

**Harrington Park Recreation Committee
Meeting Minutes
Wednesday, January 20, 2016**

1. CALL MEETING TO ORDER

Meeting called to order by Recreation Commission Chairman at 8:03 PM.

Chairman's Announcement

In compliance with Chapter 231, Public Law 1975, adequate notice of the scheduled meeting was made. It is posted on the bulletin board in the Municipal Center. Copies have been mailed to the BERGEN RECORD, SUBURBANITE, and THE NORTHERN VALLEY PRESS. A copy has been filed with the Borough Clerk, and copies have been mailed to individuals requesting the same.

2. ITEMS FROM THE PUBLIC

a. Skyhawks Sports Academy – Christopher Ryan

Christopher Ryan from Skyhawks Sports Academy discussed the programs that they provide. Skyhawks have been around since 1979. Skyhawks work with children from 18 months to 14 years old through programs like afterschool programs, sports camps, etc. Skyhawks is a full service provider group that provides marketing, registration, equipment and coaches to facilitate programs for the community. Coaches have gone through extensive training and have gone through background checks (drug tested, FBI fingerprinted).

They would like to partner with the community to integrate with existing offerings or provide a new curriculum. They offer summer camps for multi sports for beginners to intermediate level. Cost is dependent on the sport. For an afterschool a 6-8 week program, the cost would be about \$100-120 per student. Half day summer camps about \$150-\$200. If parents want to volunteer in the sports programs, it is also possible. Generally, Skyhawks provide afterschool programs, but is also involved in baseball leagues. They do not outsource coaches or trainers to train parents who want to learn more about coaching a specific sport.

Recreation provided information on how the town works with Recreation Commission and the schools as well as the sports programs that are in place.

Christopher will provide electronic version of the brochures to be distributed to the Recreation Commission. He will provide a proposal for the Recreation Commission to consider.

3. ROLL CALL

COMMISSION	PRESENT	ABSENT	Arrival
Paul Baly			8:19PM
Nicole Benasillo	X		
Lynne Cappelmann	X		
Charles Degruccio	X		
Brian Fitzgerald			8:17PM
Thomas Gleason (Chairman)	X		

Also present:

Joon Chung, Town Council Liaison
Carolyn Lee, Secretary

4. ADMINISTRATIVE ITEMS

a. Swear In, Signing of Oath of Office

Nicole Benasillo signed the Oath of Office.

b. Vote and Appointment of Chairman

Charles nominated Tom Gleason for recreation commission chair for 2016.

Second: Nicole

All in favor (that were present): Lynne

c. Approval of Minutes

All in favor to approve the December 2015 minutes.

d. Suggestion for new Recreation Commission member

Recommendation for a new member should email Carolyn or Joon.

e. Re-organization

Re-organization will be deferred to the scheduled February meeting.

5. UPDATES

a. Finance and Budget

Tom has not received any budget or expense information for 2016 from KJ. Tom will contact KJ for reports.

b. Field Requests

i. Easter Egg Hunt – Juniors Woman Club

The Recreation Commission voted all in favor to approve the field request for the Easter Egg Hunt for Saturday, March 19, 10AM(rain date Sunday, March 20, 12PM), Lower Highland Field. Field request form was completed and a certificate of insurance was provided. There will not be a fee for the field usage. Charles will schedule the date. Carolyn will notify Allison Donnelly of the approval.

ii. Girl Scouts sent a copy of their insurance certificate

Carolyn will send a copy to Charles. Lynne recommended uploading all copies in google docs.

iii. A League of Our Own

A League of Our Own (ALOOO) has completed a field request form for April 3-Aug.28, Sunday mornings. Carolyn has notified them that the schedule will be completed at a later time, there will be an increase in cost per game and they will need to provide a new certificate of insurance for 2016. Mike Rutigliano is scheduling Pondsides Field for the spring and summer. Carolyn notified Mike R. about ALOOO requested dates. ALOOO will need to complete a new field request form.

iv. Baseball Invoices

Aprada Titans has not paid 2015 invoice. Carolyn will email them a third notice for payment.

v. Form Request Change - Discussion

Increase in Field Usage Fee

Recreation has discussed an increase in the field usage fee from \$60 to \$75.

Motion: Tom

Second: Nicole

All in Favor who were present (Lynne, Charles).

