

Borough of West Long Branch

Recreation Commission

Meeting Minutes- October 9th, 2018

Members in Attendance:

Joe DeLeonardo, Chair
Lorraine Strohmen
Susan Trocchia
Salina Neuhaus
Ronald Karpe
Debbie Ronan
Carrie Sniffen

Also in Attendance:

Fred Migliaccio, Councilman
MaryLynn Mango, Councilwoman

Meeting Called to Order at 7:30pm.

1. Fall Fest-

- a.) Confirmed-** Donuts have been ordered and will be handled by the WLB PTA. Police & Emergency Management have been notified, Debbie will handle creating and sending the final map of events to Emergency Management. Councilman Migliaccio is handling cornstalks, pumpkins for the pumpkin patch and hay bales. He will also take care of arranging line routes for the hayride. Debbie and Ron will be purchasing the following supplies from Home Depot for set-up: clear zip ties, string/twine, dowels for vendor marker signs, 6 large pumpkins for the gazebo, staple gun and staples, duct tape and brown butcher paper to cover the tables. Joe is confirming all details with DPW; 16 tables to be brought over for use for pumpkin decorating, S.A.W students, etc. PBA is doing candy corn count; Heidi will handle making entry slips, 500-600 needed. Two port-a-john's have been ordered but we will need to order two additional, Heidi will handle. Lorraine has completed the bows and created them with extra twine for easy attachment. Sue will purchase juice boxes from ShopRite. The Sports Association will be providing water; Carrie is getting extra since they ran out last year. Also confirmed are the inflatables, S.A.W students, the DJ, tractors and drivers, WLB PTA and WLB Education Foundation. Joe has obtained a generous \$1,000 donation from Monmouth University to go towards the cost of the inflatables. Touch a Truck is still being confirmed; Monmouth building center is providing two trucks, still waiting on confirmation from the DPW. Joe sent the flyer to FAS to be posted on the virtual backpack and copies will be sent home to BME students tomorrow. The event has also been posted on both school signs and the Community Center sign. Decorating will take place this Sunday, 10/14 at 12:30PM.
- b.) Details to be confirmed-** The rest of the supplies will need to be located and are most likely at Valenzano. Debbie will check the markers for decorating to see if they are still usable or if new ones need to be ordered. Salina is working on confirming vendors and contacting them with the necessary day-of details. Salina will also create

the printed cardstock signs with each vendor's name to mark their location around the lake. Salina also questioned if Shore Regional class vendor's needed to obtain a permit; MaryLynn confirmed no. Joe stressed the need for help with morning set-up and especially at the end of the event for breakdown and cleanup.

- c.) **Idea's for next year-** The vendor process needs to be re-vamped. Councilman Migliaccio and Councilwoman MaryLynn agreed that it should be the responsibility of the Borough Administrator to handle the solicitor permits process and then provide the necessary information to the Recreation Commission. Salina and MaryLynn suggested there be an option online to apply and pay. MaryLynn will look into the details of moving in this direction. Debbie suggested a new banner that is less crowded and clearer on details; Joe added that it would be great to have the banner illuminated at night. Councilman Migliaccio suggested posting several banners with stakes in the ground at various busy intersections and Franklin Lake; MaryLynn added Borough Hall. He also suggested we create yard signs for residents and businesses to purchase sponsorships and post on their properties. Ron suggested scarecrow decorating or contest for next year since the PTA is no longer having one.

2. **Christmas Tree Lighting-** Joe is looking at the weekend of 10/27 & 10/28 to have the Christmas lights put on the tree at Franklin Lake. He will contact the Fire Department to make arrangements.
3. **Budget and payments** – Joe noted that process of paying vendors or receiving reimbursement has gotten longer than ever and it is unfair to the vendors who are providing services. MaryLynn will look into the process and see what needs to be done to correct it. Joe is looking for clarification on where certain deficits will be made up on the budget. There were a few items in question such as the Summer Recreation art teacher payment and the 4th of July firework vendor that was chosen. It was noted that all funds are required to go into the general account, therefor the best option would be to increase the Recreation Commission budget since funds cannot be dispersed to them. Furthermore, funds were spent on a vendor not chosen by the Rec Commission that exceeded the budgeted amount.

Meeting came to a close at 8:22pm

Submitted by:
Heidi Bahr, Secretary

Next Meeting: Tuesday, November 13th at 7:30pm