

Reading Recreation Commission
7:02PM
3rd and Spruce Recreation Center

Minutes of the October 9, 2012 Meeting

The Reading Recreation Commission was called to order on Tuesday, October 9, 2012, at 7:02PM by James Washington.

The Board performed a Roll Call of members and then the Pledge of the Allegiance.

There were 9 of 10 Board members present and they included: Carl Geffken, Robert Heebner Jr., Marcia Goodman-Hinnershitz, Eddie Moran, John Santoro, Otis Smith, Donald Taddei Jr, and James Washington. Francis Acosta was absent. Staff in attendance: Daphne Klahr, Executive Director and Rebecca Swoyer, Business Manager (acting secretary). Marisol Torres entered the meeting at 7:15PM.

Minutes

Minutes were reviewed. John Santoro made a motion to approve the minutes of the September 11, 2012 meeting. The motion was seconded by Robert Heebner, Jr. The motion was approved unanimously.

Old Business

A. **Board Training**

The first board training is confirmed for Thursday, October 18, 2012 at 5:30PM at the Pendora Field House. The training will be approximately 3 hours with a break and food provided. The training will inform the Board the proper manner for conducting the Commission meetings. It will provide a refresher course on following By-Laws and give the Board members a chance to ask questions.

B. **Logo**

Daphne met with Berks Digital and finalized the Reading Recreation Commission Logo. Logo number 4 was accepted by the Board. There was discussion regarding controlling the use of the logo. Daphne will make contact with Bret Fegley, legal representative from Hartman Shurr, to determine the next step. Daphne will speak with him about trademarking the logo. There was also a discussion on how the logo should be presented to the public. A suggestion was made to have Dave Mekeel, The Reading Eagle, write an article introducing the logo. An idea was to make a banner and hang it at the Halloween Hayride which is being held at Schlegel Playground on Friday, October 19, 2012 and Saturday, October 20, 2012.

Executive Director's Report

Daphne handed out her Executive Director's report from September and October.

Highlights:

The Board discussed the pending issue regarding the memorandum of understanding and benefits letter for the Executive Director. The deadline for the City to approve this was May 29, 2012. Brett Fegely reviewed the document on the Commission's behalf (with James Washington's approval). Brett pointed out several items that he would change. Brett will be discussing these items with Tonya Butler and Cindy DeGroot from the City. The Commission hired Daphne without everything in place. She was informed to come up with her own benefits and handbook. Marisol Torres stated that it is under review with the Mayor's office. The Mayor has concerns such as the benefits. He asked when the approval was passed. Prior Board minutes were reviewed and nothing was located. The Board stated that it was approved at the July meeting during the Executive Discussion which is not noted in the minutes. All Board members voted and approved everything during that session. A discussion followed and Marisol stated she will bring the

results to the next Board meeting held on November 13, 2012. Daphne stated that the deadline for the 2nd year was October 1, 2012.

Harlem Youth Marines will be using Keffer Park as a home base for their Marine Program starting mid-October. The program has been in existence since the early 1980's in New York and is strongly supported by the NYPD, state and local government, and school districts. The program engages kids 7 + teaching them respect, drills, importance of community service and education. They are meeting two nights a week and every other Saturday. The program takes kids hiking and camping. It is staffed by retired Marine Corps personnel.

Alvernia Freshman Cleanup Project was such a success that students who worked at Pendora during the big cleanup are requesting permission to go back and clean the fountain further with the hopes of getting it running again. Kyle Zeiber sent Public Works to look at the fountain and determine that the repairs would be too extensive. Renovations to Pendora are nearly complete. Public works is replacing the main entrance door, which is rusting. New tables and chairs have been purchased and the building has already been reserved for 3 dates.

At Keffer Park the floors were stripped, waxed and broken equipment was removed. The Fire Marshall will be contacted to conduct an inspection.

The facility went through 2 brutal inspections from the Fire Department. 11th & Pike had a lot of issues which were all fixed (except 1). 11th & Pike had a gas smell in the building. The building was evacuated and the Reading Fire Department was called. The problem was determined to be with the heater. Public Works was notified. Daphne discussed with staff the need to have an Emergency Action Plan at each facility and program.

