In attendance: Ned Panfile, Melissa Wojcik, Diane Ackerman, Bud Murphy, Tim McChesney, Kevin Lanahan, Stephanie Florrie & Bruce DiBisceglie (dept chair). Steve Andrew (councilman). Lucie Antonius & Colleen O’Mahoney (student representatives). Guests: Kristel Gallagher, Jennifer McManus, Kyle Wiggins, Natalie Greco & Ryan Patton (Day Camp Directors)

Meeting held via conference call - quarantine in effect

1. **Communications**
   1. The April 2020 Mendham Borough Recreation Committee (MBRC) meeting minutes were approved with one correction; In Section 4, a, v. Stephanie inquired about the August 7th end date, not Diane as in the draft. Minutes were then approved as amended. Minutes will be posted to the Mendham Borough website.
   2. Communications:
      1. Bruce received and processed the working papers for eighteen Day Camp employees. The completed working papers were mailed back to the employees on May 9th.
      2. Robin Klein forwarded a Special Request application to Bruce for a Doubleday Field reservation from Kathie Kececi for a Dance Recital to be held on August 31
   3. Meetings:
      1. On May 7th Steve attended the Meeting of the Mayor and Council. No new Recreation items were discussed. Steve reported that the Recreation Committee would meet on May 21st to discuss the future of summer events.
2. **Memorial Day Service**
   1. Steve reported that the 2020 Memorial Day service would be a private ceremony and not open to the public due to coronavirus park restrictions (no more than people permitted to gather).
      1. The event will be led by John Andrews and Steve Andrew.
      2. A wreath of honor will be placed at the memorial site.
      3. There will not be any speeches, but the National Anthem will be sung, and “Taps” will be played.
      4. Kevin asked if the public could attend if social distance was observed. Steve replied that since the twenty-five people limit would be exceeded, the public cannot attend.
3. **Mendham Day Camp**
   1. Bruce began the discussion by sharing a 28-point list of 2020 Camp Opening Concerns Due to COVID-19 (appendix 1). The list was prepared by the five Camp Directors. Bruce emailed this list to all MBRC members prior to this meeting for review to maximize discussion time.
   2. Bruce also sent the current “New Jersey Road Back” standards provided by the State (appendix 2 & 3) and links to the CDC and ACA (American Camping Association) with covid-19 restrictions.
      1. Diane made a motion that the committee should vote to cancel the physical Day Camp in 2020 based on the documents. Stephanie seconded the motion. The motion carried with eight votes to cancel the physical Day Camp. There was one opposing vote.
      2. Bruce then presented a PowerPoint (appendix 4) from the Camp Directors that proposed a Virtual Day Camp in place of the on-site camp after the motion carried to cancel the on-site camp. Bruce shared the PowerPoint in real time to all MBRC members. The three-part proposal included:
         1. Needs of the Virtual Staff and Campers:
            1. The Camp would need three paid Zoom accounts ($14.99ea./month, $89,94 for the summer).
            2. Internet access for Staff and Campers
            3. A mobile Device or laptop/computer for Staff and Campers
            4. Campers would need parental supervision and materials for arts and crafts.
            5. The proposal included a staff of 8 total members (5 Directors, 3 Head Counselors).

Kevin & Ned raised a concern about IT issues. Bruce recommended an additional IT Director for the staff to be available for IT resolution in real-time during camp hours.

