

**BOROUGH OF MIDDLESEX
REGULAR MEETING
AGENDA
JANUARY 10, 2017
7 PM**

1. **MAYOR'S STATEMENT:** Under the provisions of N.J.S.A. 10:4-6 et seq., notice of the time and place of this meeting was given by way of an annual meeting notice to the Star Ledger, Courier News and Home News, and posted at Borough Hall.
2. **SALUTE TO FLAG**
3. **ROLL CALL:**

Dotey [] Parenti [] Corley [] Madden [] Schueler [] Mikolajczyk []
Mayor DiMura []
4. **PRESENTATIONS**
5. **APPOINTMENTS**
 1. Appointment of Mike Conahan to the Zoning Board
 2. Appointment of Al Lowande Class IV to Planning Board
 3. Appointment of John Segarra to the Planning Board
6. **PROCLAMATIONS**
7. **NEW BUSINESS**
8. **PUBLIC HEARING**
9. **ADOPTION OF MINUTES**
 1. Approval of the June 28, 2016 Regular Meeting Minutes and Executive Meeting Minutes, December 27, 2016 Regular Meeting Minutes and Executive Meeting Minutes and the January 1, 2017 Reorganization Meeting Minutes
10. **REPORTS**
11. **REPORTS - STANDING COMMITTEES:**
 1. Finance/Taxation/Real Estate/Insurance/Public Utilities
 2. Recreation/Recreation Fields/Swim Pool/Community Celebrations
 3. Fire/OEM/Board of Health/Rescue Squad
 4. Public Works/Buildings & Grounds/Recycling

5. Police/Legal/Code Enforcement/Construction/Municipal Court

1. Police Committee Meeting - Later in the Month

6. Administration/Department of Senior Services/Legislation/Licensing

During the conduct of the meeting, unless a Public Hearing is held or the Regular Order of Business is waived, the audience does not participate. A Public Portion is held at the end of the meeting. Individuals commenting from the audience will be provided an opportunity to address the Council but will not be permitted to speak again until everyone has had an opportunity to speak. If a group is represented by an attorney, the attorney will be given an opportunity to speak on behalf of all of the members of the group. The Council, pursuant to the Open Public Meeting Act, will not publicly discuss personnel matters and may choose not to respond to comments made by members of the public during this portion of the meeting; however, the Council will give all comments appropriate consideration and will refer all individual complaints to the Mayor or appropriate Borough representative for resolution.

12. CONSENT AGENDA/RESOLUTIONS: Matters listed within the Consent Agenda have been referred to members of the Borough Council for reading and study, are considered to be routine and will be enacted by one motion of the Council. If separate discussion is desired, the item may be removed from the Consent Agenda by Council action. The Resolutions listed below were submitted to the Borough Council for review and will be adopted by one motion.

1. Resolution #16-17 Approving the Middlesex Borough Recreation Committee Policy Guide effective immediately.
2. Resolution #17-17 Awarding a Contract for Professional Services as Conflict Public Defender to Carl A. Taylor III, Esq. of the firm Cooper, Cottell & Taylor, LLC
3. Resolution #18-17 Authorizing Settlement of 2014 to 2016 Tax Appeals Filed by Standex International Corporation, for the Property Known as 820 Lincoln Boulevard and Identified as Block 286, Lot 3.01, on the Tax Map of the Borough of Middlesex
4. Resolution #19-17 Approving Mario's Landscaping, LLC, Warren, New Jersey to handle the Basic Landscaping Services for the Zoning Officer on private property in the Borough.
5. Resolution #20-17 Authorizing the refund of Street Opening Permit No. 2015-0013 in the amount of \$1875.00 to Jack De Angelis, 141 Union Avenue, Middlesex, New Jersey.
6. Resolution #21-17 Requesting Permission for the Dedication By Rider for the Recreation Committee

13. NON-CONSENT AGENDA/RESOLUTIONS: Matters listed within the Non-Consent Agenda will be individually addressed and acted upon accordingly. Council reserves the right to refer an item to Committee for further review and discussion. The Resolutions listed below were submitted to the Borough Council for review and will be adopted individually by motion.

1. Resolution #22-17 Pay all Claims

14. PRIVILEGE OF THE FLOOR

15. AGENDA WORKSHOP ITEM

1. Request to extend Tom Moskal's 2016 Vacation Day until March 15, 2017
2. Hiring a Cleaning Employee (Instead of Cleaning Service)
3. Council Member Duties
4. RFP for Police Labor Attorney
5. Redevelopment Plan for Bound Brook Road & Baekeland Avenue

16. PRIVILEGE OF THE FLOOR ON AGENDA WORKSHOP ITEMS

17. EXECUTIVE SESSION Resolution #23-17

1. Update on Piscataway Sewer Matters

18. ADJOURNMENT. The next Regular Meeting will be on January 24, 2017.

Be it resolved, by the Mayor and Council of the Borough of Middlesex, New Jersey that:

Resolution #16-17

The Governing Body hereby approves the Middlesex Borough Recreation Committee Policy Guide effective immediately.

ADOPTED _____

CLERK OF THE BOROUGH OF MIDDLESEX

Council	Aye	Nay	Abstain	Absent
Corley				
Dotey				
Madden				
Mikolajczyk				
Parenti				
Schueler				

MAYOR OF THE BOROUGH OF MIDDLESEX

I CERTIFY THE FOREGOING TO BE A TRUE AND
CORRECT ABSTRACT OF A RESOLUTION
REGULARLY ADOPTED AT A MEETING OF THE
COMMON COUNCIL OF MIDDLESEX, HELD

AND IN THAT RESPECT A TRUE AND CORRECT
COPY OF ITS MINUTES

CLERK OF THE BOROUGH OF MIDDLESEX, NJ

Be it resolved, by the Mayor and Council of the Borough of Middlesex, New Jersey that:

Resolution #17-17

RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR PROFESSIONAL SERVICES FOR BOROUGH CONFLICT PUBLIC DEFENDER TO CARL A. TAYLOR III, ESQ. OF THE FIRM COOPER, COTTELL & TAYLOR, LLC

WHEREAS, the Governing Body of the Borough of Middlesex wishes to appoint Carl A. Taylor III, Esq. of the firm Cooper, Cottell & Taylor, LLC, 25 West High Street, Somerville, New Jersey 08876 as the Conflict Public Defender for the Borough of Middlesex for the period from January 10, 2017 – December 31, 2017.

