

Borough of West Long Branch  
Recreation Commission

**Meeting Minutes –December 14, 2020**

**Members in Attendance:**

Debbie Ronan, Chair  
Larry Mays  
Carrie Sniffen  
Gina Neyhart

**Also in Attendance:**

Councilman Sniffen  
Councilman Neyhart

Meeting Called to Order at 7:28pm

Gina Neyhart started the meeting with a Mission Statement; “Our mission as the Rec. Commission is to provide our community with various activities and events for residents of all ages.”

Welcome Gina Neyhart to the recreation Commission

Thank you to everyone who helped decorate the town!!

Menorah will be put up at the same time as other decorations next year.

Dismantle all decorations Jan 9<sup>th</sup> (after Little Christmas 1/6)

- \*DPW will not be taking any of the decorations down.

- \*Matt, Freddie, Kevin & Larry will be taking down Locust Ave, Menorah & Manger at 9:00am

- \*Debbie & Carrie will be taking down the Gazebo at 7:00am

- \*All decorations will be put in the Shed

Leaving winter banner up until we switch to Spring banners.

**Updates & News**

**BUDGET:**

Tree Lighting: Total \$6,826.00

Artie Green has a fully restored horse drawn fire apparatus carriage we can use.

Would like to get a horse to pull carriage need to add \$1,000-\$1,200 to budget

Staging area would be on Throckmorton, the fire trucks would lead the horse and carriage to the lake. Santa can ride on carriage. There will be no carriage rides.

Set up ice skating rink ( \$3550.00) at Franklin Lake. Open the Skate Rink at 3:00pm.

Entertainment, band at lake- (possibly paid by PBA) \$600.00

In September:

- \*Reserve Santa
- \*Fill out Request form for use of Shore Regional's parking lot
- \*Order port-a-johns, 2 regular and 1 handicapped (\$291.00)

October:

- \*Have the tree at Franklin Lake and Woolly Park strung a week after the Fall
- \*Festival. Need to make sure the electric works
- \*Re-Design the Flyer and get approval from superintendent office, email Sue Grimm, [sgrimm@wlbschools.com](mailto:sgrimm@wlbschools.com)
- \*All Flyers are electronic for public schools, St Jerome need 250 flyers
- \*Boro Printing to print the flyers (\$135.00)
- \*Request a fire permit form Charlie Shirley, [cshirley@westlongbranch.org](mailto:cshirley@westlongbranch.org)
- \*Order Candy Canes from Oriental Trading

November:

- \*Hang banners and send out flyers
- \*Invite DPW, Emergency Management & Police to meeting
- \*Start Making bows for gazebo and signs the second week of Nov., 14 bows for the signs, 20 bows for the gazebo (\$150.00)
- \*Remind Library to put out the Santa Mailbox
- \*Go to Gaskos the fourth week of Nov. to get garland for the gazebo and signs 15'x7' signs, 105' for signs and 200 feet for gazebo, \$25.00 for 75' ( 4 bundles) \$100.00
- \*Contact DPW for garbage cans/tables/chairs

\*Contact the Police for four light towers, one are the corner of Locust and Lakeview, one by the field hockey field, one in the center of the grass at the park and on to light up the rink.

\*Get fire wood for fire pit form DPW

\*Get Cookies/Hot Chocolate (possibly paid by PBA) \$300.00

\*Day of the Tree Lighting, decorate the gazebo and signs, get fire pit from Ronan/Neyhart. Need to get the Santa Chair from the Ronans and urn for hot chocolate and tent.

We talked about have a Winter Bazaar the Saturday and Sunday of the tree lighting. We could have it in the cafeteria and back gym at Shore Regional High School. Vendors can to buy a table to sell merchandise.

Easter Egg Hunt: Total \$2,475.00

February:

\*Reserve a date for the Easter Egg Hunt and get a building a use form filled out for the use of FAS School Fields.

\*Need to submit an expenditure request form for:

- Refreshments \$150.00 (includes water bottles)

- 6 Easter Baskets \$120.00

- 6 Five Below Gift Certificates (3 for JB Contest, 3 poster contest) \$30.00

- Train-Party Perfect-\$675.00 (asking PBA if they will sponsor)

- DJ, \$100.00

- Oriental Trading \$1400.00

February 8<sup>th</sup> meeting talk about Easter Egg Hunt (Sat. April 3<sup>th</sup>).