

WESTWOOD RECREATION DEPARTMENT  
RECREATION ADVISORY BOARD

Minutes of January 14, 2013

1. MEETING CALLED TO ORDER at 8:08 P.M.

Present: Councilmember Peter Grefrath, Board Chair Michael Griffin, Vice Chair Catalano, Members Janine Borgersen, Joan Hluchan, Don Smith, John Toale, Recreation Director Gary Buchheister, Admin. Asst. Margaret McDonough

Absent: Janine Borgersen, Chris Codner

Don Smith took his Oath of Office for a third term administered by Chair Michael Griffin.

2. APPROVAL OF MINUTES of December 10, 2012: Member Smith noted that Member Codner was Present at the meeting. Member Hluchan made a Motion to Accept the Minutes as corrected; Member Toale seconded the Motion; all in favor, the Motion passed.

3. OPEN PUBLIC FORUM:

4. COUNCIL LIAISON REPORT: Councilmember Grefrath reported that Director Buchheister attended the Mayor and Council meeting of Dec 18 as requested when the issue of field lighting was addressed. The Council recommended that Mr. Buchheister meet with the heads of the sports organizations to schedule field use in consideration of field lighting requirements.

Mr. Buchheister is planning to meet with the Borough Administrator, O.E.M, D.P.W, Board of Education members to determine the best detection system for the Borough of Westwood.

Mileage markers for walkers/runners in Westvale Park is a follow up item of the Westvale Park Renovation Project. Councilmember Grefrath suggested that be implemented for the upcoming season. Discussion followed on the various methods and design of marking the Westvale Park path to the interconnecting path to the Pascack Brook County Park.

Councilmember Grefrath reported on the success of the Memorial Park Bench Program. There are currently 21 benches in four parks and two more benches are expected. All of the benches are from individuals / families and he thanked Mr. Buchheister for his assistance to families in formulating the commemorative plaques. The sponsoring families and residents at large have expressed their gratitude and congratulations on the program.

There are currently three benches still available for Veterans Park and more will be available as the four phases of the park renovation are completed.

Veterans Park renovations will proceed with landscaping Phase One as the spring weather allows for the installation of trees and decorative landscaping near and around the bandstand.

5. DIRECTOR'S REPORT:

a. Winter Programs: Director Buchheister distributed a Winter Program report. The Board reviewed and discussed the various program and registration totals, especially the Special Needs Program. Additional registrations are anticipated in every program.

b. Basketball Program: The Travel Program consists of four boys teams and three girls teams, they are all running smoothly. The Recreation Program is running very well. A college-aged scorekeeper has been hired for the Community Center on Saturdays to open / close the building, keeps the game scores / times, cleans the gyms before and during the games. He also advises the Director of any difficulties that occur.

A meeting was held prior to the basketball season with all of the basketball coaches confirming all policies and procedures of the program confirming that any complaints by officials or parents should be referred to Director Buchheister.

c. Smoke Free Parks: Director Buchheister has met with Sharon Blehl of the Health Department and Darren Blankenbush, Fire Prevention Officer to initiate a smoke-free ban for borough parks, buildings and parking lots. He distributed several sample Ordinances from other Bergen County municipalities. A non-profit organization will provide adequate signage specific to the Borough of Westwood. A representative of the non-profit will attend a Mayor and Council meeting if requested. Review of the policies and ordinances were reviewed and discussed. The Advisory Board unanimously approved the implementation of the policy on a borough-wide basis. Councilmember Grefrath will introduce the matter to the Mayor and Council for review.

## 6. OLD BUSINESS:

a. Committee Assignments: Over 55 Programs, Teen Center, Youth/Pre-School Programs, facility Improvement (Parks & Community Center), Sponsorship: Director Buchheister reported that Member John Toale has requested the Facility Improvement Committee. Each Board Member will be assigned one of the Committees to improve that area of the Department. Board Members are requested to advise Director Buchheister prior to the next Board Meeting if they are interested in a specific area of involvement. Director Buchheister will provide each Member a Committee at the Board Meeting of February 11 with Chair Griffin's approval.

Parks Committee: Due to changing codes, playgrounds require replacement on average every 7-8 years. The McKinley Park tennis courts are long overdue for replacement and grants are being sought for this project. The Borough's policy of the rotation schedule for playground renovations needs to be reinstated.

b. Repairs to the gym floor: The repair to the gym floor is completed and the result is excellent. The blending of the new tiles in the basketball 'key' to the older tiles is barely discernable. A number of organizations have already requested use of the gym on a rental basis during the spring / summer when the gym will not be in use by borough residents.

An upgrade to the lighting in the Community Center gymnasium is required and Director Buchheister has received upgrade suggestions from lighting vendors.

c. Improvements to the A field: The schedule of improvements to the infield of the Westvale A field will be determined by the late winter / spring weather conditions. The project may have to be delayed until after the baseball season concludes in the fall of 2013.

d. Lightning Detection Systems: Addressed under Item 4.

## 7. NEW BUSINESS:

Movies in the Park: Chair Griffin who instituted the Movies Program suggested that the 10<sup>th</sup> Anniversary of the program be celebrated by the residents voting on the movies shown thus far to set the 2013 program schedule. The Board unanimously approved the program. Director Buchheister suggested that North Jersey Media Group could assist in the advertisement of the Anniversary Program and suggested various website methods to help implement the resident's voting on-line.

Chair Griffin announced that after ten years on the Recreation Advisory Board that he will resign from the Board at the end of 2013.

8. ADJOURNMENT: Motion to Adjourn was made at 8:50 P.M. by Vice Chair Catalano; seconded by Member Toale. The next meeting will be the second Monday, March 11, 2013 at 8:00 P.M. in the Community Center.