1. **CALL TO ORDER**
   Bruce Ficken called the meeting to order at 7:38 p.m. in accordance with the Open Public Meeting Act of 1975. The Commission saluted the flag and the roll was called.

2. **ROLL CALL**
   Members Present:
   - John Carpenter
   - Lisa Ciullo
   - Bruce Ficken
   - Candace Hull
   - Lynn Lewis (Alternate 1)
   - Michael Menza
   - Donald Wadsworth
   - Veronica Kohl (Alternate 2)

   Members Absent:

   **Non-Members Present:**
   - Jennifer Gander, Director
   - Kelly Frankle, Recording Secretary
   - Steve Piotrowski, Pool Manager

3. **RE-ORGANIZATION**
   **A. Nominations for 2009 Chairperson**
   1. Don Wadsworth made a motion to nominate Candace Hull for Chairperson and motion was second by John Carpenter. Candace Hull declined.
   2. Candace Hull made a motion to nominate Bruce Ficken for Chairperson and motion was second by Lisa Ciullo. All were in favor, motion passed.

   **B. Nominations for 2009 Deputy Chairperson**
   1. Donald Wadsworth made a motion to nominate Candace Hull for Deputy Chairperson and motion was second by Lisa Ciullo. All were in favor, motion passed.

   **C. Project Team Leader Appointments**
   1. Finance—Don Wadsworth
   2. Membership Handbook (Rules and Regulations)—Lynn Lewis
   3. Special Events—Teen & Tween (6th – 12th Grade)—Veronica Kohl
   4. Special Events—Youth (Pre-K – 5th grade), Senior & Family—Vacant
   5. Swim Team Liaison—Candace Hull and Lynn Lewis

   **D. Project Team Appointments**
   1. Membership Handbook (Rules and Regulations)—Candace Hull
   2. Special Events—Teen & Tween (6th – 12th Grade)—Lisa Ciullo, Candace Hull
   3. Special Events—Youth (Pre-K – 5th grade), Senior & Family—Vacant
4. APPROVAL OF MINUTES
   A. December 22, 2008 Meeting Minutes
      Motion made by Candace Hull to accept the December 22, 2008 minutes. Motion was
      second by Don Wadsworth. All in favor. Motion passed.

5. PUBLIC COMMENT
   None

6. CORRESPONDENCE
   None.

7. REPORTS
   A. Director’s Report – Jennifer Gander
      1. See Attached A.
   B. Manager’s Report – Steve Piotrowski.
      1. A good portion of the guards desire to come back. Most of the management staff
         will remain the same.
   C. Finance Report—Don Wadsworth.
      1. Ended the 2008 year with approximately $19,000 to carry into the operating
         surplus.

8. NEW BUSINESS
   A. Pool Commission By Laws
      1. See Attached B.
         - Don Wadsworth made a motion to accept the proposed by laws. Motion was
           second by Candace Hull. All were in favor, motion passed.
   B. 2009 Meeting Schedule
      1. See Attached C.
      2. Bruce Ficken made a motion to cancel the August 24, 2009 and the September 28,
         2009 meetings and schedule a meeting on Wednesday September 9 at 6:00pm at
         Pleasant Valley Pool. Motion was second by Lynn Lewis. All were in favor,
         motion passed.

9. DISCUSSION ITEMS
   A. Vendor Bid for the Concession will go out to bid in February.

10. COMMITTEE AND STAFF COMMENTS
    John Carpenter thanked everyone for their time and commitment.
11. ADJOURNMENT
Motion made by Lynn Lewis and second by John Carpenter to adjourn the meeting at 8:40 pm. All in favor, motion passed.

Submitted by,

Kelly Frankle
Directors Report to the Pool Commission – January 26, 2009

1. Reserve Study Update
   a. Contract accepted by resolution of the Township Committee on January 13th
   b. Documents, plans, drawings, etc will be forwarded prior to site inspection
   c. 2 site visits may be scheduled

2. Staffing
   a. Returning staff are in the process of submitting applications
   b. Gate Guard position changed to Customer Relations and a Senior Customer Relations position has been added
   c. Senior Lifeguarding requirements have been lowered from 4 years experience to 3 years experience