NOW THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Middlesex, County of Middlesex, State of New Jersey as follows:

1. Carl A. Taylor III, Esq. of the firm Cooper, Cottell & Taylor, LLC whose office is located at 25 West High Street, Somerville, New Jersey 08876 is hereby appointed as the Conflict Public Defender for the Borough of Middlesex for the period from January 10, 2017 through December 31, 2017 at a fee set forth in their Agreement, a copy of which is available in the Borough Clerk's Office.

This contract is being awarded pursuant to a fair and open process in accordance with N.J.S.A. 19:44A-20.4 et seq.

ADOPTED _____

CLERK OF THE BOROUGH OF MIDDLESEX

Council	Aye	Nay	Abstain	Absent
Corley				
Dotey				
Madden				
Mikolajczyk				
Parenti				
Schueler				

MAYOR OF THE BOROUGH OF MIDDLESEX

I CERTIFY THE FOREGOING TO BE A TRUE AND CORRECT ABSTRACT OF A RESOLUTION REGULARLY ADOPTED AT A MEETING OF THE COMMON COUNCIL OF MIDDLESEX, HELD

AND IN THAT RESPECT A TRUE AND CORRECT COPY OF ITS MINUTES

CLERK OF THE BOROUGH OF MIDDLESEX, NJ

Be it resolved, by the Mayor and Council of the Borough of Middlesex, New Jersey that:

Resolution #18-17

**RESOLUTION AUTHORIZING SETTLEMENT OF 2014 TO 2016 TAX APPEALS
FILED BY STANDEX INTERNATIONAL CORPORATION, FOR THE PROPERTY
KNOWN AS 820 LINCOLN BOULEVARD AND IDENTIFIED AS BLOCK 286, LOT
3.01, ON THE TAX MAP OF THE BOROUGH OF MIDDLESEX**

WHEREAS, Standex International Corporation. ("Standex") is the owner of the property commonly known as 820 Lincoln Boulevard and identified as Block 286, Lot 3.01, on the Tax Map of the Borough of Middlesex ("Property"); and

WHEREAS, the assessed value of the Property for the 2014 to 2016 tax years was \$568,500.00; and

WHEREAS, Standex filed appeals of the 2014 to 2016 tax assessments in the Tax Court of the State of New Jersey under Docket Nos.: 007334-2014; 008633-2015 and 008225-2016; and

WHEREAS, a proposed settlement of the aforesaid tax appeals was negotiated between Standex, the Tax Assessor and the Tax Attorney as set forth in the Stipulation of Settlement annexed hereto; and

WHEREAS, pursuant to the proposed Stipulation of Settlement, the aforesaid tax appeals are to be resolved as follows:

- The 2014 assessment in the amount of \$568,500 shall be affirmed.
- The 2015 assessment in the amount of \$568,500 shall be reduced to \$450,000.
- The 2016 assessment in the amount of \$568,500 shall be reduced to \$430,000.
- The Assessor will set the 2017 and 2018 assessments at \$400,000.
- All refunds due as a result of this settlement shall be effectuated by way of credit against future taxes on the property commencing with the first quarterly tax bill due following the entry of Judgment by the Tax Court.
- Standex waives any claim to statutory interest provided the appropriate credits are provided by the Borough.

WHEREAS, the Tax Assessor agrees it is in the best interests of the Borough to resolve the aforesaid tax appeals pursuant to the terms and conditions set forth above and in the Stipulation of Settlement annexed hereto based on market conditions as well as the uncertainty and costs associated with continued litigation; and

WHEREAS, the aforesaid settlement is based on the specific and identifiable facts and circumstances pertaining to the Property and has no general application to other properties within the Borough; and

WHEREAS, the Mayor and Borough Council having reviewed and considered the pending tax appeals and the proposed settlement thereof agrees and confirms it is in the best interests of the Borough to resolve the tax appeals as set forth herein and in the Stipulation of Settlement attached hereto; and

WHEREAS, the Mayor and Borough Council hereby makes this settlement with Standex without prejudice to its dealings with any other taxpayer requests for tax assessment reductions.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Borough Council of Middlesex, County of Middlesex, State of New Jersey, as follows:

1. The Borough's Tax Appeal Attorney is authorized to execute on behalf of the Borough of Middlesex the attached Stipulation of Settlement pertaining to the Tax Appeals filed by Standex International Corporation, under Docket Nos.: 007334-2014; 008633-2015 and 008225-2016 for the property known as 820 Lincoln Boulevard and identified as Block 286, Lot 3.01, on the Tax Map of the Borough of Middlesex.
2. This settlement shall be without prejudice to the Borough's dealings with any other taxpayer requests or appeals for tax assessment reductions.

CLERK OF THE BOROUGH OF MIDDLESEX

Council	Aye	Nay	Abstain	Absent
Corley				
Dotey				
Madden				
Mikolajczyk				
Parenti				
Schueler				

ADOPTED _____

MAYOR OF THE BOROUGH OF MIDDLESEX

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CLERK OF THE BOROUGH OF MIDDLESEX, NJ

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WHEREAS, the Mayor and Borough Council hereby makes this settlement with Standex without prejudice to its dealings with any other taxpayer requests for tax assessment reductions.

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1. The Borough's Tax Appeal Attorney is authorized to execute on behalf of the Borough of Middlesex the attached Stipulation of Settlement pertaining to the Tax Appeals filed by Standex International Corporation, under Docket Nos.: 007334-2014; 008633-2015 and 008225-2016 for the property known as 820 Lincoln Boulevard and identified as Block 286, Lot 3.01, on the Tax Map of the Borough of Middlesex.
2. This settlement shall be without prejudice to the Borough's dealings with any other taxpayer requests or appeals for tax assessment reductions.

