

Hightstown Harvest Fair

Meeting Date/Time: Tuesday, October 2, 2018 at 7:00p-8:15p EST

Meeting Location: OGP Architects, 102 Main Street, Hightstown, NJ 08520

The Hightstown Harvest Fair minutes for September 18, 2018

Those who were present at the meeting were Sheila Hittesdorf, Gary Stevens, Connor Montferrat, Joe Cicalese, Jamie Micallef, Peggy Riggio, Kenny Lewis, Gary Grubb, Sgt. Miller, and Chief Gendron. Paul Byrne also attended at 7:00p.

Advertising: Sheila Hittesdorf stated that Connor Montferrat began advertising on Facebook after the last meeting and would be in progress until the Fair. Sheila also stated that the Windsor Hights Herald emailed her about a newspaper article promoting the Fair. Connor Montferrat provided an update that a Snapchat filter was not pursued due to its exorbitant cost.

Arts:

Selfie Station & Hashtag Logo: Ann Marie Miller was not present at the meeting. Sheila Hittesdorf stated that the Selfie Station was ordered and props were made.

Photo/Video: Sheila Hittesdorf encouraged the committee to take photos and 10 second videos throughout the day of the Fair.

Children's Area:

PayPal Card Reader: Sheila Hittesdorf stated that the PayPal Here application was still pending.

Pumpkin Painting: Sheila also stated that pumpkins, paint, brushes, and cups were for the committee to feature pumpkin painting since Weidel Realty is no longer sponsoring.

Departments:

Port-A-Johns: Sheila Hittesdorf asked the committee if the port-a-johns could be dropped off on October 3, 2018. The committee agreed.

Fall Decorations: No update.

Information Booths/Volunteers:

Adult/Student Volunteers: Jamie Micallef stated that the Red Cross pulled through and is able to provide 45 volunteers this year. Jamie stated that Wells Fargo is providing 6 adult volunteers and there are also a few volunteers from the community that are able to help. Jamie expressed her concern that Peddie School and SciCore Academy have been unable to provide volunteers.

Gift Cards: Joe Cicalese collected gift card donations from Anthony's Chicken & Grill and Fernando's. Joe stated that Fernando's mentioned that the Fair does not bring additional business to them.

Food Vouchers: Sheila Hittesdorf stated that she will print \$5 Hightstown Diner food vouchers for the volunteers.

T-Shirts: Sheila Hittesdorf stated that t-shirt sales online were successful. Gary Stevens stated that the committee should post on Facebook.

Tote Bags: Sheila Hittesdorf stated that swag collections were successful. Sheila also stated that volunteers would stuff the tote bags on the morning of the Fair.

Live Entertainment:

Main Stage:

- *Mercer County Mobile Stage:* Kenny Lewis stated that the stage has a diesel generator and power. Photos were not able to be obtained prior to the Fair.

Church Stage:

- *Schedule:* Sheila Hittesdorf informed the committee that Sharon Seeman requested payment for approximately 8 students. The committee agreed that students should not be paid for their performance.

Printing:

- *11" x 17" Vendor Maps:* Gary Stevens stated that 15 vendor maps were printed. Sheila Hittesdorf asked if 10 more copies could be printed.
- *Chalk Boards:* Sheila Hittesdorf stated that she was working on the signage for 2 live entertainment schedules, 1 children's area pricing, 1 children's area entertainment, and 2 information booth signs displaying both live entertainment schedules and children's area schedules/activities/pricing..
- *Sponsor Banners:* Sheila Hittesdorf stated that Tavern on the Lake still needs to display their banner.

Public Works: Kenny Lewis asked if Gary Stevens and Sheila Hittesdorf would be available throughout the week to walk through the vendor map as well as note where straw bales and picnic tables will need to be placed.

Safety:

1st Responders/EMS/BMS Gator: Sheila Hittesdorf stated that Christina Moore was able to secure 1 EMT and 1 driver. Sheila and Sgt. Miller discussed the 1 pending extra unit. Sheila stated that this is the responsibility of the 1st Responders and that she would follow-up with Christina via email. Sheila also stated that no update has been provided regarding the BMS Gator.

Police and Fire Police: Sheila Hittesdorf stated that the cost for 7 officers plus Chief Gendron is \$4,559.34. Sheila Hittesdorf expressed concern over the budget however she and the committee agreed that safety is priority. Sgt. Miller stated that 3 Fire Police have been confirmed to help offset the cost of Police. Sgt. Miller expressed concern over paying the Fire Police too early since they left their posts before their shift ended in 2017.

Fire Polaris: Lt. Krakowski has not provided an update regarding use of a Fire Polaris since August 21, 2018. The committee expressed concern over the lack of communication from safety officials and suggested that a Safety Subcommittee be formed in 2019.

Safety Boat: Sheila Hittesdorf stated that Gary Grubb stepped up on behalf of the Environmental Commission (paddle boats) and the Masonic Lodge (ducky derby) to secure the safety boat with the fire department.

Borough:

Certificate of Insurance: Sheila Hittesdorf stated that she distributed all of the COIs except CCL was missing. Peggy Riggio stated that she would forward. Peggy also stated that she is awaiting the COI for Tavern on the Lake and is currently issuing a License Agreement with Allen & Stults.

Treasurer's Report: Sheila Hittesdorf stated that a Treasurer's Report would be provided at the next regularly scheduled meeting as this was a final planning meeting.

The meeting was adjourned.

Kind Regards,
Sheila Hittesdorf, Chair