COLTS NECK TOWNSHIP
Recreation Committee Meeting Minutes
January 16, 2024, at 7:00 pm
Recreation and Parks Department
14 Heyers Mill Road

1. Chairman Cantalupo called the meeting to order at 7:00 pm.

2. Chairman Cantalupo asked everyone to join him in the salute to the flag.

3. Chairman Cantalupo, read the following Sunshine Statement: "The notice requirements of the New Jersey Public Meetings Law have been satisfied by noticing the Asbury Park Press and the Colts Neck Journal stating that a regular meeting of the Colts Neck Township Recreation Committee would be held on January 16, 2024, at 7:00 pm at 14 Heyers Mill Road. A copy is on file in the office of the Township Clerk."

4. Roll Call by Secretary, Ms. Byrne indicated the following:

   Present: Township Liaison Michael Viola, Chairman Cantalupo, Mr. Montalvo, Mr. O'Connor, Mr. McNally, Mr. Maguire, Ms. Sullivan, Mr. Wild, Mr. Fitzpatrick

   Also Present: Colby Marques, Director Recreation and Parks, Ms. Byrne, Administrative Assistant Recreation and Parks

   Absent: Mr. Garito, Mr. Sikorskas, Ms. Kronstedt

   Public Present: None

   Chairman Cantalupo welcomed new member Jim Fitzpatrick. Both Ms. Sullivan and Chairman Cantalupo were reappointed to the committee. All 3 members were read the Oath of Office by Committeeman Viola.

5. **Discussion Items**:

   Committeeman Viola stated the Township is closing in on the design for Five Point Park indoor bathrooms. The Block building at Bucks Mill received a new roof. The building will be converted into a document storage building. After Five Point is built out, the Township will take a break from any major projects. He noted many Township projects have been completed without an increase in staff or payroll. He stated the 2024 Budget process has begun, preliminary budgets have been submitted, followed by a public meeting in March, and adoption in late April.

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6. Approval of Minutes

Chairman Cantalupo called for comments. Hearing none, he called for a motion to approve the November 20, 2023, minutes. On a motion by Mr. McNally and seconded by Ms. Sullivan the minutes were approved.

7. Old Business

a. Tree Lighting - Chairman Cantalupo asked for comments, he thought the event went well, having moved to the new Town Hall from the Annex building. Mr. Fitzpatrick, as a performer in the event, thought the lighting was better and the event went smoothly. There were no interruptions, it was the best tree light the town ever had. He did note the microphone had trouble picking up the children singing. A "Condenser" mike can pick up a ½ circle breadth of sound. If possible, perhaps Recreation could purchase one for next year. Mr. McNally shared the event was less chaotic, which allowed him to appreciate the evening. Ms. Sullivan thought moving the activities to the new Town Hall location made the event more open. It was noted the set up for Santa was good; moving people in and out worked well. Mr. Wild added the weather helped; it was a nice night. Overall attendees seemed happy and had festive attitudes.
Mr. Montalvo added it would be nice to have a central location where families could take their family Christmas photos. This topic was brought up by Ms. Kronstedt during the November meeting. Ms. Sullivan shared when Little Silver Fire Department sells Christmas Trees they include a simple wood frame with Christmas lights for family photos. It was suggested perhaps the CNFD could get involved and build a round wreath with lights. Committee Viola added it was a great event, the only feedback he got was the Tree Lighting was too long. Mr. O'Connor's daughter was part of the children's choir and noted there were some repeat songs. Mr. Fitzpatrick stated they made sure there were no repeated songs. Mr. Maguire attended and thought it was a nice event. Mr. Cantalupo noted there were no local Pastors at the event. Usually there is at least one representative. Mr. O' Connor suggested maybe none were available. It was the same time St. Mary's had mass, and the Community Church also had a service. It was noted Reverend Scott Brown of the Reformed Church may not have been available.

b. Frosty's Santa's Workshop – Mr. Marques passed photos of the 3 crafts Recreation supplied for children to create and give as gifts. Ms. Dafeldecker and her assistants manage the event in conjunction with the PTO.

c. Letters to Santa – Ms. Byrne reported 65 letters to Santa were received. A slight drop from years past. All letters were from Colts Neck children. Usually,

a few letters are from surrounding towns. Chairman Cantalupo noted we will do better promoting the Santa mailboxes this year.

d. Stewards of the Parks – Chairman Cantalupo noted Laird Road and Five Point Park have become available and asked the members if anyone would like to change assignments. After discussion it was decided Mr. O'Connor would share Five Point Park with Mr. Cantalupo and Mr. Fitzpatrick would share Town Hall Park with Mr. McNally. Mr. Garito was assigned to Obre Preserve. Mr. Cantalupo asked if "Town Hall Park" should be renamed.

