

DECEMBER 1, 2009
ANDOVER TOWNSHIP
RECREATION COMMITTEE MEETING

The members of the Committee met at the Hillside Park Hall to decorate the tree for the annual Holiday Party scheduled to take place on Sunday, December 6, 2009 as well as hold our regular meeting for the month of December.

The regular meeting of the Andover Township Recreation Committee was called to order at 7:30 p.m. by Chairman Ed Burgio with the following members present: Helene Reczka, Patti Clark, Brian Robinson and Janet Bardello. Dick Lagg, Jodi Halteman and Mike Morel were absent.

OPENING STATEMENT: The Chairwoman noted compliance with Chapter 231, P.L. 1975 as being met.

MINUTES: Brian Robinson made a motion to approve the minutes from the November 10, 2009 meeting. Helene Reczka seconded the motion, all in favor.

OPEN TO THE PUBLIC: There was no one from the public present. The meeting was closed to the public.

CORRESPONDENCE SENT:

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| 1. | Mrs. Gregori | Thank you Letter re donation for DJ for Teen Dance |
| 2. | NJHerald | Notice re Holiday Party |
| 3. | Township Journal | Notice re Holiday Party |
| 4. | Andover Regional B of Ed | Memo re student flyers and use of FMB parking lot for bus trip |

We discussed correspondence sent. We again made note of the generosity of Mrs. Gregori by donating the fee for the DJ at the Teen Dance last month. The Director has sent notices for the upcoming children's holiday party to both the NJ Herald and Township Journal as well as sending a notice through the Andover Regional Schools. The Director also sent a memo to the Andover Regional Board Office requesting the use of the FMB school parking lot on Saturday, December 5th for the NYC bus trip. A copy of the township's insurance will be forwarded to the Board Office to be held on file.

Helene Reczka made a motion to file correspondence sent. Brian Robinson seconded the motion, all in favor.

OLD BUSINESS:

1. Review of the Teen Dance: Helene Reczka stated that she felt it went phenomenally well! Her daughter and friends were all talking about it. They loved the DJ and his helper who is a young man also works for the kids. They enjoyed the food and soda and behaved very well. The only negative was kids showing up without permission slips saying they were handed in to their teachers. This has happened in the past even though the letters with the slips clearly state that no student will be allowed entrance to the dance without their permission slip. Helene said she will make several announcements next year the week prior to the dance to make sure the kids know the rule and hopefully the teachers will not keep the signed slips. We had a great response to the non-perishables for the Bodhi Food Pantry. The food was brought over to be added to their supply for the Thanksgiving holiday. All in all it was probably the best dance yet!

NEW BUSINESS:

1. Finalize Plans for Children's and Adult Holiday Parties – Review Bus Trip Info: The bus trip on Saturday, December 5th, the day before the party, is just about sold out. Ed Burgio can't make it this year so Janet Bardello will take care of the second bus. We will follow the usual plan – pick up at FMB by 8 am and then off to the city. We will be dropped off at 8th Ave. between 43rd and 44th Streets and that is where we will be picked up for the return trip at 6 pm. We don't have a waiting list as we have always had in past years so any cancellations at this point will not be able to be reimbursed. We contributed the smaller amount of people responding to the trip this year to the fact that the mailing of the newsletter advertising the trip again was delayed until this past week giving people only a short week to make plans. The newsletter is usually mailed out a week or two before Thanksgiving but this year it was held up waiting for the submittal of the Mayor's letter. It has turned out to be an unfortunate delay as we don't have the usual 10 -20 people on a waiting list to fill any open spots. Hopefully this won't happen again next year.

The Children's party is all set for this coming Sunday. The Andover Regional School Chorus will be there to sing from 1:30 to 2:00 pm with Santa arriving on the fire truck at 2:00 pm. We discussed setting up a craft table with the seasonal crafts we have on hand. Also, we will have the usual cup cakes and cookies and juice and coffee for parents. Helene Reczka said she will bring a large container of hot chocolate also so that will be a nice addition. The kids will visit with Santa and get a goodie bag with candy cane. Helene also volunteered her daughters and friends to act as Santa's helpers. We will hand out the color coded tickets to use for visiting with Santa.

The adult holiday party (BYOB) will take place on Friday, December 11th at 6 pm at the barn. The Director purchased an assorted cheese tray and fruit platter and all of the paper goods and sodas and mixers. The Phoebus family from Farmstead will send shrimp cocktail and several entrees for the actual dinner as well as dessert. We will also have a couple of young ladies from their wait staff to help set up, serve and clean up. We are excited to have a new addition to our annual party by having a DJ for the first time. Kirk Kandel will be there to provide holiday music while we eat and then some good dance music for the rest of evening. We look forward to a good time.

2. Review fee schedule for Hillside Park Hall and Hillside House Rentals: Discussion took place regarding the rental fees for Hillside Park Hall and Hillside House for 2010. We took into consideration that two years ago fees for the Hall were increased substantially for non-residents. We looked back over the number of rentals from 2008 and 2009 that fall into the different categories (non-profit organizations both in Andover Township and out of town; residential use and non-residential use) to give us an idea of how the building is used. This information is as follows: For 2008 we had a total of 74 rentals - 29 Residents at \$300.00; 3 Non-Residents at \$1,000.00; 24 Non-Profit In Town at \$100.00; 6 Non-Profit Out of Town at \$350.00 and 12 Employee/Members of Boards at \$100.00. For 2009 we had a total of 73 rentals - 27 Residents at \$300.00; 3 Non-Residents at \$1,000.00; 22 Non-Profit In Town at \$100.00; 7 Non-Profit Out of Town at \$350.00 and 14 Employee/Members of Boards at \$100.00. The security deposit fees for 2008 and 2009 were \$500.00 for both residents and non-residents and \$250.00 for all other categories.

