

Wallington Board of Recreation

Meeting-Minutes

November 10, 2020

- Call to Order/Pledge of Allegiance at 7:32 p.m.
- Roll Call

Voting Members

Brynczka	<u>P</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>A</u>
Alternate #2:	Stroosnyder	<u>A</u>
Recreation Director:	Popek	<u>P</u>

- Approval of the Minutes from the Last Meeting (October 6)

Motion to accept was made by Brynczka at 7:33 p.m., and seconded by Preinfalk
-approved by all members in attendance

- Open to the Public

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

-approved by all members in attendance

Motion to close was made by Graham **at** 7:33 p.m., **and seconded by** Zagaja

-approved by all members in attendance

- Treasurer's Report

-a paid invoice (insurance) from Wallington Youth Soccer has been received; it was submitted yesterday to the borough's financial department for the processing of a reimbursement check in the amount of \$1500

-the budget stands at \$27,815.90 (EXCLUDING projected expenses)

-Preinfalk recommended a review of projected expenses in order to identify those expenses that could be nullified; the Board agreed to remove the following as projected expenses:

- wresting at \$1000
- softball clinic at \$599
- football clinic at \$599
- Cub Scouts at \$1000
- background-check fees at \$1000
- field maintenance at \$1000
- field equipment at \$1000

-the remaining budget stands at \$11,265.90 (INCLUDING projected expenses)

Motion to accept was made by Zagaja **at** 7:53 p.m., **and seconded by** Wesolowski

-approved by all members in attendance

- Presentations

-Mr. Richard Ray (President of Wallington Junior Football) presented, at the request of the Board, the bank statements associated with the private, bank account of Wallington Junior Football

-Councilwoman Susanne Preinfalk proposed a collaboration between the Board and Borough Council in organizing a winter festival for the Wallington community; she stated that much of the event would be planned and executed by a third-party vendor (Cliffhanger Productions in Rutherford); the event is scheduled to take place on Saturday, December 19, from 6 p.m. to 10 p.m., on Union Boulevard; local businesses will be encouraged to participate in and/or sponsor the event

- Old Business

-1) new storage containers/sheds at the Little League Complex

-Brynczka and Kassteen agreed to form a committee with Rec. Director Popek to survey the area of the Little League Complex that is most suitable to at least two sheds

-2) update on new, recreation programs (table tennis, yoga, tennis, swimming)

-Wesolowski reported that the table tennis and yoga programs would begin in February 2021

-Wesolowski reported that the swimming program (administered by Rutherford Swim Association) would begin in February 2021; there will be sixteen sessions over an eight-week period at a cost of \$4800; the cost for each of the twenty-four participants will be approximately \$140 (contingent upon a subsidy from the Board in the amount of \$1500)

-a motion to adopt the swimming program at a cost of \$4800 with a subsidy of \$1500 to be allocated from the 2021 budget was made by Graham, seconded by Kassteen, and approved by all members in attendance

-Wesolowski proposed that the Board sponsor a soccer clinic (beginning on December 4 at EVO Sports in Garfield) that will be administered by SC Vistula – a nationally-renowned, soccer club of which Wesolowski is the president – at a cost of \$100 per participant (twenty-four children born between 2015 and 2010); the \$100 cost covers the rental fee for the indoor facility and the coaching fee for the duration of eight, one-hour sessions

-motion to adopt the soccer clinic administered by SC Vistula was made by Zagaja, seconded by Preinfalk, and approved by all members in attendance – except for Brynczka and Kassteen

- 3) website for Wallington Recreation

-Wesolowski reported that preliminary work on the website had begun; the website will enable the Board to communicate its activities to the public, to keep a real-time schedule of facility use, and to register participants for recreation programs

-the cost of the constructed website will include:

-a one-time fee of \$450

-an annual cost of \$45 to retain the domain

-an annual cost of \$50 to retain the server

-a monthly cost of \$120 for maintenance by the webmaster (Michael Dec)

-Graham requested that Wesolowski contact Mr. Dec to invite him to the next, regular meeting of the Board so that he can answer any website-related questions that members of the Board may have prior to adopting the constructed site and the attendant fees

