

**Passaic County Parks & Recreation**  
**CAMP HOPE COMMISSION MEETING AGENDA**

Monday, October 21, 2024 - 11:00 AM

Camp Hope - West Milford, NJ

- I. Roll Call**
  - A. Karen Cisco, President
  - B. Linda Lepore, Vice President
  - C. Theresa “Terry” Olivo, Secretary/Treasurer
  - D. Paul Sullivan
  - E. Robin Canetti
  - F. Bruce James, County Commissioner
  - G. Terry Duffy, County Commissioner
  - H. Domenick Stampone, County Adjuster
  - I. John Pogorolec Jr., Assistant County Counsel
  - J. Marc Seemon, Deputy County Administrator
  - K. Kerry Klug, Recreation Program Supervisor
  - L. Brittany Rothlauf, Camp Hope
- II. Open Public Meetings Law**
  - A. Announcement of the Open Public Meetings Act
  - B. Public Portion of the Meeting
- III. Approval of the minutes from the previous meeting**
- IV. Reports**
  - A. Executive Board Report
  - B. County Commissioner’s Report, Bruce James & Terry Duffy
  - C. Dining & Maintenance Report, by Christopher Falone & John Dop (pg. 3)
  - D. Camp Hope/Recreation Program Report (pg. 4 - 6)
  - E. Finance Report (pg. 7)
- V. Old Business**
  - A. Pickleball Path completed in early October
- VI. New Business**
  - A. New playground equipment dropped off. Project to begin October 21, 2024.
  - B. Spray Park repaired in early October.
  - C. Youth Leadership Retreat students recognized by County Commissioners at September 24<sup>th</sup> meeting.
  - D. Water officially shut off for winter.
- VII. Announcements/Correspondence**

The next meeting of the Camp Hope Commission is scheduled for Monday, November 18, 2024 @ 10:00 AM at the Passaic County Senior Services Conference Room located at 930 Riverview Dr. Suite #200, Totowa, NJ

**2024 Meeting Schedule:**

Monday, January 22, 2024	10:00 AM	30 Riverview Dr. Suite #200, Totowa, NJ 07512
Monday, March 18, 2024	10:00 AM	30 Riverview Dr. Suite #200, Totowa, NJ 07512
Monday, April 15, 2024	10:00 AM	30 Riverview Dr. Suite #200, Totowa, NJ 07512

Monday, May 20, 2024	10:00 AM	30 Riverview Dr. Suite #200, Totowa, NJ 07512
Monday, June 17, 2024	10:00 AM	30 Riverview Dr. Suite #200, Totowa, NJ 07512
Monday, July 15, 2024*	<b>11:00 AM</b>	1792 Union Valley Rd. West Milford, NJ
Monday, August 19, 2024	10:00 AM	30 Riverview Dr. Suite #200, Totowa, NJ 07512
<del>Monday, September 16, 2024</del>	<del>10:00 AM</del>	<del>30 Riverview Dr. Suite #200, Totowa, NJ 07512</del>
Monday, October 21, 2024*	10:00 AM	1310 Route 23N Wayne, NJ 07470
Monday, November 18, 2024	10:00 AM	30 Riverview Dr. Suite #200, Totowa, NJ 07512
Monday, December 16, 2024	10:00 AM	30 Riverview Dr. Suite #200, Totowa, NJ 07512

# **Dining & Maintenance Report**

*Prepared by: Christopher Falone, Food Service Supervisor & John Dop, Maintenance Supervisor*

## **Maintenance and Equipment**

- Cleaned main office and dining hall on a daily basis
- Began winterizing all the non-heated buildings on the property including all sleeping cabins, the infirmary, and the pool pavilion.
- Main entrance door to the dining hall was not closing properly and was repaired
- Cleaned leaves from exterior areas of all buildings, athletic surfaces and the main pavilion
- Installed new paper towel and toilet paper dispensers in the main office and the pool pavilion
- Assisted with loading and transporting tables, food service equipment, and supplies from Camp Hope to Rifle Camp Park for the annual Senior Picnic hosted by the Department of Senior Services
- Set up tables and chairs in dining hall for a variety of events
- Changed light bulbs and ballasts in the dining hall
- Painted bathroom floors in the pool pavilion
- Picked up food orders, paper products, and maintenance supplies from various vendors.

## **Cooking and Meal Prep**

- The Dining Hall team catered the annual Senior Picnic at Rifle Camp Park
  - We prepared nearly 600 meals to be served over the course of two days to senior citizens from throughout the county.
  - Each plate included a garden salad, corn on the cob, hot dog, hamburger, sausage and peppers, and a barbeque chicken thigh
- The following menu was prepared for all Camp Hope Senior Program events in the month of September
  - Homemade chicken parmesan served with a side of rigatoni, a salad, and garlic bread
- The current menu being used for the Senior Program events in the month of October is:
  - Jagerschnitzel (a German style center cut bone in pork chop pounded, breaded, and fried) covered in mushroom gravy and served with roasted red skin potatoes, string beans, and sauerkraut.
- The dining team has also prepared a variety of breakfast meals on a rotating basis for the weekly Breakfast Club, examples of meals have included but are not limited too
  - Homemade French toast with bacon and a banana
  - Eggs Benedict served with Canadian Bacon
  - Belgian waffles with breakfast
  - Breakfast pizza served with a fruit salad on the side.

