

**Hightstown Parks & Recreation Commission  
Agenda  
March 8, 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	
Beverly Asselstine, Secretary	Yes
Gary Grubb	Yes
Stacey Judge	Yes
Jason Taylor	
Eugene Lambert	No
Logan Hiers-Evans	No

Guests: Rick Pratt, Ryan Lanphear

- IV. Approval of Minutes **approved**
- V. Approval of Agenda **approved**
- VI. Public Comment –

- VII. Committee Reports –  
A. Parks

- 1. Dawes –Stacey
  - a. Vandalism to playground equipment and water fountain **No report. Stacey will check the water fountain.**
- 2. Association – Michelle
  - a. Playground – Bev and Gary **Bev provided an update on the additional cost estimates for the playground.**
  - b. Gazebo – Bev, Ryan Lanphear and Rick Pratt **Ryan gave an update on the Gazebo Eagle Scout Project. He presented the project to a group of adults in his troop. The concerns expressed included the overall cost, the cost and need for a licensed electrician for the electrical wiring and the handicap access. Rick clarified that the ADA requirement for an outdoor stage is to have either a ramp or a flat area about equal to the stage, which can be on a different level as the stage. His recommendation is to do a flat patio area in front of the stage in cement or brick that would be approximately 10 by 20. Ryan said the materials would include pressure treated lumber and at a minimum would include the footer, stage, steps and roof. We could add Victorian gingerbread detail later. Public Works will do the trench from the electrical box to the site and an electrician licensed in the Borough will donate the conduit, wire and hook-up needed. We need an estimate for the installation.**

**The Commission asked Ryan to get a more complete materials list so that a realistic cost estimate can be developed.**

- 3. Memorial – Pat
  - a. Monument Sign – Bev **no report**
  - b. Boat Dock - Darek Hahn **no further reports at this time**

- c. Memorial Park Garden – Bev **Tuesday, May 15 is the target for planting by the Girl Scout Troop**
  - 4. Rocky Brook – Gary/Logan (including Community Garden)
    - a. Ice Skating Rink – Gary/Pat **Public Works has begun to take the rink down for the season. New work will be done at the water treatment plant, so there will be some new foundation work where the rink was located. This will make it easier to install next year. Additional expenses were three 24” by 18”rules signs for \$54, a 32” by 5’ vinyl sign for \$20 and six color yard signs for \$108. These expenses were approved.**
    - b. Boardwalk Pathway Clean-Up Day – April 15 (rain date April 22) **Gary reported that preparation is underway for the clean-up event. He and Public Works have straightened the decking, inventoried the hardware and identified what we need and opened up the drainage across the back of the park. He also had a conversation with someone at the Head Start program at Mount Olivet Church. They have to take the children all the way around the block when they go to the park because of the wet conditions just off the Church property. They asked if a piece of walkway could be installed to help them get to the park more directly. Bev will get the contact information for the Church pastor for Gary so they can discuss the idea.**
    - c. **Community Garden – Gary will take over management of the garden this year.**
- B. Community Relations/Communications – Gary/Stacey **no report**
- C. Development and Grants – Bev/Michelle/ Jason **Pat applied for a grant for the signs at the bridge.**
  - 1. Historic railroad markers
  - 2. Triathlon **DQ was officially hired as Race Director and registration is up and running for the 2012 race.**
- D. Music and Events – Stacey, Bev, Michelle
  - 1. Summer Concerts **Bev reported the Tone Rangers are booked for Thursday, June 21<sup>st</sup>.**
  - 2. Farmers Market **Nothing to report from Pat**
  - 3. Commemoration of Camden & Amboy Railroad's 1832 arrival in town. (Pat/Bev)
- E. Programs & Recreation – Stacey/Jason
  - 1. Exercise Classes **Stacey is unable to do the exercise classes at this time due to her recent knee surgery. She reported that Meadow Lakes will be opening up their Arthritis Foundation certified classes to the public soon.**
  - 2. Partnership with School (US Sport Institute) **no report**
  - 3. 5K for Spring – Stacey **Stacey proposed June 22 as the day for the 5K at 7:00 pm. There are other races close by that are in March, April and May. Since June 22 is a Friday, the awards can be done at the Farmer’s Market. It is also the summer solstice. The theme could be: The Hightstown Run for the Parks – A short race on the longest day!**
  - 4. Paddle Boats **no report**
  - 5. Summer Recreation Program **Gary reported that Public Works has some old bleachers in storage that need wood decking. He suggested Next Level might be able to renovate them and use them this summer, which would also benefit the Summer Recreation Program.**

## VIII. Old Business

- A. Bike Racks – Bev/ Stacey/ Jason **no report**
- B. Walking Bridge – Gary/Pat – Fundraisers **Pat reported that there will be a Wine and Cheesecake Dinner and the second Taste of Hightstown will be May 19.**
- C. Bicycle & Ped Task Force – Bev **Next meeting May 12**

## II. New Business • Park Permits **none**