

**NEXT MEETING: THURSDAY, NOVEMBER 20, 2003, AT 7:00 P.M.**

**BOARD OF RECREATION  
RIDGEFIELD PARK, NEW JERSEY  
OCTOBER 16, 2003**

President Diane Maglione called the meeting to order at 7:00 p.m., it having been duly noted that this meeting is being held in accordance with the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq., notice of which was sent to The Record on the 19th day of December, 2002, and to the Star-Ledger on the 19th day of December, 2002. Roll call was taken. Commission members present were: Hal Bomzer, Rich DePena, Tom Essig, Mercedes Haines, Catherine Jacob, Mary Koegel, Diane Maglione, Leigh Rivera and Frank Zaccherio. Paula DiMeglio was excused. Commissioner Storer was also present at the meeting.

A motion was made by Catherine Jacob and seconded by Tom Essig approving the minutes of the September 18, 2003, meeting.

**Correspondence:** A letter was received from Nicole Koskinen of RPTV announcing a new segment called "Hometown Hero", which will feature interviews with local youths and young adults who have contributed to the community or have achieved noteworthy honors. Any nominations should be sent to RPTV NKOSKINEN@hotmail.com. A letter was also received advising that October 24 is the deadline for the next newsletter. Information was sent in by the Board.

**Hearing of Citizens:** None present.

Activity reports were as follows:

**Bowling** – No activity at this time.

**Wrestling** – No activity at this time. Tony Gonzales will run the administrative end of the program and Mike Raimundi will run the actual program.

**T-Ball** – No activity at this time.

**Girls' Softball** – No activity at this time.

**Summer Sandlot Baseball Program** – Carlos Carames will be attending a meeting on October 22, 2003, to find out information about the next season. Registration will be held in November in Hackensack for this program. Carlos will have forms to distribute in the schools.

**Women's Softball** – The season ended on October 1. The end of season party was scheduled for October 3.

**Fourth of July** – No activity at this time.

**Easter Egg Hunt** – No activity at this time.

**Holiday Display Contest** – The contest will be held on Friday, December 19, 2003.

**Wish Tree** – No activity at this time. Kaitlyn Maglione will run this program again with the assistance of Mary Koegel.

**Tree Lighting** – No activity at this time. Tree lighting is scheduled for December 7, 2003. Mercedes Haines will take care of contacting people for this event. She plans on asking the high school chorus if they would like to perform. Mercedes has the flyer and will distribute it in the schools.

**Rag-A-Muffin** – The parade is scheduled for Saturday, October 25 at 11:00 a.m. Flyers were distributed in the schools and the trophies will be picked up this week. Judges are already lined up. Letters were sent to the police department and the DPW requesting assistance. Diane Maglione advised she will be working the day shift for the parade and Hal Bomzer said he would arrive at 11:00 a.m. to help out. All members are needed at 9:00 a.m. to help set up. There are 400 goodie bags ready for the parade.

**Adult Trips/Activities** – Frank Zaccherio is currently running a trip to the Nets v. Knicks game on November 14, 2003, at 7:30 p.m. at Continental Arena. Tickets are \$30.00 (\$15 savings). No transportation is provided. Flyers were sent out in the schools with a form at the bottom to be mailed back to the Board enclosing the check and number of tickets ordered. Frank is also planning a Disney on Ice trip, circus and probably another Nets trip this season.

**Women's Basketball** – Due to lack of interest, the program will not continue.

**Basketball** – Registration was held on October 3 and 4. Currently registrations are at approximately 257 total registered in Grades 3-8 with another 35 registered for the clinic. There are still about 150 players from last year that did not register yet. Volunteers were asked to make reminder calls to these players to see who is coming back.

Mercedes Haines will run the clinic this year with the assistance of Laura Barral. Mercedes said the Board is very lucky this year because one of the parents knows a player from the Harlem Wizards and a former college coach who have offered their assistance to the clinic.

Hal is working on the number of teams for each division. There will probably be 40 teams like last year. Division leaders are in place and are as follows:

	<b>Girls</b>	<b>Boys</b>
3/4 Grade	Leigh Rivera	Andy Scheideler
5/6 Grade	Gil Bell	William Gerken (change made after mtg.)
7/8 Grade	Rich DePena	Ralph Petrella
Clinic	Mercedes Haines	

As only four girls signed up for the proposed 9<sup>th</sup> grade division, the Board will wait until evaluations to see if anyone shows up to register otherwise money will be refunded to these players.

Classes will be given again this year for scorers/timers/ referees. Since it worked out so well last year, only students in seventh grade and higher will be used for scorers/timers. The certification class will be scheduled for November 19, 2003, at Roosevelt School. Available members will be needed to assist with registration during this class, which begins at 6:30 p.m.

