

Franklin Borough
Recreation Committee
Minutes for
April 17, 2019

The meeting was called to order at 7:05 PM by the Chairwomen, Ms. Sanchez, who then led the assembly in the flag salute.

Mrs. Sanchez read the Statement of Compliance pursuant to the "Open Public Meetings Act, Chapter 231, PL 1975."

ROLL CALL OF MEMBERS: Mrs. Christina Sanchez Chairwoman (Present)
Mr. Concetto Formica Co- Chairman (Present)
Mr. Anthony Marino (Present)
Mrs. Bobbie Formica (Absent)
Mr. Scott Davis (Absent)
Mrs. Holly Sollito (Absent)
Mr. Joe Limon (Present)
Mayor Giordano (Absent)

APPROVAL OF MINUTES:

Mrs. Sanchez stated that she would like to table the meeting minutes for April 4, 2019 when there are more members present to take action on the meeting minutes.

The members were in agreement.

Mrs. Sanchez made a motion to table the April 4, 2019 meeting minutes to the next meeting.

Mr. Formica made a motion. Seconded by Mrs. Formica.

All were in favor.

OPEN PUBLIC SESSION:

Mrs. Sanchez asked for a motion to open the meeting to the public.

Mr. Limon made a motion to Open to the Public. Seconded by Mr. Formica

All were in favor.

Luke DeRenzo—From Troop 90 from Franklin.

Luke stated he is a live Scout. Tonight, he was here this evening to present his Eagle Scout project. Luke explained that he attended last years Soap Box Derby last year and noticed that the cars were being repaired during the race. The entire race was based on fixing these cars. I could see that the cub scouts were getting frustrated with their cars. Luke explained that he would like to build four cars and try and repair to new ones. Luke explained that he has businesses that are willing to donate materials and supplies. Luke explained he would conduct meetings to help with building the cars with fellow boy scouts. He would also reach out to the cub scouts to have meetings and have them participate with painting the cars as well. Luke explained that the reason why he is presenting this to the franklin recreation committee is because the franklin rec own the current soap box derby cars and I have to ask for approval from the recreation committee to fix the older ones and build new ones. There are currently six soap boxes in the scout shed located on Main Street. Luke would be building four new cars and fixing two of the older cars. Luke distributed an eight-page document to the rec members. Luke worked on explaining everything from the tools needed, cost of materials and instructions on how to build a car.

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Mrs. Sanchez asked if any of the members have any questions. Mrs. Sanchez asked with added four more cars will there be enough room in the shed to store all the cars. Luke answered yes. With no other questions from the rec members Mrs. Sanchez asked for a motion to approve Luke's Eagle project. Mr. Formica made the motion to approve the project presented by Luke. Seconded by Mrs. Formica.

All were in favor

Mrs. Sanchez made a motion to close the meeting to the public at this time.

Mr. Formica made the motion to close the meeting to the public.

Seconded by **Mrs. Formica**.

All were in favor.

Presentation:

Mr. Tom Ferry the Borough auditor and Alison McHose the town Administrator.

Mrs. McHose introduced Mr. Ferry as the Borough's auditor. Mrs. McHose explained that Mr. Ferry was here this evening to help better explain the procedures and responsibilities of the committee when it comes to working with money. Mrs. McHose stated that there has not been a clear understanding of the procedures and the responsibilities of the rec committee especially from recently being switched from a commission to a committee.

Mr. Ferry introduced himself and stated that at anytime anyone has a question to please interrupt him and ask. This is more of a question and answer kind of presentation. Mr. Ferry stated he is here to help the rec committee better understand the proper procedures when dealing with money.

Mr. Ferry briefly explained that the rec commission has now turned into a rec committee and what that means. Mr. Ferry went on to explain that the committee would operate the same as they did as a commission. The only thing that changes is the committee has lot their authority to hire and fire employees. Fees being charged would have to go through the town council's fee ordinance. Mr. Ferry stated that the committee would be working closer with the town council going forward.

Mr. Ferry stated once the fee ordinance is set in stone then the rec will start to see money coming in. Mr. Ferry suggested that having a rec secretary who was present in the clerk's office to handle monies that would come in for certain events and activities. Mr. Ferry also suggested using a cash register and programming for certain programs and events to make the money transactions a smooth process. Mr. Ferry stated that having one central place that all monies comes and goes out of would be the best scenario. Mr. Ferry Stated that would be the window at the clerk's office.

Mrs. McHose gave different examples of what has been done in the past. Mrs. Sanchez stated that she understands what Mr. Ferry was explaining. Mrs. Sanchez stated that going forward it is something that can be done it just may not be as convenient to the residents but Mrs. Sanchez understands the process.

Mr. Ferry just stated that having a cash register will really help eliminate a lot of the problems.

