

**WYCKOFF DEPARTMENT OF PARKS AND RECREATION BOARD  
REGULAR MEETING  
June 13, 2016**

Doug Arone 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: Heather Alnor, Doug Arone, Chris Beane, Rob Lahue, Hayley Rooney, Sue Buchanan, Tom Valente, Moe Ismael, Ed Pettit

Members Absent: Jeff Eischen, Rich Sica

Staff Present: None

Guests Present: None

The minutes of the May 16, 2016 meeting were discussed. A motion to approve the minutes of that meeting was made by Heather Alnor and seconded by Hayley Rooney. The motion was carried.

**Recreation Director’s Report:**

**Township Committee Approval of Code of Conduct, Code of Conduct Committee Procedure, and Zero Tolerance Policy:**

The Chairman advised the Board that the above policies and procedures have been approved by the Township Committee. As a review, the Chairman explained that these new policies are positive changes for the Recreation Department as they more clearly define and explain proper conduct for the Township’s coaches, parents, and participants and that there are consequences for negative actions should they arise. The Code of Conduct has been updated to include a Parent section, includes the various attendance policies for our recreation programs, and includes a Zero Tolerance section regarding bullying, intimidation, and harassment. The revised Code of Conduct is located in the online registration system and is required to be viewed by coaches and parents prior to registering for any program. The Code of Conduct Committee Procedure was established and memorialized so that the current and future Code of Conduct Committee has a set of rules to abide by when investigating a potential breach of the Code. And finally, a Zero Tolerance policy has officially been established for the Recreation Department for participants, parents, and coaches.

**Spring Programming Complete for 2016:**

The Chairman advised the Board that the Recreation Spring programming has come to an end and that plans for Summer programming are in full swing.

### **Summer Day Camp & Summer Clinics Beginning:**

The Chairman advised that the Department's very popular Summer Day Camp will begin on June 27<sup>th</sup>. The Director has advised him that registration numbers are very high once again this year. The Department is focusing its efforts on its staff for the Summer Day Camp and their training. This year, all staff members ages 18 and older are required to complete several training courses prior to working, along with having their criminal background checks completed. Training includes Bloodborne Pathogen training which is provided by Bergen County, and Child Sexual Abuse Prevention, Playground Safety Awareness, Bullying Prevention, and Trip and Transportation Safety all provided online by the Municipal Joint Insurance Fund. The appropriate portions of this training were then delivered by the Camp's Management staff to our younger staff. Summer Clinic registrations are increasing significantly as we get closer so all Clinics that were scheduled will go on as scheduled.

### **Facility Use Request Reviews/Approvals:**

The Chairman requested the Board review the following field use application, based on the Township's procedure of involving the Recreation Board in the approval process for field rental after a review of the paperwork by the Recreation Director and Township Administrator. One application was discussed by the Board and approved for use/rental. The applications at this meeting included the following:

1. NJ Seminoles Baseball – this is a local baseball organization requesting the use of Wyckoff Memorial Baseball Field at 340 Franklin Avenue for the purpose of conducting summer baseball games. The estimated revenue from this facility rental would be \$500. They are requesting 5 dates for now which do not conflict with any of our programming.

The Chairman advised the Board that that the Director's review with the Township Administrator of the applications, Hold Harmless and Indemnification Agreements, and Certificates of Insurance for all of the requests determined the applications to be in order.

The Recreation Board unanimously approved the application after a motion to approve them was made by Ed Pettit and seconded by Bobby Lahue.

### **Movie Night Upcoming:**

The Township's first Movies at Memorial is coming up this month and the Director is requesting assistance from someone on the Passive Recreation Sub Committee to assist with the setup of the equipment. Bobby Lahue volunteered to assist.

### **Football Update:**

The Chairman reported that the program's new football jerseys have been ordered and should arrive within the next 6 weeks. The football boosters and football families in general are very excited about the changes coming up this season including the new jerseys, different color helmets, new game pants that are being changed from black to green, and a new logo for the helmets. During the jersey and pants fitting in May, the Wyckoff Football Boosters Association assisted with the fittings along with several coaches and the Director, and collected their membership fees and work bonds from nearly every family in the program.

**Open Comment Period:**

No comment.

**Report from Board Members:**

Bobby Lahue announced his resignation from the Recreation Board due to his family's plan to take a year or longer on a ship cruising around the world. Bobby thanked everyone for the opportunity to serve on the Board and for their work with him.

Heather Alnor reported that a player on one of our travel baseball teams is also playing on a club baseball team during the summer and, in some instances, making their club team a priority over their travel team. As the season is coming to a close, this will be a topic on the agenda as we plan for the 2017 travel season.

**New or Old Business:**

The Chairman reported that Robin McKeown has been hired by the Township as the new Recreation Department Secretary. Robin comes with municipal experience and is currently undergoing training at the Recreation Office.

The meeting was adjourned at 8:20pm.

Respectfully submitted,  
Doug Arone  
Chairman, Wyckoff Board of Parks & Recreation