ADOPTED _____

CLERK OF THE BOROUGH OF MIDDLESEX

Council	Aye	Nay	Abstain	Absent
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CLERK OF THE BOROUGH OF MIDDLESEX, NJ

Be it resolved, by the Mayor and Council of the Borough of Middlesex, New Jersey that:

Resolution #19-17

WHEREAS, Chapter 254 of the Code of the Borough of Middlesex created the position of Private Property Maintenance Landscaping in the Borough of Middlesex; and

WHEREAS, the Zoning Officer has requested Basic Landscaping Services from any person who wishes to engage in business as a landscaper in the borough and to provide landscaping maintenance on private property in the borough; and

WHEREAS, the following applicant has met all the qualifications for this position:

Mario's Landscaping, LLC
Amalio Armenti
174 Mountain Avenue
Warren, NJ 07059

NOW THEREFORE BE IT RESOLVED, by the Mayor and Council of the borough of Middlesex, County of Middlesex and State of New Jersey that:

1. The Governing Body hereby approves the above applicant, as recommended by the Zoning Officer, to provide basic landscaping services on private property in the borough.
2. This resolution shall take effect immediately.

ADOPTED _____

CLERK OF THE BOROUGH OF MIDDLESEX

Council	Aye	Nay	Abstain	Absent
Corley				
Dotey				
Madden				
Mikolajczyk				
Parenti				
Schueler				

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CLERK OF THE BOROUGH OF MIDDLESEX, NJ

Be it resolved, by the Mayor and Council of the Borough of Middlesex, New Jersey that:

Resolution #20-17

WHEREAS, Jack De Angelis was issued a street opening permit on 10/1/15; and

WHEREAS, Jack De Angelis deposited \$2500.00 with the Borough of Middlesex to ensure proper repair and maintenance of the roadway; and

WHEREAS, said roadway at 402 First St. was inspected by Dan Niro, Plumbing Inspector and Bob Teutsch Public Works Director, and found to have been maintained in a satisfactory manner.

NOW THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough of Middlesex that the disbursing officers be and they are hereby authorized to draw a check in the amount of \$1875.00 in favor of Jack De Angelis, 141 Union Ave, Middlesex, NJ 08846, for refund of Street Opening Permit No. 2015-013.

ADOPTED _____

CLERK OF THE BOROUGH OF MIDDLESEX

Council	Aye	Nay	Abstain	Absent
Corley				
Dotey				
Madden				
Mikolajczyk				
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Schueler				

MAYOR OF THE BOROUGH OF MIDDLESEX

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CLERK OF THE BOROUGH OF MIDDLESEX, NJ

Be it resolved, by the Mayor and Council of the Borough of Middlesex, New Jersey that:

Resolution #21-17

A RESOLUTION REQUESTING PERMISSION FOR THE DEDICATION BY RIDER FOR THE RECREATION COMMITTEE

WHEREAS, permission is required of the Director of the Division of Local Government Services for approval as a dedication by rider of revenues received by a municipality when the revenue is not subject to reasonable accurate estimates in advance; and

WHEREAS, NJSA 40A: 4-39 provides that the Director of the Division of Local Government Services may approve expenditures of monies by dedication by rider;

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Middlesex, County of Middlesex and State of New Jersey as follows:

1. The Borough Council hereby requests permission of the Director of the Division of Local Government Services to pay expenditures under the provisions of NJSA 40A: 4-39, as amended by PL 1999, c.292, for the exclusive purpose of depositing and expending funds related to the use of Recreation Programs, Instructor Fees, Sporting Equipment, Park Maintenance.
2. The Municipal Clerk of the Borough of Middlesex is hereby directed to forward two certified copies of this resolution to the Director of the Division of Local Government Services.

ADOPTED _____

CLERK OF THE BOROUGH OF MIDDLESEX

Council	Aye	Nay	Abstain	Absent
Corley				
Dotey				
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MAYOR OF THE BOROUGH OF MIDDLESEX

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CLERK OF THE BOROUGH OF MIDDLESEX, NJ

Be it resolved, by the Mayor and Council of the Borough of Middlesex, New Jersey that:

Resolution #22-17

THE DISBURSING OFFICERS BE AND THEY ARE HEREBY AUTHORIZED TO PAY THE ATTACHED CLAIM LIST AS PRESENTED, IF FOUND CORRECT, AND APPROVED BY THE FINANCE COMMITTEE. EXCLUDED VOUCHERS MAY BE PAID UPON BEING FOUND ACCEPTABLE.

ADOPTED _____

CLERK OF THE BOROUGH OF MIDDLESEX

Council	Aye	Nay	Abstain	Absent
Corley				
Dotey				
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MAYOR OF THE BOROUGH OF MIDDLESEX

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CLERK OF THE BOROUGH OF MIDDLESEX, NJ

Be it resolved, by the Mayor and Council of the Borough of Middlesex, New Jersey that:

Resolution #23-17

WHEREAS, N.J.S.A. 10:4-12 allows for a Public Body to go into closed session during a Public Meeting; and

WHEREAS, the Governing Body of the Borough of Middlesex has deemed it necessary to go into closed session to discuss certain matters which are exempted from the Public; and

WHEREAS, the regular meeting of this Governing Body will reconvene.

NOW, THEREFORE, BE IT RESOLVED that the Governing Body of the Borough of Middlesex will go into closed session for the following reason listed below as outlined in N.J.S.A. 10:4-12 and the minutes will be kept, and once the matter involving the confidentiality of the items no longer require confidentiality, the minutes can be made public.

1. Update on Piscataway Sewer Matters

ADOPTED _____

CLERK OF THE BOROUGH OF MIDDLESEX

Council	Aye	Nay	Abstain	Absent
Corley				
Dotey				
Madden				
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MAYOR OF THE BOROUGH OF MIDDLESEX

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CLERK OF THE BOROUGH OF MIDDLESEX, NJ

From: Chief Geist
Sent: Wednesday, January 04, 2017 10:59 AM
To: Ron Di Mura
Cc: John Mikolajczyk; Brandon Goldberg
Subject: PD Labor Attorney

Mayor DiMura,

After careful thought and deliberation I would like to ask for your consideration in hiring a Special Labor Counsel to represent the Borough in police matters. Most labor issues at the police level including grievances, discipline, fitness for duty, and termination cases are historically complex and difficult to resolve. I feel that a Labor Counsel that is experienced in police matters, responsive, and professional would be in the best interest of the Borough at this time. I look forward to hearing your response and feedback.

Thank you in advance for your time and consideration.