Form Changes

Charles will update the document to include:

1. Deposit of 50% of expected usage fee or 100% if usage is 2 days or less.
2. \$75 per field per game usage fee.

Charles will send out the document for review. The Recreation Commission agrees that organizations that have not paid their 2015 invoices will not have access to the fields in 2016 until paid.

c. School Coordination

Lynne will write a formal document about the cancellation policy. It will outline if the organizations will be charged for cancelled dates and clarify that the school cannot be left unsupervised. Lynne will determine what policies the school has in place. If there are changes or clarifications needed, the field request forms may be updated.

d. Grants

None pending.

e. Sports Coordination

Sports Commissioner's Meeting date set for January 21, 2016 8:00PM.

f. Town Programs 2016

Fishing Derby – June 19, 12-2PM (no raindate)

Town Day – September 10th, 12-4PM (raindate September 11, 1-4PM)

- considerations - after school starts, not overlapping any holidays

Ragamuffin Parade – October 29, 10AM – noon (rain location – school)

Other Events - There was discussion about other events that the town previously sponsored. Concert in the Park is an example. Everyone is encouraged to take the initiative to run the event if they are interested.

g. Park & Playground Maintenance

i. Field Maintenance

Final maintenance on the fields was delayed about one month, but was completed.

ii. Field Maintenance Bid in March

The contract is 2 years with a 3rd year option. Brian will talk to KJ to see how quickly the bid can be written and placed. The contract ends on March 31, but the work has been completed for the year (2015). The new contract will need to begin on March 1st to purchase material and start treatments. The most of the requirements are listed in the addendum in the previous contract. Baseball will want to have the fields prepared before the season starts. The school is treated during the spring break when the students are not on the field. If the contract is not over the threshold amount, there is no need for a bid. A 2-year contract would be over the threshold. Brian will reach out to KJ to determine if they will work on the bid or to extend to a 3rd year option.

iii. Pondsides

Recreation discussed the future of Pondsides Pond. An issue is that if the pond becomes wetland, then it cannot be changed back to a pond. No inspection is required if the pond changes to wetlands. Another issue is the unknown cost to inspect, repair and restore the pond. More research is required because of the concern of the water source. Joon is looking for possible grants available. The Mosquito Commission provided a grant for Closter. Joon will invite the town engineer to the next meeting to help answer questions. The town requires an Environmental Resource Inventory that lists all of the town's assets.

VOTE: Recommendation to restore and maintain the pond.

Motion: Tom

Second: Paul

All in Favor (Lynne, Nicole, Brian, Charles)

iv. Highland

Carolyn will contact Mark to turn off the basketball and path lights.

Not all soccer nets are stored properly. Soccer nets are chained to a temporary fence on Field 3. Field 1 soccer nets are chained to each other and could tip.

h. Tennis

i. TGA Spring and Summer Programs

This is the second year that TGA is working with the Recreation Commission. TGA can use George Street for the golf program. TGA will provide mats for the golf program. Recreation will change the cost structure with TGA. TGA also works with the school for the enrichment program. HSA also has a fee that they charge TGA for the enrichment program. The option to charge per court or per participant was discussed.

VOTE: All in favor to move ahead with TGA.

VOTE: All in favor to charge a \$10 fee for each participant enrolled in the tennis or golf program.

Paul will discuss the usage fee with TGA.

ii. Tennis Badges

VOTE: All in favor to charge \$25 per family for tennis badges.

Tom will provide the badges. Joon will talk to Chief Maalouf about monitoring/enforcing the badges. Carolyn will provide the information in the newsletter.

iii. Tennis Signage

Paul will make the signs for the tennis courts. The badges are for priority for the courts. If the person does not have a badge, they will have to vacate for a person with a badge. Also, the signage will indicate that no pets are allowed in the courts.

i. Additional Keys for Hut

Brian has the keys, but has not distributed them. Keys are for 2 sheds at Highland, and one for the sprinkler at Pondsider.

j. Seasonal Water Meters with Backflow Units (Brian/Joon)

Joon provided options for unit covers, but the cost is high. Mark K. will look into less costly options. If Recreation covers the cost of the units and the covers, it is a large amount out of Recreation's budget. The fountain for the tennis courts has not been turned on for years. There is no need for one at Pondsider or Lower Highland. There is one needed at back field house, field 4, center of town and tennis courts. Recreation discussed if the expense should be taken from the Recreation budget or if the town will allocate money for this expense. The Nutshell area is not associated with Recreation. Joon will talk to KJ about how this can be properly budgeted.

k. Town Walk Around (5 Year Plan)

Discussion deferred to February meeting. Commission members are asked to email a list to Tom of possible projects.

6. PROJECTS

a. Highland Bathroom Hut Doors – keypad

KJ recommended that this project should be moved to 2017 because of the cost involved.

b. Upper Highland Shed

No changes.

c. Walking Path Lighting

The Lighting project will officially close in the spring after the following issues are resolved:

1. Repair a crack in the path
2. Adjust reflecting light

7. OTHER ITEMS

a. Recreation Items for Feb/March Newsletter

The tennis badge information will be added to newsletter.

b. Metropolitan Flower Exchange – sponsor little league team

Paul will forward this information to the appropriate people in Sports Boosters. This is a source of revenue that should be looked into. Consider asking organizations to sponsor Town Day.

c. Bassetti Photo – sport team photos (Carolyn)

There is currently someone in Harrington Park that takes the team photos.

8. NEXT MEETING

Next regularly scheduled meeting is Wednesday, February 10, 2016 at 8:00PM. Note: This meeting was scheduled on the 2nd week of the month.

Motion to adjourn meeting: Paul

Second: Brian

All In Favor: Lynne, Nicole, Charles, Tom

Meeting Adjourned at 10:00PM