

Recreation Advisory Committee
February 21, 2024
Remote Regular Meeting

THE MINUTES HAVE NOT BEEN FORMALLY APPROVED AND ARE SUBJECT TO CHANGE OR MODIFICATION AT THE NEXT REGULARLY SCHEDULED MEETING.

FLAG SALUTE: Led by Committeewoman Eileen Klose at 7:05 pm.

ROLL CALL: **Via Remote-Access:** Krista Albert, Ellyn DeCaro (7:24pm), Linda Dooley, Oscar Fernandez, Ash Ingles, Eileen Klose, Anna Pascarella, Sue Rude, and Toni Vickery **Also Present:** Recreation Secretary Diana Juarez, Hampton Soccer Representative Rob Herbison, Hampton Basketball Representative Kim Lambert, Youth Lacrosse Representative Garth Doone, KLL Representative Mike Carovillano, and Hampton Softball Representative Megan Valenti **Absent:** Tim Duvelsdorf

OATH OF OFFICE

SWEARING IN OF RECREATION ADVISORY COMMITTEE MEMBER

Sue Rude – 1-year term (expires 12/31/2024)
Tim Duvelsdorf – 1-year term (expires 12/31/2024)
Oscar Fernandez – 1-year term (expires 12/31/2024)
Ellyn DeCaro – 1-year term (expires 12/31/2024)
Ash Ingles – 1-year term (expires 12/31/2024)
Toni Vickery – 1-year term (expires 12/31/2024)
Krista Albert – 1-year term (expires 12/31/2024)

Oscar Fernandez read and signed his Oath of Office earlier in the week. Due to the remote only meeting, Sue Rude, Tim Duvelsdorf, Ellyn DeCaro, Ash Ingles, Toni Vickery, and Krista Albert will read and sign their Oaths of Office in-person at their convenience.

MINUTES: A MOTION was made by S. Rude and seconded by O. Fernandez, with all members in favor, to approve the Recreation Advisory Committee Minutes for January 17, 2024.

PRIORITY DISCUSSION.

1. Mandatory Sports Organization Discussion

Secretary D. Juarez stated all sports teams need to hand in their facility use form, certificate of insurance, NYSCA, coach lists, and game and practice schedules. As of right now KLL, Travel Soccer, and Basketball have submitted their forms.

Hampton Soccer Representative R. Herbison stated soccer is currently being set up for the season and anticipates having everything complete by the end of the week.

Youth Lacrosse Representative G. Doone inquired on what lacrosse needs to submit since they do not utilize the fields. Secretary D. Juarez stated to submit the certificate of insurance and schedules. Even though they do not utilize the fields, submitting the documentation will allow them to be able to collect their funding from the town.

Secretary D. Juarez stated if any sports organizations are interested in utilizing the pavilion kitchen for the season, to please need to submit a food handler application with a list of intended foods and a food handlers' certificate to the Township Committee for approval.

Committeewoman E. Klose stated the pavilion kitchen has been improved and is in fantastic condition for use. Teams and organizations have a great opportunity to fundraise by operating the pavilion kitchen. KLL Representative M. Carovillano stated the Snack Shack is no longer going to be operating so there will be no conflicts in selling foods in the pavilion during baseball season. O. Fernandez and M. Carovillano discussed creating a schedule to run the pavilion kitchen during each other's teams and/or practices to fundraise for their own sports teams.

2. Easter Egg Hunt: Saturday, March 23, 2024

Recreation Advisory Committee Members briefly discussed the upcoming Easter Egg Hunt on Saturday, March 23rd at 11am with a rain date of Sunday, March 24th at 12pm. Recreation Advisory Committee Members briefly discussed posting a flyer on the town's website and the recreation Facebook page allowing the ability for volunteers to sign up to help during the event. Secretary D. Juarez stated she has not heard back from Baleville Church on serving hot dogs out of the pavilion kitchen and suggests coming up with a backup plan incase they are not able to volunteer this year. Recreation Advisory Committee Members briefly discussed serving food out of the pavilion. Currently, T. Vickery holds a food handler's certificate that can be used for Recreation to operate the pavilion kitchen. A. Ingles volunteered to be the Easter Bunny and will be available for kids to take pictures with. Chairwoman A. Pascarella stated she may potentially adjust the budgeted amount for the Easter Egg Hunt to purchase stuffed animals for prizes. Last year former Recreation Advisory Committee Member J. Brownlee donated stuffed animals and they were a huge hit amongst the kids. There is still left over candy from the Trunk-or-Treat that is going to be used to stuff eggs. Recreation Advisory Committee Members briefly discussed creating a shareable google doc for everyone to sign up for given tasks to assist in the Easter Egg Hunt.

