

WESTWOOD RECREATION DEPARTMENT
RECREATION ADVISORY BOARD

Minutes of December 10, 2012

1. MEETING CALLED TO ORDER at 8:00 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

2. APPROVAL OF MINUTES of November 19, 2012: Member Smith made a Motion to Accept the Minutes as presented; Member Codner seconded the Motion; all in favor, the Motion passed.

3. OPEN PUBLIC FORUM:

4. COUNCIL LIAISON REPORT: The report was tabled to Councilmember Grefrath's arrival.

5. DIRECTOR'S REPORT:

a. Fall Programs: Director Buchheister presented the final report of the Fall Program registrations. The report was reviewed, specifically citing the increase in the girls basketball registration and 64% of registrations are done on-line for the convenience of the residents.

b. Winter Programs: Director Buchheister presented the Winter Program Flyer for review which will be posted on the Borough website and distributed to the schools before the holiday break. A new fashion design program for grades 2-6 will begin in January.

c. Repair to the gym floor: The repairs to the gym floor have begun. The color and appearance of the new tiles blend much better than anticipated and the final result is very pleasing. The repair process will be completed in 48 hours. The current repair should extend the life of the floor by five years. Director Buchheister suggested the Board examine the floor after the meeting.

d. Basketball Program: Director Buchheister has a meeting scheduled with all basketball coaches for the coming season. The purpose of the meeting is to review policies and procedures to eliminate any coach / parental /spectator problems of. Brief discussion followed.

e. End of the Year Report: The report was presented and discussed including; The number and type of facility permits issued for the Community Center and parks/fields has increased from the previous year. When the facilities are not used by residents / resident organizations, the facility usage fees collected from private families / non-resident organizations should meet the goal of \$50,000 by year end.

The use of the Recreation Trust Account allowed the 2012 Operating Budget funded by the Borough to be less than half the amount of Borough funding in 2008. The financial procedures remain the same while allowing for new programs and current programs to expand. As State and Municipal policies have become more restrictive over the last few years with the 2% budget cap increase, this has had a very positive effect for the Borough.

Councilmember Grefrath joined the meeting.

Director Buchheister continued the report citing the success of the Pre-School program, the new youth ice hockey program, the expanded Special Needs program, the park bench program, the expanded Senior Fitness Program, the Senior Van program, the expanded Summer Playground Program, the Summer Camps Program, the Junior Tennis Team, Teen Center special events, etc.

Mr. Buchheister reviewed the 2012 Goals that were completed and 2013 goals were discussed including an initiative for 100% smoke-free parks which has been adopted by hundreds of municipalities; lightning detection system, field equipment upgrade, etc. Discussion followed.

He confirmed that each member of the governing body has received the report.

6. COUNCIL LIAISON REPORT: Councilmember Grefrath will confirm that the Lightning Detection System is included in the 2013 Capital Budget. Mr. Grefrath has met with the new C.F.O. Durene Ayer. A separate accounting for Westvale Park will be created for the 2013 budget including line items for electric, water, maintenance, lawn maintenance, supplies, etc. were discussed.

Director Buchheister provided documentation regarding the proposed field lighting fees to be implemented in 2013 and a detailed report of 2012 costs per field, per month. He confirmed that while information was being gathered to address the field lighting costs, he was not at liberty to share those communications with the Advisory Board.

He also confirmed that when he requested field lighting expense projections from the manufacturer and the borough engineers the summer surcharge rate was not provided to him which substantially differed from actual costs.

Councilmember Grefrath stated that when the actual expenses exceeded the budgeted amount, it was the Council's imperative to ascertain why the budget was exceeded. He confirmed in response to statements made as to why Director Buchheister was not present at the Mayor and Council meeting of November 20 that he was not requested to be there as Councilmember Grefrath had all of the pertinent information. He also confirmed that he had stated several times to the Council that the Recreation Advisory Board was opposed to charging resident, youth organizations for use of the fields.

Director Buchheister confirmed that the sports organizations Officers are fully cooperative in adapting the 2013 field schedules to avoid incurring the summer surcharge. Detailed discussion followed.

The 2013 Fee Ordinance for Facility Use and Park Use was presented to the Board reflecting changes from the 2012 Fee Ordinance. Councilmember Grefrath will bring the proposed Ordinances to the Mayor and Council.

Director Buchheister reported that questions have arisen concerning the Recreation Trust Accounts. He confirmed that he is always available to confirm any aspect of the Trust Accounts to the Board or any person. If a municipal recreation department does not utilize the trust it is virtually impossible by law to create new programs; as they would have to be budgeted more than a year in advance of implementation. The financial policies and procedures for the Trust Accounts are the same as any other municipal accounts.

New programs, expanded programs and equipment / facility improvements are only possible using Trust Accounts which is why they were established by the State of New Jersey.

7. OLD BUSINESS:

- a. Committee Assignments: Tabled to January 14 meeting
- b. Improvements to the 'A' field: Tabled to January 14 meeting.
- c. Lightning Detection Systems: Previously addressed.

8. NEW BUSINESS:

9. ADJOURNMENT: Motion to Adjourn was made at 8:47 P.M. by Member Borgersen; seconded by Vice Chair Catalano. The next meeting will be the second Monday, January 14, 2013 at 8:00 P.M. in the Community Center.