Evaluation nights are scheduled for November 3 and 4 at Lincoln School beginning at 6:30 p.m. All available members are needed for this activity. The following members are available for Monday, November 3: Catherine, Leigh, Tom, Frank, Hal, Mercedes. The following members are available for Tuesday, November 4: Catherine, Leigh, Rich, Frank, Hal, Barbara.

Letters were sent to all registered players advising of these dates and also enclosing a copy of the rules and a letter to be signed by the parents. A reminder letter was also included for those players that sent in incomplete forms and requesting the forms be completed or the child will not be placed on a team. All late registrations must include the \$5.00 late fee.

Diane Maglione has gotten some feedback from parents after the season ended complaining of alcohol use before games from people associated with the program whether it be a parent attending a game or an official, etc. Parents either did not want to give any names or could only remember colors of shirts. Diane advised these parents that this should have been brought up during the season so that action could have been taken. The Board cannot correct a problem if it is unaware of it. A reminder will be included in the letter home to parents and also in the starting information memo reminding everyone that no alcohol, drugs, etc., can be used before or during a game and advising that anyone caught using these substances will be suspended. Diane also informed these people that if someone shows up at a game and is unruly that the police should be notified and that party will be removed because the Board does hold the permit for the gym.

As far as payment for referees, scorers and timers this year, a new procedure will be in effect from the Clerk's Office. Cash will no longer be issued. Checks will be issued by the Clerk's Office and all participants will be informed of this fact.

Mary Koegel will find out from the Clerk's Office how they want payment handled this year and then inform the Board. Commissioner Storer said he wants to see the date of which game each person worked at on each form. This change is due to a request by the Village auditor that no cash payments be made any longer. Fees will be the same as last year.

Scorers/timers	\$7.00 per game (students must be in at least 7 <sup>th</sup> grade)
Referees:	
3 /4 division	\$15 per game
5/6 division	\$20 per game
7/8 division	\$25 per game

A meeting for all division leaders will be held on Wednesday, October 22, 2003, at 8:30 p.m. at Truck Co. No. 1.

Diane Maglione will get the equipment again this year. Rich DePena will pick up 25 scorebooks. Hal said he already has the basketballs for the clinic.

There was a problem midway through the season last year with the scoreboard at Lincoln School. It did not work properly. Commissioner Storer agreed that the Board could offer to financially assist the Board of Education in paying for this repair since it benefits both the school and the recreation program. A letter will be sent to Principal Thomas Kraljic.

Rich DePena has advised that no decisions have been made about traveling teams this year. So far, there does not seem to be an interest in having traveling teams for this year.

**Tennis** – Barry Rubach (568-3946) ran this program during the summer, however, no current information is available.

**Treasurer's Report** - The balance as of the last deposit is \$11,170.92. Frank Zaccherio advised that he cleared up the problem with the outstanding bill from IGA.

**New Business:** Diane Maglione wants to make sure everyone is aware of correct procedures for payment of bills. It is very important that members obtain all necessary signatures before turning in vouchers for payment. The Village Clerk has sent the following instructions that must be carefully followed. They are as follows:

### **VOUCHER PAYMENT PROCEDURES**

If the amount is **\$25.00** or less, the amount does not need to be encumbered. The voucher should be filled out on a single page voucher and submitted **with complete signatures from Chairperson and Claimant.**

If the amount is **over \$25.00**, the four part voucher must be used. The money **MUST BE ENCUMBERED** before any expenses are incurred for verification of funds. In order for the funds to be encumbered, the Chairman must sign the second page (white copy – vendor copy) as Department Head. If funds are available, the money will then be encumbered and the Commission should keep the blue copy. The top two copies (both white) should be sent to Vendor for signature. These **signed copies** should be given back to the Clerk's Office and the voucher will then be paid.

It is important that these procedures be followed. Sarah Warlikowski, the Village Clerk, advised that the auditor's do not want vouchers paid unless the funds are encumbered first. All Commissions must strictly adhere to this procedure.

Commissioner Storer initiated a discussion on future background checks that will be required on all volunteers working with children. Commissioner Storer advised that he had attended a seminar through St. Francis on this and is currently working with an attorney to see what steps the Board must take to protect children in its programs as well as adults volunteering for the Village. Hal Bomzer brought a disclosure statement that the state mandates soccer to use. Diane Maglione has been asking for many years for some type of background check to protect the children.

Commissioner Storer has asked an attorney to do a detailed study for the Village to find out exactly what actions are required by the Village as far as volunteers. The attorney will come up with a form that must be completed by any volunteer working with children. This will be mandatory for all participants because this is a serious issue. Commissioner Storer will advise the Board when he receives instructions on how to proceed.

There being no further business the meeting was adjourned at 8:30 p.m.

The next meeting is scheduled for Thursday, November 20, 2003.

Respectfully submitted,

Barbara DeLuca

cc: Commissioner Storer