Matthew P. Geist
Chief of Police
Middlesex Police Department
(732) 356-1900 Ext. 226

FBINA - 253rd Session

Up-to-the-minute updates from city agencies by e-mail and cell phone: www.nixle.com

Visit our Website at WWW.MIDDLESEXPD.COM

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MIDDLESEX BOROUGH

RECREATION COMMITTEE

POLICY GUIDE

The Middlesex Borough Recreation Committee has been created by the Governing Body of the Borough of Middlesex to serve the residents of the Borough consistent with these Policy Guidelines, as they may be amended by the Governing Body. The Recreation Committee shall be constituted consistent with Chapter 93 of the Code of the Borough of Middlesex. The Committee shall be invaluable to serve the residents of the Borough in an advisory role to the Director of Recreation and the Governing Body of the Borough. These Guidelines shall govern all practices of the Middlesex Borough Recreation Committee and Department.

Changes to this document should occur upon action by the Governing Body of the Borough. The Recreation Committee and/or the Director of Recreation may request changes or amendments to this document, however, such changes or amendments shall not have any affect unless acted upon by the Governing Body of the Borough, in its sole and independent judgment.

THIS POLICY CANNOT BE CHANGED OR ALTERED IN ANY WAY WITHOUT THE EXPRESSED CONSENT OF THE GOVERNING BODY OF MIDDLESEX BOROUGH, AND VOTED ON AT AN OFFICIAL COUNCIL MEETING.

Middlesex Borough Recreation Committee Philosophy

The Middlesex Borough Recreation Committee strongly believes that all participants of any Middlesex Borough Recreation Committee sponsored activity should have fun while learning the skills necessary in order to participate in such activities.

We believe that all first year programs are to be run solely for fun and instructional purposes. As the athlete grows and progresses, competition can then be taught. However, no recreation program should put forth competitiveness, as its primary goal.

Many years from now, it will not matter what kind of cars we drove, what type of houses we lived in, or the balance of our bank accounts. What will matter is how we were important to the lives of the children who are now in our positions.

POLICY # 1

RECREATION DIRECTOR

Purpose: To set forth the powers, duties and authority of the Director of Recreation.

Scope: This policy covers all actions of the Middlesex Borough Recreation Commission and is intended to express the will of the Governing Body of the Borough of Middlesex.

Requirements/Instructions:

1. Notwithstanding anything to the contrary herein, or in Chapter 93 of the Code of the Borough of Middlesex, the Director shall be responsible for the day-to-day activities of the Recreation Department and all activities and programs thereunder.
2. The Committee shall be informed by the Director at its regular Committee Meetings, of the programs and activities sponsored and operated by the Recreation Department and shall advise the Director of any recommendations regarding such programs and activities.
3. The recommendations of the Committee shall be advisory only and shall not be binding on the Director or Recreation Department.
4. Any actions contrary to this Policy Guideline or Chapter 93 must be approved by the Governing Body prior to its effect.

POLICY #2

ELIGIBILITY

Purpose: To set forth guidelines of who is eligible to participate in any Middlesex Borough sponsored program or activity.

Scope: This policy covers all of the Middlesex Borough Recreation sponsored programs and activities.

Requirements/Instructions:

1. All recreation run programs and activities will be open to:
 - a) Middlesex Borough residents;
 - b) all children of parents or legal guardians of a. above.
 - c) Proof of residency may be required upon request.
 - d) All participants must be up to date on immunizations as required by the State of New Jersey Department of Health and Senior Services Annual Immunizations Report.
 - e) Exceptions: PonyShare, Wrestling, Babe Ruth, Toddler programs, and outdoor summer tennis.
2. To be eligible to participate in any recreation sponsored activity, the participant (or their parent or legal guardian), must properly register during the allotted registration period. Late registrants will be placed on a waiting list, and be given a chance to participate on first come, first serve basis. For anyone moving into the Borough after the allotted registration period ends; they may register at any time, and then be placed on a waiting list, and have the opportunity to participate if and when any opening arises in that particular activity.
 - a) Recreation sponsored travel teams have no waitlist.
3. Eligibility for a particular sport will be based solely on age and/or grade criteria. (See appendix A)
4. Any exceptions to the above articles must be brought before the Committee on a case by case basis and voted on before allowing the individual to participate in said activity.

POLICY #3

REGISTRATION (FORMS AND FEES)

Purpose: To establish procedures, forms with the appropriate information necessary for the safety of all participants, and applicable fees for recreation sponsored programs and activities.

Scope: Registration procedures, forms, and fees apply to all programs where registration forms and fees are required to participate in said program.

Requirements/Instructions:

1. All registration forms must comply with the guidelines established by the Youth Sports Research Council of Rutgers University.
2. After the said deadline for an activity, all late applicants will be placed on a waiting list. If the applicant is added to an activity, a \$10.00 late fee will be charged in addition to the registration fee.
3. A copy of the registrant's birth certificate must accompany the candidate's registration form when required.
4. Any falsification of information on registration form will result in immediate dismissal from said activity, without reimbursement of fees paid, enforced by the Director and/or Recreation Committee.
5. All registration will be done through the mail or dropped at the Recreation department during regular working hours.
6. Registration fees will be based on an "as needed" basis per activity. These fees will be determined by the Recreation Director, and approved by the Recreation Committee. Fees for all activities are found in appendix B.
7. Registration fees collected by the Recreation Department will be dispersed at the discretion of the Recreation Director for the normal operating necessities of the recreation activities.

a] Any program covered by Recreation Department insurance must have all registration, money and other correspondence come through the Recreation Department. All money disbursed will follow the Borough's Purchasing Policy.

8. All teams for all sports will be selected by a lottery system under the direction of the Recreation Director. Excluded: Babe Ruth, Major League Softball, all Traveling teams and 7th/8th grade basketball.
9. The approved medical history and permission form must be completed prior to participation in any activity.
 - a] All participants must be up to date on immunizations as required by the State of New Jersey Department of Health and Senior Services Annual Immunizations Report.
10. A copy of the insurance policy is available upon request at the Recreation Department.
11. No exceptions will be made to the above articles.
12. Scholarships are available on an as need basis and approved by the director or the director's appointee.
13. Any eligible reimbursement will be subject to a 10% administrative withdrawal fee. No reimbursement after the date published on the said activity registration form.
14. The Toddler Playgroup and Pre-K Art registration will be handled on a first-come, first-serve basis for the fall session in September of the current year. For the succeeding sessions (winter and spring) the participants of the fall session will be given a one-week preference before registration is open to the public.
15. The number of participants in the Martial Arts program will be limited to the preference of the current instructor. Current participants will have a one week priority to re-register before a new student.

