

BOROUGH OF MOUNTAIN LAKES RECREATION COMMISSION
Monthly Meeting Minutes – Quick Notes
Minutes for June 18, 2024 at 7:30 PM - Zoom

1. Call to Order

A monthly meeting of Borough of Mountain Lakes Recreation Commission was held on June 18, 2024 on Zoom teleconference. It began at 7:30 PM and was presided over by chairperson David Keyt, with Derek Jackson as secretary.

2. Attendees

Voting Members in attendance: Derek Jackson, David Keyt, Mark Odenwelder, Tish Scarola, Rob Wianecki

Non-voting Members in attendance: Laurie Stepper (Recreation Director)

Guests in attendance: None

Members not in attendance: James Aitken, Phyllis Deering, Heather Hornyak, Shaun Lehrer, Sara Forman (Board of Education Liaison), Melissa Muilenburg (Council Liaison)

3. Approval of Minutes

A motion to approve the minutes of the previous meeting on April 16, 2024 was made by David Keyt and seconded by Tish Scarola.

4. Report of the Recreation Director

Report was prepared and presented by Laurie Stepper.

There was no meeting in May 2024. Below are notes from the recreation director from May.

- Summer Recreation Registration, few more registrations have trickled in.
 - Refund deadline is May 31
- Continue planning for Summer Camp and Teen Adventure.
 - Booking presenters
 - Ordering supplies
 - Creating staff manual and emergency procedures
- Interviews for Summer Recreation Program Staff completed and offered sent.
 - Over 70 interviews were conducted
 - Next steps are hiring paperwork
 - Mandatory online training
 - Mandatory in person training in June
- Employment offers and hiring paperwork is being sent to lifeguards, swim/dive, and sailing candidates.
- Established a process for auditing background checks and privately / discretely communicating with the volunteer in the event of an issue.
- Summer Wrestling event in July for high school aged kids opened for registration. This event supports Jr Laker Wrestling.
- Rack and Ring new applicants opened Wed, April 3; as of May 15, there were 103 requests. All residents have been notified, many of which I was able to fulfill their request.

- As of the June meeting, there were a few rack and ring spaces left. Requests continue to come in. Spaces are mostly at the dam and a couple of dock spots at Midvale.
- Booking bands for summer concert series. So far, The Tourne (formerly The Tourne Boys), Denville String Band, Alex Laurenzi and Friends Jazz Trio, and Brother Wisdom are booked.
- Continue planning “100-year celebration as a municipality” events.
- Developing a volunteer management plan to keep track of fingerprint reports, procedure if fingerprints come back with an offense, volunteer database by sport and/or last name, and possible application process.
- Trout Stocking on Fri, Apr 19 had over 200 people participate to help transfer 600 trout into Birchwood Lake for the derby.
- Trout Derby on Sat, Apr 20 had about 125 people. Kids of all ages enjoyed the excellent fishing conditions. Thank you to the Trout Derby Committee for their coordination and efforts, as well as the Mountain Lakes PBA for their donation, which goes to the prizes.
 - New this year, we used the Clover point of sale system to accept registrations and donations. This enabled participants to pay via credit card and Apple Pay.
- Preparation for beach opening has started. Inspection is expected to be towards the middle of May.
- Attended a Park Ranger meeting with Fire Chief, Police Chief, Beach Director, and the Specials who monitor the beaches in the summer to review roles, responsibilities, and expectations.
- The volume of facility reservation requests has been significant, with 2-5 reservations per week through June.

Below are notes from the recreation director from June.

- Summer Recreation Registration continues, few more registrations have trickled in.
- Continue to plan for Summer Camp and Teen Adventure.
 - Booking presenters
 - Ordering supplies
 - Creating staff manual and emergency procedures
- Employment offers and hiring paperwork have been sent to lifeguards, swim/dive, and sailing candidates. Following up often to get staff onboarded.
- All summer staff have been setup in the online training system and assigned various trainings depending on role. There was a learning experience that some of the in-person training was during finals. This will be scheduled differently in the future.
- Submit payroll every two weeks
- Summer Sailing program has low registration. The sailing associate and recreation are in the midst of a campaign to increase enrollment. Created an eblast and social media, as well as hung a banner at Island Beach.
- Looking into booking 1-2 more bands for the summer
- Continue to plan “100-year celebration as a municipality” events.
- Beaches passed inspection and opened Memorial Day weekend.

- The volume of facility reservation requests continues to be significant, with 2-5 reservations per week through July.
- Completed online Cybersecurity Training

Upcoming Events

- Thurs, June 20 – Community Concerts and Ice Cream Social – Jam Cats will perform for young children and families from 5:30-6:30pm, Denville String Band will perform at 7pm. First 100 residents will receive a free ice cream to celebrate our 100th as a municipality.
- Beach Yoga will start June 24 and be offered Mon, Wed and Fri from 7-8am at Island Beach through August 30. Free to Mountain Lakes residents and Lakeland Hills Family YMCA members.
- Tues, July 2 at 9pm Fireworks over Mountain Lake
- Thurs, July 11 at 7pm Alex Laurenzi and Friends Jazz Trio
- Sat, July 13 – Boat and Swim Races at Island Beach

Monthly Meetings

- Recreation Commission
- HUB Lakes
- DPW Subcommittee

Ongoing tasks

- Manage facility requests from residents and organizations.
- Oversee and support sports programs with school facility requests and supply purchases, if needed.
- Weekly eblast.
- Social Media posts.
- Update the Borough website.
- Borough Hall electronic sign.
- Manage Borough Hall room reservation calendar for conference rooms and Chambers.

5. Old Business

Review action items from prior meetings (kept separately from meeting minutes)

6. New Business

- HUB Lakes Utilization – Mountain Lakes has participated in Hub Lakes for 60+ years. We are in a unique position where we are part of a borough while the other communities are lake associations (or similar). The budget for most lake communities is handled as part of their association, where ours is part of recreation.
 - Laurie and Mark have been attending some meetings representing Mountain Lakes. Laurie has very little historical information.
 - Hub Lakes Track – 1 day event for all ages. Historically this event has coincided with one of our Junior Track meets, and managed by Junior Track. There is a gap today in that we need to run this separately from Junior Track because it is targeted for Adults and Youth. We need a point person for Hub Lakes Track.

- Beach Toy Library Project – A few communities have a “box” that contains sand toys, shovels, buckets and similar items along with lost and found items. There was a discussion about whether we could create something for our beaches. Some concerns were expressed about the volume of beach “sand” craters and lack of discipline cleaning up. Would the contents simply end up in the lake.
- Summer Swim and Boat Races – run a short swim race for swim tested kids and a longer swim across the lake for swim team and/or adults. Paddle races for swim tested kids, adults and families, which could include an 18+ year old and non-tested child.
 - Saturday July 13 with a 930 AM check-in
 - In the future we could do a longer swim, mini-triathlon

7. Announcements

Next meeting is current scheduled for July 16, 2024. Depending on agenda items, or lack thereof, we may skip until August.

8. Adjournment

David Keyt moved that the meeting be adjourned. Mark Odenwelder seconded the motion. The motion passed at 850 PM.