* + - 1. A daily model of activity:
         1. Three age groups based on school grade entering in September (K-1, 2-3, 4-6)
         2. Four rotating 30-minute sessions per group, each hosted by one Director and one Head Counselor.
         3. The Camp Director and Medical Director will rotate through all sessions throughout the morning. The Medical Director will manage the IT needs (and IT Director if need be).
      2. Age/Grade group appropriate Activity Ideas. Fourteen activity ideas for grades K-1 (Scavenger hunt, I Spry picture, Story Time, Virtual field trip, Alphabet and counting exercises, Pictionary, Charades, Bingo, What’s missing game, Dance Class, Talent Shows, Show & Tell, and Simon Says), fifteen ideas for grades 2-3 (Scavenger hunt, I Spry picture, Story Time, Virtual field trips, Pictionary, Charades, Bingo, What’s missing game, Dance Class, Talent Shows, Show & Tell, Simon Says, Cooking Class, Storytelling, and Sports Classes), and ten ideas for grades 4-6 Cooking Class, Virtual Field Trips, Pictionary, Kahoot, Charades, Bingo, Dance Class, Talent Shows, Scavenger hunt, and Sports classes).
         1. Activities would stay true to the pre-established weekly themes as best a possible.
    1. Tim motioned to host a virtual day camp during the same weeks a replacement of the physical camp. Melissa seconded the motion. The motion carried unanimously 9-0.
       1. Bruce requested that all in attendance keep this confidential until it was presented to the Borough Council at their next meeting on May 26th .
    2. Bruce opened the meeting up to a ten-minute brainstorming session between the MBRC members and Camp Director(s) in attendance. Ideas discussed:
       1. Capacity: Maximum of 25 members per Zoom session. Other options were broached.
          1. Zoom will meet our needs based on accessibility, management and lag-time.
       2. Melissa asked the Camp Directors to consider a parental supply list for the weekly campers.
       3. Ned asked for a Zoom session for parents to prepare for the week.
          1. Kristel replied that there will be a pre-recorded orientation video for participating families.
       4. Bruce introduced the challenge of preventing counterfeit, unpaid, unregistered people from entering the meeting rooms if they get access to the room codes.
          1. Kevin recommended email identification.

Kristel replied that Zoom does not have that feature, but an ID system can be made.

* + - * 1. Bruce stated that each camper/family will purchase a unique ID that will change weekly.
      1. Ned recommended a re-branding of the virtual camp as people may be tired of the term “virtual” at this stage of the pandemic stay-home guidelines.
         1. Bruce asked members to email brand suggestions to him within the week.
      2. Diane recommended that the virtual camp be kept as simple as possible. The campers should be able to operate without constant parent supervision.
         1. Kristel noted that the K-1 group may need parental guidance.
      3. Ned reiterated the need for a real-time IT resource.
      4. Melissa recommended that the MBRC beta-test a typical day prior to the opening of camp.
      5. Bruce suggested that based on the anticipated demand and staff needed, the weekly fees should drop from the current $99 to approximately $40 per camper.
      6. Bruce segued to summer events by proposing that families who purchase virtual day camp weeks receive preferential reservations for Drive-In movies. Ned motioned; Kevin seconded. The vote to have some sort of value-added option including the drive-in to day camp families carried 9-0.
         1. Bud/Tim suggested having staggered times for some movies (more than one showing night of the same movie) to handle anticipated demand.

1. **Summer Events**
   1. Concerts
      1. Bruce stated that social distancing would be near impossible to enforce during concerts and that currently the park outdoor restrictions is 25 people maximum.
         1. It was noted that Bernards Twp have already cancelled their summer concert series.
         2. Diane concurred that concerts cannot be held under “Stage 1” of NJ Road Back rules. There is no anticipation for a date that would open New Jersey to “Stage 2” and as such, will need to be abandoned at this point. There is not enough time to re-start a concert series beyond May.
         3. Kevin added that if concerts were held, public confusion would be raised with the cancellation of the Day Camp, but the holding of concerts.
         4. Band and crew would occupy 5-10 people of the 25-person limit.
         5. The band/staff needed would leave the potential audience size of 15-20 people.
         6. Steve asked about the typical walk-up audience size. Bruce replied 100-250 people per show.
         7. Bruce would have to have people to monitor bathroom use (which would require disinfecting after each use) and need police security to ensure social distancing (6’ radius = 114 sq. feet per person).
         8. The unanimous recommendation would be to cancel the 2020 Summer Concert series.
         9. Bruce will contact the bands immediately.
   2. Movies
      1. For the same reasons as the Concert cancellation, Recreation’s first movie, which would have allowed people to attend on blankets, the open-air movie was also cancelled.
         1. An additional concern for movies is the lack of ability to monitor social distancing in the dark.
      2. Governor Murphy has approved Drive-In Movies under “Stage 1” of “New Jersey: Road Back” rules.
         1. Since Drive-Ins are permissible, Bruce shared that he and Mayor Glassner have discussed increasing the number of Mendham Summer Drive-In movies beyond the annual single event.
            1. Bruce asked for a consensus of the number of movies that Recreation should host.

