

**Harrington Park Recreation Committee
Meeting Minutes
Wednesday, March 16, 2016**

1. CALL MEETING TO ORDER

Meeting called to order by Recreation Commission Chairman at 8:02PM.

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

Junior Woman’s Club co-presidents, Allison Donnelly and Ashley Plescia discussed ideas for a Memorial Day Concert in the park for May 30th, 2016, 1:00-5:30PM such as hiring a band, food and beverage sales. The Junior’s would like to partner with the Recreation Commission to participate by supplying a temporary liquor (Social Affairs) license for beer and wine as a fundraiser. The Junior’s are ready to fill out the forms for field usage and will provide the certificate of insurance. They may have a rain date the week after depending on if the band and fields are available.

TO DO: Joon will investigate if Recreation can provide the Social Affairs license and will let the Junior’s know next week.

Last year, Junior’s have been setting aside money for Highland Beautification and are willing to support the bathroom door project.

The Junior’s asked if the bathrooms would be available for the Easter Egg Hunt (March 20, 2016). Recreation informed the Junior’s that the bathrooms would not be opened until early April after the backflow units and seasonal water meters are installed. If the meters go in the next couple of days, Recreation will let the Junior’s know right away.

TO DO: Tom will follow up with Mark K to see if the bathrooms will be available on this date.

3. ROLL CALL

COMMISSION Member	PRESENT	ABSENT
Paul Baly		X
Nicole Benasillo	X	
Lynne Cappelmann	X	
Charles Degruccio	X	
Megan Dippolito	X	
Brian Fitzgerald		X

Thomas Gleason (Chairman)	X	
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Also present:

Joon Chung, Town Council Liaison
 Carolyn Lee, Secretary

4. ADMINISTRATIVE ITEMS

a. Welcome Megan Dippolito

Megan was welcomed to the Recreation Commission. She completed the Oath of Office.

b. Approval of Minutes

Approval of the February 10, 2016 meeting minutes.

Motion: Lynne

Second: Nicole

In Favor: All present

5. UPDATES

a. Finance and Budget (Tom)

The budget has not been finalized at this time.

b. Field Requests (Charles)

i. Updates for

1. A League of Our Own (Pondside Sunday morning – Good)

They have completed the field request forms and provided the certificate of insurance and are waiting for a schedule from Mike R. Charles and Mike have approved the first date requested (April 3rd, 2016, morning on Pondside).

2. SLUGS – Upper Highland Sunday morning – good

3. Northern Valley Soccer Club (need insurance certificate)

4. Muggeo Baseball

Recreation still requires Muggeo’s field request forms. The certificate of Insurance is still valid at this time. They are using the fields even though the fields are not officially opened. Muggeo should be contacting Mike and Gary for scheduling.

5. Northern Valley Lacrosse Association (School and Pondside) - Good

6. Northern Valley Knights Baseball Alliance

Forms and Insurance were provided.

7. BC Phenom

Chris Wood provided the completed forms today. Carolyn requested from Chris, the certificate of insurance and the specific times for the dates. Duration is also important because Pondside is in high demand.

TO DO: Carolyn will email Chris Wood and Mike R. about the request for Pondside for scheduling.

8. Speed Soccer Camp

The contract has been completed and is waiting approval from Mayor and Council.

9. Muggeo Baseball Camp

The contract has been completed and is waiting approval from Mayor and Council.

TO DO: Charles will:

- Let the organization that provided all the forms that they have been approved.
- Determine the deposit and create invoices for Carolyn to send.
- Contact the organizations for certificate of insurance
- Contact the organizations that are currently using the fields before the official opening to co-ordinate with Mike R. and Gary.

ii. Request for Reduced Fee

There was a request for baseball field use (NJ amateur league), but wanted to know if there was a reduced fee or waived fee because he is an EMT and some military members are on the team. In this situation, they were not interested because Pondsides is in high demand. Recreation indicated that it depends on the group, but the request will be discussed for each case.

iii. Baseball Invoices

Remaining invoice - Apreda Titans have not paid for the 2015 field use. They have been sent the invoice 3 times by email. Mike R. mentioned that the check was sent, but Recreation has not received it.

