

Borough of West Long Branch

Recreation Commission

Meeting Minutes- November 11, 2019

Members in Attendance:

Debbie Ronan, Chair
Lorraine Strohmer
Salina Neuhaus
Matt Sniffen
Larry Mays

Also in Attendance:

Councilwoman Mango
Councilman Migliaccio
Councilman Cioffi

Meeting Called to Order at 7:28pm.

1. Resident Matthew Sniffen was officially sworn in by the Borough Clerk, Lori Cole, as an appointed member of the Recreation Commission.
2. Recreation Chair, Debbie Ronan began the meeting with our mission statement.
3. Debbie informed that she had met with the borough CFO, Mike Martin to clarify the commission's budget along with the process of submitting an expenditure request. He advised that requests must be submitted a month in advance and once approved the purchase orders will be processed. Moving forward, requests for funds should be approved prior to purchase.
4. **Fall Festival:** Debbie acknowledged the good turnout despite the weather. Next year 'Parking at Shore Regional' will be added to the event flyer. Matt suggested the parking on Throckmorton should be re-considered next year. Parking was restricted in certain areas however the narrow space for tractors and foot traffic in the area could pose a safety issue. There were many vehicles making K-turns due to the limited space. Councilman Cioffi agreed to re-think the parking and advised it was only permitted this year on the one side of Throckmorton due to the cutout area where the roadway widens. Debbie informed that the leftover pumpkins went to West Long Branch Schools, St. Jerome as well as Project Life in Long Branch. Debbie would also like to add a funnel cake stand to next year's festival. Salina reported that there were about seven vendors that did not attend the festival due to the weather. She would like to find additional vendors for next year and will attend other local markets to scope out interest. Lorraine reported that the band was a hit and will be planned to return for next year with the possible addition of line dancing. Debbie noted that there was some feedback regarding the lack of a rain date but advised with the vendors and booked attractions, it is not possible.
5. **Lantern Walk:** Debbie informed that there were approximately 450 attendees and the event was a success. Resident Carrie Kochman who spearheaded the event was unable to attend the meeting however, she sent a thank you correspondence that was relayed by Debbie; thank you to the commission for allowing her to bring the idea of this lantern walk to life. Debbie proceeded to thank the various people who contributed to the event's fine details. She also thanked the WLB Police, local schools for attending as well as Christina Andreasi, the art teacher of the WLB schools who incorporated a lantern-making project into the curriculum. Debbie advised that she will start a budget for this new annual event at the amount of \$300. For next year dough balls will be handed out in representation of breaking bread. There is thought to add luminaries to decorate along the path as well. Music will be added whether roaming along the walk or as Debbie suggested, having several Shore Regional band members positioned in various spots along the path. Debbie would also like to add fire pits and hot chocolate at the end of walk to close the event. A better sound system

will be needed. Next year's event will start slightly later at 5:00pm. Councilman Cioffi advised that fencing or a barrier is needed around any fire pits for safety reasons. Matt Sniffen informed he has fencing that can be used to implement this at the tree lighting. Lastly, Debbie presented a certificate given by State Assemblyman Houghtaling. The certificate was given to the Recreation Commission in recognition of the food drive and all of the outstanding community work that is provided.

6. The **Christmas tree lighting** is scheduled to take place on Sunday, December 1st from 3:00pm – 6:00pm. Matt purchased the star for the top of the tree and attached PVC piping for easy installation. Debbie confirmed that both the tree at Franklin Lake and Woolley Park have been strung with lights. The tree lighting company had to return to add more lights to the tree at the lake as they did not use all of the lights as directed. Dan Brouwer is confirmed as this year's Santa and Larry confirmed he has the Santa suit. Debbie received approval on the event flyer and it has been added to the virtual backpacks at the schools. Councilman Migliaccio has the banner and has reached out to the fire department to install this week. Debbie confirmed that the fire permits have been obtained and the candy canes have been ordered. Lorraine informed that she will begin working on the bows. Debbie will again purchase the garland from Gasko's. Debbie would like to coordinate with commission members to decorate. Salina had offered to reach out to a few resident's whom have expressed interest in helping with events. Lorraine and Salina will handle the hot chocolate and cookies. Warming urns, jugs of water and tents for the refreshment area will also be needed. Salina advised she has several urns that can be used. Matt offered to pick up firewood and lend the use of his tent. He informed that he will be out of town but offered the use of his truck to transport the wood, fencing for the fire pits and tent. Debbie advised the she would like four light towers to be placed at the following locations: Locust/Lakeview corner, walking path coming from the Shore Regional lot by the footbridge, by the skating rink and in the center of the grassy area between the gazebo and the street. The ice rink will be set-up on Lakeview Ave therefor vehicles will be prohibited from accessing the roadway. Councilman Cioffi advised that a letter should be presented to the residents on Lakeview advising of the limited access. Debbie will inquire if the rink company will provide benches for skate changing and if a power source is needed. Salina has offered to lend pop-up benches as well as to add the coat drive listed on the Facebook event.
7. **Other business:** Debbie informed that moving forward necessary department personnel will be invited to attend meetings in an effort to make sure all are informed.

Meeting came to a close at 8:24pm

Submitted by:
Heidi Bahr, Secretary

Next Meeting: Monday, December 9th at 7:30pm