

**Colts Neck Recreation Committee
Minutes – March 1, 2017**

**COLTS NECK RECREATION COMMITTEE
MINUTES: March 1, 2017**

Attendees: Chris Adams, Frank Baker, Ronnie Sullivan, Rich Rehm, Judy Laufer, Joe Mancino, Ronnie Sullivan

Excused Absence: Paul Wild, D.J. Ten Hoeve, John Rocco, Brian McNally, Phil Maida

Township Liaison Absent: Mr. Eastman

The meeting was called to order by Chairman Adams at 7:00 p.m.

The Sunshine Statement was read.

The Committee approved the minutes of February 1, 2017. Barbara added to the minutes:

Under Stewards of the Park -

Ms. Sullivan shared photos from Bucks Mill Park. She found an electrical box without a cover. Mr. Maida, an electrician himself, noted a cover should be on the box.

Old Business

Budget Review – Mr. Hennessy explained at the last minute, he was asked to arrive earlier than scheduled for his budget review. Mr. Adams and Mr. Baker arrived at the designated time to find Recreation and parks discussion was moved to an earlier time. Mr. Adams noted he believes the Township is \$250K over budget, and Mr. Hennessy will probably not be receiving funding for many projects. Mr. Hennessy did receive questions on department expenditures from the Township Committee and felt his budget review went well. He shared with the Township Committee the same income and expenditure chart from 2008 to present that he shared tonight.

Our on-line registration and payment system Community Pass is excellent. Once we develop a base of participants with their email addresses, we will be able to send out more mass messages/notices. Community Pass is not primarily an advertising/marketing tool.

Mr. Hennessy will be working with Colts Neck High School to create a video to promote summer camp.

Monmouth County Parks uses an on-line payment and registration tool and within the first ten minutes of the on line registration being opened, 85% of registrations are complete. They still continue to mail out booklets to advertise their programs. He has also requested funding in the budget for advertising recreation programs with postcards and banners.

Mr. Adams asked if the department sends out group emails. Yes, emails are sent out. Ms. Sullivan suggested looking at a marketing tool called, Constant Contact, they charge \$20/month. Mr. Adams suggested reaching out to the Sports Foundation and Trail Riders mailing lists.

Mr. Hennessy noted we did to a mailing via the Sports Foundation last year. We also send our program information to the Colts Neck Board of Education for posting on their virtual backpack, yet the numbers of viewers for that tool has decreased.

As discussed throughout the year, fitness programs are profitable, any that do not make a profit are eliminated. We have a 60/40 split with Instructors, 60% to the Instructors 40% to recreation. Mr. Adams asked if there is pressure from the Township to make a profit. Mr. Hennessy replied, no, he sets his own goals for ensuring a profit.

Mr. Hennessy noted most of the funding requests for the Parks budget is for maintenance supplies. The Sports Foundation saves the Township approximately \$50K in field maintenance. Mr. Hennessy, as an example, explained he pledges to provide maintenance products, totaling approximately \$24K for field materials to maintain baseball fields. Mr. Adams noted that is a large amount of funding for a low volume of users. Mr. Hennessy stated it is the obligation of the Township to provide basic field maintenance. Department of Public Works will keep up with mowing all Township fields. Mr. Adams stated there are only enough baseball players for 3 fields, the \$24K is a lot of money for 3 fields. Adams asked why do improvements at Five Point # 1 if it will be torn down to provide for the artificial turf field. He explained to the Recreation Committee, that an anonymous donor has given funding to the Township to build a multi-use artificial turf field at Five Point Park.

Mr. Hennessy responded that Laird # 1 is being maintained by DJ Ten Hoeve, # 2 by AJ Garito and Tim Mariner, with # 3 and # 4 are being used and maintained by the CNSF. Bucks Mill # 1 and # 3 is being used for practice.

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Cedar Drive # 1 and # 2 is being maintained by the softball coaching staff.

Five Point Park # 1 is shut down and padlocked. Initial sight work will start mid-April for the conversion to an all-purpose artificial turf field. # 2 field is being maintained by Don Johnson and his coaching staff.

Bucks Mill Park # 2 will be maintained by NJ Elite, # 3 is a Little League field that has not received any maintenance for the past 2 years. If the fields are unsafe for play, Mr. Hennessy will close those fields. Majority of the parks contribution is to replenish infield mix.

