

# Borough of West Long Branch

## Recreation Commission

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### Meeting Minutes- November 13<sup>th</sup>, 2018

#### Members in Attendance:

Joe DeLeonardo, Chair  
Lorraine Strohmer  
Susan Trocchia  
Ilene Guzzi  
Ronald Karpe  
Debbie Ronan  
Carrie Sniffen

Meeting Called to Order at 7:34pm.

- 1. Fall Fest-** There was a much better turnout than expected given the cold and windy day. Debbie noted that there were over 1,000 people in attendance. The Recreation Commission members and volunteers came together to get the job done and the event ran smoothly. The wind did not allow for the inflatables but there were no complaints from attendees. It was decided that moving forward we will not be setting up the castle at the pumpkin patch as it was just as nice without it. There were long lines as expected for the hay ride; a third tractor and wagon would be helpful but may not be a feasible option. It was stated that people who had attended other towns' festivals commented that West Long Branch's was by far the best. There were many pumpkins leftover from the pumpkin patch that were donated to St. Jerome School and to the residents at Peter Cooper Village. Debbie read a thank you note received from the St. Jerome School; the students expressed gratitude for the pumpkins and how excited they were to go pumpkin picking around their school. Ilene mentioned that the Hoffman's Ice Cream truck did not do as well as they expected but that can be due to the weather and they did not offer many selections with high pricing. She suggested we consider hot beverages for next year. Debbie suggested we look into asking Rook Coffee Roasters. The Touch-a-Truck will also have to be re-organized next year. They were located far beyond Halsey Street and not many people knew they were there. Ron suggested we move them to Lakeview Ave. next year and consider adding a larger truck from either RTC or the National Guard. The handicap parking will have to be reconfigured if we decide on this. For next year we will be moving to ground banners to be placed at the Lake and Sorrentino Park. They will be much easier to install and more visible. Joe ended the conversation by thanking everyone for their hard work and noting that the event was a great success.
- 2. Christmas Tree Lighting-** Ground banners will be used to advertise for the event. They will be ready in about a week or so at which time DPW will be contacted for set-up. Members noted that we would need more hot chocolate this year as we ran out at last year's event along with more cookies. Susan suggested using smaller cups as well. We will need 3-4 tables for the beverages and cookies and DPW will need to provide the pop-up trash bins. The tree is scheduled to be pruned by Brummer's Tree Service on or before 11/17. The gazebo and tree will be decorated with lights once tree pruning is complete. The colored

lights have been located however the white lights will still need to be located. DPW will be contacted again to re-check. The event time will change to a start time of 6pm and will be advertised without an end time. It is planned to have the countdown to the tree lighting at approximately 6:30pm. Debbie noted that there are two performers lined up for background entertainment during the event; each of them playing for 1 hour beginning at 6pm. Volunteers and attendees had a difficult time in the low lighting last year therefore we will look into bringing lanterns, string lights and the use of a tower light organized with Lieutenant Gomez. Jason has volunteered to be "Santa" this year and will hand out the crafts we have leftover from last year. Heidi will order a portable toilet for the event. It was mentioned that there is one remaining in the far corner by the athletic fields. Heidi will look into whether that is a borough or shore regional unit. Lorraine will be making her beautiful bows again; 24 red bows with gold backing will be needed for the signs and the gazebo. Debbie is planning on purchasing the garland on 11/26 and looks to decorate on either 11/30 or 12/1, weather permitting. Carrie mentioned that 12/2 is also the first night of Hanukkah and Joe assured we will recognize the occasion at the event. The Menorah is intended to be displayed again at Woolley Park for more visibility to all residents. This year it will be moved closer to the road for better viewing. Volunteers are planning on meeting around 4pm on event day to begin set-up.

3. **Fields** – Ron advised on an issue at the end-of-year event for WLB Sports Association baseball. He informed that attendees and members were consuming alcoholic beverages on the field during the event. The issue will need to be addressed. Carrie also stated there are many issues with field usage and the process of which one obtains a permit. At some point permit holders have taken it upon themselves to make copies of the keys for both the field gates as well as the light lock. Because of this, the lights have been used outside the regulations of the ordinance and certain teams have taken it upon themselves to make their own schedules without proper permission. The locks for both will have to be changed. Carrie recommended that the permit for field usage should have a more streamlined process and should possibly be done through borough hall. She also recommended an online application with a specific fee schedule to also allow help with field maintenance and a calendar reflecting the teams, contact person and usage times in order to make re-scheduling more easily coordinated amongst the teams. A separate letter has been prepared with recommendations for streamlining the efficiency of the field usage permit process along with the other challenges the Recreation Commission faces with planning and executing events smoothly. Lastly, Carrie regrettably submitted her resignation letter to be effective after our Holiday Tree Lighting event this December. Joe expressed his understanding due to her circumstances and expressed his gratitude along with the other members, for all she has done. She will be missed.

Meeting came to a close at 8:38pm

Submitted by:  
Heidi Bahr, Secretary

**Next Meeting:** Monday, December 10<sup>th</sup> at 7:30pm