

Wallington Board of Recreation
Meeting-Minutes
September 1, 2020

- Call to Order/Pledge of Allegiance at 7:31 p.m.
- Roll Call

Voting Members

Brynczka	<u>A</u>
Graham (P)	<u>P</u>
Kassteen	<u>P</u>
Melfi	<u>A</u>
Preinfalk (T)	<u>P</u>
Wesolowski (VP)	<u>P</u>
Zagaja (S)	<u>P</u>

Non-Voting Members

Alternate #1:	Steiger	<u>P</u> (voting member)
Alternate #2:	Stroosnyder	<u>A</u>
Recreation Director:	Popek	<u>P</u>

- Approval of the Minutes from the Last Meeting (July 7) & Special Meeting (August 11)

Motion to accept was made by Wesolowski **at** 7:33 p.m., **and seconded by** Preinfalk

-approved by all voting members in attendance

- Open to the Public

Motion to open was made by Kassteen **at** 7:33 p.m., **and seconded by** Wesolowski

-approved by all voting members in attendance

Motion to close was made by Preinfalk **at** 7:34 p.m., **and seconded by** Zagaja

-approved by all voting members in attendance

- Treasurer's Report

-gained \$270 in the budget as senior-dance expenses have been debited from the Senior Dance Trust Account

-gained \$260 in the budget as the job posting/advertisement for the position of Summer Recreation Director has been debited from the Summer Recreation Trust Account

-there was a debit of \$19.95 for the cost of advertising the dates of Rec. Board meetings in the newspaper

-current budget stands at \$29,315.90

Motion to accept was made by Kassteen **at** 7:36 p.m., **and seconded by** Wesolowski

-approved by all voting members in attendance

- Presentations

-Konrad Plewa from EFA Metro Soccer Club requested the use of the high-school field, twice a week in the evening, for one of its adult teams, which will compete in the United Premier Soccer League

-Wesolowski mentioned that approval of Plewa's request cannot be approved until the Rec. Board can review the current, field-use schedule, which is currently maintained by Brynczka

-Graham reminded Plewa that his completed, request form must be accompanied by the security deposit, proof of insurance, and a Hold Harmless Agreement

- Old Business
 - 1) update on the new storage containers/sheds at the Little League Complex
 - Graham suggested tabling Item 1, without objection
 - 2) sanitizing of playgrounds/COVID-19, prevention-control protocols for fall sports
 - Popek said that Wallington DPW has the ability to sanitize all playgrounds if the borough council chooses to re-open them
 - Wesolowski recommended a uniform, prevention-control protocol for fall sports in addition to the protocols that the respective sports-organizations had already submitted to the Rec. Board for review; Graham asked Wesolowski to draft this Rec. Board-mandated protocol before our next, regular meeting
 - 3) responsibility for the borough's senior program
 - Graham suggested tabling Item 3, without objection
 - 4) outreach to the senior-dance instructor
 - Graham suggested tabling Item 4, without objection
 - 5) publication of a newsletter
 - Graham suggested tabling Item 5, without objection
 - 6) summer concert/event
 - Graham suggested tabling Item 6, without objection
 - 7) new recreation programs (table tennis, yoga, tennis)
 - Wesolowski reported that all programs (including swimming) are expected to begin in October
 - Wesolowski created a website for Wallington Recreation that includes online registration for Rec. Board-sponsored programs; he would like a link for the website to be placed on the homepage of the borough's website
 - Wesolowski is in the process of designing a flyer for marketing of the new programs

- 8) continued revisions to the bylaws (Article XI & Article XII) – **see Page 6 below**

