

JANUARY 8, 2008
ANDOVER TOWNSHIP
RECREATION COMMITTEE

The meeting to reorganize the Andover Township Recreation Committee was called to order at 7:38 PM by Secretary Jackie Huelbig with the following members present: Mike Morel, Dick Lagg, Patti Clark, Helene Reczka, Barbara Niedzinski, Ed Burgio and Jodi Halteman.

OPENING STATEMENT: The Secretary noted compliance with Chapter 231, P.L. 1975 as being met.

At this time, the Secretary called for reorganization of the Committee. Nominations for Chairperson and Vice Chairperson were called for. Dick Lagg nominated Helene Reczka to fill the position of Chairperson. Ed Burgio seconded the motion, all in favor. Helene accepted the nomination. A vote was called for with all members present voting yes.

At this time, we discussed the position of Vice Chair. After further discussion it was the members' opinion that if Ed Burgio could be moved to a regular membership from alternate #1 membership position he would be nominated to be the Vice Chairperson. Patti Clark offered to vacate her regular membership position in order for Ed to be appointed as a regular member thus making him eligible for appointment as our Vice Chair. Patti has several personal obligations throughout the year that might make it difficult to attend all of the meetings thus she would like to be slotted as an alternate member. After further discussion it was decided that a memo will be sent to the Township Committee recommending that Patti Clark change her membership from regular to alternate and that Ed Burgio be appointed to that vacant regular membership position. Also, Jodi Halteman who sits in the alternate #2 slot would then be moved to alternate #1 and Patti Clark would be moved to alternate #2. If the Township Committee approves these recommended membership changes, we could move Ed Burgio as our Vice Chair at our next meeting. All members voted to direct Jackie to send such a memo to the Township Committee for their approval.

At this time the Secretary turned the meeting over to Chairperson Helene Reczka. We reviewed the resolution # R2008-1, listing meeting dates for 2008. Discussion took place as to whether we will consider moving our meeting location to the renovated old Police Headquarters once it is approved for use. We can decide that when the time is appropriate. Our meeting resolution would have to be amended to reflect the change in location. Our March meeting date falls the week before the Easter Egg Hunt which works out well. We might decide to move our April meeting to the prior week in order for us to meet prior to the Adult Dance on April 4th. We might decide to have 2 meetings in May to better prepare for activities that are planned within that next month. Our November meeting falls the week of the Teen Dance on Nov. 14th. Our December meeting will be on Dec. 2nd in order for us to finish the hall decorations for the upcoming holiday activities. With Thanksgiving late this year, we will be pressed for time between the two holidays. Barbara Niedzinski made a motion to approve Resolution #2008-1. Helene Reczka seconded it, all in favor. It will be published according to law.

OPEN TO THE PUBLIC:

Chairperson Reczka opened the meeting to the public. As there were no representatives from the public present, Chairperson Reczka closed the meeting to the public.

The following members were reappointed to their membership positions by the Township Committee at the Township's reorganization meeting on January 4, 2008: Patti Clark, regular member, term to expire December 31, 2010; Mike Morel, regular member, term to expire December 31, 2010; Ed Burgio, alternate #1 member, term to expire December 31, 2008; Jodi Halteman, alternate #2 member, term to expire December 31, 2008. Per our prior discussion re membership positions, we anticipate that we will be issuing new oaths of membership at our next meeting to reflect recommended changes.

CORRESPONDENCE SENT:

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| 1. | Stout's Bus Co. | Letter re unsatisfactory service |
| 2. | Aerobics Participants | Memos re winter schedule and equipment storage |
| 3. | Township Clerk | Memo re membership positions for 2008 |

CORRESPONDENCE RECEIVED:

- | | | |
|----|-----------------|-------------------------------|
| 1. | Stout's Bus Co. | Copy of email reply to letter |
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We reviewed Correspondence Sent and Received. We briefly discussed the problem we experienced with one of the bus drivers from our NYC trip in December. The Director sent a letter voicing our displeasure and concerns and we received an email from the Director of Sales at Stouts Bus Company offering an apology. The members felt that the email apology fell short of what we would have expected to make amends for the behavior of the driver. We discussed looking into a new bus company for our trip and the Director will definitely do that. She already has another company in mind that has been highly recommended by a school district that takes a trip into the city each December. The fee for the rental will also be lower so we will definitely make a change.