8. New Business

a. 2024 Meeting Dates – The committee reviewed the dates, Chairman Cantalupo noted traditionally we do not meet in August and December; however, we will leave the dates as is, in the event we need to have a meeting. Meeting dates were approved. The committee decided to have future meetings at the Recreation Dept. building on 14 Heyers Mill Road due to roof work scheduled at the Annex building.
b. 2024 Winter Programs – Mr. Marques provided an overview of fitness classes led by our four instructors. He noted he would like to see the space at 14 Heyes Mill Road utilized more with additional programs. Mr. Marques also noted to keep an eye on Pickle Ball as this will be the first Spring season with the new courts. The Community Center is active by both boy and girl scouts, as well as the Cheerleading group who will be heading to Vegas for a competition on Friday. Mr. Fitzpatrick asked how people sign up to use the community center. Mr. Marques replied that they email a request and complete an application. The building is rarely used Monday – Friday during the day. Mr. Wild asked who cleans the Community Center. Mr. Marques explained the Town has a cleaning service. The cleaning schedule is based on use, the Community Center is cleaned twice a week. Mr. Wild noted it was very clean when they played Pickleball last weekend.
c. Senior Citizen Club – With Mr. Sikorskas absent, Mr. Marques stated the club is very active. Upcoming trips include Algonquin Theater in Manasquan followed by lunch at Antonios, The Shore Club in Spring Lake for lunch and Mardi Grais show. They fold and stuff envelopes with their monthly newsletter here at the Recreation Building. Mr. Marques submitted a note for the next February Newsletter asking Seniors to provide ideas/interests they may have that Recreation could provide outside of the current fitness programs.
d. Recreation/Park Fees – Resident vs. Non-Resident – Mr. Marques shared some details of the approved fees for 2023 which were discussed at our last meeting. Committeeman Viola explained Mr. Marques will be doing a deep dive into recreation fees of surrounding towns to determine if our fees are

competitive and/or on par with those towns. Ms. Sullivan asked about the fitness classes what percentage of participants are resident's vs non-residents. Most towns have an increased fee for non-residents. Mr. Marques will provide the number of non-residents vs. residents. Committeeman Viola added the township would like to try to have the Recreation and Parks Department to become financially self-sufficient. The first step in the process is to gather information.

e. Director Goals and Visions – Mr. Marques's top priority is (1) Safety and Security. He is exploring options to move from a key access to a key fob system and security cameras for the Community Center and the Recreation Building. Currently, many people have keys to both buildings, without security cameras for example, if something gets broken there is no way to identify who or how it happened. Today we have an antiquated process for groups to enter the Community Center/Recreation Department building. (2) Expand use of our website and social media. (3) Initiate a 5K, Camp outs, movie nights. (4) Utilize space in Recreation building for Seniors/other groups. Identify gaps in programs, ensuring we are serving our demographics. It was noted, as an example there are new young families in town who may enjoy "stroller striders" group walks around Town Hall. (5) Communicate our Rec programs with the schools. Network with the NJ Recreation and Parks Association. Chairman Cantalupo stated this committee is here to advise Mr. Marques from a goal perspective. Committeeman Viola added the township has an interest in reducing any liabilities. Mr. Montalvo noted at Five Point the turf field is surrounded by a fence with only one gate. In case of an emergency, it would be difficult to evacuate everyone on the field through one gate. He suggested using one of the existing gates as an egress. Mr. Fitzpatrick added the plan for 2024 Sounds of Summer is to hold 13 concerts every Thursday with the exception of July 4 week. To date he has 8 of the 13 performances lined up. The CNBA will be sponsoring an art show/sale at Huddy's.

Comments from the Public – None

9. Adjournment

As there was no further business, Chairman Cantalupo called for a motion to adjourn. Ms. Sullivan made a motion to adjourn, Mr. Montalvo seconded the motion. The meeting was adjourned at 8:22 pm.

Sincerely,

Barbara Byrne
Secretary