Mrs. McHose stated that Mrs. Formica has volunteered to be the rec treasurer. Mrs. McHose asked Mr. Ferry he could explain to Mrs. Formica and the rest of the committee on what the new roles of the treasurer are working close with Monica and Michelle.

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Mr. Ferry spoke at length explaining what the treasures roles are and the proper procedures that need to be taken into consideration.

Mr. Ferry explained the different trusts that are set up and what they mean and how a trust funds work. Mr. Ferry explained that the Tax Payers budget is typically always the same and that monies typically gets disbursed into smaller sub accounts to be used through out the year for different rec events, etc. Mr. ferry said it would be helpful to have a treasures report to add to the rec's monthly meetings. A brief report that the treasurer would report to the rec committee.

Mr. Ferry stated that he believes having a cash register that can hold up to five programs pre coded would help with the process in keeping all monies accounted for. Mr. Ferry explained having the cash register would make it easy to run a tape everyday that should add up to what has been put in and taken out. The secretary would take the monies out each day and make a deposit slip and turn it over to the Borough's finance office where from there it would be accounted for and taken to the bank. Mr. Ferry stated that he could not emphasis enough how important and helpful having a cash register would be to the rec department.

Mr. Ferry went on to explain briefly on the procedure of vouchers and purchase orders. Mrs. McHose asked who was responsible now for signing the vouchers. Mrs. McHose asked if Michelle being the Rec secretary now could sign off on the vouchers. Mrs. Ferry replied with yes, the rec secretary could sign off on any rec related vouchers from here on out. Mr. Ferry went on to explain the procedure and the process of making a purchase.

Mr. Ferry also stated and expressed how much he does not like credit cards. Mr., Ferry advised the rec committee of not using credit cards when purchasing town related purchases.

Mrs. McHose stated that the Borough holds a Walmart card but it has a certain amount of money allotted on it and it is used by all of the borough, not just the rec committee.

Mr. Ferry gave a brief summary of everything that has been discussed this evening and explained that he believes that the rec committee will have no problems going forward as long as they follow the proper procedures that have been explained tonight. Mr. Ferry is aware that he explained a lot of different things tonight. Mr. Ferry expressed that if any member has any questions or concerns that they could reach out to him at any time and he would get back to them to answer any questions or concerns they may have. Mr. Ferry stated that he was here to help us any way he can. The committee thanked Mr. Ferry for taking the time to come speak to the rec c committee tonight. Mrs. Sanchez stated that she looks forward to working with Mr. Ferry in the future as well.

COMMITTEE REPORTS:

Spring Trout Derby-

Mr. Formica gave a brief summary on the Spring Trout Derby event. Mr. Formica stated it was a success with 95 kids who attended. Mr. Formica stated that he bought \$84.85 worth of prizes. Mr. Formica also stated that he now realizes that it would be a little less learning from Mr. Ferry that the borough is tax exempt. Mr. Formica stated that he would use the tax he paid as a donation. (everyone laughed)

Mr. Formica's only suggestion was for next year is to possible placing a net allowing it easier for participants to catch fish. Mr. Formica also stated that there needs to be clearer signs stating no fishing beyond this point.

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Spring Fling -

Mr. Limon stated that he was very happy with the advertising that has been done for this event. Mr. Limon stated that the event is taking place on Saturday May 11th. Mr. Limon stated that set up will be Friday night with finishing last minute details on Saturday morning. Mr. Limon estimated that there is usual 65-75 guests in attendance. Mr. Limon stated that everything is coming together very nicely and he foresees it will be a fun event. Mr. Formica stated that the food is all set.

Mrs. McHose stated that the signs have been ordered for senior of the year and should be here way before the event takes place on May 11th.

Miss Franklin Pageant -

Mrs. Sanchez stated that flyers and applications have been made and are in the process of being distributed out to the local schools, businesses.

Mrs. Sanchez also stated that the FOP did make a donation to the Miss Franklin Pageant in the amount of \$500.00.

Mrs. Sanchez stated that the pageant is in need of someone who is interested or willing to MC the pageant.

Mrs. McHose asked Mrs. Sanchez if she could make a suggestion.

Mrs. McHose stated that it is sometimes hard for the rec members to commit to making two meetings a month. Mrs. McHose stated that she did not want the committee to feel obligated that they needed to always have two meetings in the month. Mrs. Sanchez stated that she would keep that in mind especially during the "off season."

Mr. Formica asked if we could set the date for next year and mark the calendar for Sunday April 5th for the *Spring Trout Derby*. The members were in agreement. Mr. Formica stated that he received positive feedback having the trout derby on the same weekend as opening day/weekend for fishing season.

Mr. Limon stated that he would also like to set a date for next year's Spring fling. Mr. Limon suggested April 18 or May 9th for two possible dates for next year's spring fling. The board was in agreement. Mrs. Sanchez stated when we sit down and start working on date for next year when preparing the calendar, we will see at that time which date works best the April date or the May date. The members were all in agreement.

