

# MINUTES OF THE RECREATION COMMISSION MEETING

JANUARY 18, 2012

The Wednesday, January 18, 2012 meeting of the Recreation Commission was held in the 2<sup>nd</sup> floor Conference Room - at 7:40pm. Chairwoman Cindy Sherlock called the meeting to order.

**Present:** Commissioners: Alicia Armental, Val Duran, Anthony Cappola, Chris Ilg, Penny Smith, Pete J. Smith, Bob Smith, Cindy Sherlock, And Director Bobbi Conway

**Absent:** Chris Lau,

**Welcome - New Commissioners:** C. Sherlock welcomed Anthony Cappola and Bob Smith and congratulated them for their appointment to the Recreation Commission.

## **Elections/Appointments:**

Nomination of Commission Chairman: Nominated Cindy Sherlock – motion to approve –P. Smith second by V. Duran All present in favor

Nomination of Commission Vice Chair: Nominated Val Duran – motion to approve A. Armental, seconded by P. Smith All present in favor

Re- Appointment of Director -Bobbi Conway - All present in favor

**Open Public Session:** No visitors

**Approval of Minutes:** The motion for approval of the minutes of the December 14, 2011 meeting was presented by P.J. Smith, seconded by P. Smith. All present voted in favor.

**Director's Monthly Report:** The subjects in the Director Report were covered under the meeting agenda.

**Director's Annual Report** The Director handed out the 2011 Annual Report to the Commissioners for review and approval by next meeting.

## **Correspondence:**

1. 2012 River Edge Recreation Events
2. River Edge Run 2012 sponsor Letter
3. Capital Project – Musco Lighting –KBG Proposal – Cost Analysis of short or long term debt
4. Fee Resolution – 2012 Programs
5. 2012 Camp Expenditure/Income Report
6. Memo to Mayor and Council from Recreation Commission – Allocation of Open Space accumulated balance

7. Men's Softball Registration 2012 Form
8. River Edge Little League Registration Letter to Parents and specific letter to Kindergarten-Parents
9. Letter from Pete Cameron -Catch the Heat Baseball Camp – request to use KBG field
10. Recreation Commission 2012 – members and terms
11. Borough 2012 meeting dates
12. Field Maintenance Trust Fund-Accounting to date

**OLD BUSINESS:**

- A. Operating Budget – Capital Budget 2012 – Musco Lighting proposal - the Mayor and Council Budget meeting to discuss this project will be held on Saturday January 21<sup>st</sup> at 9:00am in the Council chambers. Matt Sterner – Musco Lighting Sales Representative – will present the proposal - Commissioners are encouraged to attend the meeting if they are available.
- B. Concussion Training and Prevention – Recreation Commission Policy – The Commission discussed in length the requirements and administration of the volunteer coach training and approved following the policy:

The Recreation Commission requires all volunteer coaches to be trained in the prevention and treatment of sports-related concussions and other head injuries among student athletes.

Heads Up: Concussion in Youth Sports – an online concussion training for coaches through the Center for Disease Control is required for all volunteer coaches [www.cdc.gov/concussion/headsup/online\\_training.html](http://www.cdc.gov/concussion/headsup/online_training.html)

Heads Up: Concussion in Youth Sports certificate of completion is to be submitted to the Recreation Commission.

Heads Up: Concussion in Youth Sports fact sheets specifically for coaches, for athletes and for parents are to be distributed to the appropriate group by each youth sport league every season.

- C. River Edge Run – review covered in the Director's report with the addition of an update of sponsorships received to date.

**NEW BUSINESS:**

- A. Schedule of 2012 Events – all dates listed were approved by the Commission
- B. Fee Resolution – 2012 Programs – the Fees for the 2012 Programs were established and will be included as an attachment to the minutes
- C. Open Space allocation update- The Director reviewed the presentation of allocation requests at the Mayor and Council meeting of January 17<sup>th</sup>  
(Recreation Commission allocation request is included in correspondence). No

decision on the allocation of balances was made at the time of that public meeting.

- D. Office Computer – the Director requested that the office computer be updated. Funds to replace the computer could come from Recreation Dedicated Trust Programs – Camp-Run-Program Trips etc as the computer is used constantly for the management of these programs. The computer is 9 or 10 years old with Windows 3.
- E. Catch the Heat Baseball Camp request – the Commission unanimously approved the week of June 25<sup>th</sup> for this camp – The Director also informed the Commission that Pete Cameron would be stepping down as President of REABA after many years. Pete Smith with the assistance of Rob Berninger will be taking over the responsibility of the league.
- F. Field Scheduling Meeting – the date of this meeting was set for February 8<sup>th</sup> at 7:30pm – all field users will be notified
- G. Park and Field Maintenance Trust Fund review – The Commission reviewed the balance of funds and those leagues that have not submitted their 2011 User Fees to date.
- H. Black Hawks Soccer – insurance/field use – The Director explained that Black Hawk Soccer is covered by their own liability and accident insurance and that Black Hawks Soccer is run as a club sport – beyond the regular soccer season and is not just a travel arm of the Recreation Soccer Association. Since the Borough does not insure Black Hawk Soccer, the request for use of Roosevelt School field by Black Hawks must come through the Black Hawks organization not the Borough. Requests go directly to the School Board and proof of insurance is Black Hawks responsibility. If Black Hawk Soccer requests the use of borough fields, the Commission would approve or disapprove the use and proof of liability insurance would be required. The Commission agreed with these statements and therefore going forth Black Hawks Soccer will not be under the authority of the River Edge Central Athletic Council.
- I. Women’s Softball League – review- The Director explained that Kathleen Murphy has stepped down as President of the Women’s Softball League due to her commitments as Councilwoman. A new president will be researched. In addition, New Milford has shown interest in starting a women’s softball league and has asked for assistance and to play our River Edge teams. The Director suggested that the four River Edge teams were finding that playing each other week after week was getting boring and that there may be interest in playing other towns – New Milford and possibly Oradell as well. The Commission felt that the 2011 Managers should be asked of their opinion of playing against out of town teams. The Director is meeting with the Oradell Recreation Director next week and will mention this potential opportunity.
- J. New Program Proposals -- the Director explained that Westwood Recreation Director – Gary Buchheister – had called to propose two programs involving River Edge – The River Dell Ice Hockey Coach is interested in starting ice hockey

