

**MINUTES OF THE RECREATION COMMISSION MEETING**  
**October 28, 2015**

The Wednesday, October 28, 2015 meeting of the Recreation Commission was held in the 2<sup>nd</sup> floor conference Room of the Public Safety Building at 6:30pm Chairman Jimmy Teehan called the meeting to order at 7:40 pm.

**Present:** Commissioners: Vice Chair Alicia Armental, Chris Lau, Bob Smith, Ken Krautheim, , Lauren Cerullo, Chris Ilg, Chairman Jimmy Teehan Director Bobbi Conway

**Absent:** Pete Smith, Carlo Rebosio

**Approval of Minutes:** Minutes of the September 16th 2105 meeting were approved. Motion by B.Smith- second by K. Krautheim. All members present voted in favor of approval.

**Director's Report** – All subjects on the written monthly report were covered and discussed as part of the meeting agenda. The director gave an update where appropriate.

**Open Public Session-Visitors:** None

**CORRESPONDENCE:**

1. Notice to Central Athletic Council Leagues using Borough and School Fields and facilities re: Field Use Fees for 2015 due on November 16<sup>th</sup>
2. Email from resident- Rosalie De Grezia regarding food policies on park playgrounds. Note: The Director was requested to respond to the resident. The parks are opened to the public - (opened from 8:00am to dusk). The Recreation Commission does not have a policy covering food brought into the park by the public.
3. Cherry Blossom Park Change Order # 2 Letter of explanation and details of funding
4. Email from NJRPA Executive Director re: Legislative Update on the AED Bill

**OLD BUSINESS:**

- A. Cherry Blossom Park Project- The Mayor and Council approved the award of contract for the base bid items to Downes Tree Service for the amount of \$113,200 at the August 3<sup>rd</sup> meeting. Funds available for this project - \$104,000. - The Mayor and Council allocated funds, by resolution, from 2015 unallocated River Edge Open Space - in the amount of \$23,000 - allowing for the award of contract and additional funds for the project if needed. The approved total funding for the project - \$127,000 a pre-construction meeting was held on August 10<sup>th</sup> and construction began the week of August 23<sup>rd</sup>. Due to unforeseen circumstances - two change orders were submitted for the project - The resolution covering these change orders were approved by the Mayor and Council on September 8<sup>th</sup>. The project was completed on October 16<sup>th</sup> - an additional change order was submitted for the project - see enclosed in correspondence. A portion of this change order was approved by the Mayor and Council on October 19<sup>th</sup> - the balance of the change order- plantings and asphalt drive base is being contested, requiring the engineer and the director to appear at the November 16<sup>th</sup> meeting of the Mayor and Council.

B. Cherry Blossom Park - Phase 2 - the Mayor and Council approved the application for the Bergen County Open Space Grant for an amount of \$70,000 - which is to be matched by the Borough (\$70,000). The application was submitted to the County on September 2<sup>nd</sup>, 2015. The Borough received a letter from the County explaining that there is a lack of funds for the 2015 requests for Bergen County Open Space and requested that the Borough reduce the scope of work, rescind the project or fully commit to the funding of the project if grant funds were not received as requested. The Mayor and Council are to respond to that letter.

Phase 2 includes an educational - learning stone seating area - the Director suggested that a portion of the funding of this outdoor classroom could possibly be a fundraising project by the school children or the School PTO.

C. KBG Light Project - - the Mayor and Council accepted the 2014 Open Space Grant award contract from Bergen County in the amount of \$54,320 for the Kenneth B. George Field Lighting Replacement Project. The application for funds was \$172,000 - The project is now 73% funded. During the 2016 budget process, the Commission will request an amount of \$120,000 to complete the funding. Based on the Bergen County contract - the Borough has until late 2017 to complete the project. The geotechnical study to determine footings and the process of required permits (which may take time) should begin in early 2016. Tom Miller is working to secure from specialized firms, the costs of the geotechnical study and will submit an engineer proposal for the scope of work to begin the permit process, the geotechnical process and the engineer plans. Musco Lighting Rep and a contractor will meet at KBG on Friday October 30<sup>th</sup> at 11:00am to review the existing light panel and structures to tighten up the quote for the budget process - as the estimate that we have been using is over a year old. This quote can then be used for the KPN cooperative purchasing application. The representative, Bob Zoeller will submit a quote for the Green Light System and an LED system which is new in the lighting market. Pros and Cons of this LED system will also be submitted by our engineer.