POLICY #4

COACHING GUIDELINES

Purpose: To establish guidelines for coaches (and assistants) to help them better guide and instruct the participants of all our recreation sponsored programs.

Scope: These guidelines apply to all persons acting in a coaching or advisory capacity in any recreation sponsored program.

Requirements/Instructions:

1. All assistant coaches and instructors must be at least 18 years old. All head coaches must be at least 21 years old.
2. All volunteer coaches must be a Middlesex resident or be the parent or family member of a child who meets the participation guidelines. (Exception Recreation Director and Assistant Recreation Director).
3. All volunteer coaches will be required to attend the Rutgers Youth Sports Council Certification course for volunteer coaches before coaching or advising their particular activity.
4. The Recreation Director is responsible for notifying all perspective coaches, assistant coaches, advisors, and any other parent volunteers that they must become certified through the R.Y.S.C.
5. The Director shall schedule the R.Y.S.C. classes a minimum of three times a year to allow for completion before the activity commences and shall keep on file all certified participants of said course.
6. Coaches will be approved by the Recreation Committee, on the recommendation of the Recreation Director and/or staff. Disapproval of coaches or advisors must be justified by the Director to the Committee.

7. Coaches must inform all participants and their parents that they may present any grievance to the Director of Recreation or staff and that the grievance must be in a signed written form or by email.
 - a. After any investigation by the Director and/or Committee members, coaches who are found in violation of the policy of the Middlesex Recreation Committee, will be issued a verbal warning, immediately suspended or dismissed by the Director. The decision must be given in the presence of another Recreation Department staff member and/or Committee member.
 - b. If both parties file a grievance with the Recreation Committee against each other, both have the opportunity to respond to the alleged charges in front of the Recreation Committee in closed session. The Committee will then determine the outcome of the situation. This finding is final. Upon the Committee's findings, the Director will then send a letter to both parties. If further problems persist, the coach(es) may be dismissed immediately and permanently from coaching all Recreation sponsored activities.
 - c. The Recreation Director, Assistant Director or their designee, may suspend a coach, manager (volunteer) until the matter in question is brought before the next regularly scheduled Recreation Committee meeting.
8. Any infringement of the coaching guidelines will constitute a Complaint.
9. Any intentional physical abuse by a coach towards a participant, official, or spectator, will be grounds for immediate dismissal.
10. Coaches using profanity or verbal abuse against a participant, official, or spectator, will be reprimanded as outlined in paragraph 8 above.
11. Any volunteer charged with a crime will be dealt with by the Recreation Committee on an individual basis with advice from counsel. This may include, but not limited to, immediate suspension pending the outcome of the charges.
12. Coaches must follow the accident/injury procedures as outlined in policy 7 of the Middlesex Recreation Committee Policy Guide.
13. All coaches must follow the local rules governing their specific sport or activity. Any specific league rules should also be adhered to.
14. Coaches will be responsible only for the participants on his/her team. Coaches shall not be held accountable for spectators, parents, or siblings, but should however make a conscious effort to assist in maintaining proper order at the activity at hand.

15. Coaches will be responsible for the members of their team only 15 minutes prior to a practice or game, during the activity, and for 15 minutes following the activity - at the site of the said event only.
16. Coaches will not be allowed to coach 2 or more sports/activities where those sports/activities will be conflicting.
17. All volunteer coaches are required to read this Policy Guide and acknowledge they did so either by signing a form at the initial coaches meeting or emailing they have read the policy prior to the sports season they are volunteering. As of July 2013 the Policy Guide will be found on the official Borough website.
Hard copies are available upon request.
18. Per compliance with Borough of Middlesex Ordinance #1620-04 all-volunteer coaches are required to be fingerprinted and have their background checked every thirty six months or as requested by the Recreation Committee. The Recreation Director will notify the coaches and provide information on how to set up their appointment at Morpho Trak. In order to be reimbursed the fee the volunteer coach must submit a receipt.

POLICY #5

PARTICIPANT GUIDELINES

Purpose: To establish guidelines for participants of all our recreation sponsored programs, in order to insure a safe environment for all other participants.

Scope: These guidelines apply to all participants in any recreation sponsored program.

Requirements/Instructions:

1. All participants must adhere to all rules set forth in the Middlesex Borough Recreation Committee Policy Guide, and those established by their individual coach or advisor.
2. All participants must complete a registration form and submit payment, if required, to the Recreation Department before participating in said activity.
3. Participant must be a resident of Middlesex Borough, or a child of a Middlesex Borough resident.
4. No participant should ever use any physical force towards a coach official, or spectator. Physical force will be grounds for immediate removal from the activity.
5. Any participants using profanity or verbal abuse against a coach, official, or spectator, will be grounds for immediate dismissal, subject to investigation by the Director and/or Committee.
6. All participants should arrive no more than 15 minutes prior to a practice or game, and should leave not later than 15 minutes following the activity.
7. Disruption in anyway of any program, activity, or event sponsored by the Recreation Department, shall be just cause for the Recreation Director to dismiss the participant from that program, activity, or event. If the participant is dismissed from a program, which had a registration fee or additional costs, they shall not be entitled to a refund.
8. After any investigation by the Director and/or Committee members, any participant found in violation of the policy of the Middlesex Recreation Committee, will be issued a verbal warning by the Director. If further problems persist, a written warning will be issued by the Director. If the problem is still not resolved, appropriate action will be taken by the Committee.

POLICY #6

SPECTATOR GUIDELINES

Purpose: To establish guidelines to allow for a healthy, safe, and enjoyable environment for all of our participants and spectators in our recreation sponsored programs.

Scope: These guidelines apply to all persons attending any recreation sponsored program.

Requirements/Instructions:

1. All spectators must conduct themselves in a sportsman like fashion.
2. All spectators must allow the coaches, assistants, and advisors instruct the participants without outside interference.
3. All spectators must allow the game officials to officiate and control the contest without outside interference.
4. All spectators must remain away from the activity area as to not interfere with said activity.
5. Spectators should encourage all participants and praise their efforts.
6. All spectators should refrain from using profanity or verbal abuse against a coach, official, or participant.
7. Please do not arrive more than 10 minutes prior to a practice or game. Also please make sure to pick up your child promptly at the conclusion of the activity. Coaches will be responsible for your child for only 15 minutes following said activity.
8. If needed, please assist the coaches or advisors in any way in order to maintain order at these activities.
9. When attending your child's activity, please keep their siblings in your immediate area and under your strict supervision. They are not to be interfering with other participants, or playing with any equipment.

