

## **JANUARY 21, 2015**

A Special Meeting of the Board of Recreation Commissioners was held on Wednesday, January 21<sup>st</sup>, 2015 in the Community Center.

Everyone who attended the meeting said the Pledge of Allegiance.

Vice-Chairman Sages called the meeting to order at 7:30pm. Present were Comms. P. Berkenkamp, M. Giorgio, G. Salese, R. Brueno, Vice-Chairman P. Sages, Supt. D. Brennan, and Program Coordinator, Thomas Quirk. Comm. Monteverdi called and said that he would be absent. Chairman Coiley called and said that he would be late.

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 by mailing such notice to the following newspaper: Morris County Daily Record and filing same with the Township Clerk.

### **RE-APPOINTMENT OF DENISE BRENNAN AS SUPERINTENDENT**

Comm. Brueno made a motion to approve Denise Brennan as Superintendent of Recreation and Parks Administration for 2015. Comm. Sages seconded it. All approved.

### **RE-APPOINTMENT OF THE BOARD OF RECREATION COMMISSIONERS**

Vice-Chairman Sages asked for a motion to approve James Coiley as Chairman for 2015. Comm. Berkenkamp made a motion. Comm. Brueno seconded it. All approved.

Comm. Berkenkamp made a motion to approve Comm. Sages for the position of Vice-Chairman. Comm. Sages abstained. Comm. Brueno seconded it. All approved.

Comm. Brueno made a motion to approve Comm. Berkenkamp for the position of Secretary. Comm. Berkenkamp abstained. Comm. Sages seconded it. All approved.

Comm. Brueno made a motion to approve Comm. Giorgio for the position of Treasurer. Comm. Giorgio abstained. Comm. Sages seconded it. All approved.

### **COMMITTEE ASSIGNMENTS**

Vice-Chairman Sages asked if everyone would like to keep the same committee assignments.

After a brief discussion, Comm. Salese was assigned to Special Events and Comm. Monteverdi was listed under Personnel.

### **YEAR-END REPORT**

Supt. Brennan stated that she will read the highlights of the 2014 Year-End Report.

Supt. Brennan stated that the Recreation Department collected \$170,000 for its programs, activities and special events through registration fees, sponsorships and donations. She indicated that in addition, they collected over \$12,000 in fees for field permits.

Supt. Brennan stated that an estimated 1,555 adults and children register and participated in a variety of programs ranging from Wiggles and Giggles for the youngest participant to Senior Fitness. She indicated that new programs included Sewing and Lego Camp for children and Chair Yoga for adults.

Supt. Brennan stated that concerning Summer Camp, registration remained consistent with 2013. She indicated that efforts continue to pair the Summer Sport Clinics with summer camp for added convenience for the parents and day-long fun for the campers.

Supt. Brennan stated that they plan on offering a 7<sup>th</sup>, 8<sup>th</sup>, and 9<sup>th</sup> grade travel camp for 2015. She indicated that they will run it for four weeks and make the time of the camp consistent every day.

Supt. Brennan stated that Hanover Township Day remains the Recreation Department's signature event with approximately 3,500 residents attending.

Supt. Brennan stated that the Fourth of July Fireworks Display was scheduled and rescheduled three times. She indicated that the challenge in 2015 will be to find an appropriate location for the fireworks due to construction at Whippany Park High School.

Supt. Brennan stated that the Summer Concert Series continues to draw an approximate total of 2,000 during the month of July at the Brickyard Field.

Supt. Brennan stated that in July of 2014, they celebrated the 50<sup>th</sup> anniversary of Bee Meadow Pool with a party which attracted about 1,000 members past and present.

Supt. Brennan stated that the diving board was successfully installed and completed in November.

Supt. Brennan stated that the focus of Dial-A-Ride was to build on its service offerings to the senior citizens and handicapped residents. She indicated that this is an on-going goal with the hiring of new drivers and a new dispatcher.

Supt. Brennan stated that in addition, they are waiting for the delivery of a new 14-passenger handicapped equipped van.

Supt. Brennan stated regarding Personnel, Ellie Berkenkamp retired and Dinah Schill assumed her part time position.

Supt. Brennan stated that in addition, with the retirement of Lee Kretz and Dolores LaMarca, Jackie Grasso has come on board as a part time dispatcher for Dial-A-Ride.

Supt. Brennan stated that full time Senior Clerk and Recreation Board Secretary, Mary Colton, received her well-deserved recognition for 25 years of service.

