fee. The increase range would be from \$3,500 - \$11,000. Mr. Esposito recommended that depending on the fluctuation of rates the increase should be anywhere from 2-3% to cover the cost of the fees and the service of having credit cards as there are two fees involved.

#### Comparison of Miscellaneous Revenue (page 9 Pool Report)

- pool concession stand up \$1,300.00;
- Board of Education \$750.00;
- and overall miscellaneous revenue up \$650.00.

Superintendent Brennan pointed out the increase was due to longer Summer .

Last page of the Pool Report shows comparison of expenses. Mr. Esposito pointed out the need to take into account year 2015 is not closed yet. Overall expenses are down about \$13,000.00. \$5,000 is due to only putting \$20,000 into Capital Improvement instead of \$25,000 as in the previous year.

Mr. Esposito added a comment regarding the anomalies in employment paperwork. He stated there has been an issue the last three years with employees not completing required paperwork thereby putting the town in potential liability.

Superintendent Brennan responded to Mr. Esposito's comment. She stated that she met with Mr. Esposito, Joan Johnson from Human Resources, and Eddie Cashen the Pool Manager, regarding this issue and moving forward they have a plan in place for compliance. Ms. Johnson will attend the lifeguard meeting and collect paperwork at that time. She will also make herself available to those who are students and were not able to get to her while she was in her office. Ms. Johnson has been very responsive. We took this issue seriously and don't believe this will be an issue next year.

## **QUESTIONS FROM COMMISSION:**

Comm. Sages asked Mr. Esposito for his recommendation for pool membership fee increase. Mr. Esposito recommended at least 3%.

Superintendent Brennan asked at what point the Committee would need to have the rates ready for the budget. Mr. Esposito responded the Budget mostly likely will be the first or second week in February. Budget sheets will be distributed the first or second week in November. Superintendent Brennan confirmed the beginning of January would provide sufficient time.

Superintendent Brennan asked for the date Recreation Escrow meets. Mr. Esposito responded mid-January.

There were no further questions for Mr. Esposito about the pool.

Mr. Esposito stated there will be a mandated physical inventory taking place township wide in November. The Township has been mandated by the Auditors to account anything over \$5,000.00 in value.

Eddie Cashen, the Bee Meadow Pool Manager was at the meeting to present his Annual Report for 2015.

Mr. Cashen stated both the diving board and the Recreation area was a huge success with both parents and kids. These additions brought back the older kids, especially middle-schoolers.

Connor Devine was hired as the new Activity Coordinator, taking the place of Ryan Grasso. In addition to running the games he also supervised the Recreation area.

There were a lot of positive comments regarding the pool activities. Families enjoyed the opportunities provided by the after normal operating hours events, allowing working families to enjoy the pool. The "End of School Year" party was also very successful with approximately 750 students in attendance.

Mr. Cashen stated the Main Pool and filters ran smoothly through 2015 requiring only one repair. However there are several issues concerning the Baby pool that need to be looked into, such as repairing the expansion joints. Mr. Cashen stated there were complaints from members about the paint constantly chipping at the bottom of the pool. He also stated the coping around the pool is cracked and should be replaced as eventually it is going to break. The tile around the pool is slippery and should be removed and replaced with the same rubber decking surrounding the main pool.

Mr. Cashen reported on personnel and stated once again personnel was great. He thanked our maintenance staff of Bill Brittle, Jerry Scofield, and Chris Schimminger for their hard work throughout the season. He also mentioned the exceptional job done by Dan Kretchmer especially with regard to the cleanliness of the facility. He stated Dan goes above and beyond and it's noticed, especially since the weekends are the busiest time at the pool. He stated he hopes to have Dan back next year.

Pool Safety- There were 11 saves this year in the main pool and 2 saves in the baby pool. In addition to all the drills, the deep-water test for use of the diving board and water slides helped tremendously with safety.

Superintendent Brennan thanked Eddie Cashen and Assistant Manager Amanda Rillo for the great job they did setting up the testing system.

Snack Bar - Mr. Cashen complimented the job done at the snack bar. They were open every hour the pool was open and remained open for evening events as well. Many of the employees were hired from Hanover Township.

Recommendations for 2016 - The priority should be the Baby Pool .

- Sandblast baby pool and repaint;
- Repair coping that's cracked and repair broken pieces;
- Replace tile

#### Main Pool

- Although the structure is in great shape there are problems with expansion joints, including some holes. Mr. Cashen recommends the repair should be done by a professional company so it's fixed properly instead of continually re-sawing, and re-patching, and re-caulking.
- Professionally grind trip hazards instead of patching with quick-crete. The worst areas are along walking paths , especially around the pool area.
- Install Wifi. There have been many requests from members. It would also benefit the pool, as it would allow for credit card use for pool guest passes, swimming lessons, snack bar, etc. There would be better communication between pool and recreation office. Also, it would allow email updates to members.

