

Hightstown Parks & Recreation Commission
 Agenda
 January 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	No
Beverly Asselstine, Secretary	Yes
Gary Grubb	Yes
Stacey Judge	No
Jason Taylor	No
Eugene Lambert	No
Logan Hiers-Evans	No

Guests: **Mayor Steven Kirson**

- IV. Approval of Minutes **approved**
- V. Approval of Agenda **approved**
- VI. Reorganization
 - a. Oaths of Office Administered by Mayor Steve Kirson **completed**

VII. Public Comment – **The mayor and the commissioners had a general discussion about Parks & Recreation programs and events and their positive effect on the community. Action point is for the Commission to prepare a presentation to Council on our accomplishments and future plans. Pat will get copies of the final budgets for each year of the Triathlon to be included.**

The punch list of damage to the Parks prepared by the Commission was discussed, particularly the damage to the wall around the Lake in Memorial Park and the boat ramp. Pat sent the list to the Mayor again, so he can discuss with the Borough Administrator to ensure these items are included in the FEMA emergency aid request. Bev will review files for photos of the damage.

VIII. Dock Presentation – Darek Hahn **no report**

IX. Committee Reports –

A. Parks

i. Dawes –Stacey **no report**

1. Basketball Court repave - Eugene **no report**

ii. Association – Michelle

1. Kid Swing **Bev presented a proposal for renovating the playground, with budget and phased implementation recommendations. The Commission approved the plan. Action points: Bev and Gary will discuss the plan and**

installation issues with Public Works. Bev will meet with the Borough Purchasing Agent to discuss the process for buying the items on the list.

iii. Memorial – Pat

1. Monument Sign – Bev **Awaiting the road and bridge work.**
2. Boat Dock (Darek Hahn)
3. Bridge – **Pat and Gary reported that the Committee is optimistic that we can order the bridge soon. We need \$25,000 more. They will be repeating the Taste of Hightstown this spring.**
4. Memorial Park garden – (Bev) **Bev reported the Girl Scout Troop asked when they should plant the flowers this spring. Gary suggested mid-May, around the 16th or 17th when the flower baskets will be delivered.**

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

1. Ice Skating Rink – Gary/Pat **The rink is installed and ready to go. The building from the old Shop Rite Garden Center was placed at the site to serve as a snack stand. It is now secured. The bus shelter was placed at the site to serve as a place to put on skates.**
 - a. Rules – Approval **Pat presented his recommendations for the rules. The Commission approved.**
 - b. Lights/ wiring funding request **There will be some additional expenses for wiring (about \$300). Balasts for the new lights cost \$84 each and there are two. Gary will get a full accounting of the expenses from Public Works for the next meeting.**

B. Bike Racks – Bev/ Stacey/ Jason **Gary reported Mike Sheehan, a local welder, is willing to make the bike rack.**

C. Walking Bridge – Gary/Pat – Fundraisers **no further report**

D. Community Relations/Communications – Gary/Stacey **no report**

E. Development and Grants – Bev/Michelle/ Jason

- i. historic railroad markers **Bev reported the deadline for this grant is April.**
- ii. Historic Trail Grant (Pat) **Pat reported the deadline for this grant is mid-February. We have not been successful in two applications. Bev and Pat will try to get copies of the previous applications and see if we can get a professional grant writer to review and give us an opinion on what we can do to make a stronger application.**

F. Programs, Music and Events – Stacey, Bev, Michelle **Bev reported that there may be an outstanding concert bill for 2011 that was submitted just before Hurricane Irene. She has asked the Borough Treasurer to research.**

G. Playground – Michelle and Stacey **no further report**

H. Programs & Recreation – Stacey/Jason **no report**

1. Exercise Classes
2. Partnership with School (US Sport Institute)
3. 5K for Spring (Stacey)

I. Paddle Boats – Pat **Pat reported the boats are in storage for the winter. A citizen volunteered to keep them since the garage at Borough Hall is not available due to the storm damage.**

J. Triathlon – Pat **no report**

K. Summer Recreation – Bev **no report**

L. Downtown Hightstown Proposal – Pat **no report**

M. Christmas Tree – Pat/ Gary **Gary reported the tree was successfully planted in Rocky Brook Park.**

N. Commemoration of Camden & Amboy Railroad's 1832 arrival in town. (Pat/Bev) **Bev will represent us on the planning committee for the celebration event.**

O. Bicycle & Ped Task Force (Bev) **Bev reported on the last Task Force meeting. Given the accomplishments of the group around planning, it is now moving into an implementation phase to actively identify and recommend bikeways and capital projects to further the County's progress towards meeting the planning goals that have been identified and incorporated into the County Master Plan. Bev will prepare a letter of background for the Mayor and the Planning board on the Task Force and ask for support in (1) preparing a list of recommended projects in Hightstown and (2) incorporating the county plan into the Hightstown Master Plan.**

X. Old Business

XI. New Business • Park Permits **no permit requests**