10. Unsupervised, non-participating minors are NOT allowed nor permitted in any school building while recreation activities are being held.
11. If any spectator does not follow the rules and regulations set forth herein, the participant associated with this spectator will be prohibited from continuing in the program until the problem is rectified.

POLICY #7

AWARDS

Purpose: To set forth guidelines for all recreation coaches and advisors to follow when presenting any recognition or awards to participants.

Scope: These guidelines apply to all recreation sponsored activity coaches, advisors, and activity controlling boards.

Requirements/Instructions:

1. No individual achievement awards (i.e. MVP) shall be presented for any recreation sponsored activity (with exception of the John Haverstick, Fay Stoddard and the Batting Crown memorial awards for Babe Ruth baseball) Participant awards may be presented to all participants.
2. Awards may be presented to all graduating participants of a recreation sponsored activity.
3. All awards/trophies to be determined, purchased and presented through the Recreation Department
4. The above requirements must be adhered to by all coaches, assistant coaches, advisors, parents, and control boards of all recreation sponsored activities.
5. The Recreation Committee will supply facilities only to participants for any end of activity award assemblies. However, volunteer coaches and parents will be required to organize, run, and clean up after said assemblies. In the absence of volunteer helpers, these assemblies will be canceled. This policy will be effective January 1, 1997.
6. Volunteer Award: Nominees for the Volunteer Award must be approved by the majority of the Recreation Committee.

POLICY #8

ACCIDENT/INJURY PROCEDURES

Purpose: To set forth guidelines to ensure the safety of all recreation participants, and to record all the necessary information needed to protect the volunteer coaches as outlined in the Rutgers Youth Sports Clinic Guidebook.

Scope: These guidelines apply to all recreation sponsored activity coaches, and advisors, as well as all parents of anyone participating in any capacity of any recreation sponsored activity.

Requirements/Instructions:

1. Both the coach/advisor and the parent/guardian will be responsible for the following:
 - a) Contact the Recreation Department within 48 hours of the accident or injury;
 - b) Fill out accident report, supplied by the Director.
2. The approved medical history and permission form must be completed and signed prior to participation in any activity.

POLICY #9

PERSONNEL GUIDELINES

Purpose: To set forth guidelines for all personnel employed in association with the Recreation Department.

Scope: This policy covers all personnel employed in association with the Recreation Department.

Requirements/Instructions:

1. The Director is hired by the Mayor and Council.
2. The Assistant Director, Secretary, and any other persons in the employ of the Recreation Department (drawing a stipend) must be approved by the Governing Body upon recommendation of the Recreation Director.
3. The Recreation Department includes the Borough's nepotism policy as part of the Recreation Committee's Policy Guide, except under emergency situations.
4. All full or part time positions for the Recreation Department must be advertised per current Borough procedure.

All applicants must fill out a Borough application of employment.

No part time, seasonal employee is promised employment the subsequent year. All applicants must re-apply for all positions.

All part time employees of the Recreation Department must be approved by the Governing Body before working for the Recreation Department.

Exempt: Positions requiring certification and hired through a registered assignor.

5. The hours of the Director's secretary will be in compliance with Middlesex Borough work hours, Monday through Friday.

6. No new programs will be started until the Committee has been advised by the Director.
7. No rule changes in any activity or sport until expressly approved by the Recreation Director.
8. The Recreation Director and/or Assistant Director will be required to attend the regularly scheduled monthly Recreation Committee meeting.
9. The Director will be responsible for assigning the duties of the Assistant Director, at least one week in advance. Unforeseen circumstances will supersede this specific policy.
10. The Director, all Committee members, and the council Liaison must refrain from any political agendas (either explicit or implicit) during any activity in association with the Recreation Department or Recreation Committee.
11. A listing of all salaries and/or stipends that the Recreation Committee controls and is responsible for is found in Appendix C.
12. Procedure when complaint is issued against a Recreation Department employee:
 - a. Complaint must be submitted in writing and signed by person making complaint.
 - b. Director will obtain a written response from employee.
 - c. If complaint is not corroborated in writing, by other testimony or evidence, and if a written response from the employee indicates no wrong doing, the case is dropped and no further investigation is necessary.
 - d. If the complaint is corroborated by a witness in writing and proves the facts alleged are true, the director will then present the complaint and witness statements to the employee and discipline as directed by policy.
 - e. In either case, whether uncorroborated or substantiated, the burden of proving something wrong is not on the Recreation Director, but the person making the complaint.
 - f. Recreation Committee members are not to become involved unless the Director presents the problem to them at a regularly scheduled monthly meeting.
13. Any recreation paid employee charged with a crime will be dealt with by the Recreation Committee on an individual basis with advice from counsel. This may include, but not limited to, immediate suspension pending the outcome of the charges.

POLICY #10

FINANCIAL GUIDELINES

Purpose: To set forth guidelines to monitor all funding associated with the Recreation Budget.

Scope: This policy covers all deposits and expenditures associated with the Recreation Budget.

Requirements/Instructions:

1. The Recreation Committee is responsible for the accountability of the all funds received by the Recreation Department. The director submits a monthly report that is approved by vote at each scheduled Recreation Committee meeting.
2. The Recreation Director will supply the Recreation Committee with an itemized listing of all funds received and all expenditures at each regularly scheduled Recreation Committee meeting.
3. Registration fees collected by the Recreation Department will be dispersed at the discretion of the Recreation Director for the normal operating necessities of the recreation activities.
4. No Recreation Department employee, nor any seated Recreation Committee member, is permitted to receive any additional remuneration or stipend from the recreation trust or recreation budget. (Refer to Policy #8, article #3).
5. Anyone receiving any type of stipend from the Recreation Budget will be required to fill out any necessary paperwork as required by the Federal, State and/or local guidelines.
6. A listing of all salaries and/or stipends that the Recreation Committee controls and is responsible for is found in Appendix C and must be included in its annual Budget request to the Governing Body.

POLICY #11

Recreation Building Usage

Purpose: To set forth guidelines for the usage of the Middlesex Borough Recreation Committee controlled building.