With regard to installation of Wifi Mr. Cashen explained it was originally thought telephone poles would have to be installed and then run a direct line to the pool office. However, a source who does Wifi installation said that since internet currently runs from a telephone line along the playground , he suggested instead run access points and extenders across the parking lot to the pool office and using the pool office as an access point, and perhaps another access point by the clock at the pool .

Mr. Cashen mentioned other pools are currently offering Wifi , including Madison and Summit, and feels this would be a good selling feature.

- Continue to order additional chairs, tables, and umbrellas. They break and need to be replaced.

Comments and questions from the Commissioners about the Mr. Cashen's Pool Report

Chairman. Coiley asked Mr. Cashen if knew what the cost would be for Wifi installation.

Mr. Cashen said he did not but will follow up .

Comm. Berkenkamp asked about a content filter.

Mr. Cashen responded that while you could go as far as putting in a proxy server to filter content it would be burdensome as you would then have to set up people with the proxy settings. Another more practical alternative would be to redirect at the log-in page to an Acceptable Use Policy. If something goes through you can check the IP address and doesn't hold pool accountable.

Supt. Brennan thanked Eddie and Amanda for another great year. She further stated that while she understands that paperwork is very important to Mr. Esposito, she feels Mr. Cashen's primary responsibility is safety and she does not have to worry about safety at the pool. There is a plan in place for the paperwork and feels comfortable with that plan.

Comm. Monteverdi made a suggestion about purchasing a liner for the baby pool. He believes they last from 10-15 years.

Mr. Cashen will look into cost of a liner as a possible option for the baby pool.

Supt. Brennan passed around the report from the concession stand with a break out of expenses. She noted they did a great job and they are interested in returning again next year. They left the kitchen in good shape and made improvements at their own expense. She said if they win the bid again this year the contract would be restructured so they would not have to go through the bid process each year.

Supt. Brennan commented about Mr. Esposito's report with regard to DPW time charge off to the pool noting that last year's number was significantly over budget. This year Supt. Brennan asked for a per payroll cycle breakout for each individual who worked thereby making it easier to keep track and not go over budget.

Supt. Brennan asked if there were any other comments or questions for Mr. Cashen. There were no further questions.

#### **CORRESPONDENCE:**

Supt. Brennan circulated a letter received from Kelly Galka and Sophia Donelan regarding putting up bird houses in the park as part of their Girls Scout Silver Award project. They will work with Brian Foran and put up the bird houses in Central Park in the Spring.

Supt. Brennan circulated a letter of request from Lisa Klink to do a 1.5 hour presentation from Janis Wolf from the organization Merlin's Kids to discuss what it is like to be a handler/trainer of service dogs and the rights of individuals with service dogs in the Community. The presentation would be here at the Community Center, there would be no charge, and they will have a service dog with them.

Final Correspondence goes along with the Engineers Report

Supt. Brennan had asked for an update on Recreation projects from Engineering.

Bee Meadow Park and Veteran's Field Restrooms and Concession Stands -

A proposal has been accepted for a site investigation and conceptual plans from Suburban Consulting Engineers. The Consultants have requested a meeting with the Township to see what they envision for the project; specifically location, type of building, site amenities. Supt. Brennan and a member or two of the Commission who are interested in working on this project will have a site visit prior to meeting with the Engineers. Supt. Brennan stated she would like to get moving quickly on these two projects.

Copies of Engineer's report were distributed to the Committee.

### **PROGRAM COORDINATOR'S REPORT**

Tom Quirk reported basketball is up and running. There are two Travel Teams; Boys grade 5, and Boys grade 6. There are no grade 7 or 8 teams. Not enough of a turn out.

The numbers are better for Recreation Basketball, but we are still working to get more kids registered.

Chairman Coiley asked if there were enough Volunteer Coaches.

Mr. Quirk replied he was still going through the numbers but there appeared to be enough with just a need for 7<sup>th</sup> and 8<sup>th</sup> grade.

Wrestling – Have applied for gyms and have been in conversation with Bert Deehan. Sign-ups are tomorrow evening.

Positive Coaching Alliance had their first session. Approximately 30 people (mostly from Baseball) in attendance.)

