

PRINCETON BOARD OF PARKS AND RECREATION COMMISSIONERS

October 22, 2015

A meeting of the Princeton Board of Parks and Recreation Commissioners was held on October 22, 2015 in the Princeton Recreation Department (PRD) lower level Conference Room, 380 Witherspoon Street.

Present: Dr. Nosker, Ms. Germaine, Dr. Frawley, Ms. Olivares-Weber, Ms. Butler and Mr. Young, Ms. Mills (CH Student Board) & Mr. Riley (CH Student Board)
Also Present: Mr. Moorhead, Mr. Groeger, Mr. Marrolli & Ms. Stockton
Absent: Mr. Stentz, Mr. Koontz, Ms. Rogers & Dr. Cahill

Dr. Nosker welcomed Taylor Mills and Devon Riley as representatives from the Corner House Student Board. Ms. Mills and Mr. Reilly will serve as liaisons to the Recreation Committee for the 2015-16 school year. Ms. Mills attends Stuart Country Day School and Mr. Reilly attends Princeton Day School.

Activities Report

Mr. Groeger reported on the following:

- In addition to his Activities Report that was part of the agenda packet, fall/winter program registration is as follows:
 - Dillon Basketball: 183
 - PAWS Wrestling: 14
- Along with Mr. Marrolli & Maintenance Foreman Joe Scullion, Mr. Groeger attended the first of seven half-day training courses on Leadership & Management. These courses are being offered by the municipality to a select group of supervisors. The courses will take place every other Wednesday over the course of the next two to three months.
- Ms. Butler inquired about whether non-Princeton residents are allowed to participate in the Dillon Basketball program. Mr. Groeger commented that Princeton residents are given priority but that as the registration process moves along, there are occasions when spots are made available to nonresidents to fill up the different age groups. Mr. Moorhead added that the Commission has a long-standing policy of making most programs open to nonresidents that attend school in Princeton, i.e. PDS, Hun, Stuart, etc. Mr. Moorhead also commented that nonresidents pay twice the resident registration rate for Dillon Basketball.

Mr. Marrolli reported on the following:

- In addition to his Activities Report that was part of the agenda packet, Mr. Marrolli reported that the next Special Needs Dance is scheduled for 11/13/15 at JW Middle School.
- PRD will partner with Princeton Special Sports (PSS) to host the 'Arts For All' talent show for the special needs community on 11/7/15 at the Suzanne Patterson Center. Mr. Marrolli explained that this is similar to a talent show.
- Mr. Marrolli met with Jeff Nathanson from the Arts Council of Princeton (ACP) to discuss a partnership to expand the existing ACP program offering for the special needs community. The *Café Improv* program could be expanded as soon as March 2016.
- Mr. Marrolli received two (2) price quotes for a safety inspection of the skateboard park. The lower of the two quotes is from Spohn Ranch, Inc. *Discussion was held.*

Director's Report

Mr. Moorhead reported on the following:

- **Affordable Care Act (ACA):** Mr. Moorhead has been researching the ACA to determine if we have part-time or seasonal employees that could, in the future, be eligible for additional benefits as part of the new ACA requirements. Mr. Moorhead has been working with municipal HR staff on this research, as well as with the department's payroll processing company, Primepoint. In addition, Mr. Moorhead recently participated in a webinar regarding the ACA. It is Mr. Moorhead's determination that the Recreation Department does not classify as an 'Applicable Large Employer' (ALE), meaning that we do not have the equivalent of fifty (50) full-time employees, based on total number of employees and total number of hours worked by those employees. Most of the Recreation Department seasonal employees do not reach the 120-day threshold that the ACA uses as a key determining factor in calculating potential employer responsibilities. At this point, Princeton Recreation is not required to file additional paperwork annually for the part-time or seasonal employees that do work past the 120-day threshold.
- **CP Pool liner repair w/ Myrtha & Mainline Commercial Pools:** Repairs were made on 10/9/15. Repair work took two technicians about one full day. Myrtha will be back in spring 2016 to fix a couple of small spots in the kiddie pool where the top layer of plaster has delaminated from the concrete. These repairs are at zero cost to PRD. *Discussion was held.*
- **Larry Ivan Tribute Fund Update:** The Fund is currently at \$14,600, not including the \$1,000 that the Commission has donated. *Discussion was held.*
- **Princeton Junior Football (PJF) Update:** PJF was unable to locate any available portable lights to use at Hilltop Park. PJF had previously requested permission to use these lights occasionally in the fall season at Hilltop.
- **Maintenance Update:**
 - Smoyer Park water leak: PRD received a remarkably high water bill in August 2015. PRD hired Spring Irrigation to investigate. Spring found three (3) small leaks in irrigation lines. Once repaired, water meter slowed down considerably.
 - Arborvitae Maintenance: CP Pool & CP Tennis complex were evaluated by Woodwinds in early September 2015. Woodwinds suggested pruning of trees and inserting ties in certain locations to keep trees upright. The total price, including removal of excess brush was approximately \$14,000. Mr. Moorhead is seeking additional quotes for this project.
 - Open Space Work: PRD was able to offer the FOPOS with manpower to assist with open space projects. PRD offered two staffers for two full days. FOPOS was able to identify one date that they could use the manpower. PRD sent two FTE's in the AM on 10/16/15, then a larger crew in the PM to assist with digging post holes at Mountain Lakes.
 - Winterization of park restrooms and water fountains will begin on approximately November 9, 2015. This work will take approximately two full weeks.
 - Aeration & over-seeding of select playing areas has been ongoing this fall. In addition to over-seeding, PRD Staff will cover multiple playing fields with the winter-time turf blankets to promote health and growth.
 - PRD Maintenance Asst. Foreman Gerry Macfarlan is taking classes and taking the exam this week for the National Playground Safety Inspection (NPSI) certification.
- **Vending Machine Update:** Staff researched the topic and learned that the vending machines in the municipal complex are through a contract with a local vendor. All monies go to that vendor and the municipality (the host of the machine) does not share in that profit. This topic was discussed at the 10/1/15 Commission meeting regarding the possibility of adding a machine at CP Pool to supplement the concession stand.