The Director informed the members that the winter aerobics is under way and is scheduled for a total of 18 sessions. The pieces of equipment that have been accumulating through the many years that we have been running the aerobics program were moved into the arts and crafts room for storage along with the equipment that the present participants are using. It was necessary to remove the equipment from the old police headquarters to allow the road department personnel to complete the renovation. Letters were sent to all past and present aerobics participants informing them that if they did not pick up any equipment left on the township's premises, then it would be considered abandoned and we would then allow it to be used by current participants when needed. Of course, we discarded all equipment that was in bad shape. The spring program for aerobics will begin in the beginning of March and that program will run for 45 sessions and end in June. We will go back to the double session for the spring program.

At this time, Mike Morel made a motion to file Correspondence Sent. Ed Burgio seconded the motion, all in favor.

At this time, the Director brought to the attention of the members a fax she received earlier that day from Newton High School Athletic Department regarding the Recreation Committee's potential assistance re the establishment of new athletic programs at the high school. Those programs include ice hockey, lacrosse and volleyball. Discussion took place by the members which reflected prior discussions re this topic. We have been guided by our CFO, Tim Day as well as the township attorney that it is illegal for one non-profit (the township) to donate funds to another non-profit (the high school). We also received a second opinion on this issue from the township's auditors who also confirmed that we cannot do this. The Director informed Mr. Walton, Athletic Director at the high school that although we wish them success in their endeavor of establishing these new programs in an attempt to keep up with the other schools in the county, we cannot legally offer assistance. The members all agreed that once and for all the idea that we could offer monetary assistance will be put to rest. We definitely cannot.

At this time, Mike Morel made a motion to file Correspondence Received. Patti Clark seconded the motion, all in favor.

OLD BUSINESS:

1. Report on Holiday Activities: The bus trip was wonderful with the exception of the problem with the out of control driver and the fact that the buses were late arriving for pick up in the morning. Getting out of the city at the end of the evening was a nightmare but that is to be expected. Also, the children's Holiday Party went very well but with a very low turnout. Of course we had postponed the party from the original date and that definitely did not help. Jodi Halteman put together a great video of the day's activities.

The Adult Holiday Party was a success. The food was wonderful and the entertainment was a lot of fun. We look forward to doing this again next year. Next we discussed the Senior Luncheon that took place on Monday, December 17th which was postponed from Sunday, December 16th due to icy and inclement weather. Monday was the Seniors' normal meeting date so they moved their meeting to the barn to make it more convenient for their members. The Seniors were very anxious to get their meeting in before the luncheon began at 1:00 pm so they were arriving very early. We had to quickly get the room set up and the food positioned while they were holding their meeting. It was a little stressful rushing around while the room was occupied. All in all, it went well and everyone seemed to enjoy themselves. The food was delicious and plentiful thanks to the generosity of our members. We had take-out containers available and everyone took advantage of that. Our entertainment was a sing along with piano accompaniment by Township Committeeman, Bob Smith.

After further discussion, it was decided that in order to rule out possible postponement of the luncheon due to inclement weather we would host the luncheon during the spring or fall of the year. After checking with the use calendar for the Hillside Park Hall, the Director was given several dates to take back to the Senior's to get their recommendation. We will propose the following dates for consideration: all Sundays - April 27th, September 21st, October 5th or Oct. 19th. Hopefully by our next meeting we will have a firm date to add to our calendar of events for 2008. Also, we had some feed back from the Seniors and they mentioned that they might enjoy some different type of entertainment next year so we will look into that possibility.

