

# Borough of West Long Branch

## Recreation Commission

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### Meeting Minutes- September 10<sup>th</sup>, 2018

#### **Members in Attendance:**

Joe DeLeonardo, Chair  
Lorraine Strohmer  
Ilene Guzzi  
Salina Neuhaus  
Ronald Karpe  
Gregg Malfa  
Carrie Sniffen

#### **Also in Attendance:**

Fred Migliaccio, Councilman  
Steve Cioffi, Emergency Management Coordinator  
MaryLynn Mango, Councilwoman  
Paul Habermann, Chief of Police

Meeting Called to Order at 7:33pm.

#### **1. Fall Fest-**

- a.) Emergency Management & Police-** Steve confirmed with Salina that as of now there are 15 vendors for Fall Fest. It was requested that we set a window of time for which the vendors will be allowed on the roadways to unload and set-up in order to effectively control road traffic and provide safety. Vendors will be asked to come in via Halsey Street only. The set-up window decided upon is 11:00am – 12:30pm after which roadways will be closed and no traffic will be permitted. This timeframe and entrance instructions will be communicated by Salina to all vendors prior to the event. Steve also advised that in the event a Recreation Comm. member needs to pass the barricade to drop off supplies, they would just need to indicate their vehicle to the police in order to gain access. Salina confirmed that vendors do not have a physical permit on hand the day of the event; therefore she will provide a list of all permitted vendors to Steve and the police force for reference. This list will also include an indication of which community organizations were not required to obtain a vendor permit. Also to accompany the vendor list will be a list of the trucks that will be at the event such as food vendors, fire, etc. An informal map of the event will be created and provided to Steve for the day of the event. This map will indicate the approximate locations of vendors, activities and trucks present. Steve also communicated that there will be no parking allowed on the South side of Lakeview Ave. Parking will be permitted on the North side of Lakeview Ave. only. There will be designated areas on the South side of Lakeview Ave for the two food trucks, tractors, fire and first aid. Fire and first aid will be placed West of Halsey St. in the event they are needed to exit and respond. There will be an officer monitoring the barricade on Halsey St. to prevent it from being moved otherwise. There will be blocker trucks placed on the corner of Chestnut & Locust as well as Locust & Throckmorton. Officers and traffic

control will be present; side street traffic and parking will be managed logistically. MaryLynn has offered to contact Shore Regional High School to request permission for use of the front and rear lots for parking the day of the event. Joe brought up the concern of ice cream vendors who hold an annual town permit to sell their goods attempting to park and participate in the event without holding a specific permit for Fall Fest. Steve advised that this will be taken into consideration the day of the event and prohibited.

- b.) **Supplies & Decorations-** A purchase order for Home Depot will be put together for supply needs. So far on the list are wooden dowels, zip ties and string. The dowels will be used to mark the location where each vendor is to set-up. Signs will be printed with vendor names, fixated to the dowels and placed the morning of Fall Fest. Lorraine will be purchasing the orange ribbon from Cottage Ribbon and Lace in order to create 100 bows for decorations. We will need 400-500 small apple juice boxes. Prices online and in stores will be compared for the best price.
- c.) **Set-up-** There was question regarding the generators needed for the bounce houses. It was confirmed that the company provides the appropriate generators needed therefor we will not need to provide any for the day of the event. Chief Habermann suggested we organize the lines for activities as they converged and line areas were very congested the previous year. Councilman Migliaccio advised he has a plan in place to avoid this and will stake out where the lines should flow. Decorations are to be placed the weekend prior to Fall Fest, 10/13 and 10/14. Joe indicated that there is a wedding ceremony scheduled for 10/13 but we will work our way around the lake from the opposite end in order to avoid this.
- d.) The Community Center has decided against sponsoring a **Beer Garden** at Fall Fest therefor it will not be a part of this year's event.

- 2. **Movie Night** on 9/21 at the Community Center is all set and details have been confirmed. Carrie advised that a portable toilet will be needed for the event. Joe will handle setting that up.
- 3. **Town Flags** – Joe presented several options for the town flags. There was mixed feedback on the designs and it was agreed upon to investigate other options. Carrie suggested possibly having the art students at Shore Regional participate in a contest to design the flags and leaving the ultimate decision up to Council. Many details and conditions must be considered before committing to this. Joe will reach out to the art teacher for feedback on the idea.
- 4. **Rec. Commission Shirts** – We will be obtaining quotes for Recreation Commission polo shirts or fleeces. Members are leaning towards a zip-up fleece or a  $\frac{3}{4}$  zip pull over since many events take place in the cooler months. We hope to have the shirts approved and ordered for members to wear to this year's Fall Fest.
- 5. **Christmas Tree Lighting-** No further details have been confirmed. Emergency Management and Police were informed that the event will definitely take place on 12/2/18.

Meeting came to a close at 8:23pm

Submitted by:  
Heidi Bahr, Secretary

**Next Meeting:** Monday, October 9<sup>th</sup> at 7:30pm