

PRINCETON BOARD OF PARKS AND RECREATION COMMISSIONERS

January 25, 2018

A meeting of the Princeton Board of Parks and Recreation Commissioners was held on January 25, 2018 in the Princeton Recreation Department (PRD) lower level Conference Room, 380 Witherspoon Street.

Present: Dr. Frawley, Dr. Cahill, Ms. Fraga, Ms. Rogers, Mr. Burt, Ms. Germaine, Mr. Koontz, and Mr. Young

Also Present: Mr. Stentz, Mr. Moorhead, Mr. Groeger, Ms. Paulucci, and Corner House Student Board Member Maggie Lin

Absent: Dr. Nosker, Jo Butler, and Corner House Student Board Member Kyra DeFranza

Public Comment

No public comment

Corner House Report

- Ms. Lin reported there will be an “Open Mic Night” on 2/15/18 from 7:00 - 9:00 pm. Additionally, Corner House is organizing a “Stand Up Against Racism” activity. Ms. Lin will provide details for the next Commission Meeting. Princeton Recreation Department will assist Corner House by advertising both of these events. These activities are open to the public.

Activities Report

- Ms. Paulucci reported that summer camps planning is ongoing for Travel Camp, Basketball Camps, Track Camp and Skateboard Camp.
- Ms. Paulucci reported that there will be some new trips added to the 2018 Teen Travel Camp Calendar, as well as an overnight trip to Hershey Park in the last week of camp (week 7).
- Mr. Groeger reported that the Dillon Youth Basketball League resumed in January, and games took place at The Hun School on 1/6/18. Mr. Groeger stated that another set of full games took place on 1/20/18 at Dillon Gym of Princeton University. Games will take place on 1/27/2018 and 2/3/18 at Dillon Gym. Free clinics were offered to the Dillon Youth Basketball League participants on 1/17/18 and 1/18/18. Another free skills clinic for grades 4-6 will take place on 1/27/18 and will be run by Princeton University varsity basketball teams.
- Mr. Groeger reported that the first Youth Squash Clinic was on 1/21/18 at Jadwin Gym and the next one will take place on 1/28/18.
- The Special Needs Dance took place at JW on 1/19/18 with 66 participants. The next Special Needs Dance will be on 2/9/18.
- Mr. Groeger stated that he is in the process of Day Camp planning.

Director's Report

- **Anthony Simone:** Mr. Stentz reported that Anthony Simone, a well-known Princeton seasonal maintenance worker since 2006, is receiving the Employee of the Year Award at the NJRPA Conference on 3/6/18. Princeton Recreation Department is extremely proud and excited for Anthony.
- **Aaron Burt:** Mr. Stentz congratulated Mr. Burt for being reappointed as a board member for the Recreation Commission until December 2023.

- **Registration for Spring/Summer 2018:** Mr. Stentz reported that registration for spring/summer 2018 programs and memberships will begin on 2/20/18. The hiring process will begin on 2/1/18, which will include positions as lifeguards, customer service, seasonal maintenance, and other miscellaneous positions. Mr. Stentz stated that in 2017, there were 212 seasonal employees for the Princeton Recreation Department. Paperwork and hiring procedures for seasonal employees are handled by the Princeton Recreation Department.
 - Mr. Stentz reported that the change to the tax code may force the department to request new W-4 forms from all seasonal employees. The payroll service is unsure if this will happen because the Federal Government is unsure, as well.
 - Financial Aid: Mr. Stentz and Mr. Groeger met Felicia Spitz, Liliana Morenilla, and Amy Lansky (Koko Fund Treasurer) to discuss summer 2018. Mr. Stentz reported that a registration night is being planned for the student campers who come to us via these organizations. This will ensure that all the necessary paperwork is completed in its entirety. The tentative date for the event is 3/14/18.
- **Day Camp Swim Lessons:** Mr. Stentz reported that there is a new plan in place for Day Camp students who attend summer school that cannot attend the morning swim instruction. Summer school students will receive swim lessons on Tuesdays and Thursdays in the early afternoon. Aquatics Director, Mike Uchrin will organize and coordinate with his staff in order to execute the plan.
- **Community Trip Updates:** Mr. Stentz reported there will be two community trips in spring 2018. A new community trip will take place on 3/3/18 to Cure Insurance Arena for the Harlem Globetrotters Game. The Philadelphia Flower Show Community Trip is on 3/6/18. Registration for both trips is ongoing.
- **Princeton Special Sports:** Mr. Stentz, Mr. Moorhead, Ms. Butler, Ms. Fraga, and Marc Dashield (Administrator) met on 1/11/18 and discussed ways to support Princeton Special Sports in the future. *Discussion was held.*
- **Hightstown High School Career Day:** Mr. Stentz was invited by Mr. Koontz to attend Career Day in Hightstown. Mr. Stentz was impressed and pleased by the format of the event. *Discussion was held.*