3. 2024 Budget

Recreation Advisory Committee Members agreed on the budgeted line items in the 2024 Recreation Advisory Committee Budget.

2024 Recreation Advisory Committee Budget

Township Budget Line Item for Recreation Advisory Committee

Update:	01/10/24			\$30,000.00	
Sports Annual Funding	2023 Expense	Budget		Actual	Balance
Basketball	\$ -	\$ 1,200.00		\$ -	
Soccer	\$ -	\$ 1,200.00		\$ -	
Baseball	\$ -	\$ 600.00		\$ -	
Lacrosse	\$ -	\$ 600.00		\$ -	
Softball	\$ 1,200.00	\$ 1,200.00		\$ -	
KMFL Midget Football/Cheer	\$ -	\$ 600.00		\$ -	
TTL Annual Funding	\$ 1,200.00	\$ 5,400.00		\$ -	\$ 24,600.00
	2023 Expense	Budget		Actual	
Easter Egg Hunt					
Amazon	\$ 282.59	\$ -		\$ -	
BJS	\$ 219.11	\$ -		\$ -	
Shoprite	\$ 16.26	\$ -		\$ -	
Walmart	\$ 202.14	\$ -		\$ -	
Oriental Trading	\$ 69.91	\$ -		\$ -	
Total Easter Egg Hunt	\$ 790.01	\$ 850.00		\$ -	\$ 24,600.00
	2023 Expense	Budget		Actual	
Hampton Day					
D&M Fireworks	\$ 5,500.00	\$ 5,500.00		\$ 5,500.00	
Snake Oil Willie	\$ 675.00	\$ -		\$ -	
Sussex County Rentals	\$ 1,101.00	\$ 1,101.00		\$ 876.00	
Fun Time Entertainment	\$ 4,925.00	\$ 4,925.00		\$ 4,925.00	
Tommy Hilcken	\$ 581.00	\$ -		\$ -	
Food Vouchers	\$ 80.00	\$ -		\$ -	
Get Impressed	\$ 180.00	\$ -		\$ -	
Talent Show	\$ 210.00	\$ -		\$ -	
Carnival Prizes	\$ 278.83	\$ -		\$ -	
Misc. Materials	\$ 243.74	\$ -		\$ -	
	Income from Donation	\$ -		\$ -	
	Income from Vendors	\$ -			
Total Hampton Day	\$ 13,774.57	\$ 14,300.00		\$ 11,301.00	\$ 13,299.00

