

**Harrington Park Recreation Committee
Minutes
Thursday, March 28, 2018**

1. CALL MEETING TO ORDER

Chairman’s Announcement - called to order at 8:05PM

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. ROLL CALL

COMMISSION Members 2018	PRESENT	ABSENT
Paul Baly (Vice Chairman)		X
Nicole Benasillo		X
Lynne Cappelmann	X	
Charles DeGruccio (Chairman)	X	
Megan Dippolito		X
Thomas Gleason	X	
Patrick (Kelly) Kramer	X	

Also present:

Joon Chung, Town Council Liaison
Carolyn Lee, Secretary

3. ITEMS FROM THE PUBLIC

a) Eagle Scout Project – Ryan Jordan (resident)

Joon congratulated Ryan on starting this project.

Ryan had the following questions about a path connecting upper and lower Highland Field:

Q: Where would the path start? And how far down will it start?

A: Recreation suggested that the path would be wood chips and would start on the other side of the existing path from the hut/basketball court. Joon spoke to the town engineer who recommended avoiding heavily wooded areas to avoid taking down trees. Recreation would need to ask the town engineers about the proximity to the waterway. Ryan could use google map/orienteering map or something similar to draw where he thinks the path would fit and send it to Recreation and the town engineer for review. If there are tiered steps, the drawing should include that detail as well.

Q: Does there need to be signage for field numbers?

A: It would be good to indicate there is a path to Upper Highland Field 4 and 5, and lower fields are 1,2, and 3.

Q: Does the path need to be wheelchair accessible?

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A: Joon will ask the Town Engineers and get back to Ryan with an answer.

Q: Does this project need to be approved by other officials and what is the process?

A: After the Town Engineer has approved the plan; Ryan will attend the Mayor and Council meeting where they will grant you access to the area. The Environmental Commission should be informed. Joon will provide Ryan with the contact information.

Ryan would like to work on the eagle project over the summer.

b) Tennis Association – Joe McArdle (resident)

Joe McArdle was invited to the meeting to discuss the tennis association. Joe suggested USTA youth programs that may be good for the town. Tom gave an overview of how the tennis association ran tennis and how the money raised would go towards tennis nets and other improvements for tennis in Harrington Park. Currently, TGA has tennis clinics and lessons where Recreation charges a small fee for court usage; Recreation would like to increase the number of tennis badges sold; update the signage. The structure of the association would be up to Joe if he is interested. Mark lives in town and has an interest as well. There are town tennis ordinances that may need to be changed. Recreation will ask Paul to schedule a date to meet at the George Street tennis courts to see what could be done.

TO DO: Ask Paul to schedule a meeting at the tennis courts.

c) Basketball Courts – Jon Mangano (Summer and School Basketball Commissioner)

Jon discussed how the basketball courts at Highland Field could be improved and provided pictures:

- Some lights are out and it is difficult to play at night.
 - Electrical outlet used for the scoreboard was sparking. It is a safety issue.
 - The middle bench is tilted and very difficult to sit on.
 - Lower Basketball Court has a crack along the court.
 - Nets are worn on both courts. Jon had replaced the nets last year.
 - No snacks/drinks are available for people after games. There should be an ice cream truck.
 - Can we get sponsors by selling signs for the courts?
- Harrington Park Board of Health sells permits for ice cream trucks to sell in town.
 - Gerald Griffin (Sports Boosters) used to sell the signs that were on the fencing. Jon is selling advertising space for the basketball websites. The signs are currently in the baseball field house. The basketball fence is a good spot of advertising.
 - Jon got an estimate of about \$9,000 to resurface the lower court, but would have to be resurfaced about every 5-7 years (2 year warranty). The next step is to discuss with the town engineer.
 - There is an outlet about 8ft high on the lamppost if basketball needs an outlet. Jon would like to use the hut for a storage area for some balls. Recreation says that there is room for some storage, but they cannot use 50% of the space.

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- The portable benches belong to soccer. Jon may discuss the Joe Simeon, soccer commissioner, to borrow them.
- Recreation confirmed that Summer Basketball gets priority over any other groups playing on the court. If it becomes an issue, Recreation can issue a permit.
- d) Lacrosse – Lance Symons (Lacrosse Commissioner)
 - Forms, COI and check were submitted to Recreation. Lance wanted to confirm with Mike R. that the extra dates listed on the field request was accepted. The check (\$250) was given to finance. The \$75 usage fee does not apply to the town sports. The maintenance fee is applied to the town sports. This \$250 will be applied to the maintenance fee once the amount will be determined. Lance is all for helping the town.
 - Lance requested if some of the money could go towards fixing the back of the field at Pondsides. It is a swampy area. They are playing mostly at the high school.