NEW BUSINESS:

1. Review of fee schedule for rental of the Hillside Park Hall - Final discussion re recommendation for increase of certain fees for 2008 rentals: At prior meetings the members took into consideration raising fees for the rental of the Hillside Park Hall. The fact that we just did substantially increase the fees in 2007 was mentioned. After further consideration, we decided to send the following recommendations for the 2008 rental fee schedule to the Township Committee for their approval:

RENTAL FEES FOR THE USE OF THE HILLSIDE PARK HALL - 2008

ANDOVER TWP. RESIDENTS - \$300.00 (up from \$250.00 in 2007) Remains **the same for 2008**

NON-RESIDENTS - \$550.00 (up from \$450.00 in 2007) **Remains the same for 2008**

NON-PROFIT ORGANIZATIONS BASED IN THE TOWNSHIP AND TOWNSHIP EMPLOYEES, MEMBERS OF BOARDS AND COMMITTEES - \$100.00 (remains the same) Remains **the same for 2008 - limited to 1 rental per applicant per calendar year at this discounted price. Any additional rentals will be charged at township resident's fee for those who are residents of Andover Township and non-resident's fee for those who are not residents of Andover Township**

NON-PROFIT OUT OF TOWN ORGANIZATIONS - \$350.00 (up from \$300.00 in 2007)
Remains **the same in 2008**

PRIOR DAY SET-UP IS AVAILABLE UPON REQUEST. THE CHARGE IS AS FOLLOWS:
\$100.00 (up from \$50.00 in 2007) **To be increased as follows: For Andover Township Residents - \$150.00 which is half of the rental fee for the main rental date. For Non-residents - \$275.00 which is half of the rental fee for the main rental date.**

SECURITY DEPOSIT FEE FOR THE USE OF THE HILLSIDE PARK HALL - 2008

RESIDENTS AND NON-RESIDENTS - \$500.00 (up from \$225.00 in 2007) Remains **the same in 2008**

ALL NON-PROFITS AND TOWNSHIP EMPLOYEES, MEMBERS OF BOARDS AND COMMITTEES - \$250.00 (up from \$100.00 in 2007) Remains **the same for 2008**

THE SECURITY DEPOSIT FEE IS DEPOSITED IN AN ESCROW ACCOUNT. A POST RENTAL SATISFACTORY INSPECTION REPORT BY OUR MAINTENANCE MAN WILL RESULT IN THE ISSUANCE OF A CHECK IN THE AMOUNT OF FEE BEING HELD IN ESCROW TO THE APPLICANT FOR REIMBURSEMENT. AN UNSATISFACTORY INSPECTION REPORT WILL RESULT IN A REDUCTION OF THE AMOUNT OF THE REIMBURSEMENT CHECK OR IN SOME EXTREME CASES, THE ENTIRE AMOUNT WILL BE WITHHELD

After the Township Committee reviews our recommendations and makes their decision, the Director will mail out all contracts for rental of the building. There are approximately 30 reservations for 2008 dates being held at this time.

2. Review Plans for 2008 Activities and Projects and Improvements at the Hillside Park and Hall - We discussed the situation with the tables at the Hillside Park Hall. They are the original tables purchased over 20 years ago and many of them are in terrible condition. The stability of the tables is questionable. Also, we had discussed at an earlier time that if and when we replaced the tables we would get round ones instead of the long ones. People who rent the space for parties always ask if the tables are round and it seems that round tables are preferred. Helene mentioned that the PTA would prefer long tables for when they borrow them for tricky trays, etc. If we do decide to go with round tables we will keep the long ones that are in the best condition for use for serving food, DJ, etc. We would still have a quantity of long tables on hand to supplement the new round ones and the PTA would be able to use the long ones as in the past. Perhaps the damaged ones could be given to the PTA for use during the limited number of times they would need them. The Director will be looking into suppliers for the new tables and hopefully by the next meeting we will have an idea of how we are going to proceed.

As far as projects at the park in the spring, we need to complete the handicap swing area by putting the fence up. We also need to attempt to correct the water pooling problem there. We might need to increase the amount of shredded rubberized mulch around the playground equipment. Also the picnic tables need to be addressed. We really addressed so many of the issues at the park last year. We will also be looking to make sure the old police headquarters building is ready for rental use. We have tables and chairs. We also briefly discussed what we will call that building. The Director informed the members that the Road Department workers have been referring to the building as the "Hillside House". We all thought that might work.

We also need to address improvements to the skating rink. It was noted that the road department personnel were at the rink this week working on it. We speculated that they were working on the gates and broken boards. We had thought that it might work to install portable hoops in the skating rink so that we could have a dual use of that facility. We are checking with township insurance to make sure that we can have that use in the rink and that the portable basketball nets will not be a problem.