Introduction to Public Safety - There were not enough registrants to hold the program. There were 7 signed-up but a minimum of 10 was required to hold the program. Both Fire Departments and Police Department were disappointed. Mr. Quirk said he and Supt. Brennan would like to meet with Mr. Mooney and couple with the Board of Education to hold the program as an after school program to be held right at Memorial Junior School. The primary conflict with registrations were sports and CCD classes.

Baseball Clinics – Run by Coach Becker and Coach McPeek will start November 14 and run through December 19<sup>th</sup> at Bee Meadow Schools on Saturdays.

### **SUPERINTENDENT'S REPORT**

Masquerade at Malapardis - This weekend from 2:00 – 4:00 p.m. we will be holding Masquerade at Malapardis. An email blast was sent from Community Pass asking for donations of candy and generated a good response. Walmart has donated candy, and we have our usual sponsors. Activities will involve trick or treating, guest the weight of the giant pumpkin, pumpkin painting, and other events.

Escape From Zombieville - On October 30<sup>th</sup> there will be a new event, Escape from Zombieville from 7:00 – 8:30 p.m. Recreation is partnering with Substance Awareness for this event. The plans are for the

race to start at Upper Malapardis Park by the Tennis Courts and continue down the path. There will be a “Thriller Dance Party” and a prize for the best costume. Lights will be in place. We have the support of the Police Department because they feel it will keep the kids out of trouble and give them a safe place to go.

COMMENTS FROM THE COMMISSION - Comm. Salese mentioned last year the same kids kept repeatedly coming back to the houses her Girl Scout Troops were sponsoring. It was disappointing to the kids who came afterwards who didn't get candy because those who came earlier took more than their share. She suggested a way to keep that from happening might be to hand out tickets. Give each child who attends one ticket for each house.

Supt. Brennan liked that idea and said we would try to implement the tickets for this year.

### **SUB-COMMITTEE REPORT**

Personnel Committee did meet and will meet later in closed session.

Shared Services Committee did not meet since last meeting.

Facilities has been tabled.

### **OLD BUSINESS:**

Fingerprints – Supt. Brennan stated we have reached the point where we are almost out of money. We need to take a look when we do next year's budget to decide how much money to put in that line item.

### **NEW BUSINESS:**

Supt. Brennan stated a need for a dedicated custodian for the Recreation Building that reports directly to her. There are too many obstacles in the chain of command for her to get the needs of the building taken care of. She asked the Commission to address that need in the next budget.

Chairman Coiley asked Supt. Brennan to draft a report for the Commissioners to submit to the Township Committee.

### **CLOSED**

Comm. Berkenkamp made a motion to close the meeting at 8:45pm and re-open in public. Comm. Brueno seconded it. All approved.

Chairman Coiley read the following statement:

Whereas the Open Public Meeting Act, Chapter 231 of the Law of 1975, which provides that a public body may exclude the public from that portion of the meeting at which the public body discussed certain matters from which confidentiality is required as permitted Section 7b of the Act.

1. The following matter of Personnel is to be discussed by the Recreation Commissioner on a confidential basis as provided in Section 7b of the Act.
2. The matter will be considered at this time and the public shall not be admitted to this discussion.
3. The result of the discussion set forth above, to be conducted in closed session will be disclosed to the public, if possible, when the meeting is reconvened.

### **OPEN AND ADJOURN**

Comm. Berkenkamp made a motion to re-open the meeting at 8:50 p.m. Comm. Giorgio seconded it. All approved.

Respectfully submitted,

Dinah Schill

Recording Secretary

The Recreation Commission reconvened in open session at 8:50 p.m.

Superintendent Brennan made the following recommendations:

#### **Full-time Clerk/Recreation Commission Board Secretary**

**Promote** Dinah Schill from current position of full-time clerk/support services at \$15.61/hour or an annual salary of \$28,410 to \$19.80 or an annual salary of \$36,036.00.

#### **Full-time Clerk/Support Services**

**Promote** Jacqueling Grasso from current position of **part-time Dial-A-Ride Dispatcher @ \$12.75/hour** or an annual salary of \$11,934 to a **full-time clerk** at salary of \$17.05/hour or an annual salary of \$31,031.00

The motion to approve the recommendations was made by Comm. Salese; the motion was seconded by Comm. Giorgio. The vote to approve the recommendations as stated by Superintendent Brennan was unanimous.

Commissioner Berkenkamp moved to adjourn the meeting; the motion was seconded by Commissioner Monteverdi. The motion to adjourn was unanimous. The meeting adjourned at 9:05 p.m.

Respectfully submitted,

Denise Brennan

Superintendent