

WESTWOOD RECREATION DEPARTMENT  
RECREATION ADVISORY BOARD

Minutes of May 9, 2011

1. MEETING CALLED TO ORDER at 8:02 P.M.

Present: Councilmember Ingrid Quinn, Chair Sherman Taylor, Vice Chair Catalano, Board Members Janine Borgersen, Michael Griffin, Joan Hluchan, Don Smith, Director Gary Buchheister  
Absent: Member Christopher Codner, Admin. Asst. Margaret McDonough

2. APPROVAL OF MINUTES of April 11, 2011: Member Griffin made a Motion to accept the Minutes with the correction of Item 5.e. Movies in the Park; the Minutes should state that Huntington Learning Center and Care One will continue as the program sponsors. Member Smith seconded the Motion; the Motion passed.

3. OPEN PUBLIC FORUM:

4. COUNCIL LIAISON REPORT: Councilmember Quinn reported that a 'walk-through' inspection is scheduled for Tuesday, May 10 for the Westvale Park Renovation Project. An "unofficial" opening will be approved based on the consensus of Boswell Engineering and Let It Grow. Director Buchheister reported that the sod on the fields is not the major concern; rather the perimeter grass areas which could be at an approvable condition within the next two weeks. Member Smith inquired about the newspaper article reporting on the perimeter fencing between the D.P.W. yard and the park. Director Buchheister reported on the vehicular traffic attempting to enter the park through the D.P.W. yard and the interim and permanent barriers to prevent this.

Ms. Quinn requested that Board Members participate in Westwood Pride Day on Sunday, May 22 in Veterans Park from 12:00 to 4:00 P.M. Several Borough Departments are participating to showcase their services. Chair Taylor explained that the Board Members could provide information and Materials and answer any questions from the public.

Chair Taylor inquired on the status of the Veterans Park renovation. Councilmember Quinn stated that she did not have Councilman Peter Grefrath's report available but does know it is partially contingent on the reconfiguration of Park and Madison Avenues. Director Buchheister stated that the project is suspended until the road design is confirmed which will determine the park's walking paths. Discussion followed on the reconfiguration of the roads.

5. DIRECTOR'S REPORT:

a. Spring Registration Update: Director Buchheister distributed a comparative report of the Spring 2010 and Spring 2011 Programs. Final 2011 Spring registrations should be 248 registrations, reflecting an increase of 100 registrations over the Spring 2010 Programs. This does not include the new Team Tennis Program which has about 15 persons registered. Participation in the Team Tennis is increasing weekly. The Recreation Department and the United States Tennis Association will conduct a clinic at the Westwood Regional High School tennis courts on May 21 at 1:00 P.M. Board Members are invited to attend and/or participate.

b. Banner Sponsorship Update: There are currently ten banners in the Center gym. A banner for Burke's on Old Hook Restaurant is currently being produced.

c. Summer Playground Program: The first week of program registration tallies were presented; including the new before-care and after-care program which has been very well received. In response to Vice Chair Catalano's inquiry, Director Buchheister reported that the School's Summer Enrichment site change from the Berkeley School will not adversely affect our program but is a benefit to the Playground Program for logistical reasons.

Summer Camps: Registration numbers for the one-week camps in August which follow the Playground Program were presented to the Board.

Discussion followed on specifics of the Program.

Director Buchheister reported that 37% of the 2010 Playground Program was paid using the on-line system. The first week of 2011 registrations showed 62% of registrations were done on-line.

d. Tennis Program: Previously addressed.

e. Summer Concert Series: The Series is confirmed.

f. Summer Movies in the Park: The Program is confirmed, sponsorship funding is being received.

g. Pre-School: Registration has begun for the 2011-12 school year. Approximately 20 students registered the first week which is an anticipated rate.

Graduation for the current four-year old class will be Friday, June 3. In response to questions, Director Buchheister reported that a full graduation ceremony will be held and all Board Members are invited to attend. Discussion followed.

#### 6. OLD BUSINESS:

a. Westvale Park Renovation: Hand Dryers will be installed in the restrooms this week and after the Contractor makes one, minor plumbing adjustment the building will be available to the public. The two, smaller fields will be opened as soon as 'Let It Grow' approves field use. Waste receptacles have been put in place.

Discussion followed on sports equipment storage units, concession stand equipment, field lighting schedule, the Football Assn's tarpaulin 'shell', the flagpole to be installed, etc.

The Football and Softball Associations are discussing a shared irrigation project for the 'B' field the current, good grass cover will most likely not survive the July/August weather without irrigation.

Member Smith questioned how the restrooms will be monitored and secured. Discussion followed on hours of the use of the baseball and softball fields and the hours of use of the restroom facilities.

Director Buchheister expressed complete confidence in Chief Regino's assurance that the Police Officers will secure the building each night after field use has concluded.

b. Community Center Use Policy: The Policy and Procedures for Use and the 2012 Fee Use Schedule is under revision for review and approval by the Mayor and Council.

#### 7. NEW BUSINESS:

Member Borgersen questioned the policy for Westwood's sports association's coaches' background checks. Ms. Borgersen has conducted checks for the last three years for Westwood Baseball Assn. as mandated by League rules. Discussion followed on general and specific parameters and procedures for various municipalities and sports organizations. Discussion followed.

8. ADJOURNMENT: Motion to Adjourn was made at 8:45 P.M. by Member Griffin seconded by Member Borgersen. The next meeting will be Monday, June 13, 2011 at 8:00 P.M. in the Community Center.