

PRINCETON BOARD OF PARKS AND RECREATION COMMISSIONERS

A meeting of the Princeton Board of Parks and Recreation Commissioners was held on January 23, 2020 in the Princeton Recreation Department (PRD) lower level Conference Room, 380 Witherspoon Street.

- Present: Dr. Frawley, Ms. Germaine, Mr. Koontz, Mr. Burt, Mr. Young & Ms. Rogers
- Also Present: Mr. Stentz, Mr. Moorhead
- Absent: Dr. Nosker, Dr. Cahill, Ms. Paulucci, & Mr. Parker, Mr. Williamson, Mr. Dries, & Mr. Wang

Corner House Student Board Report

- No Corner House Student Board in attendance

Activities Report

- Activity reports included in agenda packet

Director's Report

- Mr. Moorhead reported on the following:
 - **Maggie's Playground:** The equipment installation was completed on 1/22/20. There is still approx. 2 weeks of site-work to be done including leveling out the area, adding playground mulch, and updates to other amenities such as new benches, water fountain, and other misc. improvements. The old swings from the upper tier have been removed and new swings will be installed as part of the second phase of the project. The new swings will be located in the lower tiered area in closer proximity to the playground to comply with accessibility regulations. Staff is working with playground manufacturer and Engineering/Building Dept. to figure out best location and consider other factors regarding swing installation. *Discussion was held.*
 - **Youth Summer Basketball Leagues:** Mr. Moorhead expressed some concerns about the health and future of both youth summer basketball leagues. Registration has dipped slightly over the past few years, but as important is that day-to-day attendance has become quite sporadic which has had a negative effect on the programs. Mr. Moorhead reported that staff will be keeping a close eye on attendance this summer and if trends continue, some changes might have to be considered including a format change. *Discussion was held.*
- Mr. Stentz reported on the following:
 - **Seasonal Employment:** Applications for Seasonal Employment will begin on 2/3/20. We expect to hire +/- 200 seasonal employees in 2020.
 - **Summer 2020 registration:** Registration will begin on 3/2/20. Staff working to update online registration portal with new dates, fees, and details as well as designing new paper registration forms for all programs.

- **Camp Staff 2020:** To be eligible to work camps in 2020, prospective staffers must have finished 10th grade. This is a change. Prior to 2020, prospective staff were eligible if they turned 15 years of age by the start of camp.
- **Teen Travel Camp:** Travel Camp will be open to Princeton residents that are headed into 7th – 10th in Fall 2020. This is a change. In past years Travel Camp was open to rising 6th graders. We've adjusted the eligibility to create more space for middle school and high school students. Rising 6th graders are still eligible for day camp.
- **Request For Proposal (RFP) – CP Pool concession:** Mr. Moorhead will be issuing the RFP in February 2020 and staff will bring a recommendation to the Commission in March 2020.

Old Business

- **Mercer At-Play Round 2 – Hilltop Park:** The Request For Proposals (RFP) was issued on 1/22/20 and the due date is 2/7/20. Mr. Stentz asked for volunteers from the Commission to help review and/or interview prospective firms. Mr. Burt volunteered to assist. *Discussion was held.*

New Business

- **Appointment of Commission Chair for 2020:** *Ms. Germaine made a motion to reappoint Mr. Darius Young as Commission Chair for 2020, seconded by Dr. Frawley and approved.*
- **2020 Bookkeeping contract:** *Mr. Koontz made a motion to award the 2020 Bookkeeping contract to 712 Paperwork, Inc., seconded by Mr. Burt and approved.*
- 2019 End of Year Transfers: *Mr. Koontz made a motion to approve the 2019 end-of-year transfers, seconded by Ms. Rogers and approved. Discussion was held.*
- 2020 fee schedule: *Dr. Frawley made a motion to approve the recommended fee increases for 2020 programs/memberships, seconded by Mr. Burt and approved. Discussion was held.*
 - *Minimum wage increasing from \$8.85 p/h to \$10.30 p/h – 16% increase*
 - *CP Pool Lifeguards will have a minimum wage of \$10.75 p/h*
 - *Fees need to be raised to cover additional expenses and seasonal payroll*
 - *Mr. Moorhead presented an analysis of projected payroll increases*
 - *Mr. Moorhead also recommended that CP Pool season (length of season) be evaluated annually against the Princeton Public Schools schedule and other factors, as the length of season has a direct correlation to the payroll figures. Staff recommends beginning 2020 full-time schedule on Saturday, June 13 instead of Wednesday, June 10. This leads to a 94-day pool season. 2019 was a 90-day season. The mid-week days prior to school getting out are expensive to staff (\$1800 - \$2,000 per day) and generally do not produce much revenue.*
- 2020 Revolving Trust Reserve projects: *Mr. Koontz made a motion to approve funding for the 2020 RT Reserve projects, seconded by Ms. Germaine and approved. Discussion was held.*

Communications

Communications shared in agenda packet

Approval of Minutes

- *Mr. Burt made a motion to approve the Commission minutes of December 19, 2019, seconded by Ms. Germaine and approved. Mr. Young, Mr. Koontz and Dr. Frawley abstained.*

•

Approval of Bills

- *Dr. Frawley made a motion to approve the bills, seconded by Mr. Burt and approved.*

Next Meeting Date

February 20, 2020