

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

**COMMISSION**

Siobhan Baily	Not Present
Paul Baly	Not Present
Lynne Cappelmann	Present
Charles Degruccio	Present
Brian Fitzgerald	Present
Thomas Gleason	Present
Steve Paciccio	Present

Town Council Liaison: Joon Chung Present

Secretary: Carolyn Lee

Meeting called to order at 8:00 PM

**1. ANNOUNCEMENTS**

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

**2. ITEMS FROM THE PUBLIC**

No items.

**3. REC ORGANIZATION**

- a. Expanded Rec Secretary Position
  - Mayor and Council have approved expansion of Secretary's responsibility.
  - Oversight of field maintenance for contact compliance and billing procedures
  - Co-ordination with Borough organizations (School, DPW, Sports Associations) for field scheduling of maintenance and repairs
  - Co-ordination of various DPW duties (sprinklers and park maintenance)
  - Joint Insurance Fund (JIF) compliance for quarterly reports (fields) and training of coaches
  - Co-ordination of Town Day (donations, vendors, volunteers, phone work and correspondence)
  - Liaison to other organizations to promote Recreation Commission projects and events (civic groups, volunteer associations and Harrington Park School)

- General support and coordination of various Recreation Commission activities, correspondence and minutes of monthly meetings
- Review insurance forms and respond to applicants, verify contracts, insurance certificates and payments for field usage

#### **4. ADMINISTRATIVE ITEMS**

##### **a. Minutes**

Minutes for January 18, 2014 formally approved by members at the March 18, 2015 meeting with the Next Meeting correction changed to March 18, 2015 from March 21, 2015.

#### **5. UPDATES**

##### **a. Finance and Budget**

- Budget has been increased by \$1500 for tree limb removal.

##### **b. Field Maintenance**

- A schedule for maintenance and costs has been established with Tri-State. Invoice will include the details as described in the schedule. One check off, and attach work order with it.
- Tri-State has lot of start up costs in the spring (April and May) and less during the summer. First invoice for \$9000 for bond and materials.
- There will be 4 applications during the year. Each time the fields will be closed for 3 days after each one – June, July, August, and September or October (when spring season is finished, summer is light, fall Yom Kippur and Columbus Day). Tri-State might have to apply on a Saturday. Rain dates have also been scheduled. Brian will confirm the dates with Tri-State. Tri-State will start soon.
- Public concern that clay is dried out in the baseball fields. The main issue is that Field 4 Upper Highland has no irrigation and the clay will dry out. Currently, Field 5 is good, but may dry out next year. Ponside also has no irrigation and is dried out.

##### **c. Field Requests**

- Field fees have not changed.
- Co-ordination meeting went well. All the sports are scheduled for the times that they want. Baseball and Softball requests forms need to be completed.

##### **i. Junior Woman's Egg Hunt**

- Application has been completed. Approved for Saturday, March 28, 2015 with a rain date on Sunday. Tom had already contacted them.

##### **ii. Speed Soccer Camps**

- Forms completed, but waiting for contract to be signed.
- \$600/week for Speed Soccer

##### **iii. Northern Valley Lacrosse**

##### **iv. NV Soccer**

- Forms completed and approved.