4. ADMINISTRATIVE ITEMS

- a. **Approval of Minutes (February 28, 2018)**
To approve the February 28, 2018 minutes.
Motion: Tom
Second: Lynne
Vote: All in Favor

5. UPDATES

- a. **Finance and Budget (Tom)**
The budget has been approved.
 - i. **Sports Fees for Field Maintenance**
Recreation is still determining what the fee for each sport should be. KJ has not seen the fees since he started as CFO. The budget has been approved. Discussion moved to penny taxes and open space grants.
 - b. **Field Requests (Charles)**
 - i) **New**
 - NV Lacrosse (Form and COI) – Lance Symons
 - HP Baseball Association (Form and COI) – Mike Rutigliano
 - NV Knights (Form and COI) – Mike Rutigliano
 - National Night Out (Tuesday, August 7, 6-9pm) – Officer Jennifer Leeman
 - No forms have been completed, but this was the same as last year.
 - The Police department would like Recreation's help planning this event. Please let Carolyn know if you can help and she will forward your email address.
- Vote to approve the above listed field requests.**
Motion: Tom
Second: Charles
Vote: All in Favor

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Note: The Recreation Commission has previously agreed that Field Requests are approved at meetings unless requests are made in between meetings and need to be approved before the next meeting.

Summer Basketball – Jon Mangano

Vote to approve summer basketball when Recreation receives and reviews the field request forms. (Insurance is under JIF)

Motion: Tom

Second: Lynne

Vote: All in Favor

TO DO: Lynne will send the Summer Basketball field request to Charles and Carolyn

ii) Updates:

- Junior Woman's Club – Easter Egg Hunt was changed to March 31, rain date April 1, Highland Field from March 24th due to the snow. Charles approved the change because of the urgency to notify the participants.

- Community Church – April 1, 2018 (Sunrise Service- Pondside) The church was given permission to use the SUEZ property on Old Hook and will not be using Pondside for the service.

- Charles notified the baseball teams that the field request was approved.

- Charles will talk to Chris and Mike to accommodate Rob as much as possible. The schedules are made week to week.

- Speed Soccer Spring Camp- April 9-13 (Highland Field). The water meter has not been installed in the hut. The bathroom may not be available for the camp. If the water meter is installed, the bathroom needs to be cleaned and the lock timers need to be set.

TO DO: Carolyn will contact Mark about the status of the water meter and see when a port-a-potty should be called for delivery.

TO DO: Charles will get the lock software from JB Locks in Closter.

c. School Coordination (Lynne)

i. Spring Sports

Nothing new.

ii. Badminton Club

Carolyn spoke to Ms. Nitzberg about schedules. The dates and times are not set. Badminton Club is advertised in the newsletter. Brian Eifert provided the annual insurance rates by age and sex. The insurance will be included in the cost/membership fee. The Mayor and Council have approved the club and can be added to the JIF once the number of members is estimated. Carolyn will determine the fee in order to cover the cost of school usage (\$20/hr) and the added insurance to the town. The club will most likely start in May.

d. Sports Coordination (Paul)

e. Town Programs

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- i. **Fishing Derby** (June 17, noon-2pm) – Paul, Kelly, Charles
- ii. **Town Day** (Sept.8, noon-4pm, Rain date Sept.9, 1-4pm) - Lynne, Kelly, Nicole
The donation letters should be written soon. Pascack Valley Hospital sent an email that they will be a Patron sponsor (\$500-\$999) and Carolyn has sent them the W-9 form as requested.
- iii. **Ragamuffin Parade** (Oct. 27, 10am, Rain location APR) – Lynne, Kelly, Nicole
- f. **Park & Playground Maintenance (Charles, Kelly, Tom)**
 - i. **Field Maintenance (Charles)**
Charles is the point person for FieldPro. FieldPro has received additional work because of the work that has been done in Harrington Park and would like to continue the relationship.
TO DO: Joon will send the contact information for FieldPro to Charles and Kelly.
 - ii. **Pondside (Charles)**
 - iii. **Highland (Lynne/Kelly)**
Basketball maintenance discussed in the “Items from Public” as well as in “Projects”.
 - iv. **George street (Paul)**
Tennis court crack discussed in “Projects”.
 - v. **School (Carolyn)**
 - vi. **Beechwood (Nicole)**
 - vii. **Don Horsey (Tom)**
 - viii. **Columbus (Megan)**
- g. **Tennis (Paul, Kelly)**
 - i. **TGA**
TGA asked if Recreation could advertise for TGA in Harrington Park. Carolyn has explained that Recreation cannot advertise, but will post the schedule at the tennis courts. HSA would be a good place for them to reach out to since they work with them in the enrichment program.
TO DO: Carolyn ask Jon if they could send it out.
 - ii. **Tennis Badges**
Kelly provided some options:
 - A beach pin, made by local special needs kids (\$0.95/badge)
 - Thin badge similar to a wedding
 - Thin laminated business cardPins might be better if it was hanging inside the court. Discussion continued about badges with pins or holes. Each badge will have a unique number. Different colored stickers could be changed each year. About 20 badges were sold last year, and about 25 the year before. “HP Tennis” should be printed on the badge.
Vote to order 50 beach pins with a budget under \$100.
Motion: Tom
Second: Charles
Vote: All in favor

