

**WYCKOFF DEPARTMENT OF PARKS AND RECREATION BOARD  
REGULAR MEETING  
January 14, 2019**

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: Doug Arone, Chris Beane, Heather Alnor, Ann Smith, Moe Ismael, Rich Sica  
Members Absent: Hayley Rooney, Sue Buchanan Tom Valente, Jeff Eischen, Mike Ferrara  
Staff Present: Andy Wingfield, Recreation Director  
Tim Shanley, Township Committee Liaison to Recreation Board  
Guests Present: None

The minutes of the December 17, 2018 meeting were discussed. A motion to approve the minutes was made by Moe Ismael and seconded by Heather Alnor. The motion was carried.

**Recreation Director's Report:**

**Nomination & Election of Chairperson:**

The Director asked for nominations for the 2019 Recreation Board Chairperson. Chris Beane motioned that Mr. Arone continue as Chairperson in 2019 and Ann Smith seconded the motion. All in attendance were in favor of electing Doug Arone as the 2019 Recreation Board Chairperson.

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

The Director reviewed the need for a Code of Conduct Sub-Committee with the Board and explained its purpose. He advised that the Sub-Committee has been in place for five 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 re-establish the Sub-Committee and Ann Smith seconded the motion. The vote to carry the motion was unanimous. After re-establishing the sub-committee, the Board appointed Chris Beane, Mike Ferrara, and Hayley Rooney to continue in their roles as Code of Conduct Sub-Committee members.

**Re-Establishment of Reciprocal Facility Use & Facility Rental Policies:**

The Board unanimously approved the re-establishment of the Reciprocal Facility Use & Rental Policies for 2019. The reciprocal use policy establishes that there are relationships between the Township and other organizations such as Ramapo High School, Eastern Christian Middle School, Hawthorne Christian, the Torpedoes Soccer Club, the Wyckoff YMCA, and more wherein the facilities of each are used by the other in exchange for similar uses of the other's facilities during the year for the benefit of our residents. No fees are collected for such use. The Facility Rental Policy dictates the cost for the rental of the Township's facilities and the procedures by which the Recreation Department may rent our fields and facilities and the need for the Recreation Board to approve all such rentals.

**Recommitment to Passive Recreation Programming in 2019:**

The Board reviewed the many passive programs established by the Department in 2015 and 2016 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 teardown help is needed during these events. The Director advised that advertising and programming has already begun for 2019 for our Arts and Crafts and Chess programs and we are looking to set the dates and movies for Movie Nights this year which have been very popular over our first four years.

**New Electronic Device Usage Policy & Code of Conduct Improvements:**

The Director presented to the Board a 10 page document that will take the place of the current Wyckoff Recreation Code of Conduct for parents and coaches. The document includes a new policy on electronic device usage wherein coaches will be required to only use their cell phones and other devices for procedural matters concerning their teams. It also clearly lays out that coaches are not to send messages on their devices that harass, bully, denigrate, or otherwise harm participants. The Code of Conduct has been updated to clearly reflect that anyone observing inappropriate activity such as insensitive messages, bullying on the field, etc., should immediately report the behavior to the Recreation Director. The Director advised the Board that the new document is being reviewed and likely approved by the Township Committee on January 15<sup>th</sup>, after which the document will become an official part of our Policy Manual and will be required to be reviewed and signed off on by every parent and coach in our program when they register for activities within Wyckoff Recreation. All non-parent coaches will receive a hard copy of the new document and the signature page will be kept in the Recreation Office. The Board approved of these new measures and was very satisfied that recent matters are being taken seriously in an effort not to have negative situations arising again.

**Recreation Equipment Bid – 2019 Process Complete:**

The Director advised the Board that the competitive bid process for 2019 for Recreation Equipment is complete. 10 vendors responded to our bid request for equipment, field paint, and uniform prices. These prices were compared and evaluated for the lowest cost and the low bidders were awarded the contract for each individual item on the bid. In order to obtain the lowest prices due to high quantities, Franklin Lakes and Oakland also participate in this process. The Director also reported that the prices on 71% of the items on the bid were lower than last year indicating that the competitive process is one that enables the Township to obtain the best possible price for the items we purchase throughout the year. The Director will be sharing the bid results with Franklin Lakes and Oakland so that they too can benefit from this cost-saving effort.

**Recreation Baseball & Softball and 1<sup>st</sup> & 2<sup>nd</sup> Grade Lacrosse Registrations Ongoing:**

The Director announced that the Department is currently accepting online registrations for Spring Baseball and Softball, as well as our 1<sup>st</sup> & 2<sup>nd</sup> Grade Lacrosse Clinic and that registration will end on January 31<sup>st</sup>. This is the third year our 1<sup>st</sup> & 2<sup>nd</sup> Grade Lacrosse Clinic will be outdoors (previously during the winter indoors) which is a tremendous benefit to the children who participate. The Recreation Department will schedule 1<sup>st</sup> and 2<sup>nd</sup> grade lacrosse so that it does not conflict in any way with baseball and softball so that parents can have their children participate in both if they so choose.

**Recreation Baseball & Softball Director Recommendation:**

Andy Winston, for at least the 15<sup>th</sup> consecutive year, has volunteered to be the Program Director for Recreation Baseball & Softball and continues to be a valuable volunteer in our program. The Director recommended him as Program Director for 2019. Chris Beane motioned to approve Andy as Program Director and Doug Arone seconded the motion. The Board voted unanimously to accept this recommendation.

**2019 Recreation Lacrosse Program Director Recommendations :**

The Director recommended two additional volunteers to head the Boys and Girls Lacrosse Programs in 2019. Sal Sassano was recommended as the Boys Lacrosse Program Director and Mark Bachardy as the Girls Lacrosse Program Director. Rich Sica motioned to approve these two volunteers and Moe Ismael seconded the motion. These gentlemen were unanimously approved by the Board.

**Facility Use/Rental Applications Review:**

Chairman Arone requested the Board review the following field use applications, 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. Two applications were discussed by the Board and approved for use/rental. The applications at this meeting included the following:

1. Torpedoes Soccer Club – The Wyckoff based program has submitted its application and insurance to utilize the Pulis Turf Facility on Sundays for its games. The Torpedoes pays the town \$30,000 yearly to utilize the facility per lease agreement.
2. BBL – a national club lacrosse organization, who has utilized our fields in the recent past, is requesting the use of the Wyckoff Community Park Soccer Field for the purpose of holding club lacrosse practices on Sundays in the spring. The estimated revenue from this facility rental would be \$1200. The Board approved this use request unanimously since our teams do not utilize that field in the spring.

The Director advised the Board that his review of the applications, Hold Harmless and Indemnification Agreements, and Certificates of Insurance for these requests determined the applications to be in order.

Finding the applications in order and discussing the history of successful use by both programs, the Recreation Board unanimously approved the above applications after a motion to approve them was made by Moe Ismael and seconded by Doug Arone.

**Open Comment Period:**

No comment.

**Report from Board Members:**

None

**New or Old Business:**

None

The meeting was adjourned at 8:04pm.

Respectfully submitted,

Andy Wingfield

Director, Wyckoff Recreation & Parks