

**Foss Park District  
Committee Meeting Minutes  
November 16, 2022**

**CALL TO ORDER** Commissioner Robinson called the meeting to order at 6:07 pm.

**ROLL CALL**

Board members present: Commissioner Johnny Johnson, Commissioner Kingston Neal and Commissioner Kenneth Robinson.

Board members absent: Commissioner Donna King and Commissioner Vance Wyatt.

Commissioner Robinson stated Commissioner King and Commissioner Wyatt are not present due to business reasons.

Commissioner Johnson motions to approve Commissioner King and Commissioner Wyatt attend the Committee Meeting via teleconference. Second by Commissioner Neal.

Aye: Commissioner Johnson, Commissioner Neal and Commissioner Robinson.

Nay: None.

Abstain: None.

Absent: Commissioner King and Commissioner Wyatt.

MOTION CARRIES at 6:08 pm

Commissioner King and Commissioner Wyatt join meeting via telephone.

**PLEDGE OF ALLEGIANCE**

**COMMITTEE OF THE WHOLE**

1-1. Jon Shabica – tree removal at beach: Mr. Shabica stated the beach is in good shape overall considering the storms. He continued that two ways to remove the scrub trees would be through a volunteer day or an arborist. Mr. Shabica stated the best time is to remove them now and burn them in 60-90 days and the work in the first area includes the tier.

**COMMITTEE/STAFF REPORTS**

**2. COMMITTEE/STAFF REPORTS:**

*2-1. Business Office*

- a. Director report: Ms. Cowart reviewed submitted written report.
- b. Business Manager report: Mr. Skof reviewed bond payment that is due, IPARKS insurance renewal, security cameras for parks. Commissioner King asked about a quote she received for work to be completed at Golf Course. Mr. Winter stated that work does need to be completed; he is working on the other bridge first. Mr. Skof continued with website update, recreation software update and tax levy information. Commissioner Robinson stated the hearing should be set up prior to next Board Meeting and the Golf Course parking lot should be scheduled for sealcoating in the spring. Commissioner Robinson questioned the Triple Tech invoice date and the transfer of money to the state.

*2-2. Parks*

- a. Superintendent of Grounds report: Mr. Winter reported bathrooms are winterized, picnic tables are being moved, and irrigation systems are done and watching weather on daily basis.

*2-3. Golf*

- a. Manager/Golf Pro report: Mr. Monroe reported staff will be focusing on Food and Beverage and E Commerce sales during winter months, staff will be attending the spring golf shows and attendance at DJ increased last week. Commissioner Johnson stated all old carts should be evaluated over winter to be ready for next spring. Mr. Monroe stated he is still waiting on delivery date for new carts.

#### 2-4. *Recreation*

a. Superintendent of Recreation report: Ms. Johnson reviewed submitted written report. Commissioner Robinson asked staff names be put on individual reports and he would like details on football banquet to make a contribution. Commissioner Robinson discussed cost of programs. Commissioner Neal stated he believed participants should be fundraising and is upset with reasoning for not receiving Shields Township grant. Commissioner Johnson asked about prize for video game tournament – Ms. Johnson stated it is a gift card.

#### **CITIZEN COMMENTS**

Fred Turman: Mr. Turman stated he submitted a quote for work to be completed at the Golf Course in a timely fashion. Mr. Turman was informed due to the cost of the necessary work; the project will have to go out to bid.

#### **ADJOURNMENT**

Commissioner King motions to adjourn the Committee Meeting. Second by Commissioner Johnson.

Voice vote: Aye: all    Nay: None.    Abstain: None. Absent: None.                      MOTION CARRIES at 7:18 pm

This record is not verbatim.

Respectfully Submitted,  
Kari Cowart, Board Secretary

**Foss Park District  
Regular Meeting Minutes  
November 16, 2022**

**CALL TO ORDER:** Commissioner Robinson called the meeting to order at 7:23 pm.

**ROLL CALL:**

Board members present: Commissioner Johnny Johnson, Commissioner Kingston Neal and Commissioner Kenneth Robinson

Board members absent: Commissioner Donna King and Commissioner Vance Wyatt

Commissioner Robinson stated Commissioner King and Commissioner Wyatt are not present due to business reasons.

Commissioner Johnson motions to approve Commissioner King and Commissioner Wyatt attend the Committee Meeting via teleconference. Second by Commissioner Neal.

Aye: Commissioner Johnson, Commissioner Neal and Commissioner Robinson.

Nay: None.

Abstain: None.

Absent: Commissioner King and Commissioner Wyatt.

MOTION CARRIES at 7:24 pm

Commissioner King and Commissioner Wyatt join meeting via telephone.

**PLEDGE OF ALLEGIANCE:** waived as recited in Committee Meeting.

**1. MINUTES:** Commissioner Johnson motions to approve the Committee Meeting, Executive Session and Regular Meeting (10/19/2022) as presented. Second by Commissioner Neal.

Aye: Commissioner Johnson, Commissioner King, Commissioner Neal, Commissioner Robinson and Commissioner Wyatt.

Nay: None.

Abstain: None.

Absent: None.

MOTION CARRIES

**2. BILLS:** Commissioner King motions to approve the monthly bills – invoices paid (10/14/2022 –11/10/2022): \$44,488.18, invoices due: \$59,571.78, invoices to be paid by credit card – approximate: \$5,226.03 and first of the month bills (December) – approximate: \$10,600.00. Second by Commissioner Johnson.

