

Reading Recreation Commission
7:15PM
Keffer Park

Minutes of the March 12, 2013 Meeting

The Reading Recreation Commission was called to order on Tuesday, March 12, 2013, at 7:15PM by James Washington.

The Board performed the Pledge of the Allegiance and then the roll call of members. There were eight of eleven board members present and they included: Carl Geffken, Marcia Goodman-Hinnershitz, Eddie Moran, Robert Peters, John Santoro, Otis Smith, Donald Taddei, Jr., and James Washington. The following board members were absent: Francis Acosta, Harry Storch, Jr., and Marisol Torres. Staff in attendance: Daphne Klahr, Executive Director and Rebecca Swoyer, Business Manager (recording secretary). Visitors in attendance: Major Tim Brown, Harlem Youth Marines.

Minutes

Minutes were reviewed. John Santoro made a motion to approve the minutes of the February 12, 2013 meeting. The motion was seconded by Donald Taddei, Jr. The motion was approved unanimously.

Old Business

A. Annual Report:

The annual report will be sent to board members for review and is slated to be completed for the next board meeting in April.

B. Facilities/Usage Policy:

The Facilities subcommittee held their monthly meeting prior to the board meeting. The members reviewed the usage facilities fees for city vs. non-city residents and organizations. John Santoro made a motion to accept the facilities/usage policy as drafted. Motion was seconded by Carl Geffken. Daphne brought reference to community service hours in lieu of fees at a rate of \$7.25, anybody who is not in a city category. A discussion followed. Daphne stated she will draw up a formal agreement and create a calendar with a tab for rentals. Individuals will be able to see what ball fields are available. Marcia stated to list all the facilities that come under the Reading Recreation Commission. James Washington stated that the board will need to adopt the rates first and then create a policy. The policy will be presented at the April meeting.

C. Chain of Command:

The first reading of the chain of command was completed at the February meeting. There being no revisions John Santoro made a motion for a second reading of the staff communication/chain of command. Motion seconded by Donald Taddei, Jr. The Board performed a roll call of members: Carl Geffken – yes, Marcia Goodman-Hinnershitz - yes, Eddie Moran - yes, Robert Peters – yes, John Santoro - yes, Otis Smith - yes, Donald Taddei, Jr. - yes, and James Washington – yes. Motion passed 8-0.

Executive Director's Report

Daphne gave her Executive Director's report for March.

Highlights:

Daphne met with representatives of the Reading Fightin' Phils to discuss what type of work needs to be done at various City ball fields. The end result of these meetings with Dan Douglas and Chuck Domino was that the Reading Fightin' Phils would like to redo Baer Park including the infield, outfield, fencing, lights, bleachers and player's benches. The estimated cost of this renovation is between \$75,000.00 - \$100,000.00. The work is supposed to commence in the fall. Daphne is currently working on getting quotes for fencing to forward to Mr. Domino. Discussion regarding this being a City property followed. Marcia advised that it be taken to city council for approval. Daphne is meeting with Dave Ruyak from Public Works and Donald Taddei, Jr. tomorrow to discuss this. She stated that the City was looking into replacing the bleachers which is a huge expense. The Reading Fightin' Phils is discussing metal bleachers. Another discussion regarding communication followed. Daphne will send Carole Snyder, city council members and the Mayor an e-mail making everyone aware of the process and where we are at this point, which is just discussing bleachers, lights and costs. Daphne stated that Mr. Domino from Baseball Charities wants to make sure everything is in place and then make the big announcement. Further discussion followed.

The Hoagie Fundraiser held on March 8, 2013 was a huge success. The net profit was \$4,616.42 which will support youth field trips to Philadelphia Zoo and Baltimore Aquarium as well as sports uniforms. Daphne presented a report with all the information from the Hoagie Fundraiser. This will definitely be a yearly fundraiser held in the spring. In fact, Chapman's Deli has already offered to slice the meat at our facility next year. Daphne showed the board members the thank you labels that were placed on all the hoagies.

We are hoping to have a bingo event in the fall at the Jewish Community Center. Bingo could be a tremendous fundraiser. Bob Peters asked if a license is required. A permit which has a minimal cost is needed from the county. The city used to run bingo. The Reading Reaction Commission has a working bingo machine and someone who has already volunteered to run it. The location is just an issue at this point.