TO DO: Carolyn will remind Mike Apreda about the payment and that no field use is allowed until the invoice is paid.

iv. New Request Form – on website

The new field request form has been sent to Ann to upload to the website.

v. Additional Discussion

Some reports the people have noticed teams playing or practicing on the baseball fields even though the fields are still closed for the season. Also non-local groups were using the field for flag football, Frisbee, and basketball. The Recreation Commission is curious where the groups are from.

c. School Coordination (Lynne)

Most sports will be finished at the end of March. Men's basketball will play until the end of April. The school co-ordination was smooth.

TO DO: Lynne will send out the bills by the end of the season

d. Grants (Nicole/Lynne)

No updates.

e. Sports Coordination (Paul)

Tom gave a review of the spring co-ordination. They talked about the possibility of Chris Wood having a team. Co-ordination is similar last year. They are splitting field 4. Gary Capazzi is in charge of the softball fields. Mike R. is in charge of the baseball fields. They will try to fit everyone in.

f. Town Programs

i. Fishing Derby (Paul/Megan)

There will be a notice in the HP Newsletter for the Fishing Derby.

ii. Town Day (Lynne/Nicole/Megan)

TO DO: Carolyn will send a draft advertisement for vendors for review before sending it to the newspapers.

- iii. **Rag-a-muffin Parade (Lynne/Nicole)**
- iv. **Memorial Day Concert in the Park**

The Junior's indicated that Recreation supplied the Social Affairs license for the Memorial Day event in previous years. Recreation will determine what was done in previous years. Recreation members discussed that the concert was a good idea.
- g. **Park & Playground Maintenance**
 - i. **Field Maintenance (Brian)**
 - The bathrooms can be cleaned after the water is turned on.
 - Recreation has no concerns with continuing with the bathroom cleaning service that we have been using.
 - **Update from Brian via email**
 - Once this program is active we will need to get field closure dates to Charles so there is no activity at times of applications.
 - TO DO:** Charles notify groups about field closures at the school
 - Brian will also start working with Mark from the DPW to start the process of opening the fields for use.
 - The cost for the startup. Both fields = \$480.00 (Brian provided an attachment for a sprinkler maintenance agreement with Pacific Lawn Sprinklers)
 - ii. **Field Maintenance Bid in March (Brian/Joon)**

Joon provided the essential bid information for Recreation to review. There were 3 bids ranging from \$55,040 to \$99,810 for the lump sum 2-year contract. Brian will need to review the bids closely to ensure the work and materials are the same for each proposal. Mayor and Council will decide on the bid.
 - iii. **Pondside (Charles)**

Pondside portable potty will need to be delivered.

TO DO: Tom will talk to Mark K.
 - iv. **Highland (Lynne)**
 - The bathroom is expected to open in early April. After the backflow units are installed, and the seasonal water meters are installed, the water can be turned on. Signs may need to be put on the doors to prevent people using the bathrooms until the water is turned on.
 - Recreation indicated that the lights for the basketball court and the walking path can be turned on immediately. The basketball court light should be scheduled to turn off at 10PM and the path lights should be turned off at 9:30PM.

TO DO: Tom will contact Mark K. about the lights.
 - v. **George street (Paul)**
 - vi. **School (Carolyn)**
 - vii. **Beechwood (Nicole)**
 - viii. **Don Horsey (Tom)**
 - ix. **Columbus (Megan)**
- h. **Tennis (Paul)**
 - i. **TGA Spring and Summer Programs**

TGA has started advertising spring and summer programs in HP through emails and on their registration website.

ii. Tennis Badges

Tom made 30 badges. One tennis badge has been sold.

iii. Tennis Signage

Paul is working on a badge board.

i. Additional Keys for Hut (Brian)

Brian has a set of keys to distribute.