Scope: This policy covers the Middlesex Borough Recreation Committee controlled building.

Requirements/Instructions:

1. No recreation building furniture can be borrowed for use at non Recreation Department sponsored activities or functions.
2. There will be a \$50.00 annual application-processing fee for all adult activities. This fee will be waived for all children's activities (i.e. Girl Scouts, Boy Scouts, etc.). Application must be submitted prior to the regularly scheduled monthly Recreation Committee meeting in December of the prior year.
 - A) Any group wanting to use the Recreation Center on an "as needed basis" will be charged a \$10.00 per use with a maximum of \$50.00 per annum.
 - B) The usage order for the building is as follows: 1. Rescue Squad, 2. Recreation Committee meetings, 3. Recreation Department sponsored activities, 4. Office on Aging sponsored activities, 5. non-profit groups and community/civic groups by permit only.
3. Members in attendance at any function and/or event must be at least 51% Middlesex Borough residents, or the permit will be immediately revoked. Attendees at any meeting may be required to show proof of residency.
4. No alcoholic beverages allowed inside of the Recreation Committee controlled building.
5. No smoking allowed inside of the Recreation Committee controlled building.
6. No animals allowed inside of the Recreation Committee controlled building with the exception of a seeing eye animal.
7. No gambling allowed inside of the Recreation Committee controlled building.
8. No firearms allowed inside of the Recreation Committee controlled building.

9. The Recreation Director reserves the right to 'bump' any organizations for Recreation sponsored activities.
10. No other meetings, or any other activities, can take place in the Recreation Center meeting room during Recreation Committee meetings.
11. Any organization using the Recreation Committee controlled building is responsible to insure that the facility is cleaned after said activities.
 - A. Any damages incurred by the person or group using the building will be held responsible for cost of repair or replacement.
 - B. Any group found not returning the building in the same conditions found, will immediately lose all privileges to use the Recreation building.
12. Any organization using the Recreation Committee controlled building should report any problems with the building immediately to the Middlesex Borough Police department before using said building. If not, you will be responsible for any damages to the building.
13. Permits are non-transferable. Violation will result in loss of current and future permits.

POLICY #12

Field and Park Usage

Purpose: To set forth guidelines for the usage of any Middlesex Borough Recreation Committee controlled fields/parks.

Scope: This policy covers all of the Middlesex Borough Recreation Committee controlled fields/parks.

Requirements/Instructions:

1. Usage of the Recreation Committee controlled fields/parks will be at the discretion of the Recreation Director and approved by the Recreation Committee. Twenty, (20), people or more, including spectators, participants, coaches/managers, involved in a specific activity, necessitating the use of any field in Middlesex Borough, must obtain a permit at least 15 days in advance prior to the date of the activity, from the Recreation Department.

Requirements for obtaining for obtaining a permit:

1. Official roster indicating the contact person
 2. Date of activity including rain date if applicable
 3. Starting and ending time of activity
 4. Facility Requested
 5. Insurance Accord/Certificate
2. Assignment of fields, changing of previously assigned fields and closing of fields for whatever purpose is at the sole discretion of the Recreation Director, or designee with input from the Department of Public Works. These decisions are final and anyone found in violation of this policy, or any other policy, will have all field/facility privileges suspended for the sport's season. Repeated violations will result in permanent suspension from participation in any and all recreation sports programs requiring the use of fields.
3. Seasonal fees for MountainView Park will be charged as follows:
 - a. Spring: March, April, May
 - b. Summer: June, July, August
 - c. Fall: September, October, NovemberIf reservations do not meet the seasonal requirement on Ordinance 1597-04 then person or group reserving the park will pay the per usage fees.
4. Permits for field usage will be issued between March 1st and November 30th for all organized activities.
5. Prior to March 1st and after November 30th fields are used on a first come basis. Weather and/or maintenance permitting as determined by the Recreation Director or DPW.

6. No raindates given for MountainView Park usage and no refunds for weather related cancellations.
7. Cancellation of games and/or practices is under the sole discretion of the Recreation Director or Assistant Recreation Director or their designated representative.
 - a] If designated representative is found in violation of this policy by the Recreation Director and/or Asst. Director all field/facility privileges will be suspended for the sports' season.
8. No recreation sports equipment can be borrowed for use at non Recreation Department sponsored activities or functions.
9. Any organization using any Recreation Committee controlled field/park should report any problems with the field/park immediately to the Middlesex Borough Police department before using said field/park. If not, you will be responsible for any damages to the field/park.
10. A permit must be obtained from the Recreation Director for the key to turn on the lights at the Fred Worworski High School Field. The key may be picked up at the Middlesex Borough Police Station on the day of the game only, and must be returned to the Police Station on the same day, immediately following the game. The bearer assumes all responsibilities for the safe keeping of the key, and the proper use of the field and lights. Lighting is to be used for scheduled games only. Lights must be turned off by 10:30 p.m. (Sun. thru Thurs.), and by 11:00 p.m. (Fri. and Sat.), while school is in session. Lights must be turned off by 11:00 p.m., every night once school is closed for the summer. There are NO exceptions to this rule. This key is not to be duplicated. Failure to abide by these rules will result in the forfeiture of these privileges.
11. All groups/teams wishing to use the High School baseball or softball field and lights must apply in writing to the Recreation Department. This request must include the dates requested, an official roster and a copy of the groups/teams insurance. The usage order for these fields are as follows:
 - A. High School Varsity/JV/Freshman teams,
 - B. Babe Ruth regular and post season games,
 - C. Recreation sponsored girls softball games,
 - D. Babe Ruth tournament baseball teams (13, 14 and 15 year old tournament teams),
 - E. All other applicants.Use of lights for night games will be assigned only for scheduled games. Tournament, make up games and special events will be discussed and approvals given on an individual basis. Assignment of night games in the current year does not set precedence for future assignment of night games.
12. No metal spikes allowed on all soccer fields.
13. Permits are non-transferable. Violation will result in loss of current and future permits.
14. Flying Field:
 - A] No flying before 10:00AM.
 - B] No flying while schools are in session.

C] Vehicles must be parked in designated parking spot. No parking on grass.

D] No Flying during games on the: Fred Worworski Field, Softball field or Field #4. E]

Permit required for all scheduled events as defined by Policy 10-A. item #1.