Daphne reported that the grease trap at 3rd and Spruce Recreation Center was replaced.

She is continuing to work on the website design with the Reading Eagle. The website design is nearly complete. The website should be fully functioning by the end of April.

The city council office requested that Daphne write an article for the city council newsletter. She completed this and submitted the article. Each board member received a copy.

Marcia Goodman-Hinnershitz inquired on the status of Egleman's park. Daphne met with Carole Snyder to discuss agreements at Egleman's park along with other agreements in the City. Randy Gaston is contracting the field till December 2013. Marcia feels we should pass a resolution to have the Reading Recreation Commission inform the City of Reading that we are made first available for Engleman's park for the 2014 season. The suggestion was made to have the field turned over to the

commission and have Randy Gaston become a part-time employee. Everything would come under Matt and Randy would be paid for all his time and work. This was declined.

If adopted this would be resolution 2013-5. The board performed a roll call of members: Carl Geffken – yes, Marcia Goodman-Hinnershitz - yes, Eddie Moran - yes, Robert Peters – yes, John Santoro - yes, Otis Smith - yes, Donald Taddei, Jr. - yes, and James Washington – yes. Motion passed 8-0. Daphne will draft the resolution tomorrow and send it out so everyone can see how it reads.

The basketball program was modified slightly. The original concept was to have the open gym program. However, 3rd and Spruce staff decided to bring back the traveling basketball team. The traveling team was more appealing because the kids knew they would be playing competitive games. The open gym program attendance was low because the main focus was skills and drills. The competitive games would only be offered for one week of the program. The 3rd and Spruce staff held a draft and kids were placed onto teams. The teams were picked, named and shirts were ordered. The games have started. The season is running now through the end of April. We don't want to create a league that competes with the high school league. The age group is 13 and up. We've had a great response. A suggestion is to talk to Rick and Don to do this and run a league for what is not going on in schools. This needs to be something that the athletic director is working in conjunction with us. This is the vision for all sports with the Reading Recreation Commission.

Rick Perez contacted Daphne in regards to running a summer program at 11th & Pike. This will be an outdoor program. Daphne is meeting with him this week.

Daphne met with Ann Toole to discuss applying for a DCNR grant to have a comprehensive study done of our parks and programs. DCNR may waive the grant match or waive the full 50% requirement. Ann & Daphne toured the City and different parks.

Daphne met with Dave Ruyak to discuss the agreement and the work that needs to be done for the commission by the Public Works department. Dave authorized John O'Mara to do tasks at the buildings that were previously done by them.

The teen center is coming along. It now has a carpet and 55" TV purchased from Best Buy. The TV has been mounted on the wall. We are still working on obtaining furniture.

The Reading Recreation Commission is holding our first Father/Daughter dance. The title is "MAN IN MY LIFE" dance. The dance is being held on Friday, April 12, 2013 from 7:00PM – 9:30PM at Lauer's Park Elementary School. It is open to RSD girls grades K-5th and parent or responsible adult. The cost is \$15.00 per couple (\$5.00 for additional siblings). There will be dancing, prizes and light refreshments.

Treasurer's Report

Marcia Goodman-Hinnershitz discussed the Treasurer's Report.

Marcia reviewed the following reports: Balance Sheet Previous Month Comparison which compared months January and February; Administration Profit and Loss budget vs. actual; Programs

Profit and Loss budget vs. actual; Tennis Profit and Loss budget vs. actual; Pool Profit and Loss budget vs. actual; Income Detail Report and Expense Detail Report.

A Fundraiser line item was added (4.4009). This was created as a separate line item to be able to properly keep track of fundraising.

Daphne received a request that we send the quarterly bill for payment out today! Thank you to Mr. Peters if you had anything to do with this. Quarterly payments are coming in. The commission did receive payment for 2012 salary from DCNR.

Marcia asked if there were any questions. There being none, John Santoro made the motion to accept the Treasurer's report as presented. Carl Geffken seconded the motion. The motion was approved unanimously.

