

**Harrington Park Recreation Committee
Minutes of Meeting
Wednesday, November 18, 2015**

1. CALL MEETING TO ORDER

Time: 8:15pm

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.

Roll Call:

COMMISSION	PRESENT	ABSENT
Siobhan Baily		X
Paul Baly		X
Nicole Benasillo	X	
Lynne Cappelmann	X	
Charles Degruccio	X	
Brian Fitzgerald		X
Thomas Gleason (Chairman)	X	

Also present:

Joon Chung, Town Council Liaison
Carolyn Lee, Secretary

2. ITEMS FROM THE PUBLIC

No items from public.

3. ADMINISTRATIVE ITEMS

a. Approval of Minutes

The attending members approved the minutes from October 21, 2015.

b. Approval of 2016 Meeting Schedule

The attending members approved the 2016 Recreation Commission monthly meetings for the 3rd Wednesday of each month at 8pm. Meeting announcements are announced once a year. If the meeting date or time changes, the dates are announced to the public.

4. UPDATES

a. Finance and Budget

Tom will meet with KJ to finalize the Recreation budget. Tom had 3 items that he had questions about.

- The bathroom cleaning, portable potties expense was taken out of Rec Trust. He expected it would be taken out of maintenance.
- Water and electricity costs were charged to maintenance, but Rec has typically not been charged.

Fixing the fences, bathroom cleaning and portable bathroom costs should be taken from the maintenance budget. If the maintenance budget is not used each year, then the money can be used for other town expenses. Field maintenance from the sports, tennis badges, donations for Town Day, etc. goes into Rec Trust. Rec Trust is used for costs like Town Day, Ragamuffin Parade, and new projects.

If Rec is billed for water and electricity, Rec needs to budget for these costs and the increase in the water due to the additional sprinklers. Tom and Joon will review the budget from the past few years.

b. Field Requests

i. Baseball

Baseball is coming to a close. Charles will create the 3 invoices and submit them to Tom and Carolyn. The invoices will be sent out to the teams.

c. School Coordination

Basketball and soccer have started. No weekend sports have started.

d. Grants

No updates.

e. Sports Coordination

Last year, Paul held a meeting in December with all the sports commissioners to schedule field use for the following year. If possible, the meeting will be scheduled for January. March would be the latest month to schedule the meeting.

f. Town Programs

i. Ragamuffin Parade (Saturday, October 31, 2015, 10am)

- The parade was well attended with at least 50 families (about 200-300 people).
- The Teens for Tomorrow did an excellent job helping with setting up the decorations and tables and running games.
- Families liked the idea of foam stickers for decorating the pumpkins. This way there is no drying time and little mess.
- Previous years, \$300-400 was spent on the parade, but this year \$200 was spent. Costs were for 50 pumpkins (\$1.50 each) and prizes. D'ercole was generous and provided extra pumpkins. Also, the Teens for Tomorrow had some pumpkins from the previous week and donated it to the parade as well. Candy and tablecloths were donated. Tickets for the prizes were used from the fishing derby.
- Residents asked who pays for the parade. Sometimes the message gets lost.
- Improvement for next year to consider are
 1. Streets were blocked off early. If the streets are blocked about 5-10mins before the parade starts, then people can park closer.

2. Use a megaphone or microphone to start the parade and make announcements.
 3. Flyers should indicate that the Rec Commission sponsors the parade.
- ii. House Decorating Contest**
- The participants have increased last year from 5 to 18 houses.
 - 2 \$25 gift cards were purchased and awarded.
 - Next year, Rec may consider providing a certificate, plaque or trophy. Joon will look at the alternatives.
- g. Park & Playground Maintenance**
- i. Lightning Detectors and Alerts**
There is an open trouble ticket for the software issue since June 2015. George Harris will notify Carolyn when it is fixed.
 - ii. Field Maintenance**
All applications have been completed for the year.
 - iii. Pondsides**
Charles restated that the potholes need to be filled.
 - iv. Highland**
Field 1 bench is broken in multiple places. It looks like someone has purposely broken it. Mark will get an estimate for the cost.
 - v. George street**
 - vi. School**
Carolyn noticed that the moveable soccer nets are not weighted or pinned down. Lynne will notify the school that the soccer nets should have sandbags on the nets to prevent them from tipping over.
 - vii. Beechwood**
 - viii. Don Horsey**
 - ix. Columbus**
- h. Tennis**
No update.
- i. Additional Keys for Hut**
Brian offered to get copies for members of the Recreation Commission.
- j. Seasonal Water Meters with Backflow Units**
Brian has spoken to Mark Kiernan about the meter and backflow units.
- k. Town Walk Around (Possible 2016 Projects)**
Recreation will schedule a date and time for January to walk around the town to evaluate possible new projects for 2016. Town organizations will be welcomed and provide input. Tom will look for the electronic version of the list and send it out for Rec to review. Sports Booster has funded some projects. Rec can walk around Highland with the soccer and baseball groups to see what can be improved. DPW is interested in speed bumps that can be removed in the winter so that it doesn't interfere with snowplows. All ideas should be listed, ranked, and determined if there is funding for the project.
- l. Bag for DPW Mowers for Grass Clippings**

No update.

5. PROJECTS

a. Highland Bathroom Hut Doors - keypad

No update.

b. Upper Highland Shed

New Earth will install the pad for the shed.

c. Walking Path Lighting

Lights have been installed. Joon and Carolyn have been trained to set the timers. The timer is in the hut. Currently, the timer turns the lights on at 4:00pm and off at 9:30pm. The lights seem dim and there are darker spots along the path. Joon will contact Greg from Neglia Engineering to see if the light output could be improved.

d. Recreation Commission Web Pages

The Recreation Commission Member list was updated to replace Steve Paccico with Nicole Benasillo and sent to Ann Bistriz.

6. OTHER ITEMS

a. Basketball and Path Lighting Schedule

The basketball lights turn off at 10:00pm. The path lights are scheduled to turn on at 4:00pm and off at 9:30pm. The lights schedule will remain as they are now until Dec. 31, 2015. Mark usually seals the hut doors early December. Rec will ask Mark if the door can be resealed when the lights are turned off for the season. Recreation has voted to have the lights (path and basketball court) turned off on Dec.31, 2015. Last year the basketball court lights were turned off and the hut was sealed by Dec.1. If the weather turns cold and there is a possibility that there is snow, the Recreation Commission will be notified by email that the lights will be turned off for the season earlier than agreed date.

b. School Schedule Availability

Lynne asked if the schedule could be posted on the Rec webpages for the public to see. Are there any privacy concerns? This would be helpful for the custodians to know when the school should be opened. The custodians have a paper copy that is posted in the office and not updated. The schedule can be posted in Google Docs for Jess and the basketball people. Lynne will look for ways to improve communication.

7. NEXT MEETING

Next regularly scheduled meeting is Wednesday, Dec 16, 2015 at 8:00PM.

Adjournment - Time: 9:02pm