- motion to include the Little League Field in Article XI, Section E, Subsection 1 was made by Graham, seconded by Wesolowski, and approved by all voting members in attendance except for Kassteen
- motion to accept the revision to Article XI, Section E, Subsection 2 was made by Graham, seconded by Preinfalk, and approved by all voting members in attendance
- motion to accept the revision to Article XI, Section E, Subsection 3 was made by Graham, seconded by Preinfalk, and approved by all voting members in attendance
- motion to accept the revision to Article XI, Section E, Subsection 4 was made by Graham, seconded by Preinfalk, and approved by all voting members in attendance
- motion to accept the revision to Article XI, Section E, Subsection 5 was made by Graham, seconded by Preinfalk, and approved by all voting members in attendance
- motion to accept the revision to Article XI, Section E, Subsection 6 was made by Graham, seconded by Preinfalk, and approved by all voting members in attendance
- motion to accept the revision to Article XI, Section E, Subsection 7 was made by Graham, seconded by Preinfalk, and approved by all voting members in attendance
- motion to accept the revision to Article XI, Section E, Subsection 8 was made by Graham, seconded by Preinfalk, and approved by all voting members in attendance
- motion to accept the revision to Article XI, Section E, Subsection 9 was made by Graham, seconded by Preinfalk, and approved by all voting members in attendance
- motion to accept the revision to Article XI, Section E, Subsection 10 was made by Graham, seconded by Steiger, and approved by all voting members in attendance
- motion to accept the revision to Article XII, Section B was made by Preinfalk, seconded by Graham, and approved by all voting members in attendance
- motion to accept the revision to Article XII, Section C, Subsection 2 was made by Preinfalk, seconded by Graham, and approved by all voting members in attendance
- motion to accept the revision to Article XII, Section C, Subsection 3 was made by Preinfalk, seconded by Graham, and approved by all voting members in attendance
- motion to add to Article XII, Section C, Subsection 3 [“Also, all volunteers associated with a sponsored organization/program will receive a reimbursement for any criminal-background-check fee(s) after submission of the receipt(s)”] was made by Kassteen, seconded by Preinfalk, and approved by all voting members in attendance

- 9) transfer of funds in defunct sub-accounts into sub-accounts that are in active use

-Graham suggested tabling Item 9, without objection

- 10) report on reconciliation completed by the borough CFO regarding the income/expenses of the 2019 summer-recreation program

-Graham suggested tabling Item 10, without objection

- Use of Facility Requests

-N/A

- New Business

-N/A

- Communications to the Board

-Graham read aloud the field-request letter (August 21) from Konrad Plewa (EFA Metro Soccer Club)

- Tabled Matters

- update on the new storage containers/sheds at the Little League Complex

- responsibility for the borough's senior program

-outreach to the senior-dance instructor

-publication of a newsletter

-summer concert/event

-transfer of funds in defunct sub-accounts into sub-accounts that are in active use

-report on reconciliation completed by the borough CFO regarding the income/expenses of the 2019 summer-recreation program

- Adjournment

Motion to adjourn was made by Preinfalk at 9:36 p.m., and seconded by Zagaja

-approved by all voting members in attendance

Approved Revisions to the Bylaws of the Wallington Board of Recreation

- **Any reference to “Chairperson” in the bylaws will change to “President”**
- **Any reference to “Vice-Chairperson” in the bylaws will change to “Vice-President”**
- **Revision to Article IV, Section D: Meetings – Graham**

-the order of business for the agenda of a regular meeting of the Recreation Board will change to the following:

- 1) Call to Order/Pledge of Allegiance
- 2) Roll Call
- 3) Approval of the Prior Meeting’s Minutes
- 4) Treasurer’s Report
- 5) Presentations
- 6) Old Business
- 7) New Business
- 8) Communications
- 9) Use of Facility Requests
- 10) Open to the Public
- 11) Tabled Matters
- 12) Adjournment

- **Revision to Article XI: General Recreation Administration Policies**

- A. It is understood that all sports organizations, sponsored and/or approved for operation by the Wallington Board of Recreation, will adhere to the seasonal-sports schedule below:

-Winter (December, January, February) – Basketball, Bowling

-Spring (April, May, June) – Baseball, Softball

-Summer (July, August) – Baseball, Softball, Soccer, Football

-Fall (September, October, November) – Football, Soccer

- B. All sports organizations will adhere to the seasonal-sports schedule, as outlined above, unless specific authorization is provided by the Wallington Board of Recreation to operate outside of that schedule
- C. Any organization/program considered to be “sponsored” by the Wallington Board of Recreation will operate according to the following criteria:
 1. an organization’s/program’s lead coordinator is hired/ appointed by the Board
 2. an organization’s/program’s income/expenses and trust account are directly supervised by the Board

