

# Harrington Park Recreation Commission

## Minutes of Meeting

May 16, 2012

### **Commission**

Chris Apostle	Absent
Jerry Esposito	Present
Jennifer Brackenbury	Present
Mickey Franklin	Absent
Tom Gleason	Present
Steve Marotta	Present
Steve Pacicco	Present

Brian Eifert: Risk Manager for Town of Harrington Park

Town Council Liaison: Joon Chung Present

Secretary: Michael Amdur

Meeting called to order at 8:07 PM

### **ANNOUNCEMENTS**

Call to order. In compliance with the Sunshine Act of 1975, adequate notice of this meeting was made.

### **CONCUSSION POLICY**

Brian Eifert distributed two handouts to Commission members. One is from the Municipal Excess Liability Joint Insurance Fund and briefly covers several issues related to sports concussions: training, a national snapshot/background, signs of brain injury and legal requirements. The second handout is three pages long and covers the following issues declared by the State Legislature: sports concussion background and the need for educational/preventive measures, development and implementation of an interscholastic

athletic head injury safety training program by the State Department of Education, need for each school district to develop a written policy concerning the prevention and treatment of sports-related head injuries, circumstances when a student athlete shall be removed from competition as well as practice and return to the sport, and finally, circumstances when a school district and nonpublic school is immune from liability.

Brian Eifert notified the Commission that the State of New Jersey, last year, (active for the 2011-2012 school year) passed a law concerning the issue of concussions amongst student athletes. He mentioned that the law forces there to be a policy in place, directs parents, coaches and everyone involved to follow guidelines to identify potential causes and to follow a protocol that doesn't allow that player to come back (to a game(s)) unless evaluated. Brian said that the law mandates that - in order to use the school facilities - the sports organizations must have \$50,000 liability coverage at minimum. He commented that the law also requires that the coaches, volunteers and anybody who is in a supervisory role take an online course offered by the CDC (specifically - Heads Up Concussion in Youth Sports).

[www.njmel.org](http://www.njmel.org) – online video sports concussion training program link

Brian suggested that the Commission should reinforce the Rutgers certification course (which was upgraded in July 2011 to include training on sports concussions) because there are a lot of new families in town and younger kids who have never gone through that. At the same time, he said, the Commission should force this new law on them.

#### **EVENTUAL TO-DO**

Also, Brian suggested that he (himself) should give the handouts to someone in town who is going to be charged with keeping the registry.

Tom asked that, because softball has started already, would the Commission need to hurry and inform all softball coaches that they need to get the training done in the next week or two? Brian responded that, over the summer (before the next season starts), that the Commission should have everything in order.

Tom proposed that the Commission should include information about the Rutgers Safety Clinic Course and send out a “package” or “one page” of information concerning the responsibilities of individuals in order to be a coach in town.

Jen B. recommended that information should be sent out now and kept simple, since most of the people who are coaching now are certified. Then, in the fall, the Rutgers information should be sent out, as well as the basics re-sent in an email to them.

#### **TO-DO**

Steve M. volunteered to send out the information with weblink to baseball coaches (Chris A. will cover the softball coaches) and include a reminder about the Rutgers Safety Certification. He suggested that Chris A. will coordinate with sports so that Chris can collect requisite information back from coaches.

Concern was expressed about whether or not to wait for the School's Risk Manager for authorization.

Tom suggested that the person who is using a field (field use contact) should not only provide proof of insurance and the Rutgers safety courses, but be required to also submit proof that they are certified. Tom said that we should have evidence of the field use contact having taken the Rutgers safety course AND the online certification, but that it should NOT specifically be a part of the field approval process (problem is that not all the coaches are lined up when the Commission receives a field approval request).

#### **TO-DO**

Tom offered to call the school on May 17 and talk to the contact person who coordinates this type of issue. Tom will also go to the next Board of Education meeting and will coordinate with them at that time. Tom will ask the school about the Rec Commission's obligation to know about a visiting team's certification or concussion rules, as well as if the school has an obligation concerning this issue.

Brian advised that he didn't think that the Rec Commission doesn't have an obligation to get the certification and concussion rules of a visiting team because the agreement on the field is between the Rec Commission and the school. Brian advocated that a memo go out that says that anybody who wants to coach a sport in town has to take this course – and a copy of the certification needs to be on file with somebody in town.

Tom proposed a motion to adopt the concussion policy across all of the Rec Commission's sports. Motion passed unanimously.

#### **TO-DO**

Tom will send a message to Glenn to see if he can get an official ruling about the value of the ASO versus Rutgers Safety programs (whether ASO will count as a substitute for the Rutgers safety course, thus fulfilling the NJ coaching/concussion law).

### **FINANCE AND BUDGET**

Steve P. circulated a handout (one page) that is a spreadsheet detailing the Harrington Park Maintenance Plan from 2012 through 2019.

- Steve mentioned that the Rec Commission spent approximately \$4,500 on field maintenance last month and that the Commission has \$6,800 left.
  - Field-Pro, turnaround sprinklers and the bathrooms were the main expenses, but the Commission did receive monies from Lacrosse/Lance (\$1,000).
  - A debate ensued as to whether summer basketball should contribute monies due to court and bathroom usage.

### **TO-DO**

Steve M. provided an email address to Steve P. in order to send a message to Don Casamento, requesting money for court and bathroom usage (summer basketball).