The Board performed a roll call of members: Carl Geffken – yes, Marcia Goodman-Hinnershitz - yes, Eddie Moran - yes, Robert Peters – yes, John Santoro - yes, Otis Smith - yes, Donald Taddei, Jr. - yes, and James Washington – yes. Motion passed 8-0.

Subcommittee Reports

B. **Finance** – Carl Geffken had nothing to report. The committee is going to meet after the first quarter.

C. **Personnel** – Eddie Moran did not have a formal meeting. However as stated the Personnel committee is going to introduce sections of the employee handbook at each meeting for approval. Tonight Eddie is reviewing the Use of Equipment and Vehicles policy and the Employment Classifications policy.

A copy of the Use of Equipment and Vehicles policy and resolution was given to all board members. Eddie Moran presented the motion to accept Resolution No. 2013-2 that the Reading Recreation Commission has adopted a Use of Equipment and Vehicles policy for all employees as outlined in Attachment A. Carl Geffken made a motion to accept Resolution No. 2013-2. John Santoro seconded the motion. Otis Smith had a question regarding the third paragraph in the policy. This policy directly correlates with the City policy. All board members felt the paragraph was fine the way it was written. James stated we could create a glossary of terms. The Board performed a roll call of members: Carl Geffken – yes, Marcia Goodman-Hinnershitz - yes, Eddie Moran - yes, Robert Peters – yes, John Santoro - yes, Otis Smith - yes, Donald Taddei, Jr. - yes, and James Washington – yes. Motion passed 8-0.

A copy of the Employment Classifications policy and resolution was given to all board members. Eddie Moran presented the motion to accept Resolution No. 2013-3 that the Reading Recreation Commission has adopted an Employment Classifications policy for all employees as outlined in Attachment B. John Santoro made a motion to accept Resolution No. 2013-3. Robert Peters seconded the motion. The Board performed a roll call of members: Carl Geffken – yes, Marcia Goodman-Hinnershitz - yes, Eddie Moran - yes, Robert Peters – yes, John Santoro - yes, Otis Smith - yes, Donald Taddei, Jr. - yes, and James Washington – yes. Motion passed 8-0.

It was asked if there are job descriptions for the office employees. Daphne stated that we have job descriptions for her, John O'Mara and Rebecca Swoyer. We do not have job descriptions for Heather Boyer and Matthew Lubas because they were City employees.

D. **Facilities/Programs** – John Santoro did not have anything else to add. Everything was covered when we reviewed the rates and Reading Fightin' Phils discussion.

New Business

There was a discussion about baseball fields. Marcia mentioned Neversink, however, it is not big enough for baseball. It will be a great field to have productions, plays and movie nights.

In January Eddie Moran inquired about programs for children with special needs. He asked if the Programs subcommittee had an update on this. A discussion followed. Daphne suggested contacting Easter Seals to see if there is anything they offer.

A discussion was held about Harry Storch, Jr. He was appointed to the board but has yet to attend a meeting. It was stated that until Harry attends a meeting he really cannot be appointed to a subcommittee. James reviewed the attendance policy for board members again. If a board member misses 3 consecutive meetings in a row they are to receive a letter stating that if they miss another meeting they will be removed from the board. However, the city and school district has the final say.

Eddie Moran asked if board members can have a tour of the playgrounds. Daphne will send out dates available with a schedule.

Executive Session

At 8:48PM the board went into Executive Session to discuss personnel matters. The session was resumed at 8:55PM.

Resolution was made by James Washington to provide the Executive Director with a wage increase. Motion seconded by John Santoro. The Board performed a roll call of members: Carl Geffken – yes, Marcia Goodman-Hinnershitz - yes, Eddie Moran - yes, Robert Peters – yes, John Santoro - yes, Otis Smith - no, Donald Taddei, Jr. - yes, and James Washington – yes. Motion passed 7-1.

Adjournment

There being no further business to be brought before the board, Carl Geffken made a motion to adjourn the meeting at 8:57PM. Eddie Moran seconded the motion. The motion was approved unanimously.

Upcoming meetings:

April Recreation Commission Meeting – Tuesday, April 9, 2013 at 7:00PM, Pendera Fieldhouse

Respectfully submitted,
Rebecca Swoyer
Recording Secretary