- Soccer interested in having soccer lines painted on fields, 3 or 4 times a season. Brian will ask Tri-State for estimate. This would be added to the soccer costs if they want to pursue it.
- v. Baseball & Softball**
  - Application has not been filled at this time, but has been added to the schedule.
  - Baseball will work out the costs between the travel and multi-town team. They provide their own insurance. Recreation would like to consider all baseball under one entity.
- vi. Summer Basketball**
  - J. Mulliken is the summer basketball commissioner and needs to fill out the application
- vii. Wayfinder Experience**
  - Forms require time for field use and Insurance should be General Liability
  - Application will be approved if field use is during school hours with Insurance changes and town correction.
  - Mayor and Council have waived the fee and have not charged in the past because it is for home-schooled students.
  - If they have a baseball/softball team this year and would like to use Pondsides, they would have to fill out a field request application.
- d. School Coordination**
  - Basketball is almost finished and soccer is over at the end of the month.
  - Men's basketball is moving to Thursday. Recreation should send out the bills soon when the season is over.
  - School would like outside schedule and the school would inform the Recreation Commission about field maintenance.
- e. Grants**
  - No update
- f. Sports Co-ordination**
  - Soccer interested in having soccer lines painted on fields, 3 or 4 times a season. Brian will ask Tri-State for costs. This would be in addition to the soccer fee if they want to pursue it.
  - Purchased master roster of coaches from Rutgers to determine who is certified. This list will be maintained each year by the Rec. Free online concussion training is available, but we need to continue tracking certificates. NJ Coaches are required to have gone through training and it is specified the field use application.
- g. Town Day (September 12, 2015)**
  - Recreation was considering September 19th, but soccer would've started.
  - Food vendor is interested in participating. Carolyn will ask Junior Woman's Club and Fire Department if there is a conflict with fundraising. Carolyn will ask the Board of Health what is needed if an outside vendor participates and ask if vendor will be preparing food or bringing precooked food.
- h. Town Programs**
  - i. Fishing Derby (Sunday, June 21, 2015 12:00-2:00)**
  - ii. Ragamuffin Parade (Saturday, October 31, 2015)**

- Usually, the parade is one Saturday before Halloween, but this year it falls on a Saturday.
  - Can the school's APR be reserved if it rains? If it rains, the same program can be moved into the APR (i.e. parade, games).
  - It shouldn't be a problem if the custodians are available.
  - Lynne will confirm with Jessie.
- i. Park & Playground Maintenance**
- Parks and playgrounds are still snow covered
- i. Pondsides**
- Branches blocking driveway
- ii. School**
- Snow covered
- iii. Lightning meeting on Tuesday, March 24 at 8 am**
- Tom is the only person in Recreation that has been on the Lightning Notification list, but has asked to be taken off.
  - It would be useful for coaches at the field to be notified and the 'all clear' notification. Suggested for the field coaches and residents to be notified at 5 miles.
  - Lights will start flashing when lightning is 10 miles away.
  - Carolyn has the instructions to enter names into the notification system. Once the list of coaches has been provided, the names can be entered in the system.
- j. Tennis**
- TGA is moving ahead and advertising with Harrington Park
  - TGA should fill out a contract, provide insurance, verify coaches are certified
  - Field Use request is needed and liability insurance
  - Ask Paul to ensure they are covered
  - At this time they are not paying for use of courts. This year we are trying to promote tennis in the area. Next year if they continue court fees may be applied.
- k. Rec Calendar**

## **6. PROJECTS**

- a. JIF / Safety**
- Signage indicating hours, appropriate age and rules was recommended from the Safety meeting
  - Recreation Commission feels that signage is not needed since it is recommended and not required
- b. Flooding at Highland Field 3 Hut**
- Mark will start now that the weather is warmer
- c. Sprinkler System**
- Scott is open to consider this as a project
- d. Walking Path lighting plan status**
- Scott is also considering a project for a patio around the hut
  - Co-ordinate with patio design with walking/lighting path

- Brian will reach out to Junior Woman's Club to contribute to the patio project

**e. Pondsides Pond Dredging**

- No update

**f. Timer on Hut during week**

- Requested a timer for lights on the hut during the week
- This is a fall project
- It should cost about \$20 for a switch

**g. Water Fountain in Upper Highland**

- Request for a water fountain in Upper Highland. The water fountain exists, but has not been turned on for a while. The fountain is missing parts. Tom checked with the school and the school has water fountains. Most kids bring water bottles. Dugan Savoye will take the lead to get it working. If the fountain is broken again, then it will be closed.
- Voted - All in favor to get the fountain fixed.

## **7. NEXT MEETING**

Next regularly scheduled meeting is Wednesday, April 15, 2015 at 8:00PM.