Daphne is researching a way to implement a Teen Center with the Reading School District and the Reading Police Department with possible locations being the Jewish Community Center and Southern Middle School. She spoke with Captain Powell who suggested times on Friday and Saturday nights from 9PM – 12PM. The Reading Police Department would make an exception for curfew to anyone walking directly home from the center. The current stumbling blocks are facility usage permissions and staffing requirements on the school district end. Daphne would like to partner with Juvenile Probation to create a safe atmosphere for kids attending. Robert Heebner Jr. felt it could be staffed. There might be a janitor issue if someone is on duty. James Washington suggested high school volunteers. He will speak with Mr. Andre from key club & the national honor society.

The Reading Recreation Commission will be holding a Fall Festival on Friday, October 19, 2012 & Saturday, October 20, 2012 from 6:00PM – 10:00PM at Schlegel Park. The Commission is borrowing 2 wagons from Muhlenberg Township to use at the Fall Festival. John O'Mara has enlisted the help of 20 Alvernia students to volunteer for this event (10 each night). In addition to the Recreation staff, volunteers are still needed to sell tickets, food, help with crafts and be a presence at the event. There will be a traditional hayride with s'mores by the campfire for \$3.00. Fall crafts, face painting and assorted games will be held in the field house for \$1.00. There will be fall scenery on display in the field house for picture taking. Light refreshments will be for sale. The Reading Fire Department is tentatively scheduled to have Engine 4 stationed at the event. Over 9,000 flyers will be distributed throughout the Reading Elementary Schools.

Daphne is working with Captain Powell to investigate creating a park patrol at the neighborhood parks that would have the authority to issue park ordinance violation tickets. Daphne had to contact 9-1-1 several weeks ago after a woman was kicked and beaten in the park near the handball courts. The assailant was arrested. Discussion followed regarding the security camera that is tied into the City system. However, it will not be installed at 3rd and Spruce due to budget constraints.

Received notice from Brett Fegely that our official incorporated address in not filed as 320 South 3rd Street. Completed a change of address form and received notification on October 9, 2012 that the request has been accepted. The 501C3 application process will proceed.

Received notification from Pennsylvania Department of Revenue that the Commission is officially tax-exempt!

James Washington made a motion to accept the Executive Director's report. The motion was seconded by John Santoro. The motion was approved unanimously.

Treasurer's Report

Marcia Goodman-Hinnershitz discussed the Treasurer report.

Company snapshot, account balances: Reading Recreation Commission balance \$210,072.72 & Reading Recreation Commission Youth account balance \$2,260.74. Two new reports were developed per Marcia's request (an Expense Detail Report and Income Detail Report). Discussion followed regarding these reports and exactly what the Board would like to see. Carl Geffken offered to provide formats that would provide the information the Board is looking to review. The Company Snapshot can also be changed to show exactly what the Board is looking for. The Board would like to see a section with In-kind Services listed from sponsors and volunteers. Discussion followed regarding a summary of donations from each department. The Board would like to see a detail on a monthly basis, showing sponsor and amount. The Board would also like a proper form thanking sponsors for their donations. Carl stated that the Goodwill has a form. John Santoro made a motion to accept the Treasurer's report as presented. The motion was seconded by Marisol Torres. The motion was approved unanimously.

Subcommittee Reports

C. **Finance** – Carl Geffken reported on the budget for next year which was handed out to all Board members. Carl focused on the following line items which are significant changes to the budget for next year:

1. 5.3110 playground leader wages are being increased due to the addition of 3 playground programs (total of 7 playground programs for next year).
2. 5.5110 full-time staff wages include Program, Recreation, and Maintenance Supervisor
3. 5.2110 pool wages are being increased due to the longer season (Memorial Day – Labor Day) with increased hours the entire month of July and for special events such as moonlight swims. Robert Heebner Jr. asked why pavilion rentals were lowered. Daphne explained that the numbers this year were never reached before. There was a special church group that rented and it is not projected that it will continue. However if they do, the line item will be changed. Discussion followed regarding swim team and the existing agreement with Brickman's. The pool is currently used for 2 hours every morning. Discussion followed on how they should be charged for their use. Daphne asked Robert how existing agreements should be handled since they are not under the preview of the board. Should there be a checklist of things we need each year (accounting/revenue/memo of understanding/budget/insurance). It was asked if the Commission has a standing agreement, a list of fees that we charge. Daphne met with Public Works back in April and gave fees and nothing ever happened. It was stated that fees are set by council. Marcia stated the city should terminate all agreements and start fresh. There was discussion regarding Engleman's Ball Field. Carl stated to bring it back to pool programs and the agreements in place – do we terminate them and reissue as new agreements? Marcia asked James to put a request in writing for all the agreements that can be sent to Carol Snyder.
4. 4.4113 Pendora building rental is a new line item. We are already renting the building and forecast good initial year rental revenue
5. 5.1110 Tennis Director is zeroed out for 2013. Fromuth is paying entire salary and benefits
6. 6.1110 Fromuth will not be giving a monetary donation for 2013 (this is due to Fromuth hiring Larry Zerbe full time and offering full time benefits as well as a retirement fund.) Discussion followed regarding Daphne reaching out to Pat from Fromuth. Daphne stated that she does feel

disconnected and would like to set up a meeting with Pat. The Board felt Matt should be involved since he has a long standing relationship with Pat.

7. 5.0012 Recreation Manager is an added line item, however, not an added expense. This title represents Tiffany Anderson who previously had her hours (28.8 hours year around) divided up in different line items even though she essentially was doing the same job.
8. 5.4111 and 5.4112 (afterschool wages) are being increased due to longer operating year (following school schedule, and being open on non-family centric holidays such as Columbus Day (there is a total of 6 holidays). The Board stated they would like to see numbers, monthly totals of children in attendance in the afterschool program and summer program. When the children sign up are they given ID's? At this time they do not. The Board feels when they sign up they should get an ID or membership card. The Recreation Centers should have a numbering system.

Carl stated that the budget needs to be reviewed and approved at the November 13, 2012 Committee meeting. Carl asked if there were any further questions. There were none.

D. **Personnel** – Eddie Moran stated that the Personnel committee met on October 4, 2012. In attendance was Robert Heeber Jr., Larry Thren, Human Resource expert & Daphne Klahr. At this meeting the health care costs and plans for 2013 were reviewed. It was stated that the plan does not renew till May. Discussions were regarding single coverage only verses family coverage. It was determined that the handbook would be redrafted. Larry Thren felt there was too much for the size of our Commission and it needed to be more generalized with about 10 – 15 items having benefits, vacation, sick, holiday, etc. Timesheets were discussed and stated that they need to be signed to verify hours worked. There should be a policy manual and an employee manual. After his report Eddie had to excuse himself from the meeting at 8:45PM.

E. **Facilities/Programs** – Marisol Torres stated that the committee did meet on October 2, 2012. Marisol had to excuse herself from the meeting at 8:15PM and stated that Otis would give the report. Otis reported that in attendance was Marisol Torres, Heather Boyer & Daphne Klahr. Pandora, Neversink, Engleman's & Mineral Spring parks were discussed. Renovations that are needed were listed. Daphne stated that she is working on a grant for 3rd and Spruce to turn the hockey rink into a hard ball/volley ball area. A sport court was measured by Matt Jacobs. There is not enough space for bleachers inside. Questions about the grant life of the hockey rink were unknown. Marisol mentioned parking and neighbors complaining about parking during these events. Summer playgrounds were discussed and expanding to 7 playgrounds....6th & Amity, Reading Iron, Brookline, EJ dives? Marisol will look for Olivet agreements on website. Daphne stated she does have agreements. Discussion regarding lack of communication and committee involvement. Daphne stated that Cindy Degroup will collaborate to decide which project should be done next year. Discussion followed regarding Lance Place, 10th and South and 3rd and Spruce. Handball was discussed again and how it is in every area. It is a sport that has less costs and less equipment. It is a cheap sport to play. Daphne stated that DCNR is looking to fund this. John Santoro will schedule the next facilities/program meeting.

New Business

Marcia stated the city built a fence at Neversink. However, people are starting to take sections of the fence.

Adjournment

There being no further business to be brought before the Board, James Washington made a motion to adjourn the meeting at 9:15PM. John Santoro seconded the motion. The motion was approved unanimously.

Upcoming meetings: Board Training – October 18, 2012 at 5:30 at Pendora Field House.

Respectfully submitted,

Rebecca Swoyer

Acting Secretary