Franklin Day –

Mrs. Sanchez stated that she will now be able to attend Franklin Day.

Mrs. Sanchez stated that vendors have been requesting applications. Mrs. Babcock stated that there has been a lot of interest and she has been sending out applications via email. Mrs. Sanchez stated that the vendors would be a first come first serve kind of procedure.

Mrs. Sanchez stated that Andrew Molar has offered his djing service for as much time as the rec would like. Mrs. Sanchez also stated that they were interested and advertising for bands or other entertainment for Franklin Day. Mrs. Sanchez asked if the members could spread the word.

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Mrs. Sanchez stated in the next meeting or two the committee would be discussing in more detail on events and activities including the pond and being free to Franklin residents on Franklin Day.

OLD BUSINESS:

Mrs. Sanchez gave an update on the purchase of the Batting cage net for the girls' softball and the barrier net for little league.

Mr. Formica gave an update on the installation of the nets. Mr. Formica stated he would be willing to get any of the materials needed at Lowes or Home Depot at a lower cost.

Mr. Formica stated that we would also have to factor into a cost of a boom to put the net up. There was a small discussion on giving a small donation for cost rendered for the company who would be willing to offer their services to help with the net installation.

Mr. Formica made a motion to not exceed \$3,600.00 for the nets, pulleys, ropes and the service rendered. To be charged to the recreation field use account. **Seconded by Mrs. Formica.**

All were in favor

NEW BUSINESS:

Member resignation and new member recruiting ideas-

Mrs. Sanchez Stated that Jennifer Giordano has handed in a resignation letter effective immediately. Mrs. Sanchez stated that the next step is trying to find new members.

Playground Mulch-

Mrs. Sanchez stated that she wished that Alison was still present to answer some questions. Mrs. Sanchez explained that she received an email in regards to purchasing mulch for the playground area at the pond.

Councilman Skellenger who was present at the meeting asked if he could help clarify.

Mr. Skellenger stated that this exact issue was brought up when he was new to the council. Mr. Skellenger stated that he has the minutes in which it was suggested and voted on that the recreation department would not be responsible for the maintenance/mulch for the playground area. Mr. Skellenger said that he would like to look further into this before the rec goes forward with anything regarding this matter.

Mr. Limon stated that he agreed with Mr. Skellenger and he also remembers the discussion that the council had in regards to not charging rec with the playground maintenance.

Mr. Formica suggested getting rubber mulch. Mr. Formica stated that it would be more cost effective in the long run.

The committee had a lengthy conversation of different ideas on what could be used other than mulch.

SECOND PUBLIC SESSION:

Tamara Contreras with Forward Franklin gave a brief update on where things stand as far as the potential grant for the new playground equipment being rewarded to the Borough to go towards purchasing two new pieces of play ground equipment.

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Mrs. Contreras stated that she knows that there was a discussion on mulch for the playground. The ideal surface for the playground area would be a surface that would be handicap accessible. Mrs. Contreras stated that a rubber matting would be ideal. Mrs. Contreras stated that the monies that could be awarded to the town for new playground equipment is equipment for children who may be contained to a wheelchair. Mrs. Sanchez stated that it would not make sense to have mulch and or rubber mulch for floor covering if a wheelchair could not get through that kind of flooring. Mr. Formica stated it would just make more sense to look into a rubber mat. Mr. Formica suggested even just grass.

Mrs. Contreras stated that there was talk about the playground moving to another area with in the pond area. Mrs. Contreras stated that the first step before anything goes forward in planning is to really decide where the home of this playground will be. Mrs. Contreras then stated at that point when its been decided where the playground will be housed. Then the next step is to possibly put the playground upgrades into phases.

Mrs. Contreras stated again the grant for the playground upgrades is not 100% guaranteed at this moment until the letter is submitted from the town stating they are on board with everything that has been discussed. Mrs. Contreras stated there needs to be a formal letter submitted by the town that states that the borough would help with assisting in the playground updates particularly the DPW. Mrs. Contreras stated that even if tomorrow at the next franklin forward steering committee meeting the committee was to grant you the \$35,0000, it is a process and does not happen overnight. Mrs. Contreras stated that the playground flooring now as it stands needs to be a more immediate fix.

Mrs. Sanchez agreed that it does need a lot of TLC.

Mr. Formica stated that he would hate to have to pay \$3,000 for mulch and have it wasted when it would be changed during the playground upgrades.

Mr. Formica stated not to mention that mulch breaks down. The more cost-effective flooring is rubber mulch or a rubber mat. Mr. Formica stated that he understands that it would be costly upfront however, in the long run it would be a better savings.

Mrs. Sanchez read a text message from Mrs. McHose she received from her cell phone. That stated the playground is not being moved this year. It needs to be fixed.