Old Business

- **Mary Moss Update Playground Bid for Construction:** Mr. Stentz reported that the bid window is currently open and a pre-bid meeting was hosted on 1/16/18. Prospective vendors and contractors were invited to attend. Four contractors were present at the pre-bid meeting. Bids will be publicly open on 1/30/18. Mr. Stentz reported that there is a plan to take the recommended contractor to council on 2/12/18 to award the contract. The start date for the contractor will be weather permitting. *Discussion was held.*
- **Princeton Tennis Program (PTP):** Mr. Stentz and Vikki Caines met with Gwen Guidice from PTP on 11/21/17 to discuss an extension of the agreement between PTP and PRD. Mr. Stentz reported that Princeton Tennis Program has the proper resources to administer tennis programming and has worked very well with Princeton Recreation Department in the past. Dr. Cahill requested that the agreement include language regarding blocks of time when access to courts is available at no charge.

- *Mr. Koontz made a motion to authorize the Princeton Recreation Department to enter into negotiations with PTP to develop an agreement for 2018-2020 along the lines of the existing agreement with PTP, seconded by Dr. Cahill, and unanimously approved.*
- **US Sports Institute:** USSI is a full-time professional provider of sports camps and clinics. USSI has been interested for a number of years in partnering with PRD to provide offerings to the Princeton community that either fill a gap in our schedule and/or provide a programming opportunity not currently offered. Following up on a previous report about USSI at the December 2017 meeting, Mr. Moorhead reported that the benefits of utilizing USSI would be providing additional programs in the summer to younger children without being in a competitive setting. USSI is well known around the state and is used by other neighboring towns and municipalities locally. Mr. Stentz reported USSI would be another great way to get kids involved and active while their parents are at work, during mid to late August after PRD Day Camp has ended. *Discussion was held.*
 - *Ms. Germaine made a motion to approve an agreement for 2018 programming with U.S. Sports Institute, seconded by Mr. Young, and unanimously approved.*

New Business

- **2018 Commission Chair:**
 - *Mr. Koontz made a motion to nominate Dr. Frawley as Recreation Commission Chair for 2018, seconded by Ms. Rogers, and approved.*
- **2018 Recreation Commission Meeting Dates:** Mr. Stentz provided the Commission with a draft of 2018 Commission meeting dates and noted that there will be 11 meetings for 2018.
 - *Mr. Koontz made a motion to approve the 2018 Recreation Commission meeting dates, seconded by Ms. Rogers, and approved.*
- **2017 End-Of-Year Transfers:** Mr. Stentz reported that the 2017 End-Of-Year Revolving Trust balance number was \$204,000. This includes a payment of \$74,331.25 to the municipality for our annual contribution towards cost of the new pool construction. The next step is to reimburse the revolving trust reserve account for projects that the Commission approved in the beginning of 2017 that were completed. The balance will be transferred into the long term capital account for future capital projects.
 - *Mr. Koontz made a motion to approve the 2017 End-Of-Year-Transfers, seconded by Ms. Rogers, and approved.*
- **2018 Spring/Summer Registration Fees:** Mr. Stentz provided the Commission with a suggested fee increase of 1.5%-2% per program, which would generate approximately \$12,000 - \$15,000 in additional revenue. The suggested increase is to offset rising operating costs, including a minimum wage increase approved by the Commission in December 2017. Mr. Stentz also reported that there are currently four (4) different pieces of state legislation being proposed that would lead to additional minimum wage increases, possibly as soon as mid-2018. *Discussion was held.*
 - *Ms. Rogers made a motion to approve the proposed rate increases for the 2018 Spring/Summer programs, seconded by Mr. Koontz, and approved.*

- **2018 CP Pool Concession Services Contract:** Mr. Moorhead reported that Ray & Kathy Van Arsdale, owners of R & K's Poolside Café, will be returning to operate the CP Pool concession stand for summer 2018.
 - *Mr. Koontz made a motion to extend the Pool Concession Services contract with Ray & Kathy Van Arsdale, dba R & K's Poolside Cafe, seconded by Dr. Cahill, and approved.*

Communications

- **Maggie's Playground:** Regarding a recent inspection report from the Joint Insurance Fund (JIF) Inspector, Don Ruprecht on Maggie's Playground, Mr. Stentz reported that some of the smaller issues have been addressed by PRD Maintenance Staff. However, the equipment is nearing the end of its life span and there are additional safety issues that must be addressed. Mr. Stentz has requested a meeting with the Administrator to discuss.

Approval of Minutes

- *Ms. Germaine made a motion to approve the 12/14/17 minutes, seconded by Mr. Burt and approved. Mr. Young abstained.*

Approval of Bills

- *Mr. Koontz made a motion to approve the bills, seconded by Mr. Young, and approved.*

Next Meeting Date

February 22, 2018