We checked the calendar and went over our list of activities planned for 2008 - March 15th - Easter Egg Hunt; April 4th - Adult Dance; May 31st or July 12th - Family Fun Day/Music in the Park & Annual Contests; Sept. 21st - Senior Luncheon; Nov. 14th - Teen Dance; Dec. 6th - NYC Bus Trip; Dec. 7th - Children's Holiday Party; Dec. 12th - Adult Holiday Party. Of course we need to plan for the summer program. At this time, Jackie brought to the attention of the members that due to the recent passing of Linda DiCiccio, we will need to have a new Director for the Arts/Crafts Program this summer. Resident, Janet Bardello, took over for Linda this past summer. She is a teacher at Lenape Valley HS and is well versed in many arts and crafts areas. We had discussed that this year we were going to change our format from offering the program for 5 weeks, usually the last week in June through July for 1 hour per day, Monday-Thursday to consolidating the program into a 2 week program, 3 hours per day, Monday-Thursday. We just need to figure out which 2 weeks would give us the best turn out. We always suffer during the Safety Town Program which will be held the weeks of July 7th and 14th. We could try to do it the last 2 weeks of June or the last 2 weeks of July.

Discussion took place regarding those two options. The consensus was that the last 2 weeks of July are very popular vacation weeks. The last 2 weeks of June actually run into the day before the July 4th holiday weekend which could be a problem. August is the month that kids go to sports camps. Discussion also took place regarding the fact that no matter how we set this program up we will be disappointing someone. Some people will feel that it was more beneficial to hold the program for 1 hour per day and then the others will be happy to be able to have the kids spend an extended period of time at the program instead of just 1 hour. We will need to fine tune it as we go. Nothing is written in stone and we must be flexible to be able to offer the best program we can to the children. We will have to firm up the 2 week period as soon as possible so we can make sure we will have the staff we expect available. We will try to finalize the program details at the next meeting.

At this time, Barbara Niedzinski made a recommendation that we purchase a new Easter Bunny costume. We will begin looking into catalogs to get a good price and a good costume. We also mentioned that Jim Doran, aka Santa, will be moving this year so we will need a new Santa next year. Jim provided the suit which was a beautiful one. We understand that there is another fireman who would like to be our Santa. We need to make sure that he will get the suit from Jim. Ed Burgio mentioned that he has a good quality suit also. We will make sure we have a Santa and a suit well in advance of Christmas this year.

Jodi Halteman informed the members that she has met with Joanne Brown from the YMCA and she is definitely interested in holding some classes at the old police headquarters for Mom's with young children. She is willing to come to a meeting or she could come and meet with Jodi and Jackie sometime soon to work out the details. These programs would be offered through the Y with their insurance and registrations taken care of by the Y. We just offer our site. This is the easiest way to go. Similar to our summer sports program. She would like to advertise in March to do the program in the early spring. We mentioned that even if the old police headquarters is not finished, we could probably work something out for the barn. The size of the class would most likely be set at around 10 participants if in the smaller building and a larger class would work in the barn. The Y would give a discount to township residents. If you are a member of the Y you get a tremendous discount. We are very excited about this.

Jackie informed the members that we have a township resident who is a licensed Yoga instructor who is interested in having a Yoga program at the building. She has classes in two other towns at this time and is anxious to offer the classes close to home. She carries her own insurance so she would also be offering the Yoga classes in a similar fashion as the Y's Mommy & Me classes. We offer the site and not the hassle of handling registration. We also discussed that Mrs. Missell, retired Home Economics teacher from Andover Regional is interested in giving sewing lessons. We have the old sewing machines from the school so we do have the equipment to hold these classes. Also, Gerry Huelbig would be happy to give beginner wood carving lessons. So we will definitely begin to use our newly renovated building for fun classes that will cover a wide range of residents. This is exactly what we had wished for so many years ago when we first talked about renovating that building. Past Chairperson Judy Gottschalk would be really proud and happy about this new turn of events!

ADJOURNMENT:

At this time, there being no further business to discuss, Barbara Niedzinski made a motion to adjourn the meeting at 8:49 pm. It was seconded by Dick Lagg. All in favor.

Respectfully Submitted,

Helene Reczka, Chairperson

Jackie Huelbig, Secretary