Mr. Formica stated that he wants to look into getting prices for rubber mulch. Mr. Formica stated it just makes more sense then regular mulch. The committee decided not to vote on approving the purchase of buying mulch and the mulch barrier that was suggested to them at this time. Mrs. Formica and Mrs. Sanchez stated that they would have to look into this further.

Wellness Expo-

Mrs. Sanchez stated that the rec committee would have two tables at the Wellness expo. One for promoting the 5K and one for making glow slime with the YAG group from suggested by Mrs. Contreras Franklin Forward.

Mrs. Sanchez asked if they needed to register for the event. Mrs. Contreras stated that we would need to register and she would email Mrs. Babcock with the registration form. Mrs. Babcock thanked Mrs. Contreras and said she would take care of it first thing tomorrow.

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Mrs. Sanchez stated that the rec would need to vote on purchasing materials to make the slime. The committee had a brief conversation on what to purchase and how much to purchase.

Mrs. Formica made a motion to spend up to \$50.00 to purchase materials to make slime at the table at the wellness expo. **Seconded by Mr. Formica.**

All were in favor.

Mrs. Sanchez stated that she would also be donating a Fitbit to be raffled off at the Franklin Rec table during the event.

Memorial Day Parade –

Mrs. Sanchez stated that she spoke with John Kopsco. Letting him know that the rec committee would be walking in the parade with a banner.

Carnival –

Mrs. Sanchez stated that she spoke with Karen the rep from the carnival.

Mrs. Sanchez stated that that Karen gave her information on gaming trailers.

Mrs. Sanchez stated that Karen suggested having one organization carry the gaming license and having the other organization under that one license.

Mrs. Sanchez also stated that the committee is interested in changing the carnival dates from fall dates to summer dates.

Mrs. Sanchez stated that Karen said she would be willing to come to one of our meetings to talk to her about any questions or concerns the committee might have.

Mrs. Sanchez stated that this year is the last year of the three-year contract.

Boy Scout Request –

Mrs. Sanchez stated that the Boy Scouts have requested approval from the Rec committee to use the pond field to hold a scout garage sale on Saturday April 27th during the Girl Scouts town Wide Garage sale.

Mrs. Formica made a motion to approve the Request from the Boy Scouts to use the football field to have their Garage sale on April 27th **Seconded by Mr. Formica**

All were in favor.

OPEN PUBLIC SESSION:

Mr. Limon made a motion to open to the public **seconded by Mr. Formica**

All were in favor.

Tamara Contreras –

Mrs. Contreras stated that she just wanted to express how awesome the Trout Derby was and how well attended it was.

Mrs. Contreras asked if there was anyway to do something for the adults next year.

Mr. Formica stated that other towns do morning for the children and the afternoon for the adults.

Mrs. Contreras also suggested posting flyers to the Franklin House and the Concetto Towers.

Mrs. Contreras stated that she would be willing to volunteer to take pictures at the Senior Spring Fling.

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Mrs. Contreras stated that it was disgusting how much everyone was smoking outside the school at the Miss Franklin Pageant. Mrs. Contreras stated how disgusting it was. Mrs. Contreras stated that they will have to really make sure that does not happen at the Wellness Expo.

Mrs. Contreras stated that she loves all the events rec does. Mrs. Contreras suggested maybe doing more events at a lower cost. Mrs. Contreras stated that she only suggested that so that the rec committee could make a small profit on these kinds of events to continue to do even more events.

Mrs. Contreras also suggested replacing the signs in the pond area. Mrs. Contreras stated that she is there almost everyday and no one is paying attention to any of the signs. Mrs. Contreras suggested that they need to be replaced and need to be bigger.

Mrs. Contreras also suggested making a community board at the pond to place flyers and different community activities. Mrs. Sanchez stated that that is being worked on as a Eagle Scout award and is underway as we speak. Mrs. Contreras explained that she was referring to the bulletin board in the parking lot near the Gazebos on the other side of the pond.

Mrs. Sanchez stated that she would look into that.

Mr. Formica made a motion to close the meeting to the public. Seconded by Mrs. Formica
All were in favor.

MISCELLANEOUS COMMENTS:

Need an update from Alison on what is going on with the lighting on the community sign near the waterfalls.

Mrs. Sanchez stated that Mrs. Formica was so generous to donate the sashes for the Miss Franklin Pageant. Mrs. Sanchez asked if there was a way that at the next meeting, we could vote on setting a small budget to make up a small goodie bags for participants in the pageant. The committee agreed to discuss this further and come up with a budget or ideas at the next rec meeting.

ADJOURNMENT:

Mr. Limon made a motion to adjourn the meeting. **Seconded by Mr. Formica**
All were in favor. The meeting was adjourned at 9:41 PM

Respectfully submitted,
Michelle Babcock
Recreation Secretary