

**Harrington Park Recreation Committee
Meeting Minutes
Wednesday, February 10, 2016**

1. CALL MEETING TO ORDER

Meeting called to order by Recreation Commission Chairman at 8:04 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

No items from the public.

3. ROLL CALL

COMMISSION	PRESENT	ABSENT	Arrival
Paul Baly			8:05PM
Nicole Benasillo			8:07PM
Lynne Cappelmann	X		
Charles Degruccio	X		
Brian Fitzgerald	X		
Thomas Gleason (Chairman)	X		

Also present:

Joon Chung, Town Council Liaison
Carolyn Lee, Secretary

4. ADMINISTRATIVE ITEMS

a. Approval of Minutes

Approval of the January 20, 2016 minutes.

Motion: Charles

Second: Brian

All in Favor to approve January 2016 meeting minutes.

b. New Recreation Commission member

Mayor Hoelscher is in the process of appointing new member.

c. Re-organization

RESPONSIBILITY	LEAD
Finance and Budget	Tom and Brian

Field Maintenance	Brian
Field Requests	Charles
School Co-ordination	Lynne
Grants	Nicole and Lynne
Sports Co-ordination	Paul
Town Day	Lynne, Nicole, Joon and Carolyn
Fishing Derby	Paul
Rag-a-muffin Parade	Nicole
Park & Playground Maintenance	All (assigned field/park)
Tennis	Paul

It would be good to rotate the responsibilities in order for everyone to have an understanding of each role. Recreation discussed grants and how they are found.

5. UPDATES

a. **Finance and Budget**

KJ has provided more reports for Tom to review. There is -\$1500 in Rec Trust, but there is money in other accounts. Water fee will need to be taken from the maintenance account and that will be a big expense this year. Recreation will need to keep water and electricity usage to a minimum in the summer months to keep the expenses low.

b. **Field Requests**

i. **Easter Egg Hunt – Juniors Woman Club**

Carolyn notified Allison Donnelly of the approval.

ii. **A League of Our Own**

A League of Our Own (ALOOO) has completed the updated field request form and provided the insurance. Mike Rutigliano will contact ALOOO with the schedule. Recreation will need to determine the deposit after the schedule is finalized and send an invoice.

iii. **Speed Soccer**

Speed Soccer has completed the updated field request form for Soccer Camp. Charles will determine which fields are needed. Tom will send Charles a copy of the contract to be updated and then sent to Ann. The contract is different that a regular field request because of the number of fields and facilities requested. The contract will need to be signed by the Mayor. Charles will contact Jessica to provide the contract and the deposit information.

iv. **Community Church – Easter Service**

Suez has approved the Community Church to use their property for their Dawn Easter Service and they will not need to use Pondsides.

v. **Muggeo Summer Camp**

Charles received a request for Muggeo Summer Camp for 3 fields for 2 weeks. A contract is needed.

vi. **Baseball Invoices**

Aprada Titans has not paid 2015 invoice. Mike Aprada has acknowledged that he will pay the invoice. Carolyn will remind Aprada Titans again for payment.

- vii. Form Request Change - Discussion**
Tom has created a PDF form for the field request application and has been reviewed by Charles and Carolyn. Tom will ask Jack D. if a signature is needed or if a checkbox is sufficient for a signature. At this time we will ask for the forms to be signed. Carolyn will ask Ann to upload the new form to the website.
- viii. Mens Softball Group**
Charles reached out to Rutigliano and Capazzi. The Knights want the softball field on Sunday morning. Have them fill out a field request form and we will see the scheduling.
- ix. Upper Highland**
Gary is the person who will be coordinating the scheduling the upper field for softball this year.
- c. School Coordination**
Lynne will write a document about the cancellation policy. Everything is fine and there is nothing to report.
- d. Grants**
None pending.
- e. Sports Coordination**
Sports Commissioner's Meeting on February 2, 2016 at 8:00PM went smoothly. Paul will send out some notes for everyone's information. Information regarding the concussion training and Rutgers training was not conveyed. Paul will reinforce the training requirements to the sports commissioners.
- f. Town Programs**
Town Day – Advertising for vendors should start in February. If we rent tables, then the cost will need to be determined. Renting would cost about \$9/table and \$2/chair + delivery. Carolyn will ask Ann about the advertising costs. Many organizations were not charged because they were local groups like the churches, commissions and sponsors. Recreation will consider renting tables and chairs, but would prefer to keep the costs down by using HP resources. We can advertise with the date and provide an email for more information to see how much interest we get.
Memorial Day Concert – The Junior Woman's Club – They reached out about Recreation participating for a Memorial Day Concert at Highland Field after the parade. Recreation would like more information about what would be involved. Carolyn will contact the Juniors.
Concert
Recreation discussed options for a concert after town day. Time, location, cost and set up were discussed. Nicole asked a local band if they were interested in performing, but they are booked for September. Paul suggested another band was discussed for a cover band. If the concert is after town day, an older crowd may attend.
- g. Park & Playground Maintenance**
 - i. Field Maintenance Bid in March**
The bid specifications has been circulated to KJ and Ann to determine if it addresses all the needs. This bid is expected to be easier to understand. When the document

