

**WYCKOFF DEPARTMENT OF PARKS AND RECREATION BOARD  
REGULAR MEETING  
January 11, 2016**

Tom Valente opened the Recreation Board Meeting at 7:30 p.m. in the Courtroom of Town Hall at 340 Franklin Avenue with the reading of the Open Public Meetings Act. “This Regular meeting of the Wyckoff Department of Parks and Recreation Board is now in session. In accordance with the Open Public Meetings Act, notice of this meeting has been posted on the bulletin board in the Memorial Town Hall and the Recreation Office; a copy has been filed with the Township Clerk, *The Ridgewood News*, *The Record*, and *The North Jersey Herald and News*, all papers with general circulation throughout the Township of Wyckoff.” At least 48 hours prior to this meeting the agenda was similarly posted, filed and mailed to said newspapers.

Members Present: Tom Valente, Heather Alnor, Moe Ismael, Rich Sica, Doug Arone, Chris Beane, Sue Buchanan, Ed Pettit, Hayley Rooney

Members Absent: Rob Lahue, Jeff Eischen

Staff Present: Recreation Director Andy Wingfield, Township Committee Liaison Brian Scanlan

Guests Present: None

The minutes of the December 14, 2015 meeting were discussed. After a slight modification to the minutes was requested by Tom Valente and approved by the Recreation Board, a motion to approve the minutes of that meeting was made by Doug Arone and seconded by Rich Sica. The motion was carried.

**Recreation Director’s Report:**

**Welcome New Board Member(s):**

The Director welcomed Hayley Rooney to the Recreation Board and also announced that Tom Valente and Ed Pettit, whose terms had expired in 2015, were reappointed by the Township Committee to another three year term.

**Nomination & Election of Chairperson:**

The Director asked for nominations for the 2016 Board Chairperson. Tom Valente who has chaired the Recreation Board for the past two years nominated Doug Arone as Chairperson. After the motion by Mr. Valente, Rich Sica seconded the motion and the Board unanimously elected Doug Arone as their 2016 Chairperson.

**Re-Establishment of Code of Conduct Sub-Committee and Election to Sub-Committee:**

The Director reviewed the need for a Code of Conduct Sub-Committee with the Board and explained its purpose to all the members. He advised that the Sub-Committee has been in place for two years so that Board members could review and decide on any situations involving coaches or parents who are alleged to have violated the Department’s Code of Conduct. Heather Alnor made a motion to reestablish the Sub-Committee for 2016 and Rich Sica seconded the motion. The vote to carry the motion was unanimous.

The Board also recommended keeping the same three members for 2016 since they have no children currently in the recreation program which enables them to review matters and make decisions with neutrality. Tom Valente, Sue Buchanan, and Ed Pettit were nominated by Rich Sica and the nomination was seconded by Moe Ismael. The motion carried with a unanimous vote from the Board.

**Reestablishment of Reciprocal Facility Use & Facility Rental Policies:**

The Director reviewed the Facility Rental Policy with the Board. This policy was established in 2015 and outlined the procedure regarding Wyckoff facility rentals by outside groups when the fields and facilities are not in use by our programs. Additionally, the fees for outside groups such as club baseball teams, outside sports agencies, or club soccer programs of \$100/3 hour period during the day and \$150/3 hour period if the facility lights are necessary during evening hours were reviewed. The new procedure also places the responsibility of approving the field rental on the Recreation Board after a review of the paperwork by the Recreation Director and Township Administrator has revealed that the Application, Hold Harmless Indemnification Agreement, and Certificate of Insurance are in order. Any conflict of interest that arises would necessitate the staff or Board Member to recuse him or herself from the review process and approval/denial of that application. The Board discussed the policy and after a motion to reestablish this policy for 2016 was made by Chris Beane and seconded by Moe Ismael, the Board unanimously agreed to reestablish it for 2016.