D. Any organization/program that does not fulfill the criteria above is considered to be “non-sponsored” by the Wallington Board of Recreation. However, a non-sponsored organization/program may be eligible for material/financial support from the Board if the following criteria are met:

1. submission of a letter of request to stipulate the amount of material/financial support that is needed along with proof of non-profit status and tax compliance
2. in the letter of request, there is inclusion of an explanation for the specific purpose of the material/financial support and an explanation as to how the material/financial support benefits the Wallington community
3. agreement to submit a line-item report along with receipt(s) to demonstrate proper use of the material/financial support

E. A protocol exists for the use of facilities by an organization/program

1. The use of the following facilities (weekdays, 6 p.m. – 10 p.m. and weekends, 8 a.m. – 10 p.m., unless stated otherwise) by any organization/program is contingent on the approval of the Wallington Board of Recreation:

-High School Field

-Dul Field

-Centennial Field

-Little League Field

2. All use of facility requests must be submitted to the Wallington Board of Recreation, at a regular, monthly meeting for review. Additionally, the Facilities Manager must be consulted at that meeting to complete the facility-request application for a permit – to ensure availability of the requested date/time. Regarding facilities, priority will be given to any organization/program whose sole purpose is to serve the recreational needs of the residents of Wallington
3. In order to ensure secure a permit for a facility, a non-sponsored program, in particular, must complete the facility-request application, provide a certificate of insurance (with stipulated limits of liability & Hold Harmless agreement), and pay any facility-usage fees. The application, certificate of insurance, and any facility-usage fees must be submitted to the Wallington Board of Recreation, according to the following schedule:

- Winter-season permits – not later than the Board’s October meeting

- Spring-season permits – not later than the Board’s February meeting

- For Summer-season permits – not later than the Board’s April meeting

- Fall-season permits – not later than the Board’s June meeting

Approval of a permit on the part of the Wallington Board of Recreation can take up to thirty days. Permits will be issued for specific dates/times and for specific facilities. Issuance of the permit to any youth-sports organization/program is also contingent on fulfillment of coaching-certification requirements (see Section F)

4. Any facility-request application must identify an individual (designee) from the organization/program that will be held responsible for maintenance of the permit and responsible for granting the organization/program access to the facility. The designee is responsible for any violations of facility rules/regulations
5. A certificate of insurance must identify the Borough of Wallington as co-insured and demonstrate a minimum limit of liability in accordance with the following outline:
 - \$1,000,000 – for-profit organization/program
 - \$500,000 – non-profit organization/program
 - \$300,000 – individualMoreover, the certificate of insurance must include a Hold Harmless stipulation on behalf of the Borough of Wallington
6. The amount of any facility-usage fees for the permit will be set by vote of the Wallington Board of Recreation, each year at the January, reorganization meeting
7. Damage to a facility is the responsibility of the permit designee and the organization/program using it.
8. Outdoor-facility access is from dawn to dusk unless the use of floodlights is authorized
9. Unauthorized use of a facility will be considered “trespassing,” and appropriate, legal proceedings will be pursued at the expense of the violator(s)
10. The Wallington Board of Recreation reserves the right, on a case-by-case basis, to reduce or waive any facility-usage fees

■ **Revision to Article XII: Finance**

- B. Trust accounts are the responsibility of the Wallington Board of Recreation, under oversight by its treasurer. Proper accounting procedures of debits, credits, income and disbursements are required by the Wallington Borough Council.
- C. Annual expenditures are recommended as follows:
 2. Regarding non-sponsored organizations/programs, the amount of a donation will be determined on a case-by-case basis. Non-sponsored organizations/programs that solicit a donation from the Wallington Board of Recreation shall comply with the following:
 - a. Provide a financial statement, including the past six months of income and expenses
 - b. Provide a forecast of income and expenses for the current, calendar year
 3. Any non-sponsored organization/program shall first submit any receipts for expenditures up to the approved non-donation amount to the Wallington Board of Recreation; subsequently, a reimbursement in the form of a check will be issued by the Borough of Wallington in agreement with the total amount stated on any submitted receipts. Also, all volunteers associated with a sponsored organization/program will receive a reimbursement for any criminal-background-check fee(s) after submission of the receipt(s).