**Please note, all enumerated tasks are performed in addition to the daily maintenance and sanitation tasks that are necessary to ensure Steven Tilton Dining Hall and the grounds of Camp Hope remain a safe environment for all staff and visitors.**

# Camp Hope & Recreation Program Report

Prepared by Brittany Rothlauf

## August 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29	30	31	1 Passaic Recreation & Wanaque Camp(135)	2 Agape Summer Camp Open Swim- Pool Closed	3 Weekend Open Swim Pool Permit - Pool Closed
4 Weekend Swim Pool Permit	5 Senior Sharks Open Swim	6 Clifton Recreation (100)	7 Calvary Church & Passaic Rec - Cancelled	8 Memorial Day - Cancelled	9 Agape Summer Camp Open Swim- Pool Closed	10 Pool, Pavilion & Dining Hall Permit
11 Weekend Swim Pavilion Permit	12 Senior Sharks (16) Open Swim (20)	13 Memorial Day (40) Pavilion Permit	14 Senior Sharks Camp Hofstra & Clifton B&G Club (75)	15 Calvary Church & Faith Chapel Church (30)	16 Agape & Countryside Summer Camp Open Swim - Pool Closed Food & Film "Barbie" (42)	17 Weekend Swim Camp Rental
18 Weekend Swim Pool & Pavilion Rental	19 Senior Sharks Open Swim	20 Memorial Day Pavilion Permit	21 Faith Chapel Church	22 Faith Chapel Church	23 Agape & Countryside Summer Camp Open Swim Senior Soiree	24 Weekend Swim
25 Weekend Swim	26 Open Swim	27 Chair Yoga Open Swim IDRC	28 Open Swim	29 Open Swim	30 Open Swim	31 Weekend Swim Pool Permit
1 Weekend Swim Pool Permit	2	<i>Color Index</i>				
		Family Events Meeting/Important	Senior Groups Park Permit	Senior Events Holiday	Pool Camp	

## September 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 Weekend Swim Pool Permit	2 Labor Day - Closed	3 IDRC	4	5	6	7 Dog Pool Pawty (59)
8	9 Kids Grab & Go Activity Pickup (48)	10	11	12 Breakfast Club (31)	13 Food & Film "Kindergarten Cop" (34)	14
15 Pavilion Permit	16	17	18	19 Breakfast Club (20)	20 Totowa Day Care Seniors(45) Fireside Yoga (20)	21
22	23	24	25 Clerks Office Outreach @ CH	26 Senior Picnic @ Rifle Camp Park	27 Cabin Rental	28
29	30 Wayne, Botany Village & Totowa Seniors- Canceled	1	2	3	4	5

# October 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29	30	1	2	3 Breakfast Club (28)	4	5
6	7 Grab & Go Activity Pickup (48)	8 Zion Seniors & St Nicholas Senior Group (38)	9	10 Breakfast Club (27)	11	12 Pavilion & Field Permit
13	14 Office Closed	15 Clifton Valley Seniors (15)	16 Private Technology Lesson	17 Breakfast Club (25)	18 Dining Hall Permit	19 Paws in the Park @ Goffle Brook
20	21 Camp Hope Commission Meeting	22	23 Private Technology Lesson	24 Breakfast Club	25 Food & Film "Beetlejuice"	26
27	28 Wayne, Botany Village & Pompton Lakes Seniors	29	30 Private Technology Lesson	31 Senior Halloween Party	1	2

# November 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28	29	30	31	1	2
3	4 Grab & Go Activity Pickup	5 Office Closed	6 Private Technology Lesson	7 Breakfast Club	8 Food & Film "Say Anything"	9
10	11 Office Closed	12 Clifton Valley & Pompton Lakes Seniors	13 St. John Seniors	14 Breakfast Club	15 Totowa Day Care	16
17	18	19 Zion & St. Nicholas Seniors	20 Private Technology Lesson	21 Breakfast Club	22	23
24	25 Wayne & Botany Village Seniors	26	27 Pie Pickup	28 Office Closed	29 Office Closed	30

## Permits

<b>Dates</b>	<b>Times</b>	<b>Event</b>	<b>Location</b>
8/20/24- 8/21/24	10:00am- 3:00pm	Water Warriors Summer Camp	Large Group Pavilion
8/27/23- 8/29/23	8am- 4:30pm	Intoxicated Driver Resource Center	Cabin + Dining Hall
8/31/2024	4:00pm- 7:00pm	Birthday Party	Pool
9/1/2024	4:00pm- 7:00pm	Pool Party	Pool
9/3/24- 9/5/24	8am- 4:30pm	Intoxicated Driver Resource Center	Cabin + Dining Hall
9/15/2024	11:00am- 5:30pm	30th Birthday Party	Large Group Pavilion
9/25/2024	10:00am- 1:00pm	County Clerk Services	Dining Hall
9/27/24- 9/29/24	4:00pm- 11:00am	Adult Camping	Cabins
10/12/202 4	1:00pm- 6:00pm	Birthday Party	Center Field + Large Group Pavilion
10/18/202 4	8:00am- 3:00pm	Sunfest: Circle of Care for Families and Children of Passaic County	Large Group Pavilion + Center Field + Basketball Court + Dining Hall
12/4/2024	11am-4pm	Division Of Mental Health and Addiction	Stephen Tilton Dining Hall

## Finance Report

<b>Vendor</b>	<b>Purpose</b>	<b>Items Purchased</b>	<b>Amount</b>
Miss Jolie (Jolie Van Peenan)	Children's Holiday Party	Children's Musician	\$375.00
Tyrone Buggs RK Production	DJ At Senior Halloween Party	DJ Services	\$350.00
SHI	Laptop for Chris Falone	Laptop for Chris Falone	\$1,146.21