Next, the Director reviewed the Reciprocal Facility Use Agreement established in March of 2015 by the Recreation Board and approved by the Township Committee. The Director communicated that there are several relationships between the Recreation Department and other groups or schools such as the Torpedoes Soccer Club, Ramapo High School, Eastern Christian Middle School, Cornerstone Christian Church, and Hawthorne Christian Academy in which agreements have been reached either recently or in the past in which our residents benefit from the use of other groups' fields or facilities in return for the other group's use of our fields or facilities or providing in-kind services for such use. For example, the Torpedoes Soccer Club, in return for using Community Park, maintain (cut, fertilize, seed, repair) those fields at their cost. Their participants can then utilize the fields while the Township saves on the maintenance of two of its playing surfaces. More recently, the Torpedoes have agreed to contribute \$30,000 per year to a Township sinking fund for 10 years to be used for the future replacement of the turf at the new Pulis Field and, in return, are permitted by lease agreement to utilize the turf fields at Pulis during certain times of the year. Ramapo High School utilizes the Memorial Baseball Field for its freshman baseball team and, in return, the Recreation Department is able to utilize their turf field on occasion for our boys and girls lacrosse programs and our football program. Because no rental fees or other means of payment are distributed or accepted in these arrangements, it is important that the Board of Parks and Recreation know about these situations and approves them on a yearly basis. At this meeting, the Director proposed the reestablishment of the "Field Rental Use In Exchange for In-Kind Services/Reciprocal Facility/Field usage" agreements between the Recreation Department and the Torpedoes Soccer Club, Ramapo High School, Eastern Christian Middle School, Hawthorne Christian Academy, and the Cornerstone Christian Church. The Board reviewed each arrangement individually and agreed that these relationships are beneficial to all parties involved and that they create a program in which our residents benefit from the use

of outside facilities in addition to the fields and facilities used in town. The Board vote to reestablish this Agreement was unanimous.

**Distribution of Township's Social Media Policy:**

The Director distributed the Township's Social Media Policy and requested that the Board review the policy prior to the next Board Meeting and bring any questions regarding the policy to the February meeting.

**Recommitment to Passive Recreational Programming in 2016:**

The Board reviewed the many passive programs established by the Department in 2015 and committed to continuing this type of programming going forward. The Board was advised by the Director that their assistance is required for some of the programs such as Movie Nights where setup and tear down help is needed during these events. The Director advised that advertising and programming has already begun for 2016 for our Arts and Crafts, Chess, and adult exercise programming and work has commenced on determining dates and movies for Movie Nights this year which were heavily attended and enjoyed by residents last year.

**Recreation Baseball & Softball Registration Ongoing:**

The Director announced that the Department is currently accepting registrations online for Spring Baseball and Softball and that registration will end on January 31<sup>st</sup>.

**Recreation Baseball & Softball Director Recommendation:**

Andy Winston has once again volunteered to be the Program Director for Recreation Baseball & Softball. Mr. Winston has run the program for the past 10 years and is a valuable volunteer in our program. The Director recommended him as Program Director for 2016. Tom Valente made a motion to accept this recommendation and Chris Beane seconded the Motion. The Board voted unanimously to accept the recommendation. The Director will advise Mr. Winston of his reappointment.

**Pulis Field Update:**

The Director reported that the lighting project for Pulis is progressing and that lights are estimated to be installed by April of 2016. The lights poles themselves have already been erected at the field and the work to find a contractor to connect them has begun. Bids to complete the electrical work were recently denied by the Township Committee until such time that additional work could be completed at the facility by the Township and Rockland Electric Company in order to lower the prices of the bids for the necessary electrical work.

**Open Comment Period:**

No audience present.

**Report from Board Members:**

None.

**New or Old Business:**

Members of the Board inquired as to the possibility of a dog run/park at the Russell Farms Community Park. Mr. Scanlan advised that there are several obstacles to this type of facility including having such a facility so close to residential homes and the cost of maintaining such a facility. He noted that two of our adjoining towns (Ridgewood and Hawthorne) have larger county parks with dog runs/parks. The discussion then turned to what other features could be added to Russell Farms Community Park to make it more attractive as a place to visit. Mr. Scanlan said a sensory garden is in planning. Members of the board also noted that there is a need for a playground for younger children (2-6 years of age) in town. Mr. Scanlan agreed to find out if such a playground would be allowed under the deed restrictions which were required when County grant money was accepted to use toward the purchase of the land.

The meeting was adjourned at 8:05pm.

Respectfully submitted,

Andy Wingfield  
Director, Wyckoff Parks & Recreation