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TO DO: Kelly will complete a purchase order and determine the design.

This would a good email to send out that the tennis badges are available. Swiftreach is usually for emergencies. Website and facebook can be updated for tennis badges. The town sends out voice and emails. The school community is not aware of Nixle.

iii. Tennis Instructor Fee

The ordinance is \$500 for an instructor fee. TGA does not pay this amount. It is difficult to enforce. If the instructor is a high school student, they cannot afford the \$500. Recreation needs to make a recommendation for the fee for the Mayor and Council to change the ordinance. A suggestion was that instructors will need to have badges and work with HP residents. If the instructor wants to block out time, then they would fill out the field request forms. If there are conflicts, we can go back to the \$500 fee. We will need to look at the ordinance and rewrite.

Ordinance is on the website.

TO DO: Joon will ask Ann Bistriz to reach out to other towns on instructor fees.

TO DO: Recreation will review/rewrite the ordinance in the next meeting.

iv. Tennis Signage

v. Tennis Association –2018

Discussed in “Items from the Public”.

6. PROJECTS

a. Open Space Grants / Penny Tax

The grants and the penny tax could also be used towards maintenance for basketball courts, tennis courts or the pavilion. Recreation comments are:

- The basketball courts in other towns are always busy and it will be utilized. Highland doesn't look too bad because the crack looks like where it was paved.
- The tennis courts are close to unplayable. One side has less cracks than another. The cracks could be covered.

Joon will ask Greg Polyniak if this type of maintenance can be included.

The letter of intent must be filed by April 24th. Grant application package is due June 18th. The letter of intent is a letter with the Mayor's signature. The grant would be awarded in February 2019.

- Discussion led to questioning why the tennis courts cracked in such a short amount of time. The court had cracked in the same place where it had crack before.

Priority would be maintenance over the pavilion.

TO DO: Joon will determine the cost of repairing the tennis courts and basketball courts.

Could the maintenance of the Fieldhouse roof at Field 3 at Highland? Baseball could provide the funding for repair.

Sports Boosters may have additional funds for maintenance.

7. OTHER ITEMS

a. JIF Meeting (March 28) – review

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Carolyn asked if the bleachers could be moved from Pondside to Field 4 or 5 in Highland. KJ will need to see if we have the funds to move bleachers. There are other towns that have equipment that do not meet the standards as well. The equipment is usually changed when there is funding for new equipment. Mark K. said that it is possible to move the bleachers. The bleachers have been at Pondside since the field was built. They are not allocated for soccer or lacrosse. There are no lacrosse games at Pondside.

TO DO: Carolyn will ask Mark to remove the Field 5 bleachers and replace with the Pondside bleachers.

b. Pascack Valley Medical Center – Donations

They will donate for Town Day and they are willing to donate for the pavilion.

c. Highland Field

Bathroom codes - Brian emailed the bathroom codes when it was set up 2 years ago.

The bathrooms are sealed for the winter. The timers will need to be set up again.

Charles will get the software from JB Locks in Closter.

Basketball lights – the lights can be turned on.

TO DO: Carolyn will ask Mark to turn on the lights with the same times as the previous year. Ask him to check the light bulbs and the outlet.

d. Town Walk Through – March 18, 2018

TO DO: Carolyn will send out the notes.

e. Recreation Commission Handbook – update with Field Maintenance

TO DO: Carolyn will update the handbook.

f. Field Maintenance Specs for Bid

Charles and Kelly will help prepare the field maintenance specs for 2019. The field maintenance specs should be out for bid by June. Recreation is satisfied with FieldPro. There have been no complaints. There was discussion if FieldPro maintains the school's softball fields.

TO DO: Joon will send out the specs that Brian worked on.

TO DO: Charles will talk to Brian if there was anything that he would've like to change in the previous specs.

g. Resignation

Joon noted that Megan Dippolito has resigned from the Recreation Commission.

8. NEXT MEETING

Next regularly scheduled meeting is Wednesday, April 18, 2018 at 8:00PM.

Meeting adjourned at 10:06pm.