- 4) adoption of the new bylaws (see **Page 6** below)

-Graham read all of the revised bylaws aloud to the Board

-Graham will read them aloud again at the next, regular meeting prior to formal vote of adoption

- 5) facility-request application

-Wesolowski offered to design a new application that will be compatible with the website

-6) proposed dates for meetings in 2021:

January 12 / February 2 / March 2 / April 6 / May 4 / June 1

July 6 / August 3 / September 7 / October 5 / November 9 / December 7

-there were no objections to the proposed meeting-dates

- Use of Facility Requests

-n/a

- New Business

- 1) adoption of Wallington Junior Football as a sponsored organization

- motion to adopt Wallington Junior Football (as separate from Competitive Cheer) was made by Zagaja, seconded by Brynczka, and approved by all members in attendance

- motion to appoint Richard Ray as director of Wallington Junior Football was made by Kassteen, seconded by Graham, and approved by all members in attendance

- 2) Christmas celebration

- motion to collaborate with the Borough Council to organize a winter festival for the residents of Wallington was made by Wesolowski, seconded by Preinfalk, and approved by all members in attendance

- motion to allocate \$9000 for the winter festival was made by Kassteen, seconded by Zagaja, and approved by all members in attendance

- Communications to the Board

- n/a

- Tabled Matters

- n/a

- Adjournment

Motion to adjourn was made by Graham **at** 9:58 p.m., **and seconded by** Zagaja

-approved by all 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”

■ **Article IV, Section D: Meetings**

-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

■ **Article XI: General Recreation Administration Policies**

- A. It is understood that all sports organizations/programs, 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/programs 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. Regulations exist for the use of any facility 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. Any request for the use of a facility 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 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 & a Hold Harmless Agreement – see Section E, subsection 5), and pay any facility-usage fees. The facility-request 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. A permit will be issued for a specific date/time (set of dates/times) and for a specific facility (set of 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 requesting organization/program that will be held responsible for maintenance of the permit and responsible for granting the organization/program access to the reserved facility (facilities). The designee is responsible for any violations of facility rules/regulations.

5. A certificate of insurance must identify both the Borough of Wallington and the Wallington Board of Recreation 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 – individual

Moreover, the certificate of insurance must include a Hold Harmless Agreement on behalf of both the Borough of Wallington and the Wallington Board of Recreation.

6. The amount of any facility-usage fees for the permit will be determined 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 that has reserved 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.

- F. Coaching-certification requirements must be fulfilled by any youth-sports organization/program that plans to gain access to a borough facility.

1. Any youth-sports organization/program must present a complete list of active coaches with the following, verifiable documentation prior to the issuance of a facility permit:

- CPR certification
- concussion-care certification
- fingerprinting for criminal-background check

2. Any youth-sports organization/program that plans to use a borough facility must also provide the chief of police in the Borough of Wallington with a complete list of active coaches along with identification of each coach as being in compliance with fingerprinting for a criminal-background check; this must be completed thirty days prior to the start of the organization's/program's season (per Borough Ordinance 124-3C). Non-compliance with or violation of the that borough ordinance will result in denial of an organization's/program's facility-request application or revocation of its facility permit.

■ Article XII: Finance

- A. [The annual budget for the Wallington Board of Recreation is an appropriation from the Borough Council; thus, the budget is at the discretion of that governing body.]

- B. Trust accounts for all sponsored organizations/programs are the responsibility of the Wallington Board of Recreation and are under the direct supervision of the treasurer of the Wallington Board of Recreation. Proper accounting-procedures of debits, credits, income and disbursements is a mandate from the governing body (Borough Council) of the Borough of Wallington.
- C. Guidance on annual expenditures:
 - 1. [A minimum of twenty percent of the annual budget is to be spent on facility maintenance and/or improvement. Issues related to facility maintenance and/or improvement are the direct responsibility of the Executive Committee of the Wallington Board of Recreation.]
 - 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 that includes 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 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.
 - 4. All volunteers associated with a sponsored organization/program will receive a reimbursement for any criminal-background-check fee after submission of a receipt