

**Hightstown Parks & Recreation Commission  
Agenda  
April 12, 2012  
Minutes**

- I. Call to Order Chairperson
- II. Statement of Compliance (NJ Open Meetings Act: 10:4:1 et seq.)
- III. Attendance Chairperson

Commissioners

Pat Duncan, Chair	Yes
Michelle Jordan, Vice Chair	Late
Beverly Asselstine, Secretary	Yes
Gary Grubb	Yes
Stacey Judge	No
Jason Taylor	No
Eugene Lambert	No
Logan Hiers-Evans	No

Guests:

**Several representatives of Unidad Latina en Accion NJ**

- IV. Approval of Minutes **Approved**
- V. Approval of Agenda **Approved with Pat’s suggested change that Permit Requests be handled after Public Comment.**
- VI. Public Comment –

**Representatives of Unidad Latina en Accion NJ spoke on behalf of their Park Permit Request to hold a multi-cultural event in Memorial Park on May 5<sup>th</sup>. They said it is important to their community and to workers to participate in an event to celebrate workers. It is important for women, who struggle for equality. They want to try to educate about these struggles. There are only two workers day events taking place in New Jersey this year. It is an important day for all workers from different nationalities. It is a family event. They want to coordinate with Hightstown. They estimate 200 people will participate.**

**Pat made a motion to waive the insurance requirement. It was approved. Pat made a motion that the permit request be approved. It was approved.**

VII. Committee Reports –

A. Parks

- 1. Dawes –Stacey **Bev reported that a swing at Dawes Park is broken. Gary will report to Public Works.**
  - a. Vandalism to playground equipment and water fountain **No report**
- 2. Association – Michelle
  - a. Playground – Bev and Gary **Bev reported on the playground project – reviewed the final cost estimate from the Playground company, the terms of the bidding process, the state contract for the equipment itself, open questions around a second installation bid for the swing set and the current status of the budget. Pat made a motion to approve the plan at the total dollar amount of approximately \$14,000 so that Bev can move forward with preparation of a final budget and asking Debra to move this onto the Council agenda for approval. Pat will make the presentation to Council. The motion was approved.**
    - b. Gazebo – Bev, Ryan Lanphear **No report**

**c. Gary reported on the status of the plants at the entrance to the park. Two did not survive. He has replaced one for \$45 and a second needs to be replaced. Pat made a motion to spend \$100 to replace the plants. It was approved.**

**3. Memorial – Pat**

**a. Monument Sign – Bev No report**

**b. Memorial Park Garden – Bev Bev reported that the Girl Scouts are ready to go on Tuesday, May 15. Gary confirmed that the flowers would be available. Bev will confirm to the troop leader.**

**4. Rocky Brook – Gary/Logan (including Community Garden)**

**a. Boardwalk Pathway Clean-Up Day – April 15 Bev reported the volunteers are ready for the clean-up from 1 to 5. Gary reported that Public Works is ready with the material and supplies – the pathway panels, hardware, gloves, bags). The order of work, depending on the volunteers will be: back section trash pick-up, lay the pathway panels, mulch the beds, clean up the garden trash/weeds, clean out the building. Bev will bring water, trash bags, broom and hand sanitizer. Pat will bring shovels, rakes, wheel barrow.**

**b. Gary has left messages with the 14 gardeners to gauge interest for the season. He also spoke to the County Extension Agent about the flooding and he suggested we add leaf mold which can help absorb any foreign matter. Gary also had the soil tested - the results showed it was a little low on potassium, but otherwise fine. The test was free and Pat will write a letter of thank you on behalf of the Commission.**

**Gary received a request to add pooper scooper signs to the parks. He referred the citizen to the Environmental Commission. The issue was raised by Pat about the Park Rule signs that were purchased, but have not been installed yet.**

**B. Community Relations/Communications – Gary/Stacey No report**

**C. Development and Grants – Bev/Michelle/ Jason**

**1. Historic railroad markers No report**

**2. Triathlon Pat reported that the new Race Director is managing things well.**

**3. Pat sent a second letter of support to the Stony Brook Millstone Watershed Association for another grant opportunity for water testing funding.**

**D. Music and Events – Stacey, Bev, Michelle**

**1. Summer Concerts No updates**

**2. Farmers Market A plan has been submitted by the committee and they have requested \$1600 for music. A discussion of budget and available funds took place. Pat made a motion to provide \$800 in funding. It was approved. Pat will also ask Janice to set up a separate escrow account for the Market this year to keep the records separate and easier to track.**

**3. Commemoration of Camden & Amboy Railroad's 1832 arrival in town. (Pat/Bev) Bev reported that the next meeting will be in a week.**

**4. Friday Night Swims – Pat reported that they will probably start in mid-July this year due to schedules for the volunteers.**

**E. Programs & Recreation – Stacey/Jason**

**1. Partnership with School (US Sport Institute) No report**

**2. 5K for June 22 – Stacey No report**

**3. Paddle Boats Bev will order the covers and new life vests. Pat expects to pull the boats out in May.**

**4. Summer Recreation Program No report**

**VIII. Old Business**

**A. Bike Racks – Bev/ Stacey/ Jason No report**

B. Walking Bridge – Gary/Pat – Fundraisers **A new donation of \$5,000 came in from a resident. The event “A Taste of Hightstown” will be repeated.**

C. Bicycle & Ped Task Force – Bev **No updates**

II. New Business • Park Permits

A. Volunteer Appreciation Week **Pat reported on Volunteer Week and encouraged everyone to attend the next Council meeting to be recognized for service to the community.**

B. **Permit Request – Unidad Latina en Accion NJ for a multi-cultural event in Memorial Park on the parking lot side of the dam on May 5 from 9:00 am to 8:00 pm. The application was dated March 7. No insurance certificate was included. A letter was included from the ACLU stating that an insurance certificate is not required for an event of this type.**