

Mountain Lakes Recreation Commission

Mission:

The mission of the Borough of Mountain Lakes Recreation Commission is to offer quality, affordable, and diverse recreational and cultural programs and facilities to the residents of Mountain Lakes of all ages and abilities. By providing these services to meet the recreational and leisure needs of the community, we will strive to enrich and to improve well-being and quality of life.

Charter:

- Act in an advisory capacity to the Borough Council and Borough Management on recreational matters
- Develop guidelines for our recreational sports programs
- Foster partnerships with all community sports organizations
- Set fees for the use of Borough owned recreational facilities including pricing of beach tags, tennis tags and boat racks, in accordance to Borough Ordinance 18-05. Recommend policy and guidelines for the use of these facilities in conjunction with local, state and federal laws and regulations.
- Collaborate with Borough and DPW to provide safe, maintained and attractive facilities and open spaces
- Develop and maintain an ongoing Budget Plan
- Oversee and/or assess existing programs and recommend new offerings for the community

Meetings:

Meetings are normally held at 7:30 pm on the third Tuesday of each month at Borough Hall.

The monthly meetings shall be attended regularly by the members of the Commission, the Recreation Director, the Borough Council liaison and the Board of Education liaison. The Beach Director and other invited guests will attend as needed (e.g. seasonally).

The Chairperson shall set the monthly meeting agenda with input from the Recreation Director, Commissioners and liaisons.

Organization:

There shall be a Recreation Commission consisting of nine members, who shall be appointed by the Borough Council.

Each member shall serve for three years. Vacancies shall be filled by the Council for the unexpired term only. All appointments, except to fill vacancies, shall be made to take effect January 1 of each year.

The Commission shall designate a Chairperson, Vice-Chairperson and Secretary. The Vice-Chairperson shall serve as acting Chairperson in the absence or event of disability of the Chairperson. The Secretary shall keep and distribute meeting minutes.

(For 2013, the chairperson is Nicole Wright, the vice-chairperson is Deb Shertzer, and the Secretary is Lydia Spoto.)

Each January, the Commission shall re-evaluate/re-confirm the role of Chairperson and Vice-Chairperson and appoints a new Secretary.

The Chairperson may declare a position vacant if a Commissioner is absent from three consecutive meetings, barring extenuating circumstances.

Each Commissioner shall assist with 1-2 recreation events annually.

Subcommittees:

There shall be three Recreation Subcommittees: Programs/Events, Sports, and Facilities.

Each Recreation Commissioner shall serve on at least one subcommittee and participate in one subcommittee meeting per month, or more as needed.

Minutes shall be kept at subcommittee meetings and decision shall be reported back to the Recreation Commission during monthly meetings.

Each subcommittee shall prioritize and focus on 1-2 key priorities/projects each year.

Programs/Events Subcommittee (Lydia Spoto, Kim Terhune, Kelly Thompson):

- Shall consist of 3 Commissioners
- Shall provide input and recommendations to the Recreation Director regarding holiday programs, trout stocking and other non-sporting activities (e.g. trout stocking)
- Shall provide recommendations for summer recreation camp
- Shall also offer guidance regarding program continuity and securing volunteer assistance to manage such events
- Shall be responsible for investigating new programs (e.g. adult yoga, teen dances) and working with Recreation Director to implement

Sports Subcommittee (Pete Sentowski (lead), Deb Shertzer, Jim Peterson, Rich Mancuso):

- Shall consist of 4 Commissioners
- Shall provide a standard definition of a "recreation" sports program and the elements such sports programs (e.g. background checks and training requirements for coaches)
- Shall determine the appropriate role that the Recreation Director and Commission should play with club-run recreation sports programs
- Shall oversee the collection and resolution of complaints made by parents and players
- Shall monitor and address conflicts of interest within sports programs
- Shall liaise with sports program and Hub Lakes boards (ex. each member of Commission assigned to a program and will audit ~2 of their board meetings each year)
- Shall work to sports programs to establish boards of directors if they do not exist today (e.g. basketball)
- Shall provide guidance on sports program registration, fees and communications
- Shall liaise with the Board of Education Extra/Co-Curricular Athletics Committee

Facilities Subcommittee (Nicole Wright, Mark Caputo):

- Shall consist of 2 Commissioners

- Shall develop transparent rules for facility usage and determine consistent enforcement for assigning and paying for facilities
- Shall work with Board of Education to develop online field scheduling/reservation system
- Shall provide oversight of and maintenance/improvement recommendations for beaches, parks/playgrounds and tennis courts
- Shall determine the feasibility of a community garden
- Shall provide recommendations to Commission and Borough Council on facilities usage fees

Meeting Protocols:

- Chairperson shall:
 - Set agenda with input from Recreation Director and Commissioners.
 - Manage meeting and keep on track per agenda
 - Allow for public comment during each meeting. Each speaker is limited to five (5) minutes and may not yield time to another person
 - Work with Vice Chairperson and Borough Manager to regular review Recreation Directors responsibilities and job description
- Commission shall:
 - Approve minutes from previous meeting
 - Review action items (kept separately from meeting minutes)
 - Provide subcommittee reports
- Recreation Director shall:
 - Provide monthly update during meetings that focus on issues. Program details and event summaries should be provided to commission as a “pre-read”
 - Review upcoming recreation calendar and decision dates/decisions needed
 - Provide an annual recreation summary report and capital needs recommendations to Borough Council at each October meeting

Communications:

Chairperson shall send email to Commissioners one week prior to meeting to request agenda items.

Recreation Director and Chairperson shall communicate regularly between monthly meetings to determine if Commission involvement is necessary to resolve issue prior to next meeting.

Minutes shall be routed within one week of meeting, preferably within 2-3 business days. Email will contain cover sheet with action items (separate from minutes). Both minutes and action items will be deemed accurate if no response from Commission after 2 business days.

Minutes shall be reviewed and approved at each meeting. Once approved, Secretary will post to ML internet site.

The Borough Council will be informed of the Commission’s significant decisions and recommendations via a formal letter with supporting information regarding such decisions. This letter will be submitted to Council by the Chairperson and/or Recreation Director.