

BUSINESS MEETING MINUTES
EAST AMWELL PARKS AND RECREATION ADVISORY COMMITTEE
May 17, 2018; EAST AMWELL MUNICIPAL BUILDING, 1070 ROUTE 202, RINGOES, NJ

CALL TO ORDER & OPEN PUBLIC MEETING NOTICE

The meeting of the East Amwell Recreation Committee was called to order at 7:34 PM by Chairperson Alison Castellano who read the following: In compliance with the Open Public Meetings Act, it was noted that this is an Ordinary Meeting of the East Amwell Recreation Committee pursuant to the meeting notice published in the December 21, 2017 issue of the Hunterdon County Democrat. Notice of this meeting was filed in the Township Clerk's Office, sent to the Hunterdon County Democrat, and the agenda was posted on the municipal bulletin board on May 9, 2018.

2018 ATTENDANCE

Recreation Committee Member (term expires)	1/18/18	2/15/18	3/15/18	4/19/18	5/17/18	6/21/18	7/19/18	8/16/18	9/20/18	10/18/18	11/15/18	12/20/18
Alison Castellano	X	X	X	X	X							
Mark Gunn	X	X	A	X	X							
Michael Atzert	A	X	X	X	A							
Pete Fick	X	A	X	X	X							
Erica Johanson	X	A	X *	X *	X*							
Chris Kellogg	A	X	A	A	A							
Thyra Zengel	7:45	A	7:40	A	A							
Sandra Gonzalez	A	A	A	A	X							
Michele Doherty	-	-	-	X	X							
Cassie DeCandia	X	A	X	X	X							
Jenna Castellano (youth member)	A	A	A	X	X							
Peter Miller	A	X	A	A	A							

*Others present: Recreation Coordinator, Rosemary Georgett; * Erica Johanson by phone.*

OPEN TO THE PUBLIC FOR NON-AGENDA ITEMS: No members of the Public were present. A motion was made by A. Castellano to close to the public that was seconded by P. Fick and carried unanimously.

ACCEPTANCE OF LAST MONTH'S MEETING MINUTES: April 19, 2018 – A motion was made by P. Fick to approve the minutes without edit that was seconded by M. Gunn and carried unanimously.

PRESENTATION OF UPDATED RECREATION BUDGET: R. Georgett referenced the May budget that was sent to the Committee with the agenda showing a balance of \$1,800. Further she described the budgeting process followed by M. Pasqua, CFO, stating that budget request submissions are received at the beginning of each calendar year for that year. Recreation Committee requested \$2500 for 2018. Pending approval of the final budget, the CFO allocates 25% of the total Township budget to Committees based on prior year spending. Therefore Committees with expenses early in the year are front loaded funding, and various Committees will see different temporary funding allocations until the final budget is approved. The 2018 budget was approved at the last Township meeting, and the Recreation Committee budget has been approved for 2018.

ADDITIONS TO AGENDA: None

REPORTS:

South Count Soccer League –

1. Lighting: A. Castellano reported that the Township committee and H. Young of SCSL are working with JCP&L and handling this issue. It is now out of the Recreation Committee's hands, and the Township Committee will need to make a decision.
2. Usage procedures – No update provided, deferred to next month
3. Field Maintenance – A. Castellano stated that J. Silverthorn, DPW, and H. Young are managing this. Specifically putting chemicals on the field, and putting up a fence while they are treating it. We will be update when there is something to report.

Baseball – C. Kellogg was not present to report. There was some discussion regarding whether we should maintain this as an agenda item. A. Castellano said that since C. Kellogg has not been able to attend meetings, there has not been an update. We will keep as an agenda item for now.

Adult Basketball – T. Zengel was not present to report.

Clawson Park –

1. Pickle Ball/Tennis Courts – M Gunn stated that at the Open Space meeting, R. Wolfe stated the fixing of cracks in the tennis court would be done next week at a cost of \$1,000, and he will follow up on this. A. Castellano stated that she and M. Gunn had walked all of Clawson Park looking at every aspect of the Park to get a handle on what needs to be fixed and can be done at the Park. They agreed the tennis court is fine with no undulating surface, and the repairs will be a good short term fix. It is not a long term fix yet and the issues that caused the cracks still need to be addressed. M Gunn wasn't sure if there will be painting or relining for pickle ball and J. Silverthorn will handle this. P. Fick asked where the \$1,000 to repair the cracks will come from, and A. Castellano replied it will come from the DPW budget, handled similar to road repairs.

There was some discussion regarding pickle ball and whether lines would be drawn for this because there had been a request to have special lines painted. A. Castellano said last year we had information from Stover heating about this. S. Gonzales will provide the contact information for Stover to M. Gunn who will contact Stovers about this.