Communications (included in agenda packet)

- Lorraine Konopka, Municipal Arborist: Regarding plans for tree maintenance/removal at Harrison Street Park.
- Scott Nearing, Princeton Girl's Lacrosse: Regarding growth of PGLAX and anticipated need for additional field space in the spring of 2016. *Discussion was held.*
- Steve Hiltner regarding 'Leave The Leaves' campaign. *Discussion was held.*

Corner House Student Report

- Student Board hosted their annual Open Mic Night on 10/20/15 and had approximately 20 performers. There were 200 people in attendance.
- Annual dodgeball tournament will take place on 11/13/15 at Princeton High School.
- Other events coming up: a capella night and stand-up comedy event (no dates yet)

Public Comment

NO PUBLIC COMMENT

Approval of Minutes

- *Ms. Butler made a motion to approve the 10/1/15 Commission meeting minutes, seconded by Ms. Germaine, and approved. Dr. Frawley abstained.*

Old Business

NO OLD BUSINESS

New Business

Recommendation for Design Services for Mary Moss Park/Playground

Mr. Moorhead welcomed Assistant Municipal Engineer, Deanna Stockton to the meeting. Ms. Stockton is part of the Mary Moss Park subcommittee along with Ms. Butler, Ms. Olivares Weber, Ms. Rogers, Ms. Germaine, Mr. Stentz, Mr. Moorhead and Ms. Caines.

- Mr. Moorhead distributed a cost comparison sheet for all 16 proposals received by the Commission, including a list of the four (4) firms that were interviewed by the subcommittee.
- Ms. Stockton commented that while all candidates had park design experience of different types, not all had significant experience in smaller ('pocket') parks in densely populated neighborhood settings. Of the firms with experience with smaller parks, the subcommittee was particularly impressed with past projects designed by The RBA Group, Inc. that were similar in size, scope and neighborhood characteristics to the Mary Moss Park/Playground project.
- Mr. Moorhead explained that after discussion with The RBA Group regarding fees, three new tiers of pricing were submitted that include pricing with a permanent restroom, pricing with a structure for a temporary restroom and pricing for a design without a restroom. Those prices range from \$88,983 to \$68,058.
- Mr. Moorhead explained that the revised timeline for this project includes holding community meetings in spring 2016, concept design review in late summer 2016, and having the bid documents ready to go out for a public bid construction for early winter 16-17. This would put the project on track to begin construction on or around 3/15/17, with an anticipated park opening of on or around Memorial Day of 2017.
- Mr. Moorhead explained that after the proposal from The RBA Group, Inc. receives a recommendation from the Recreation Commission, it will then go on the agenda of Mayor and Council for approval and awarding of contract at the 11/9/15 meeting.
- *Dr. Frawley made a motion to recommend The RBA Group, Inc. of Parsippany, NJ for design services on the Mary Moss Park/Playground renovation, seconded by Ms. Butler and approved.*

Approval of Bills

- *Ms. Butler made the motion to approve the bills, seconded by Ms. Olivares Weber, and approved.*

Next Meeting Date

November 19, 2015

Adjournment