Capital Requests include home plate covers, bases, tennis nets, expansion of parking at Bucks Mill Park and fencing. Mr. Hennessy shared a map of Bucks Mill where additional parking could be added for 50 cars. Using the road millings from the road work in the Township for the parking spaces would be a cost saving. Fencing is a big item at \$8.50 a foot, and a gate, totally approximately \$4,700

Stewards of the Park and Earth Day – Mr. Rehm reported a second time that the damage at Freer Preserve to the posts and rail fencing in the parking area. Mr. Hennessy will follow up on the repairs that were to be made last month. Mr. Adams suggested trail cams be installed to monitor users at Freer Preserve, using funds from the Police budget.

Ms. Sullivan noted a cover has been installed on the electrical box at Bucks Mill Park. She shared a photo of the missing cover at February's meeting. She also asked for safety reasons, if the nets and goals not being used could be removed. Residents do ride horses in that area.

Mr. Baker reported Township Hall Park is ok, except for the Blind Garden. Should it be taken down, the Blind Garden is in bad condition. Discussion continued regarding a project that was to be completed creating the Blind Garden into a Memorial Garden for the First Aid squad. Mr. Adams stated once the trail is paved, it's likely other areas at Township Hall Park may be removed to enhance the new paved trail.

Mr. Hennessy shared a list of Eagle Scout Projects. These projects would likely not be completed if it weren't for the the Boy Scouts. Of note, Greg Penzack replaced the grills at the pavilion at Bucks Mill.

Mr. Rigby, Principal of Cedar Drive School contacted Mr. Hennessy and stated the basketball courts are under-utilized. He received feedback from his staff and concurred with the Recreation Committee that the courts should be removed. Mr. Hennessy suggested to Township Administrator Capristo, Public Works could remove the basketball courts.

The tennis courts are rarely used and an estimate of \$273K to replace them. Mr. Hennessy could repair them for gym classes, beyond that, residents should use high school tennis courts. Mr. Adams suggested the PTO contribute towards refurbishing the tennis courts.

Earth Week assignments were distributed. Clean up of parks/preserves may be done anytime between April 22nd and April 29.

Mr. Adams added 16 soccer teams will be playing at Five Point every Sunday starting April 2.

New Business

Current Business – Mr. Hennessy stated the summer camp plans are in process. Conover Road trip list was shared with the committee. Mr. Adams asked when does registration begin. Mr. Hennessy stated he will have a better idea of when planning will be complete next week. Rates for camp will remain the same. He asked the committee for feedback. Staff was decreased in 2016 due to an decrease of campers. Some trips that were low or no cost in the past will have a minimum increase to assist with bus costs. Ms. Laufer stated last year the Mayor stated we should be paying the Counselors minimum wage, will they be paid minimum wage this year. Mr. Hennessy replied no, counselors will receive an increase of .25/hour in 2017. Management staff (supervisors) have not received an increase in eight years, he requested an increase in the budget to provide a 2% increase for the staff/supervisors this year.

Mr. Hennessy shared Township Park/Community Center uses/users by season, highlighting 2 Lacrosse Clinics returning and a 2 day Rockfest in September. He also shared the interaction between Recreation and Parks Department and Colts Neck High School. He named summer camps held at the high school that will be sponsored by Recreation and Parks. These camps will also utilize Community Pass for payments and registrations. Recreation and Parks Department receives 10% of the total registrations for each camp.

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Mr. Hennessy shared he read in the New Transcript Newspaper that John Bennett will be retiring as Township Attorney. His replacement will be his daughter Megan. Mr. Bennett will become the Administrator for the Borough of Lavallette.

Senior Citizen Meeting – Mr. Adams addressed Ms. Laufer and stated the committee was happy to have her in attendance. She had recently had back surgery and it was nice to have her return to tonights Recreation Committee meeting.

Ms. Laufer is glad to be back. The next trip for the Seniors will be the Hunterdon Hills Playhouse, followed by a tour of NBC Studios and lunch in New York. The new Officers are in place.

Misc.

Ms. Laufer suggested the Recreation Department reach out to Mr. and Mrs. Stewart, the new owners of Hockhockson Farm. The department would be a great partner with them to assist with group visits/registrations for their project.

With no other issues to discuss, Chairman Adams adjourned the meeting at 8:10 p.m. Our next meeting will be held April 5, 2017, at 7:00 pm.

Respectfully submitted,

Barbara Byrne, Secretary