POLICY #13

Game Assignment/Priorities

Purpose: To establish and set forth game assignment/division priorities for the use of the Fred Worowski High School Baseball Field and the High School Softball Field

Scope: Applies to all involved Middlesex Borough sponsored Recreation teams.

THE FRED WOROWSKI HIGH SCHOOL FIELD:

1. High School teams
2. Babe Ruth teams
3. Babe Ruth fourteen year old traveling team
4. Senior League

HIGH SCHOOL SOFTBALL FIELD

1. High School teams
2. Small girls, Small Fry A and B teams
3. Little girls, Farm League
4. Big Girls

Appendix A

AGE/GRADE CRITERIA PER ACTIVITY

AGE CUT OFF IS JULY 31 OF CURRENT YEAR

GRADE CUT OFF IS ENROLLMENT IN CURRENT SCHOOL YEAR

Activity / Sport

Age/Grade Requirements

BOYS BASEBALL

Lil' Sluggers

must be age 5 by 4/30/current year and attending Kindergarten or Kindergarten only

Small Fry

must be age 7 by 4/30/current year or 1st & 2nd grade

Farm League

must be age 9 through 12 by 4/30/current year or 3rd – 5th grade and/or 6th – 8th grade

Babe Ruth League***

thirteen through fifteen year olds (*)

Senior League***

fifteen through eighteen year olds (**)

GIRLS SOFTBALL

Lil' Sluggers

must be age 5 by 4/30/current year and attending Kindergarten or Kindergarten only

Small Girls League

must be age 7 by 4/30/current year or 1st & 2nd grade

Junior League*

must be age 9 through 12 by 4/30/current year or 3rd – 5th grade

Major League*

thirteen through fifteen year olds or 6th – 8th grade

*external league rules may differ and Recreation Director will decide which rules apply

BASKETBALL

basketball

third through eighth grades

Traveling basketball

fifth through eighth grades

PROGRAMS

toddler program

1 – start of kindergarten, parents attend w/child

pre-K art class

4 years old through kindergarten

track&field

Kindergarten through 12th grade

soccer

first through eighth grades

summer playground

kindergarten through fifth grades

wrestling

kindergarten through sixth grades

martial arts***

age 7 through 18

Halloween Parade***

all ages

Easter Egg Hunt

toddler through sixth grades

Christmas Tree Lighting

all ages

Fall Festival

all ages

Toddler Fun Time

ages 1-3

Cross Country

ages 7-adult

Happy Camper Club

ages 4 & 5

ADULT ACTIVITIES

MINIMUM AGE 18 AND POST HIGH SCHOOL

Co-Ed Volleyball***, ladies step aerobics***, open gym basketball, men's softball, yoga, martial arts***, arts & crafts***, Zumba

(*) National rule

(**) Central Jersey Baseball rule

(***) Program Suspended

NOTE: All Criteria is contingent upon enrollment and/or involvement in outside leagues.

Appendix B

FEES PER ACTIVITY

ACTIVITY/SPORT	REGISTRATION FEE	ADDITIONAL COSTS IF NECESSARY
BOYS BASEBALL		
Lil' Sluggers	\$35	
Small Fry	\$35	
Farm League	\$45	
 GIRLS SOFTBALL		
Lil' Sluggers	\$35	
Small Girls League	\$35	
Junior League	\$45	
Major League	\$55	
 BASKETBALL1		
Basketball	\$55	
Traveling Basketball	\$165	
 PROGRAMS		
Toddler Program	\$45*resident/\$70*non-resident	
Kid Quest	\$40*resident/\$60*non-resident	
Soccer	\$50	
Summer Playground	\$135 first child, \$125 each additional sibling	
Wrestling	\$30	
Cross Country	to be determined annually	
Easter Egg Hunt	no charge	
Christmas Tree Lighting	no charge	
Track and Field	to be determined annually	
Toddler Fun Time	\$25*resident/\$35*non-resident	
Happy Camper Club	to be determined annually	
 ADULT ACTIVITIES		
Men's Basketball	\$40	
Men's Softball	to be determined annually	
Yoga	\$65*	
Zumba	to be determined by length of each session	
 Currently Suspended		
Karate		
Open Mat Wrestling		
Co-ed Volleyball		
Step Aerobics		
Tai Chi and Martial Arts		
Arts & Crafts		
Babe Ruth League		
Senior League		
Babe Ruth Tournament Teams		
Halloween Parade		
Pre-K Art class		

* per session

APPENDIX C

SALARY GUIDELINES

RECREATION DEPARTMENT EMPLOYEES

<u>Position</u>	<u>Starting Salary / Stipend</u>	
Toddler Instructor	\$10.00-12.00	hourly* (per Boro salary ord.)
Toddler Coordinator	\$12.00-14.00	hourly* (per Boro salary ord.)
<u>Summer Playground</u>		
Program Coordinator	\$12.00-14.00	hourly
Site Supervisor	\$10.00-12.00	hourly
Counselors	\$8.40	hourly
All Summer Playground positions receive .05% hourly increase each subsequent year		
Basketball Referee	\$20.00	per game (non-certified)
	\$40.00ea(2 men)	per game (certified)
	\$60.00(1 man)	per game (certified)
Basketball scorekeeper	\$9	per game
Babe Ruth Umpire	\$50.00ea(2men)	per game (carded)
	\$75.00(1 man)	per game (carded)
	\$30.00	per game (non-carded)
Girl's softball Umpire	\$45.00	per game (A.S.A.)
	\$30.00ea. (2men)	per game (A.S.A.)
	\$25.00	per game (non A.S.A.)
Men's Softball Umpire	\$40.00 (1man)	per game (carded)
	\$30.00ea. (2men)	per game (carded)
	\$20.00	per game (non-carded)
Soccer referee	\$15.00-30.00	per game
Wrestling referee	\$40-\$50	per match (carded)
	\$20.00	per match (non-carded)
approved state list		

SELF SUSTAINING (REGISTRATION FEES COVER ALL COSTS)

The following programs must be self sustaining: toddler playgroup, pre-K arts & crafts, martial arts, track and field, and all adult programs. All programs requiring an independent paid instructor must be self sustaining including the 10% administrative processing fee and any additional costs.

*These figures are subject to the yearly wage increases determined by the annual Borough salary ordinance.