### **FIELD REQUESTS**

Tom said that the Girl Scouts do a Bridging Ceremony every year and they have a request in for this year.

### **TO-DO**

Tom is also going to send a field request/contracts to the Council concerning the summer camps (the two Mark Torrey soccer camps).

Jen said she received a request from Jennifer Fischer of the Junior Womens Club for use of the basketball court area on May 24 for a toddler playdate.

Motion to approve Junior Womens Club passed unanimously.  
Motion to approve Girl Scouts ceremony passed unanimously.

### **GRANTS**

Discussion put off for another day.

### **SPORTS COORDINATION**

Discussion put off for another day.

### **TOWN PROGRAMS**

Jen informed the Commission that the Fishing Derby is coming up June 17, so she was seeking help in knowing how to run the event.

After some discussion, it was agreed that Jen and Jerry would "shadow" Tom (in order for Jen to get some experience).

### **TO-DO**

Jen already arranged to have the event run in the newsletter, but will remind the contact to keep running it until June (have a bigger ad/alert run in June for the event).

Tom told Jen that the Commission needs to alert Boy Scouts, the ambulance corps and the Police concerning the event.

## **TOWN DAY**

### **TO-DO**

Steve P. will contact Chris and ask Chris about money issue (who is going to TD Bank and the water company, etc. about funding). Need commitments for an equal amount of money.

According to Steve P., the Commission has a surplus from last year and it can only be used for Town Day, it is clear that there is ample money to fund Town Day – thus the desire to go out and raise money for fireworks.

Tom suggested that – if the Commission is going to do fireworks – it is a good thing to know up-front because (he believed that) people would like to donate for something like that. In the past, we might have taken that money and it may not have been clear what the Commission did with it.

### **TO-DO: FOLLOW-UP**

Tom asked Joon to alert the Council about the Commission's desire for fireworks.

A motion was proposed to approve the desire for fireworks and to bring the issue up to the Council. Motion passed unanimously.

## **2012 PLAN AND BUDGET**

Steve P. mentioned that - if every five years - the Rec Commission is going to rebuild infields and, as part of that, the maintenance program is included for those rebuilt infields, the question arises of whether the Rec Commission use available Open Space funds.

Steve P. referred to the (previously mentioned) maintenance plan handout, which laid out **potential** plans to: if in 2013, the lower Highland infields are rebuilt, in 2014, the upper Highland infields are rebuilt, and in 2015 the Pondsides infield is rebuilt.

Steve P. calculated and mentioned that, to do proper maintenance would cost \$43,000 per year, despite the Rec Commission's current budget of \$11,000 (plus Sports contribution of \$19,000) leaving a \$13,000 gap in the budget (\$43,000-\$30,000). This would be ignoring the rebuilds, which would – presumably - have to be done periodically.

However, with the Penny Tax money included (2013-2015), Steve P. has calculated that – by 2020 - \$786,000 would be in the Rec Trust (assuming no other grants or major projects).

This would allow the Rec Commission to negotiate and sign a multi-year contract with Tri-State or Field Pro to rebuild the infields and do maintenance for the next several years.

Jen inquired about the budget's ability to leave room to add – for example – new backstops or new bleachers? Steve P. responded that the amount listed on the balance line for each year (on the handout) is what could be available for such projects (lighting, backstops).

## **TO-DO**

Steve mentioned that he will speak with Ann Bistriz to see if this will pass the approval for use of Open Space funds.

## **OTHER ITEMS**

Steve P. brought up the issue concerning painting the bridge at Pondsides (sand it down, prime it, then paint it).

- Several people voiced support for the idea, but no motion was formally proposed.

Steve M. brought up the issue concerning the upcoming clearing of trees at Pondsides (Saturday, May 19 after 2 PM). Steve asked if we had any follow up from the contractor.

- Joon suggested for the Commission to get in touch with John Donley about the tree issue.

## **WALKING PATH LIGHTING**

Jerry passed around a handout from Neglia Engineering Associates detailing the engineer's estimate/cost workup for walkway lighting at Highland Field.

The cost for the base bid (loop around playground/hut/basketball) would be \$123,308.

Two additional plans (alternatives) would cost the following:

- Alt A (lighting around fields 1 and 2) would cost \$123,066.
- Alt B (lighting to and around field 3) would cost \$90,765.

All three estimates/subtotals plus a 20% contingency (\$67,427.80) would put the grand total at: \$404,566.80

Jerry said that he spoke with the grant lady, who seemed confident we could get a matching grant for this project.

## **TO-DO**

Jerry claims he needs to find out labor costs, which don't seem to be in the proposal.

Joon informed Commission members that someone from Neglia Engineering came into town on Monday and talked about the issue of electricity costs from the lighting project.

Tom expressed interest in the Base Bid plus Alt A.

Tom also informed Commission members that there is one new house that's right on this path that cuts into the town property behind field 2. Tom claimed that the residents of the houses grabbed land and then subsequently seeded it, mowed it, and planted ivy. It is clearly not in the best interest of the Rec Commission (and the Town) because if the Rec

Commission chooses to put lights in and the residents begin to complain, it would cause problems.

Joon responded that a notice was sent to the residents and that, last she heard, things were to remain status quo.

**TO-DO**

Joon plans to find out more details about this issue and come back to inform the Commission.

A motion was initiated asking Joon to go to the Council in order to pursue the Base Bid plus Alt A (through our grant process, Penny Tax monies, and a donation).

Motion passed unanimously.