The nine MBRC responses were between five and eight, averaging six.

Recreation will host six drive-in movies in July through August.

* + 1. Bruce has researched the United Drive-In Theatre Owners Association for guidelines.
       1. Social Distancing of six feet between cars may not be enough.
          1. If people vacate two side-by-side cars at the same time, social distancing is compromised.
          2. If people vacate one car and the adjacent car has an open window, social distancing is compromised.
          3. Mendham will maintain 12-feet between cars on both sides of a typically sized car 6-feet in width.

The 12-feet distance will be maintained at the front and back of each vehicle, typically 20-feet for a pick-up truck.

Each car spot will be lined in spray paint as an 18’ x 32’ section, allowing for 25 cars.

Four rows will be lined in Lenape Field along the 3rd base line. Four spaces in Row 1, five spaces in Row 2, seven spaces in Row 3 and nine spaces in the last Row 4.

This will allow for appropriate social distancing and safe egress.

* + - 1. With the popularity of Drive-Ins on the rise during the pandemic, and at the recommendation of the U.D.I.T.O.A., reservations will be required. - NO GENERAL ADMISSION.
         1. Each of the twenty-five spaces will be lined and numbered.
         2. Admission tickets will be issued prior to the show for each numbered space.

As a value-added feature for paid Day Camp families, the first two rows (nine spaces) will be reserved premier parking.

The back two rows (sixteen spaces) will go “on sale” ($0) as regular reservations.

Once a showing is sold out, families will be offered priority for the next viewing.

* + - 1. The Carriage House bathroom facilities are permitted to be open per NJ Stage 1 guidelines, but a bathroom attendant must spray disinfectant in each bathroom after each use.
      2. Bruce will begin drafting the Drive-In movie schedule immediately.
  1. Labor Day Parade
     1. Under current conditions, the Labor Day Parade could not be held, but it was recognized that there will be changes before September.
        1. Kevin asked if we can wait to begin Parade preparation as late as August 1st.
           1. Bruce felt it could be done. He added that the decision to hold or cancel the parade should mirror the Pastime Club’s decision to hold or cancel their Carnival.

The Pastime Club’s cut-off date for a decision is August 1st.

The MBRC will table this discussion for the June 18th ad July 16th meeting.

An Ad Hoc MBRC meeting may take place on Friday, July 31st to make a final determination for the Parade.

1. **Facilities**
   * 1. Facilities remain closed to outdoor gatherings of 25 people maximum and indoor gatherings of 10 people maximum. No organized sports are permitted under NJ Road Back guidelines.
     2. Outdoor improvements
        1. The ban on non-essential construction has been lifted and construction on the Park/Orchard Tennis Courts and Botti Park can resume.
        2. Jeff Cooper provided a current list of DPW park improvements:
           1. A new fence will be installed around the playground.

The fence will be made of black insulated chain link and black poles.

* + - * 1. The playground gets a new swing set to match the set acquired in 2019.
        2. New benches around Mountain Valley and Borough Park (six feet to match existing benches)
        3. A new shed was constructed in the parking lot between the basketball courts and the new First Responders Turf Court.
        4. Wi-Fi connectivity has been installed at the Carriage House.

With this, Bruce will have 24/7 advanced capabilities of tracking and opening/locking the Carriage House remotely using the new Google Nest door lock app on his phone.

1. **Prior Business:** 
   1. none.
2. **New Business:** 
   1. The MBRC discussed the Special Permit application submitted by Kathie Kececi for a dance recital on Aug 15. If held in June, the MBRC could not see this as possible. However, the MBRC does not make the decision. The final decision is made for Special Events by the Borough Council.
      1. Bruce set aside the Aug 15 reservation of Doubleday Field for the recital, but it must meet pandemic rules and needs approval by the Borough Council as a Special Event.

***Next Meeting: 7:30 pm, Thursday, June 18th, 2020 at the Garabrant Center or via telecommunications.***