2. Ongoing Maintenance Procedure – M. Gunn there are new signs for keeping your dog on leash, not putting their waste in the garbage and instead take it out on your own. A. Castellano reported that at the Township Committee meeting there was discussion about dogs being off leash, running up to people, and dog waste around the park not being picked up. Further J. Silverthorn reported to the Township Committee that the dog waste problem is an issue when they mow. A. Castellano continued that we are looking into getting dog waste containers and having them covered under Clean Communities Grant/Recycling Committee. They would be pet waste containers with bags and signs placed at the four quarters of the park. Then clean up and maintenance of them would be done by DPW.

A Castellano said the current signage is good and references fines under the Clawson Park Ordinance. P. Fick asked about the Ordinance, and A. Castellano said it will come under this Committee as we become Parks & Recreation. A. Castellano continued that the Township Committee plans to rewrites the Clawson Park Ordinance. There is so much more we can do with the Park but it's a process.

M. Gunn stated that there are six water spigots that can be made into water fountains, and there are other minor things we can do to improve the park. Further the bulletin board has been removed & is being redone. It should contain information about the park as well as events that are coming up including events at Clawson House. There was discussion about the location of this bulletin board.

M. Gunn attended a FOSPC meeting where there was a representative from Hunterdon County to discuss their strategy regarding Open Space and Parks which hadn't been done since 2000. Those present from the County were Bill Millette, Open Space Program Manager and Ken Bogen, Supervising Planner. One item is they want to have four general parks like Deerpath Park and expand recreation offerings as part of their long term plan. All the goals are online and another one is to preserve physical features of Hunterdon County including river, mountains, etc. The big thing is there will be a grant and all counties can apply for it. They said it is approximately \$60,000, and right now only Lambertville receives it. We can complete a form, apply for it to receive funding. M. Gunn said he will work with R. Wolfe and A. Castellano to complete the application and that if they don't distribute the funding it rolls over into the next year.

P. Fick stated that this is money that we paid to the county for maintenance of open space, and it's a county tax not a grant. We are entitled to 10% of that amount, and they were estimating it would be \$60,000. P Fick, continued that it sounded like some of these funds have come back to us and were used for Open Space. All agreed there is some money out there and M. Gunn will work with Bill Millette on this. A. Castellano said she spoke with R. Wolfe about this as well, and he agreed it could potentially be good for us. It's our money that we are not fully redeeming, and something important for us. Especially if we can get these funds and use for the Park.

E. Johanson stated that the NJ Tennis Association is the organization her friend in Trenton's apartment complex has been leveraging for funding to maintain their tennis courts. M. Gunn will follow up on this as well.

3. Events Schedule (Pavilion) Management – No report provided.

The Grange – T. Zengel was not present to report.

Township Committee – P. Mill was not present to report.

New Website – A. Castellano is waiting on our new Qualified Purchasing Agent to get sign off and will updated this Committee at our next meeting.

FOSPC – see above conversation under Clawson Park – Hunterdon County Open Space.

OLD/UNFINISHED BUSINESS:

Monthly VIP Article and Tax Mailing Insert – A. Castellano suggested Friday nights in the park for tax mailing insert. R. Georgett will update prior advertising “admission tickets” idea & circulate for input. VIP – put something about dogs. A. Castellano will send something about keeping dog on lease & picking up after your dog. E. Johanson said also something about tennis courts when we can set an opening date. A. Castellano stated the tennis courts are being repaired and will be opened in June weather permitting. Also a reminder about Friday Nights in Park dates.

Generic Skins – Nothing to report

PRESENTATION OF INVOICES: P Fick asked if the Crown Trophy invoices for DS Lawn Signs & Tree Lighting are being charged to the 2017 budget. There was general discussion regarding the cost of the signs, and timing for when the signs were produced/delivered. R. Georgett shared that the invoice was prepared in December and sent to the vendor's contact. However it had not been received for processing & payment. R. Georgett reviewed the East Amwell Township process for getting invoices paid which is to submit a purchase requisition for approval to order items and to place the order, when items are received provide the receipt to Finance, and when the vendor sends an invoice finance will prepare a purchase order for signature. There was discussion regarding why it's so late in payment, what items were actually received, and if we have funding for this.

R. Georgett will follow up with C. Kellogg regarding the procedure, approval of the invoices and find out what item A) "DS Lawn Signs" are. S. Gonzales asked if there are other options that are less costly and we could explore such as kids making signs with magnets, etc. A. Castellano said that although it's a lot of money initially, the signs can be used year after year. This saves cost over time as well as the time it takes to order & process invoices, coordinate activities, etc.

CORRESPONDENCE: A. Castellano will send the link for the NJDEP Green Acres to everyone so they can review and it will be discussed at next meeting. It is over 100 pages of information that is different and separate from the Hunterdon County Parks Strategy referenced earlier.