Supt. Brennan stated that Tom Quirk is their new part time Program Coordinator. She indicated that with his wide range of knowledge, he brings a new perspective to the department and has shown a capacity for hard work.

Supt. Brennan stated that concerning their goals for 2015, they are as follows:

- Full compliance with background checks on all coaches of all youth sports in Hanover Township.
- Development and implementation of programs/activities geared to middle school aged children.
- Completion of the basketball/four square courts at Bee Meadow Pool.
- Bring back the Senior Golf Outing.

### **ADJOURN**

Comm. Berkenkamp made a motion to adjourn the meeting at 7:48pm. Comm. Brueno seconded it. All approved.

### **RE-OPEN**

Comm. Berkenkamp made a motion to re-open the meeting at 7:50pm. Comm. Sages seconded it. All approved.

The Regular Meeting of the Board of Recreation Commissioners was held on Wednesday, January 21<sup>st</sup>, 2015 in the Community Center.

Everyone who attended the meeting said the Pledge of Allegiance.

Vice-Chairman Sages called the meeting to order. Present were Comm. G. Salese, P. Berkenkamp, M. Giorgio, R. Brueno, Vice-Chairman P. Sages, Supt. D. Brennan, and Program Coordinator T. Quirk. Comm. P. Monteverdi called and said that he would be absent. Chairman J. Coiley called and said that he would be late.

Vice-Chairman Sages 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 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**

The January 2015 Senior Scoop.

Purchase orders that were approved at the January 8<sup>th</sup>, 2015 Township Committee meeting.

Thank you notes from Dinah Schill and Mary Colton.

A thank you note from Ellagance for the toiletries.

**COMMENTS FROM THE PUBLIC**

A woman stood up and introduced herself as Karen Zipp who resides at 42 Gail Road in Hanover Township. She was at the meeting to ask permission to create and plan a 5K sometime during the spring.

(Comm. Coiley entered the meeting at 7:50pm.)

Karen stated that on behalf of her daughter who passed away last May, she started a charity that collects toiletries to give out the parents of sick children at the Morristown Memorial Goryeb Hospital. She indicated that sometimes the parents do not have enough time to gather toiletries for themselves before their child get admitted to the pediatric unit.

Karen stated that they would like to raise money from the 5K to give to parents of children with special needs that need special equipment.

Karen stated that they are in the process of applying for a 5013C with the state which will make them an official charity.

After a brief discussion all of the Commissioners agreed to have the 5K run possibly before Hanover Township Day which is Saturday, September 12<sup>th</sup>, 2015.

**BUDGET**

Supt. Brennan stated that concerning the 2015 Recreation budget, they are requesting \$21,450.00 which is \$800.00 less than they asked for in 2014.

Supt. Brennan stated that for Dial-A-Ride, they are requesting the same which is \$200.00.

Supt. Brennan stated that concerning Senior Citizens, they are once again requesting \$12,000.00.

Supt. Brennan stated that concerning the Multi-Purpose Community Center, they are requesting \$18,150.00 which is \$1,100.00 more than 2014. She indicated that the reason for the increase is for their copier lease and janitorial supplies. She went on to say that they would also like to purchase a laptop and a projector which will be used for some of their programs.

Supt. Brennan stated that for 2015 they are requesting \$20,000.00 for their Patriotic Celebration which is \$2,500.00 more than 2014. She indicated that the justification is a possible increase in price of the fireworks.

Supt. Brennan stated that for Hanover Township Day, they are requesting \$20,000.00 which is the same as in 2014. She indicated that they were way under budget last year due to the fact that they received numerous donations. She went on to say that they need to purchase some new canopy tents and each one costs \$1,575.00.

Supt. Brennan stated that concerning the Swimming Pool Enterprise Fund, the total amount they are requesting \$120,000.00 which is \$500.00 more than they requested in 2014. She indicated that this is due to the fact that they need to increase postage.

Supt. Brennan asked the Commissioners to look at S.P.E.F. Salaries & Wages sheet and the back charge of Parks & Playgrounds to S.P.E.F.. She indicated that it seems to be a very large amount taken from the pool.

Comm. Brueno stated that he will talk to Supt. Foran and make sure the hours are tracked more carefully.

Community Center Restroom Countertops Replacement—Supt. Brennan stated that the architect, Carolyn Young, cause a major delay with the bathroom countertops. She indicated that she made mistakes with the plans.

Supt. Brennan stated that she has requested that the installer, Frank Minerowicz, make a list of the errors so they have some backup in case of any future issues.