Aye: Commissioner Johnson, Commissioner King, Commissioner Neal, Commissioner Robinson and Commissioner Wyatt.

Nay: None.

Abstain: None.

Absent: None.

MOTION CARRIES

**3. PAYROLL:** Commissioner Johnson motions to approve the monthly payroll: \$100,191.24. Second by Commissioner King.

Aye: Commissioner Johnson, Commissioner King, Commissioner Neal, Commissioner Robinson and Commissioner Wyatt.

Nay: None.

Abstain: None.

Absent: None.

MOTION CARRIES

**4. PETTY CASH REPORTS:** Commissioner King motions to approve all petty cash funds: \$92.93 (Business Office).

Second by Commissioner Wyatt.

Aye: Commissioner Johnson, Commissioner King, Commissioner Neal, Commissioner Robinson and Commissioner Wyatt.

Nay: None.

Abstain: None.

Absent: None.

MOTION CARRIES

**5. FINANCE REPORTS:** Commissioner King motions to approve finance reports as presented in the Board Packet.

Second by Commissioner Wyatt.

Aye: Commissioner Johnson, Commissioner King, Commissioner Neal, Commissioner Robinson and Commissioner Wyatt.

Nay: None.

Abstain: None.

Absent: None.

MOTION CARRIES

**6. COMMISSIONER REPORTS:**

*FINANCE:* COMMISSIONER NEAL: as presented in Committee Meeting.

*GOLF:* COMMISSIONER JOHNSON: as presented in Committee Meeting.

*PARKS:* COMMISSIONER WYATT: as presented in Committee Meeting.

*RECREATION:* COMMISSIONER KING: as presented in Committee Meeting.

Commissioner Neal motions to approve Commissioner Reports as presented in the Board Packet. Second by Commissioner King.

Aye: Commissioner Johnson, Commissioner King, Commissioner Neal, Commissioner Robinson and Commissioner Wyatt.

Nay: None.

Abstain: None.

Absent: None.

MOTION CARRIES

**7. UNFINISHED BUSINESS:**

1. Approval: changes to Bereavement Policy as discussed in Committee Meeting (October 19, 2022).

Commissioner King motions to approve a changes to Bereavement Policy as discussed in Committee Meeting (October 19, 2022) and presented November 16, 2022. Second by Commissioner Neal.

Aye: Commissioner King, Commissioner Neal, Commissioner Robinson and Commissioner Wyatt.

Nay: None.

Abstain: Commissioner Johnson.

Absent: None.

MOTION CARRIES

## 8. NEW BUSINESS:

1. Approval: bond payment due December 15, 2022 – Alternate Bond series 2021B in amount of \$165,250.00 payable to The Bank of New York Mellon  
Commissioner Wyatt motions to approve bond payment due December 15, 2022 – Alternate Bond series 2021B in amount of \$165,250.00 payable to The Bank of New York Mellon. Second by Commissioner King.  
Aye: Commissioner Johnson, Commissioner King, Commissioner Neal, Commissioner Robinson and Commissioner Wyatt.  
Nay: None.  
Abstain: None.  
Absent: None.  
MOTION CARRIES
2. Approval: IPARKS liability insurance renewal – \$71,151.00 effective 11/17/2022  
Commissioner Johnson motions to approve IPARKS liability insurance renewal – \$71,151.00 effective 11/17/2022. Second by Commissioner Neal.  
Aye: Commissioner Johnson, Commissioner King, Commissioner Neal, Commissioner Robinson and Commissioner Wyatt.  
Nay: None.  
Abstain: None.  
Absent: None.  
MOTION CARRIES
3. Approval: Holiday gift card purchase for approximately 50 staff (full time, part time and seasonal)  
Commissioner King motions to approve Holiday gift card purchase for approximately 50 staff (full time, part time and seasonal). Second by Commissioner Wyatt.  
Aye: Commissioner Johnson, Commissioner King, Commissioner Neal, Commissioner Robinson and Commissioner Wyatt.  
Nay: None.  
Abstain: None.  
Absent: None.  
MOTION CARRIES
4. Approval: attendance for Commissioner King at New Jersey State League of Municipalities Conference November 14-18, 2022 in Atlantic City, New Jersey at an approximate cost of \$2,100.00 (Commissioner emails – yes (4) abstain (1))  
Commissioner Wyatt motions to approve attendance for Commissioner King at New Jersey State League of Municipalities Conference November 14-18, 2022 in Atlantic City, New Jersey at an approximate cost of \$2,100.00 (Commissioner emails – yes (4) abstain (1)). Second by Commissioner Neal.  
Aye: Commissioner King, Commissioner Neal, Commissioner Robinson and Commissioner Wyatt.  
Nay: None.  
Abstain: Commissioner Johnson.  
Absent: None.  
MOTION CARRIES

## 9. CITIZEN COMMENTS:

None

**10. ADJOURNMENT:**

Commissioner King motions to adjourn Regular Meeting. Second by Commissioner Johnson.

Voice vote: Aye: all    Nay: None.    Abstain: None.    Absent: None.                      MOTION CARRIES at 7:18 pm

This record is not verbatim.

Respectfully Submitted,  
Kari Cowart, Board Secretary