3. Membership Renewals
   a. 12 Two Person Memberships Sold
   b. 465 Family Memberships Renewed
   c. 99 Senior Memberships Renewed
   d. 17 Single Memberships Renewed
   e. $180,785 Collected to Date – similar to what was collected last year at this time
   f. Early Renewal Deadline – February 6, 2009
   g. Regular Renewal Deadline – March 6, 2009
   h. Renewal information and category changes have been added to the website

4. Maintenance Update
   a. Trees will be removed near water play area and splash area to cut down on fallen debris
   b. Verizon began the Fios install on Friday
   c. Quotes have been received for the following work to commence this spring – repairs total approximately $54,000
      i. Minor electrical repairs
      ii. Solatubes – sky lighting in restrooms and offices
      iii. Window and cabinet replacement at Gate & Game windows
      iv. Painting inside restrooms and offices
      v. Sink & toilet replacement in managers office & locker rooms
      vi. Sink added to First Aid Room
      vii. New sinks (combination with soap) installed in restrooms
      viii. All new flooring in restrooms & offices – non slip tile
      ix. New stalls in restrooms – ADA compliant
Conduct at Meetings

1. The Chairperson when present shall conduct all meetings.
2. The Deputy Chairperson shall conduct the meeting when the Chairperson is absent.
3. If the Chairperson and Deputy Chairperson are both absent, a member from the committee would be nominated and elected to be “chairperson of the day.”
4. A majority of the whole number of members of the Pool Commission shall constitute a quorum. Without a quorum, the presiding officer of the Pool Commission will make the decision to hold the meeting but no formal action will be taken.
5. At the reorganization meeting, the committee meeting schedule will be set for the year with no less than nine meetings a year.
6. Meetings shall be conducted in accordance with these regulations and Robert’s Rule of Order.

Agenda

1. The proposed agenda for each meeting shall be completed by the Chairperson and/or Deputy Chairperson and Director of Parks & Recreation. The Recording Secretary shall make the proposed agenda available to the public at least five business days in advance of the meeting.
2. The Commission may amend the agenda as the first item of business at the meeting upon determination that a need to amend the agenda exists. A majority of members present must agree that a need exists in order to add or remove an item for discussion.
3. The agenda for the regular meetings shall be as follows:
   a. Call to Order
   b. Pledge of Allegiance
   c. Roll Call
   d. Approval of Minutes
   e. Correspondence
   f. Project Reports
   g. Unfinished Business
   h. New Business
   i. Committee and Staff Comments
   j. Committee Discussion Items
   k. Public Comment
   l. Adjournment

Addressing the Committee

1. Any person desiring to address the Commission shall first seek recognition from the Chairperson and shall proceed to give his or her name and address. Public comment is limited to five minutes per person. If more presentation time is needed, the Commission will decide upon a time the topic can be added as an agenda item.
Minutes

1. Approved minutes, with all corrections and additions made, shall be available to the public within three (3) working days of the approval on the Municipal Website.

Responsibilities of Committee Members

1. Every member must serve on at least one project team.
2. Members are expected to attend a certain number of Pool Commission coordinated events during the year. Events will be announced at the reorganization meeting and during the year, as needed.
3. At the reorganization meeting, project teams and their purpose will be confirmed for the year.
4. Projects are determined by the Chairperson and/or Deputy Chairperson and Director of Parks & Recreation. Commission members may suggest team projects.
5. Project Team Leaders are recruited by the Chairperson and/or Deputy Chairperson and the Director of Parks & Recreation.
6. Project Team Leaders are responsible for recruiting their project team and setting timelines for the project.
7. Project Team Leaders must report at each meeting about project progress.
8. At the discretion of the Chairperson, Deputy Chairperson or Project Team Leader, we will reach out to additional volunteers to work events or projects.
LEGAL NOTICE
TOWNSHIP OF BERNARDS
COUNTY OF SOMERSET
STATE OF NEW JERSEY
NOTICE OF SCHEDULED MEETINGS FOR THE
2009 POOL COMMISSION
UPDATED—January 30, 2009

PLEASE TAKE NOTICE that the Pool Commission of the Township of Bernards will meet to discuss or act upon public business regarding the pool on each of the dates set forth below at 7:30pm in the first floor conference room at Town Hall, 1 Collyer Lane, Basking Ridge except where noted below:

January 26
February 23
March 23
April 27
May 18—6:00 at Pleasant Valley Pool (Valley Road, Basking Ridge)
June 22
July 27
August 24—Cancelled
September 28—Rescheduled to September 9
October 26
November 23
December 28

Kelly Frankle
Secretary