Turf Field—Supt. Brennan stated that with regards to the turf field at the Brickyard Field, they really need to investigate who is interested in a turf field.

Chairman Coiley stated that they really need to turf the Brickyard Field.

All agreed to set a certain amount of money aside each year for a turf field.

Supt. Brennan stated that as per requested, she has looked into mobile units that have a concession stand. She indicated that it is portable and can be moved to any park they which to set it up at. She went on to say that the approximate cost would be around \$40,000.00.

Comm. Brueno asked if they planned to put it in the 2015 budget.

Supt. Brennan said yes.

After a brief discussion and looking at the revised quote for the concession trailer, they all agreed that there needs to be a more precise price.

Supt. Brennan stated that also for the Community Center, they are requesting the following:

- Defibtech Lifeline AED for \$882.00
- Replace/Update panels for the workplace station for \$2,045.86
- Replace/Update counter for \$3,450.00

Supt. Brennan stated that for the Parks, they are in need of the following:

- 8 AED Lifeline for \$814.00 each
- 8 Outdoor cabinets w/alarms for \$299.00 each

Bee Meadow Pool Fees—Supt. Brennan stated that regarding 2015 Bee Meadow Pool fees, she would like to keep them the same as in 2014. She indicated that they will now have the diving board for this season and increase it in 2016.

All approved.

### **TOWNSHIP COMMITTEE REPORT**

Comm. Brueno stated that there is an issue with capital and that is turfing a field. He indicated that they have gotten some resistance. He went on to say that the Brickyard Field would be the one to turf.

Bee Meadow Pool Update—Activities Calendar—Supt. Brennan stated that the commissioners all have a copy of the 2015 Bee Meadow Pool activities calendar in front of them.

### **SUPERINTENDENT'S REPORT**

Capturepoint—Supt. Brennan stated that she has been in touch with the company who installed their new program, Capturepoint, to see if it is possible to use the card swiping program at the pool this year.

Comm. Giorgio suggested that maybe as an incentive this year, they could have a Bee Meadow Pool member of the month. He stated that this would be a person who went the most times in one month.

Supt. Brennan stated that she wanted to thank everyone for the gifts she received while she was out. She also wanted to thank her staff for keeping the office functioning so fantastic for the past three months.

### **OLD BUSINESS**

Wrestling Board—Comm. Berkenkamp questioned why Wrestling does not have a board.

Supt. Brennan stated that it really is not necessary. She indicated everything has been running pretty smoothly so far.

Basketball—Tom Quirk stated that concerning basketball everything is fine.

Ski Club—Supt. Brennan stated that concerning ski club, there has been some complaints that during the first trip, participants were being rude and trashing the bus. She indicated that she drafted an email that was sent to the parents regarding procedure for the kids when leaving the bus and what happens if it continues...

**NEW BUSINESS**

Girls Lacrosse—Supt. Brennan stated that concerning Girls Lacrosse, they are sending out another wave of email and forwarding it the PTA for them to send out.

Community Center Closing Time—Supt. Brennan stated that there has been an issue with usage of the building and the organization going over the time that was indicated on the building usage request form. She is recommending that they limit the closing time of 10pm unless it is a special event.

Field Fees—Supt. Brennan stated that they should look at the field fees the town charges and adjust them. She indicated that she will have a breakdown at the February meeting.

Dial-A-Ride Drive Policy—Supt. Brennan stated that there was an incident that occurred when Dian-A-Ride client got out of the van, the driver left, and the client fell in her driveway and could not get up. She indicated that the driver must wait until the client gets into the house.

CPR Training—Supt. Brennan stated that Cedar Knolls Fire Department will be offering CPR training for volunteer coaches. All agreed that Recreation will pay for everything.

**APPROVAL OF THE MINUTES AND PURCHASE ORDERS**

Comm. Berkenkamp made a motion to approve the minutes from the December meeting. Comm. Sages seconded it. All approved.

Comm. Sages made a motion to approve the purchase orders. Comm. Brueno seconded it. All approved.

**CLOSED**

Comm. Berkenkamp made a motion to close the meeting at 9:05pm. Comm. Sages 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 discusses certain matters from which confidentiality is required as permitted in Section 7b of the Act.

1. The following matter of Personnel is to be discussed by the Recreation Commission on a confidential basis as provided for Section 7b of the Act.
2. The matters 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.

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Comm. Sages made a motion to open and adjourn the meeting at 9:30pm. Comm. Brueno seconded it. All approved.

Respectfully submitted,

Mary O. Colton