

**Hightstown Parks & Recreation Commission
Agenda
February 9, 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	X
Michelle Jordan, co-Vice Chair	X
Beverly Asselstine, Secretary	X
Gary Grubb	X
Stacey Judge	
Jason Taylor, co-Vice Chair	X
Eugene Lambert	
Logan Hiers-Evans	X

Guests: **Councilman Larry Quattrone, Selena Bibens**

- IV. Approval of Minutes **approved**
- V. Approval of Agenda **approved**
- VI. Public Comment –
- VII. Reorganization **officers were selected for the year. Michelle and Jason will serve as co-Vice Chairs and Michelle will assist with minutes in the absence of the Secretary.**
 - a. Committee assignments **Assignments were made and are noted below in the committee reports.**

VIII. Committee Reports –

A. Parks

1. Dawes –Stacey

a. Vandalism to playground equipment and water fountain **Jason will inspect this month to see if the damage is still there.**

2. Association – Michelle

a. Playground – Bev and Gary **Gary and Bev reported on the playground plan, including a meeting with Ken Lewis and Debra Sopronyi. MRC Recreation has a state contract for GameTime playground equipment, so competitive bids are not necessary. All expenses associated with the playground project will be included in the total cost, which determines the purchasing thresholds. All other expenses, such as safety surfacing, will have to be competitively bid. The playground and the gazebo will be treated as separate projects for purchasing. Ken is satisfied with the plan and made suggestions concerning cutting back tree branches near the equipment, exchanging the sand for mulch and increasing the depth of the safety surfacing around the fire truck. He also suggested we discuss installation with the Borough’s risk control consultant. There may be a requirement that we use certified installers now, which will increase the cost.**

b. Gazebo – Bev **Bev reported that Ryan will be making his Eagle Scout project presentation to his troop committee later this month.**

3. Memorial – Pat

a. Monument Sign – Bev **no report**

b. Boat Dock - Darek Hahn **Pat reported this project is on hold.**

c. Memorial Park Garden – Bev **Bev contacted the Girl Scout troop who has adopted this garden with the dates in mid-May when the flowers will be delivered (around May 15 or 16).**

4. Rocky Brook – Gary/Logan (including Community Garden) **Larry Quattrone reported that there may be an opportunity to get some topsoil for the park from the Turnpike Authority due to the construction. It can be stored and mixed with mulch for restoration of the community garden. Logan reported that there is lime sludge throughout the area and the floating pathway is devastated. Gary confirmed that the lime was used in the water treatment plant and is not toxic.**

Bev will organize a volunteer day for cleaning up the pathway. April 15 was set as a tentative date. Gary will check with Ken Lewis on the date and on the hardware and pathway pieces that will be needed for the project. Bev and Logan will check with the Red Cross Club and Project Green Club at Hightstown High School to see if they are interested in helping. Bev will also try to recruit Peddie students and Girl Scouts and Boy Scouts.

a. Ice Skating Rink – Gary/Pat

(1) Rules – Approval

(2) Lights/ wiring funding request **The final cost included \$232.62 for wire and bulbs and \$379.50 for 4 transformers. Peddie donated the lights themselves. The expenses were approved. The previously reviewed cost of the liner was \$787.50 and delivery of \$38.50**

b. Boardwalk Pathway

B. Community Relations/Communications – Gary/Stacey no report

C. Development and Grants – Jason/Pat

Bev reviewed overall expenses. We have two major expenses pending - \$2500 to be transferred to the bridge account and another \$2500 to be used as seed money for the next Triathlon. A 2012 budget request was prepared for Council. The request is flat to last year, with some shifting of funds to new lines.

1. Historic railroad markers

2. Historic Trail Grant (Pat) **Bev reported that the grantwriter we contacted to review and comment on our previous submissions never responded. We should try to find another expert to offer some suggestions for future applications in order to increase our chances of getting selected.**

3. Triathlon **Jason reported that all the main sponsors are lined up for this year, with the exception of the title sponsor.**

D. Music and Events – Bev, Michelle

1. Summer Concerts **For 2012 Bev will handle booking the musical groups and Michelle will handle publicity. Bev will try to book the Tone Rangers for Thursday, June 21.**

2. Farmers Market

3. Commemoration of Camden & Amboy Railroad's 1832 arrival in town. (Pat/Bev) **Bev and Pat reported on the new planning committee to organize a celebration of the 180th anniversary of the Camden & Amboy Railroad in Hightstown. The first meeting will be March 15.**

E. Programs & Recreation – Stacey/Jason

1. Exercise Classes

2. Partnership with School (US Sport Institute) **Jason will follow-up for next month.**

3. 5K for Spring – Stacey

4. Paddle Boats **Gary suggested we find a way to clean up the boats for the season. Jason volunteered to pull out his power washer for the job.**

5. Summer Recreation Program **The final report of the 2011 season was delivered.**

X. Old Business

A. Bike Racks – Stacey/ Jason

B. Walking Bridge – Gary/Pat – Fundraisers **There is a new grant opportunity that will be distributed in September 2012. The Committee hopes to finish the bridge by then, so they may request funding for secondary projects like the signs. The design is moving forward. They are planning borings into the ground to ensure everything is structurally sound.**

C. Bicycle & Ped Task Force – Bev **Next meeting is March 12**

XI. New Business • Park Permits

A. Paws Walk **Permit request is for Association Park by the Animal Welfare Committee on May 19 from 6:00 am to 4:00 pm. Expect 200 people. No insurance required. Approved.**

B. **Easter Egg Hunt – Permit request is for Association Park by the Lions Club on March 31 (rain date April 7) from 8:00 am to 10:00 am. Expect 150 people. Insurance provided - \$1 million liability. Approved.**