



RECREATION, ARTS & CULTURAL AFFAIRS COMMITTEE

AGENDA/ MINUTES

Thursday, January 6, 2022 – 8AM
Virtual WebEx Meeting

ORDER OF BUSINESS

1. CALL MEETING TO ORDER

2. ROLL CALL

Bobby Brown, Committee Chair
Trustee Hartshorn Hilton
Trustee Jones
Peter Travers, Director of Recreation & Cultural Affairs
Sara Keffer, Recreation Leader/ Recording Secretary
Celina Herrero, Special Events

3. APPROVAL OF MINUTES

4. PUBLIC COMMENTS

Richard Bell/Alison Mclerney - Farrel Field Parks Conservancy wants to give an update to the committee for the campaign called Donate a Bench. This plan would be open to allow residents to donate a bench. After some research the conservancy found benches that are made of composite material and anchored in concrete. The estimated price for the bench was around \$500 including a plaque. A two page informational brochure form was drafted and shared with the committee. Ms. Mclerney stated that the goal is to have five to six benches donated. Trustee Hilton inquired about adding to the brochure information on collaboration with the Village and mentioned that the location will be important so the tree roots will not be affected. Trustee Jones inquired about the lifespan of the benches that will be confirmed by the vendor and to add that information to the brochure. Mr. Bell inquired about signage on whether the parks should have similar sign formats to which Trustee Jones replied that Assistant Business Administrator Julie Doran is currently creating a consistent design for each of the parks. Trustee Brown inquired about the fundraiser methods which one of their members is working on a tiered pricing system. Director Travers also asked in their discussion with Public Works if the installation would be done by the department. Trustee Hilton confirmed that Public Works is going to cover the cost of materials and installation in their budget.



Judy Wukitsch - Is planning an introduction event of the Tau sculpture, created by Tony Smith, a third generation South Orange Resident. She would invite three art experts to speak at the events. Ms. Wukitsch requested event materials from the South Orange Recreation Department such as chairs, tables and if speakers will work. Director Travers confirmed that chairs and tables will be provided, but without power available at the park, speakers will not be available.

5. REPORTS

1. Recreation

A. 2022 Budget - Director Travers

- a. Baird Staffing - This year's budget planning is different with the opening of the Baird expected at the end of the year. Director Travers created a staffing RCA sheet and shared it with the Committee. The new building is going to be double the size of the original building with 90 hours a week of operation. The committee approves that the request to hire the new staff at the end of this year would be more ideal to have the Baird fully operational by January 2023. Delaying hiring staff until 2023 would need to be approved by the 2023 budget in the spring. Trustee Jones requested to add in job descriptions to each title on the sheet. Director Travers will combine the idea list and the trimmed list of staff titles for a discussion with administration to see if the plan is feasible and if it is not he will reach out to the Recreation Committee for additional changes.

B. Program Update - Director Travers

- a. Senior Programming - Six classes have passed the minimum number of registrations in order to run the classes. There were some cancellations due to low enrollment and one instructor was not comfortable to run the program due to Covid.
- b. Spring Programming - Baseball registration is open reaching over 200 players enrolled in the first four days. We are still waiting on the status of our application that was submitted to Suburban Youth Soccer back in the fall of 2021. With declining numbers and other local competitive soccer programs, there may only be clinic based soccer programs. Renewal of soccer instruction RFP out for baseball and softball clinics, camps and lessons that would take place from March 2022 - March 2023.



Soccer instruction will need to go out to bid due to renewal that will go out this week. Director Travers is submitting a resolution for US Sports since they were the only bidders for the multisport program and tennis instruction.

- c. Community Garden - Director Travers was informed that the committee wants to increase the rate from \$70 to \$80 without realizing the fee increase needs to go through an ordinance change process. The fee change will go through as a stand alone change.
 - d. Pool Programming - Trustee Jones stated to offer complimentary swim lessons while partnering with Maplewood Recreation for certain age groups. Swimming lessons could ideally be offered before the summer season. Director Travers can offer free sessions in May and June as part of a training for lifeguards to teach lessons. Depending on the instructors' ages they can only work a certain number of hours. Director Travers will reach out to the YMCA to request a partnership to hire our pool staff as instructors to avoid any overtime or staff shortage issues. Their lifeguard duties will still take priority.
2. Cultural Arts and Events Update - Special Events Coordinator Herrero
- a. Holiday Event Recap - There was a Gingerbread Decorating Party that had a great turnout. Hometown Holiday was very different this year where the event was moved outside. The Village partnered with Cinema Lab, who provided a free movie, and Downtown South Orange, who helped run their event at Spiotta. The Staff Holiday party had a great turnout with great food and entertainment.
 - b. Special Events 2022 - Ms. Herrero's last Recreation Committee meeting is today and her last day of work is next Friday.
 - c. Black History Month - Director Travers and Trustee Jones are meeting with the library and other members of the Village to work on some details for the event.
3. Facilities & Capital Projects - Director Travers
- A. Baird Update - The construction is on schedule and has a full crew.
 - B. Carter Park Update - Director Travers met with the fabricators of the sculpture to make modifications to fit within the budget. We



received their paperwork to make the purchase order and expect installation in the early spring with a ribbon cutting.

C. Cameron Recreation Area - Director Travers has a meeting with both designers to go over the RFPs. A recommendation will be made to make the award at the January 24, 2022 meeting.

D. Capital Projects - Director Travers circulated the requests to the committee for any comments or questions. The Business Administrator is working on the budget preparation.

6. OLD BUSINESS

1. User Fee Trust Fund - Director Travers and the Business Administrator reached out to the Board of Education and Maplewood Township for the past year to settle the agreement with little success after not receiving the agreed fees. South Orange used 2020's revenue to complete 2021's maintenance projects. The committee agreed that South Orange should maintain their own fields. Director Travers is going to reach out to the two entities to inform them that South Orange is going to break off from the agreement and collect their own fees and perform routine maintenance.
2. Parks Administration - Continue discussion for the next Recreation Committee meeting.
3. Park rentals (birthdays, picnics, parties etc..) - Continue discussion for the next Recreation Committee meeting.
4. Memorial Donations - Director Travers saw Trustee Jones document and believes it is a good proposal and put together a reform and a fee structure. Trustee Hilton will have some modifications. This document will be reviewed and modified by the February meeting.

9. NEW BUSINESS

Director Travers got a call on Monday night that this Thursday Congresswoman Sheryl will be speaking in Spiotta Park with Governor Murphy may be in attendance. Trustee Hilton started that without a Special Events Coordinator on staff, certain events will not be able to happen.

10. NEXT MEETING DATE

February 3, 2022 at 8:00 a.m.

11. ADJOURNMENT **a.m.**

10:18