

# MINUTES OF THE RECREATION COMMISSION MEETING

OCTOBER 16, 2013

The Wednesday, October 16, 2013 meeting of the Recreation Commission was held in the 2nd Floor Conference Room. Vice-Chairwoman Val Duran called the meeting to order -- at 7:30 pm.

**Present:** Commissioners: Chris Lau, Jim Teehan, Chris Ilg, Pete Smith, Penny Smith, Val Duran, Alicia Armental, Chairwoman Cindy Sherlock, Director Bobbi Conway

**Absent:** Bob Smith

**Approval of Minutes:** Minutes of the September 12, 2103 meeting were approved. Motion by V. Duran – 2<sup>nd</sup> by C. Lau All members in favor.

**Open Public Session-Visitors** – None

**Director's Report** - The Director reviewed the written monthly written report – In addition to the report, the Director informed the Commission that the DPW had aerated and seeded KBG fields, Little League fields and Roosevelt fields. The Director reviewed the subjects discussed at the seminar "Hot Legal Topics in Parks and Recreation" that she attended on October 3<sup>rd</sup>.

## CORRESPONDENCE:

1. Email from Mark Gioffre - Black Hawks Coach – requesting the use if the hockey rink for soccer practice.
2. Draft Memo to Alan Negreann re: Park Maintenance position – Dan Dekker
3. Ben Shafer and Associates Quote Proposal for age signs – Memorial Park Playgrounds
4. Memo and pictures from DPW re: tree near camp office with recommendation to remove
5. Notice to Central Athletic Council Leagues using Borough fields and School fields  
Re: Field Use Fees 2013 for field maintenance due November 1<sup>st</sup>
6. Ben Shafer and Associates Quote Proposal for Memorial Park Benches
7. Memo and approved resolution to move funds within the Recreation Dedicated Trust Account – Run line to Park Rehab line

## OLD BUSINESS:

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- A. Cherry Blossom Park Bergen County Open Space Grant Application – no update from Bergen County
- B. Halloween Parade and Magic Show – October 26<sup>th</sup> 3:00pm – set up at 2:30pm – Commissioners that offered to help with set-up and refreshments – V. Duran, C. Sherlock, J. Teehan Yellow Safety Halloween bags with River Edge Recreation Commission name printed – have been received for distribution that day
- C. Holiday Lighting Ceremony – December 7<sup>th</sup> – 4:00pm start – set-up at 3:00pm – Firehouse #1 – need Commissioners to volunteer
- D. Casino Trip – Resorts – November 3<sup>rd</sup> is set –flyers sent out to mailing list– notice in Town News –
- E. The NYC Lights Spectacular Tour is set for Monday December 9<sup>th</sup> - response from River Edge Day promotion– very good –(to date 20 seats sold or requested) flyers were sent out to bus trip mailing list
- F. River Edge Run 2014 update – Run is set for Saturday April 26<sup>th</sup> – Bill Boyajian – Best Race Computer Service and Paul Hess – Finish line services– have confirmed availability for that date. Commissioners were requested to mark their calendars and reminded of the need to help from set-up through clean-up.
- G. New shed at Little League North- update- J. Teehan reported that the shed should be installed by next week.
- H. Fencing/netting quotes for Little League fields – update- J. Teehan reported that the AAA quote was not all inclusive of the scope of work to be done and therefore requested the 2<sup>nd</sup> quote proposal which is from Emerson Fence, be approved. The Director informed the Commission that an allocated amount of \$4,941.20 was available in Open Space for the project. J. Teehan will follow-up with the Little League Board with regard to funding the balance of the project.

#### NEW BUSINESS:

- A. Memorial Park –Bench Program – Garden Area – The Director informed the Commission that all seven benches in Memorial Park Gardens have been memorialized. As requests for additional Memorial Benches have been received, the area of the horseshoe pits has been suggested as a future location for additional bench settings and gardens. TPC Landscape Designs was requested to draft a conceptual plan for this area. The design gives room for three settings of two benches each, a wondering pathway and plantings. After review of the use of this area and discussion of future needs, J.Teehan made a motion to accept the TPC conceptual design for the new garden/bench area and furthermore this area would be dedicated the Carl Etter Garden. The motion was seconded by C. Lau – All present voted in favor.
- B. Park Maintenance – The Commission approved the draft memo to Alan Negreann requesting the hire of Dan Dekker for the position of park maintenance at an hourly rate of \$17.73
- C. Age Signs for Playgrounds – The Commission approved the purchase of three age signs (1- age 5-12 sign & 2- age 2-5 signs) for the Memorial Park playgrounds per quote proposal from Ben Shafer Associates.
- D. Tree near camp office – The Commission approved the draft memo to the Shade Tree Commission requesting the removal of the tree next to the camp office referenced in John Lynch's memo of 4/7/13 with pictures of the tree and hole in the tree.
- E. Cherry Hill School Field upgrade – J. Teehan stated that Little League wants to

renovate and resize the Cherry Hill School field to the standard of a Babe Ruth/Little League Field. Quotes for this work had been requested but none have been received. The Recreation Commission requested that three written quotes detailing the scope of work to be accomplished be received by the Commission for review and discussion and approval of the lowest responsible quote. The next step would be for the Commission to submit the approved quote proposal to the River Edge School Board. Once approvals of the scope of work, timing of the work and funding of the work is completed, the Recreation Commission will send a letter to the River Edge Central Athletic Council, recommending that Public Park Field Maintenance Funds be used for this project. The Director recommended that a Little League representative be present with the contractors to review the scope of work and may be asked to present the proposals to the Commission. Timing of this project with regard to school field use and weather needs to be considered.

- F. 2014 Budgets- The Commission reviewed potential capital budget items which will be finalized at the next meeting. Commissioners were asked to walk through park facilities to review any work or items that have not been discussed.
- G. J. Teehan reminded the Director of the need for motion sensor lights at the Little League building

The meeting was adjourned at 9:15 pm by motion from A Armental, seconded by J. Teehan All in present favor. The next meeting of the Recreation Commission is November 20, 2013 at 7:30pm.