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

- After discussion with KJ, Recreation will pay for the backflow units and will not pay for the water this year.
- The companies that provided a proposal were Cross County Plumbing and Heating and Bocchino and Sons. After comparing the proposals, Bocchino and Sons cost was lower for equivalent work. Joon needs approval from the Recreation Commission to bring back to the Mayor and Council.

Vote: Bocchino & Sons for backflow unit installation

Motion: Charles

Second: Nicole

In Favor: All present

- Joon provided some cover suggestions. A cage cover seems to be the direction we are going. Mark K. can do the installation, which includes the concrete base. The size will need to be determined.

k. 5 year Plan / HP 5K and Jrs Donation (Tom/Brian/Nicole)

- Discussion on what type of lock is best. (e.g. keypad, timed lock, key). Determine what locks are available.
- Discussion about when the doors will be opened and locked.
- Discussion about cameras for surveillance/deterrent.
- Other considerations related to the bathrooms are spring or sensor water faucets (automatic water shut off), electric hand dryer (reduce paper towels).
- The 5K organization would like to contribute \$3,000 (possibly \$3,500) or the Highland Hut bathroom door project. The cost for the doors with keypad access was estimated at about \$5,500. The Junior's are willing to contribute \$2,000. The Sports Boosters may be willing to contribute. If the cost exceeds the amount expected, Sports Boosters are willing to contribute.
- Discussion about Sports Boosters and what they currently organize for the town (e.g. registering and paying online for sports, sponsoring the 5K, and selling signs for advertising on the fields).
- Discussion about the projects the Recreation Commission have coordinated and contributed to over the past 10 years, such as Pondsides walking path and baseball complex, baseball field on Upper Highland, rebuilt field 4 and 5, 3 new play grounds, tennis court repaving, irrigation for baseball outfields, etc. through Penny Tax and Open Space money. Members should suggest projects big or small that would improve the community.

6. PROJECTS

- a. **Upper Highland Shed (Brian)**
No Update.
- b. **Walking Path Lighting (Joon)**
 - A crack needs paving. They expect to complete this by spring.
 - The light reflector adjustment will also be reviewed.

7. OTHER ITEMS

- a. **Metropolitan Flower Exchange (Carolyn)**
Sports Boosters are in contact with the Metropolitan Flower Exchange for a sign.
- b. **Skyhawk – Proposal**
After reviewing the Skyhawk’s proposal, there is a lot of overlap between what they provide and what HP has existing. Recreation recommends that Skyhawk should keep in contact with the HSA for the fall enrichment program.
TO DO: Carolyn will send the Skyhawk information to the sports commissioners.
- c. **JIF Meeting – (Carolyn)**
Harrington Park has achieved the Gold Level Award. The town will receive \$2,000. Recreation provides reviews of the field and playgrounds as part of the JIF credits. Also, if any coaches complete the Volunteer Coach Training Clinic for certification during the year, this will also be applied towards the credits.
- d. **HP Running Program – Adult and Children (Megan)**
Megan would like to start an HP running club for both adults and children. This could be a feeder program for HP track and eventually for the high school. A 10 week program that leads into the HP 5K event would build excitement and interest. Estimated cost would be \$200, twice a week for 10 weeks. Columbus Field would be a good training area for cross-country and Highland Field would also be acceptable. An organization can be brought into HP to run the program. There are various ways to pay the coaches. Megan will determine the interest in HP and when to start the program. She would like to see a program for adults in April.
TO DO:
 - 1. Joon will talk to HP attorneys to see if Megan can be paid by Recreation and if there is insurance and medical coverage.
 - 2. Megan will write a proposal.
- e. **Lightning service for siren stations needs to be completed (March 18-20)**
No action is required for Recreation.

8. NEXT MEETING

Next regularly scheduled meeting is Wednesday, April 20, 2016 at 8:00PM.

Motion to adjourn meeting: Lynne

Second: Charles

In Favor: All present

Meeting adjourned at 10:00PM.