D. River Edge Day - Sunday October 11<sup>th</sup> review - The Commission suggested that our River Edge Day space be spruced up with photo collages of programs, events and facilities for residents to view. Also discussed were shirts or jackets with the Recreation Commission Logo to identify Commission members at events and programs throughout the year. J. Teehan will look into the styles and prices and will report back to the Commission at the next meeting.

E. Halloween Parade - Saturday October 24<sup>th</sup> - The Commission reported that the event was successful and everyone had fun!! Music performance was terrific! Suggestion for next year >> Motts Juice boxes and more cups for coffee. The Director thanked the Commission members for handling the event in her absence.

F. Holiday in New York - December 10<sup>th</sup> - Besides River Edge Day, the event will be promoted through flyers to the bus trip list and Town News article

G. River Edge Run Saturday - April 23<sup>rd</sup>

1. Report on online registration options > The director reported that a meeting was held to discuss the concerns of third party finances of the online service. Attending was Commissioner Cerullo, Ezio Altamura- our Borough Risk Manager and Alan Negreann.

along with the Director. The Director covered the benefits of the online service - runsignup.com. E. Altamura reported that after extensive research- He verified that our Borough policy would cover theft by a third party financier. L. Cerullo reported that RunSignup.com will deposit funds on a daily basis so that funds would not be held. A. Negreann stated that he would have to cover this process with the auditors and look at state requirements regarding this service and get back to the Director. Alan will draft a resolution for the Mayor and Council's approval to go forth with the online services for the River Edge Run event.

2. The Director suggested that the Commission review the Sponsors from last year and previous years and look to promote the run to new sponsors. The Runner bag items were discussed. L. Cerullo felt that the Major Sponsors promote through the on-site tables with giveaways. The runners and spectators will take those promotional items if they are interested. Is there some way to have a raffle of runner related merchandise? Subjects to be discussed at the next meeting included the above plus a pre-pick-up of shirt- and number the night before. It was suggested that Cherry Hill would be the most convenient place allowing for ease of parking and the availability of the multi-purpose NBC Room.

- H. AED - As noted by the NJRPA email correspondence, the Governor has not acted upon the Bill#3500. K. Krauthem provided the AED purchase information from Team Life Inc. of Colts Neck New Jersey. The Quote Proposal was reviewed by the Commission. Ken will provide a quote proposal from LifeSaver Inc. for a comparable AED purchase as a second quote. The Commission will then determine the amount to be place on the 2015 Capital Budget request for the AED's.
- I. Memorial Bench for Chin family>> A. Armental will once again contact the family to let them know of the need to contact Crown Trophy to determine the wording and order the plaque for the bench to be located on the pathway near the south Little League field.

## **NEW BUSINESS:**

- A. Tree Lighting Ceremony - December 5<sup>th</sup> - 4:00pm The Commission determined that music will be played supplied by the members - no DJ. River Dell Band will be invited to participate. Holiday Characters- Santa-Rudolph-Frosty- Scooby type Dog were approved for the event. Suggested that hot chocolate be ordered from Cool Beans also coffee.
- B. Capital Budget -Director reviewed the Capital -5-yr plan form. The tennis courts have been powered washed and have taken on a new surface look. The Commission discussed moving the tennis court color coating to 2017 and 2018 and place the AED's and KBG Re-Light Project at the top of the list for next year. The Director asked that any other capital request items be backed by quotes and ready for the November meeting. Open Space 2015 budget was reviewed. Two project from 2015are left to complete. The perimeter of the handball court and the Basketball Court surface cleaning- craft repair -painting and lining. Both projects can be completed next year as funds are rolled over to the next year. However, the director will get two more quotes for the perimeter of the handball court so that project can possibly be completed this year.

A quote proposal will be requested for the 2016 Field Maintenance set-up from Wogisch Landscape. Little League Baseball and Regal Softball will review last year's proposal and update for 2016. The fencing quote proposals for Little League and KBG will be submitted for Open Space 2016. Funds to cover the Park attendant will be requested along with Cherry Blossom Phase 2 - match of \$26,000 (based on the grant application).

The meeting was adjourned at 8:30pm by motion from A. Armental seconded by C. Ilg .All present in favor. The next meeting of the Recreation Commission is November 18<sup>th</sup>, 2015 at 7:30pm.