	2023 Expense	Budget	Actual	
Prince & Princess	\$ 197.71	\$ -	\$ -	
Miss Hampton	\$ 396.98	\$ -	\$ -	
**flowers purchased with Shop Rite Gift Card (donated) spent \$42.63			\$ -	
Total Miss Hampton	\$ 594.69	\$ 700.00	\$ -	\$ 13,299.00
	2023 Expense	Budget	Actual	
Fall Festival			\$ -	
Rock Horse Band	\$ 660.00	\$ 720.00	\$ 720.00	
Sussex County Rentals	\$ 1,530.00	\$ 1,530.00	\$ 1,530.00	
Fun Time Entertainment	\$ 3,075.00	\$ -	\$ 3,150.00	
Pie Eating Contest	\$ 214.90	\$ -	\$ -	
Bocce Ball Tournament	\$ 150.00	\$ -	\$ -	
Pumpkin Patch	\$ 225.98	\$ -	\$ -	
Misc.	\$ 79.12	\$ -	\$ -	
Sponsor Banners	\$ 99.73	\$ -	\$ -	
	Income from vendors	\$ -	\$ -	
Total Fall Festival	\$ 6,034.73	\$ 6,500.00	\$ 5,400.00	\$ 7,899.00
	2023 Expense	Budget	Actual	
Other				
Letters to Santa	\$ 82.44	\$ -	\$ -	
Thank You Cards	\$ 51.98	\$ -	\$ -	
Total Other	\$ 134.42	\$ 100.00	\$ -	\$ 7,899.00
	2023 Expense	Budget	Actual	
Trunk or Treat				
goodie bags & stationary	\$ 518.47	\$ -	\$ -	
4 activity stations	\$ 43.95	\$ -	\$ -	
3 Trunk Prizes	\$ 236.62	\$ -	\$ -	
misc.	\$ 45.10	\$ -	\$ -	
Total Trunk or Treat	\$ 844.14	\$ 1,000.00	\$ -	\$ 7,899.00
	2023 Expense	Budget	Actual	
Holiday Tree Light				
gingerbread cookie kits	\$ 487.50	\$ -	\$ -	
90 goodie bags	\$ 94.82	\$ -	\$ -	
1x use décor	\$ 25.87	\$ -	\$ -	
hot cocoa station	\$ 70.33	\$ -	\$ -	
1x décor for yearly use	\$ 138.40	\$ -	\$ -	
misc.	\$ 49.95	\$ -	\$ -	
Total Tree Lighting	\$ 866.87	\$ 900.00	\$ -	\$ 7,899.00
	2023 Expense	Budget	Actual	
Movie Night	\$ -	\$ -		
Total Movie Night	\$ -	\$ 250.00	\$ -	\$ 7,899.00
Total Spent 2024				\$ 7,899.00
Total Estimated 2024 Expense				\$ 30,000.00
Total Expense 2023 \$22,426.44				
Total moved into Escrow for 2023 \$7,484.63 (includes \$2,250 from donations)				

CORRESPONDENCE

No Correspondence.

OPEN DISCUSSION

L. Dooley asked if a band has been booked for Hampton Day. A brief discussion was made amongst Recreation Advisory Committee Members on some local bands to reach out to in addition to the Harrisons and Mike Lawler.

O. Fernandez asked for an update on Movie Night. Secretary D. Juarez stated she has been in contact with Stillwater Recreation Commission. They are willing to coordinate Movie Night with us and are looking for feedback on if we want to purchase a movie and hold our own event or share the events. Recreation Advisory Committee members agreed it would be easier to share the events. Mr. Carovillano stated Stillwater's next movie night is scheduled for March and the following one would be around June/July. Recreation Advisory Committee members agreed coordinating a Movie Night with Stillwater in June/July.

Mr. Herbison asked if Recreation would consider changing Hampton Day because a lot of other towns days are on the same day. Recreation Advisory Committee members briefly explained the date is determined based on other organizations availabilities, graduation, Father's Day, and prom, therefore, June 8th was the most accommodating date for the event.

Chairwoman A. Pascarella asked Secretary D. Juarez if she heard from the Miner's on holding Town Night. A brief discussion was made on coordinating Hampton Softball's Fundraising Night and Hampton Town Night so they do not fall on the same night.

Committeewoman E. Klose thanked T. Vickery and K. Albert for joining the Recreation Advisory Committee.

Secretary D. Juarez stated all the playground equipment has been delivered and once the weather gets warmer Recreation will need to pick an anticipated installation date and prepare for a playground grand opening.

Secretary D. Juarez stated an email was previously sent out; however, another Local Recreation Improvement Grant was released and the grant is being submitted for improvements in the Senior Center. The details of the grant being submitted are for the interior flooring, paint, new bathrooms, and updates to the kitchen as well and improve the exterior front of the building.

PUBLIC SESSION

No Public Session.

ADJOURNMENT

A **MOTION** was made by Chairwoman A. Pascarella and seconded by S. Rude, with all members in favor, to adjourn the meeting at 7:47 pm.

Respectfully submitted by,

A handwritten signature in blue ink that reads "Diana Juarez". The signature is written in a cursive style with a large, looped "D" and a long, sweeping underline.

Diana Juarez
Recreation Advisory Committee Secretary