

**Harrington Park Recreation Committee
Minutes of Meeting
Wednesday, December 16, 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 November 18, 2015.

Motion: Charles Degruccio

Second: Lynne Cappelmann

Vote: All in Favor

b. Approval of 2016 Meeting Schedule

The attending members approved the 2016 Recreation Commission monthly meetings dates for the 3rd Wednesday of each month at 8pm with the exception of February.

*The February meeting will be moved to Feb.10, 2016, the 2nd Wednesday of the month. The dates are:

January 20	April 20	July 20	October 19
February 10*	May 18	August 17	November 16
March 16	June 15	September 21	December 21

Carolyn will provide the dates to the Ann B.

4. UPDATES

a. **Finance and Budget**

Tom, Joon met with KJ to discuss the Recreation budget and KJ will provide more reports. Tom, Brian and Steve to discuss previous budgets. There will be extra water and power bills in 2016 due to increase in water from the new sprinkler system in Highland Field. Rec's operating budget is above than what the town allocates for us. We are using the Penny Tax for field maintenance, but have used money from the Rec Trust. The money that we are raising from summer camps and field requests will go to water bills and other things. Usually, Rec has a bigger cushion in the Rec Trust. Rec agreed to take on the water bill, portable restrooms and hut cleaning. We are good, but will require more attention to the budget next year. We will be getting more reports to see how Rec did in the past few years.

b. **Field Requests**

i. **Baseball Invoices**

- Charles created 3 invoices for A League of Our Own, Apreda Titans and Muggeo. Carolyn emailed the invoices on Dec.4, 2015. Rec received a \$240 check from A League of Our Own that has been deposited in Rec Trust. The two other teams have not paid. Carolyn will mail a paper copy to Apreda Titans, but we only have an email address for Muggeo. Steve was working with Muggeo on the baseball request.
- Charles has updated the field request forms and will send copies out for review.
- Rec discussed the following for 2016
 1. future field requests will require a deposit.
 2. increasing field request usage fee. Other towns in the area charge about \$250 a game, which is considerably, more than Harrington Park.
 3. organizations that have not paid their 2015 invoices will not have access to the fields in 2016 until paid.
- Joon will research if there are permit ordinance or cost ordinances for field requests.

c. **School Coordination**

i. **Cancellation Policy**

Lynne will write a cancellation policy that clarifies that the groups using the school facilities will be billed for same day cancellations. The custodial staff is scheduled in advanced for their time to have the school available for entry. The concern with same day cancellations is that the custodial staff does not receive the information in a timely manner and the school is open and unattended. If there is same day cancellations, then the sports commissioner is responsible for

someone present to ensure there is no damaged done to the school during the booked times.

ii. Can the school be open until 10pm?

Lynne was asked if the school could be opened until 10pm. Tom indicated that it could be opened if the custodial staff is available.

d. Grants

No updates.

e. Sports Coordination

Paul suggested a meeting with the sports commissioners in the 2nd week of January to plan the field schedules for 2016. Carolyn requested that Paul and Charles reinforce that the Little League Law must be followed for the volunteer coaches. (Rutgers Volunteer Coaches and CDC Concussion Training)

f. Town Programs

The Town Program dates for the Fishing Derby, Town Day and the Ragamuffin Parade will be decided in the January 2016 meeting.

g. Park & Playground Maintenance

i. Field Maintenance

ii. Pondside

Lynne informed Rec on Dec.13, 2015 that a sofa was put on the home plate. Joon contacted DPW, the clerk, and the police about the incident. Officer Flyge and Mark determined that a large rock was moved in order for a small vehicle to enter the field. No major damage was done to the field. The police are investigating. Mark will replace any damages.

iii. Highland

Field 1 bench has been removed and Mark will work on it. Tom asked if the soccer nets have been properly stored to prevent tipping. Carolyn will verify when she completes the field/playground safety checklist.

iv. George street

v. School

vi. Beechwood

vii. Don Horsey

viii. Columbus

h. Tennis

i. TGA Spring and Summer Programs

TGA has proposed a schedule for a spring tennis and golf program and summer camp in Harrington Park. Rec voted to move ahead with the discussions with TGA. Discussion about the TGA programs:

Golf program

- Will it be at George Street, Columbus or Highland?
- Will there be mats to prevent divots?
- Paul will work with TGA on these questions.

Field Request

- Different field requests are required for each program

- TGA will be paying for the court usage this year. Rec will determine the cost based on enrollment or per court.

ii. Tennis Badges

Rec discussed selling tennis badges again to increase revenue to maintain the courts. When the fee is decided, the information will be placed in the Harrington Park Newsletter. Tom may have some of the badges from previous years.

Ideas that were discussed:

- Permit holders will trump badges.
- An instructor would also need a permit.
- People from out of town enrolled in the tennis program will require a badge.
- Badge would be per family.

Joon will research if there are ordinances for tennis.

iii. Tennis Signage

When the TGA program dates are finalized they will be posted at the tennis courts. Also, a tennis policy with the rules and usage will be posted. Signage can be coated with a laminate which would be an inexpensive alternative.

i. Additional Keys for Hut

No update.

j. Seasonal Water Meters with Backflow Units

There are 6 locations with seasonal water meters and 2 already have the back flow units. 4 locations that require a backflow unit are Back field house, field 4, center of the town and the tennis court. The tennis court fountain has not been turned on for years. The device costs \$250. The plumber component is the main cost which would be several thousand dollars. The fencing cost to protect the device should not be expensive and Mark can build it. This should be scheduled for March 2016 and we should properly budget for it.

k. Town Walk Around (Possible 2016 Projects)

Recreation will schedule a date and time in the January meeting.

l. Bag for DPW Mowers for Grass Clippings

Rec is not moving forward on this project.

5. PROJECTS

a. Highland Bathroom Hut Doors - keypad

No update.

b. Upper Highland Shed

The pad has not been install.

c. Walking Path Lighting

Joon contacted Greg from Neglia Engineering about the brightness of the lights. It seems darker in the back corner. Joon has walked around and it is not too dark, but seems darker in certain areas.

d. Recreation Commission Web Pages

Recreation Commission web page was updated online. If we get the tennis schedule approved, then it can be posted. When the new field request document is approved it will be also posted on the website.

6. OTHER ITEMS

a. Skyhawk Sports Academy

Skyhawk Sports Academy emailed Harrington Park and is interested in partnering for spring and summer camps. Carolyn will invite them to the January 2016 meeting to provide more information.

b. Recreation Programs

Tom brought in flag football equipment that was sponsored by Rec in previous years. It was like a pick-up football game. The equipment will be stored in the basement. Other programs that started was Senior Yoga. If anyone has any ideas about starting an informal program, Rec may be able to promote it.

7. NEXT MEETING

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

Adjournment - Time: 9:00pm

Motion: Charles Degruccio

Second: Paul Baly

Vote: All in Favor