clinics for 5<sup>th</sup> – 8<sup>th</sup> grade students at Fritz-Dietl on Sunday afternoons and needs assistance from the recreation departments of Westwood, Washington Township, Oradell and River Edge to get the program started.

The coach requested \$150 from each town and the promotion of the program through the schools. The participants would be charged a fee but the rental of ice is quite expensive. The Commission approved the development of the program, the \$150 for the initial set-up of the program which would be paid from the Recreation Dedicated Trust street hockey line which again was approved only for the initial set up of the ice hockey program.

USTA Junior Tennis League development will be discussed at the next Bergen-District 1 Recreation meeting. The goal is to start a league for tennis run by Recreation Departments just like basketball or soccer. Towns will be able to compete against each other. The age range would be 10-14 years old. A volunteer would be needed to manage the River Edge League. The program itself does not cost that much money and we only need a few kids to start. The USTA will be making a presentation at the February 7<sup>th</sup> meeting at which time more information will be available. The Commission agreed to move forward with the development of this program. C. Sherlock suggested that the Commission bring back the Tennis Tournament since we have the new courts. This subject will be discussed at a future meeting.

The meeting was adjourned at 9:40 pm by motion from A. Armental seconded by P. Smith. All in favor. The next meeting of the Recreation Commission is February 15th at 7:30pm in the second floor conference room.

## **DIRECTOR'S REPORT FOR THE RECREATION MEETING OF January 18, 2012**

Attached is a tentative schedule of events for the year – 2012 for your review. With a consensus from the Commission on the majority of these dates, the events can be posted on the website and planning and scheduling can be completed in advance.

### **River Edge Run 2012**

USATF certification approval has been received. Finish line and computer services are all set. We will be using the B-tag again this year which is a bib chip - applied by Best Race System. Major sponsor and patron letters have been mailed out with a February 10th deadline. Please see sponsor request letter in correspondence. Commissioners are encouraged to solicit businesses as well. Our riveredgerun.com website has been updated and one application has already been received. An article will be placed in the Town News announcing the run date and details and the teaming up with the Susan Fazio Foundation for Melanoma Research. The Foundations' website is up and running. The Metro Race Forum - full page ad copy -was submitted to run in two editions -February and March. In addition, an email blast to 32,000 athletes through Race Forum was ordered for the month of February and March at \$75.00 per blast. Due to the cost of mailing and the availability of email contacts from last year – the number of applications mailed will be scaled down. The Sport Tek shirt in navy – printed with the new logo as requested by the Commission, will be available for review.

**Musco Lighting Project** – To date – the departments have not received a schedule of meetings to discuss capital expenditures. Please see memo from Alan Negreann, CFO – opinion for the financing of the project.

**Concussion Training and Prevention** – At the December 2011 Recreation Commission meeting, the Commission members reviewed the information from the CDC with regard to the on-line training and fact sheets for Youth Sports. Head concussion training and prevention for our volunteer coaches will again be discussed at our meeting as the River Edge School District has notified the Borough that the Borough (Recreation Commission) must comply with these new policies in order to use the school facilities.

. a. A school district and nonpublic school shall not be liable for the injury or death of a person due to the action or inaction of persons employed by, or under contract with, a youth sports team organization that operates on school grounds, if the youth sports

team organization provides the district or nonpublic school, as applicable, with the following:

b. proof of an insurance policy of an amount of not less than \$50,000 per person, per occurrence insuring the youth sports team organization against liability for any bodily injury suffered by a person; and

(2) a statement of compliance with the school district or nonpublic school's policies for the management of concussions and other head injuries.

b. As used in this section, a "youth sports team organization" means one or more sports teams organized pursuant to a nonprofit or similar charter or which are member teams in a league organized by or affiliated with a county or municipal recreation department.

The Recreation Commission must now decide on what procedures are to be followed by the CAC leagues and how that will be administered. To consider: CAC league responsibility – CDC Online training – certificate of completion – administration of completion of certification – parent training – athlete training – fact sheets. Please be ready to discuss your opinions for determination of Commission policy.

### **2012 Program Fees Resolution**

Please review draft resolution for details. In addition, 2011 Camp Expense-Income Report

### **Facility Update-**

**Tennis Courts** – Small surface cracks at the outside edge of the asphalt surface (edge beyond the fence line) have shown up the Tennis Courts surface. One in particular at the south end was heading due north!! SCS Contractors heated sealed all of the areas in December '11 prior to the winter freeze to keep the cracks from growing – spreading. Tennis courts were closed and locked in early December.

**Stream Head Wall** – Carl cleaned out the sludge build-up that had accumulated a few feet from the head wall opening which was causing a dam up of water. Once cleared – the water receded immediately. There are areas above the head wall on the east bank that have receded. Conquest has been notified to check out the area and has confirmed that he looked at the area and will send his crew to fill in the holes– this project is still under maintenance bond.