is ready, Brian/Joon will send it to Tom and Jack D. for review. The bid is expected to be out 1-2 weeks.

ii. Pondside

The town Environmental Resource Inventory (ERI) will come out no later than June. Joon is speaking with the Green Team and the Environmental Commission about this issue. After the report comes out, we can take it to the grant writer to see what resources we can use for this project.

iii. Highland

Lights for the walking path and basketball courts have been turned off.

iv. Field & Park Assignments

Each month the members will walk through the field or parks to give the Recreation Commission an update on the condition.

Field/Park	Member
Pondside	Brian
Highland	Lynne
George Street	Paul
School	Carolyn
Beechwood	Nicole
Don Horsey	Tom
Columbus	Lynne

If there is a lot of garbage, Green Team is always looking for areas that need clean up. Carolyn will verify if the lightning boxes are working in the 3 locations.

h. Tennis

i. Tennis Ordinances

Joon handed out the tennis ordinances and sent a picture of the existing sign. There are conflicting rules and ordinances such as:

- white tennis sneakers must be worn
- a clock should be set, but there is no clock at this time
- non-badge holders are not permitted to play at certain hours

The rules need to be clear in order for the police to enforce. Joon spoke to the police asking if they could remind the players to purchase a badge at Borough Hall. No organizations or private lessons should be on the courts unless they go through Recreation for approval. If there is a private lesson, then the student should have a badge. If there are any amendments, let Joon know before the season starts. The \$500 instructor fee may be brought back, if the tennis courts become busy. Locks are another option to enforce purchasing a badge. The tennis fences also in need of repair.

ii. TGA Spring and Summer Programs

Paul will discuss the usage fee (\$10/student) with TGA. This would be in lieu of the \$500 instructor's badge fee and the court fee. TGA instructors will have a letter from Recreation indicating that they have scheduled court time with Recreation Commission if there are any conflicts with residents.

iii. Tennis Badges

Tom provided the 2016 badges that have unique numbers. Tennis badge information is in the Feb/March HP newsletter. It indicates that it costs \$25/family and that the courts will be monitored. Carolyn will give the badges to Ann. Tom will make some more badges.

iv. Tennis Signage

Paul will make the signs for the tennis courts and add hooks for the tennis badges.

i. Additional Keys for Hut

Brian has distributed the keys. Tom was given the Pondsides key. The Highland Field keys were given to Carolyn and Nicole. Carolyn will give the keys to Ann B. and they will be kept at Borough Hall. Brian will make more keys. The police and the DPW already have a set.

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

Joon received a proposal from Cross Country of \$4,000 for the installation of backflow units. We will be going with the proposal from Bocchino & Sons of \$3,100. Mark is comfortable working with this plumber. The backflow units should be installed by the end of March. Mark K. is open to look into less costly options for the covers.

k. Town Walk Around (5 Year Plan)

Recreation is considering the end of March to have the town walk around. This will create a "wish list". Recreation would be able to see if there are any grants applicable to any of these items.

6. PROJECTS

a. Upper Highland Shed

No changes.

b. 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. Metropolitan Flower Exchange – sponsor little league team

Brian will reach out to Gerald to see if Sports Boosters is still involved with the signs on the fields. Carolyn will ask the company to sponsor Town Day.

b. Skyhawks

Carolyn emailed Skyhawks for a proposal. HSA may be interested in working with Skyhawks for the enrichment program.

8. NEXT MEETING

Next regularly scheduled meeting is Wednesday, March 16, 2016 at 8:00PM.

Motion to adjourn meeting: Charles

Second: Brian

All In Favor: Lynne, Nicole, Paul, Tom

Meeting Adjourned at 9:22PM