NEW/ONGOING BUSINESS:

Recreation Committee Ordinance – A. Castellano stated that the Ordinance for Parks and Recreation Advisory Committee has been introduced and was approved last week at the Township Committee. Further we are now an official committee and may need to sign new oaths of office. R. Georgett will look into this & advise at our next meeting.

Senior Citizens - No updates.

Friday Nights In The Park – A. Castellano said if we book the same food truck we will be in good shape. S. Gonzales will take care of booking them for both July & August dates. She asked for recommendations and Q Crew was recommended because they were good last year. R. Georgett will provide information regarding vendors who already have annual food license. A. Castellano said we have around 200 people and that can be provided if the food truck vendors ask. Further we need to do this now because it was a problem last year for the color run because it was late and we didn't know how many people. Q Crew, Jammin Crepes, and others were named as good food trucks.

S. Gonzales asked about themes for Friday Nights, and shared that she will be away end of June returning before the July date. A Castellano said July will be game night again because it was successful last year. We haven't nailed down what we want to do in August but should. If we want to have music, does anyone want to reach out to contacts. A. Castellano knows a DJ who is local, affordable, very flexible and receptive. He is a college student and the cost was around \$75. There was discussion regarding having a DJ and live music, and suggested that we have a DJ in July and go with live music in August. This was agreed. A. Castellano said everyone should reach out to live musicians they know for August and she will see if the DJ is available for July. Committee members are to bring ideas and the costs for discussion at our next meeting, when we can motion on this.

S. Gonzalez asked if we want to purchase a sprinkler and A. Castellano asked S. Gonzales to bring hers again. A. Castellano said we will also borrow lawn games from school and see what is in the storage area. Further she suggested we make an on line sign up to get some idea of numbers but it has a long link, so we'll put on website rather than in the VIP.

Volleyball - A. Castellano asked when we did this last and S. Gonzalez said it was August only prior years. Keep this on the agenda for future meeting. S. Gonzales said we should begin advertising summer Volleyball for 2018, all agreed and A. Castellano said put it in the VIP and Tax Mailer. P. Fick said last year it wasn't done at all but prior years it was done July & August approximately five or six times. A. Castellano said we can do this July & August on Thursday evening for adults and youth from sixth to eighth grades. We'll have multiple people coordinate the various weeks. S. Gonzales asked if we have needed equipment and offered to check that we have all that is needed (net & balls). A. Castellano stated if we need more balls, we can order them.

P Fick said we need to finish by dusk and there was some discussion regarding if there is a sign at Clawson Park saying the park closes at Dusk. It was generally agreed that dusk our expectation. The sign that used to be at the entrance is gone, and if it's in the Ordinance we need to have a sign.

Clean up of File Room/Storage Area – E. Johanson said she will do this on a Friday because she works from home and will sort out a date for this with everyone.

Bricks for Kids – No updates. A. Castellano will follow up.

Water Maze project for Clawson Park – No updates.

Meeting with Judy Niederer, Director of Hopewell Township Recreation and Park - A. Clawson and E Johanson met with Judy because Hopewell has a big and comprehensive recreation program. They picked Judy's brains for ideas we can use and got many great ideas. E Johanson said Hopewell does a lot with 1.5 people. A. Castellano handed out Hopewell Recreation booklets and stated that Judy shared great information about what can be done easily, low cost items, bus trip options such as: shopping trips to NYC, Botanical Gardens, etc. that will appeal to a broad variety of residents.

A Castellano asked everyone to look at the booklet and come up with ideas to expand our program without having too much labor. Also E. Johanson spoke about the Hunterdon Parks Harbinger, and that someone came to FOSPC meeting to share what they are doing. There was a lot of information about events which are on the County website. A. Castellano said we can provide links on our website and begin circulating the information for our township. Judy also suggested we look at Hopewell Borough which is smaller in headcount and budget like East Amwell, and also has a fairly extensive program. The Borough's programs are listed on the back page of Hopewell Township booklet.

E. Johanson spoke about the block party Hopewell does and which appeals to many, not just children. A. Castellano said they also do "mystery trips" and it could be many different options. She'll send us the list and we can consider those ideas as well. E. Johanson said she will be happy to coordinate an event like this but would need assistance to do so.

A Castellano asked the committee to look through the brochure, come up with five things you think would work for East Amwell, and send them to R. Georgett who will compile the information for our next meeting. Hopewell doesn't limit participation to residents.

Follow up items from prior meetings not referenced above: Senior Citizens want a place with a kitchen, and so our large meeting room isn't of interest to them. There was some discussion regarding budget for this group which is not part of our budget

OPEN TO THE PUBLIC – None present.

OPEN TO THE COMMITTEE – No Comment

ADJOURNMENT

M. Gunn made a motion to adjourn the meeting that was seconded by P Fick and unanimously approved by all to adjourn the meeting at 9:00 PM.

Rosemary Georgett, Secretary