The rental use of the "barn" is consistent and the Recreation Committee is pleased and satisfied that the majority of rental use for the hall is by Andover Township applicants, both private and non-profit as well as employees and volunteer members. It is the Recreation Committee's opinion that we maintain the rental fees at the current amounts for the upcoming year.

The Recreation Committee recommends the following:

RENTAL FEES FOR THE USE OF THE HILLSIDE PARK HALL - 2010

RENTAL FEES

ANDOVER TWP. RESIDENTS - \$300.00

NON-RESIDENTS - \$1,000.00

NON-PROFIT ORGANIZATIONS BASED IN THE TOWNSHIP AND TOWNSHIP EMPLOYEES, MEMBERS OF BOARDS AND COMMITTEES, MEMBERS FIRE DEPARTMENT AND RESCUE SQUAD - \$100.00 - LIMITED TO 1 RENTAL PER APPLICANT PER CALENDAR YEAR AT THIS DISCOUNTED PRICE. ANY ADDITIONAL RENTALS WILL BE CHARGED AT TOWNSHIP RESIDENT'S FEE FOR THOSE WHO ARE RESIDENTS OF ANDOVER TOWNSHIP AND NON-RESIDENT'S FEE FOR THOSE WHO ARE NOT RESIDENTS OF ANDOVER TOWNSHIP

NON-PROFIT OUT OF TOWN ORGANIZATIONS - \$350.00

PRIOR DAY SET-UP IS AVAILABLE UPON REQUEST. THE CHARGE IS AS FOLLOWS: FOR ANDOVER TOWNSHIP RESIDENTS - \$150.00; FOR NON-RESIDENTS - \$500.00; FOR NON-PROFIT ORGANIZATIONS BASED IN THE TOWNSHIP AND TOWNSHIP EMPLOYEES, MEMBERS OF BOARDS AND COMMITTEES - \$100.00; FOR NON-PROFIT OUT OF TOWN ORGANIZATIONS - \$175.00.

SECURITY DEPOSIT FEES

ANDOVER TWP. RESIDENTS /NON-RESIDENTS - **\$500.00**

ALL NON-PROFIT SERVICE ORGANIZATIONS, TOWNSHIP EMPLOYEES, MEMBERS OF BOARDS AND COMMITTEES - **\$250.00.**

This is the first year that we have allowed rental use of the old Police Headquarters known as the Hillside House. This building has been rented on a limited basis on weekends for small parties of no more than 50 people. The different rental fee categories (non-profit organizations both in Andover Township and out of town; residential use and non-residential use) for this year is as follows: For 2009 we had a total of 7 rentals - 2 Residents at \$150.00; 0 Non-Residents at \$300.00; 0 Non-Profit In Town at \$50.00; 0 Non-Profit Out of Town at \$175.00 and 5 Employee/Members of Boards at \$50.00. The security deposit fees for 2009 were \$250.00 for both residents and non-residents and \$125.00 for all other categories.

Again, the rental use of this building has been township residents and employee/volunteer members. When considering an application for rental of this site we always have to take into consideration the use of the "Barn" since parking areas are shared for both buildings. Due to this parking consideration, rental of the smaller building will most likely continue to be on a limited basis when the "Barn" is being used. It is the Recreation Committee's opinion that we maintain the rental fees for the Hillside House at the current amounts for the upcoming year.

The Recreation Committee recommends the following:

RENTAL FEES FOR THE USE OF THE HILLSIDE HOUSE - 2010

RENTAL FEES

ANDOVER TWP. RESIDENTS - **\$150.00**

NON-RESIDENTS - **\$300.00**

NON-PROFIT ORGANIZATIONS BASED IN THE TOWNSHIP AND TOWNSHIP EMPLOYEES, MEMBERS OF BOARDS AND COMMITTEES, MEMBERS FIRE DEPARTMENT AND RESCUE SQUAD - **\$50.00** - LIMITED TO 1 RENTAL PER APPLICANT PER CALENDAR YEAR AT THIS DISCOUNTED PRICE. ANY ADDITIONAL RENTALS WILL BE CHARGED AT TOWNSHIP RESIDENT'S FEE FOR THOSE WHO ARE RESIDENTS OF ANDOVER TOWNSHIP AND NON-RESIDENT'S FEE FOR THOSE WHO ARE NOT RESIDENTS OF ANDOVER TOWNSHIP

NON-PROFIT OUT OF TOWN ORGANIZATIONS - **\$175.00**

SECURITY DEPOSIT FEES

ANDOVER TWP. RESIDENTS /NON-RESIDENTS - **\$250.00**

ALL NON-PROFIT SERVICE ORGANIZATIONS, TOWNSHIP
EMPLOYEES, MEMBERS OF BOARDS AND COMMITTEES -
\$125.00.

If these fees are considered appropriate by the Township Committee, the Recreation Committee is requesting that a resolution setting the fees for 2010 be adopted by the Township Committee so that the Director can begin contacting applicants that have reserved rental dates for 2010 to let them know what the fees will be.

3. Discuss plans and review dates for 2010 activities: The following activities with coordinating dates are as follows: Easter Egg Hunt – March 27th; Andover Twp. Day – May 22nd; Ms. Andover Twp. Contest – June 6th; Summer Rec Program - June 21st –July 1st; Senior Luncheon – Sept. 17th; Halloween Party – Oct, 31st; Teen Dance – Nov. 12th; NYC Bus Trip – Dec. 4th; Children’s Holiday Party – Dec. 5th; Adult Holiday Party – Dec. 10th.

4. Any discussions brought before the committee by members: Brian Robinson informed the members that he knew of a resident who was extremely interested in joining the committee. Christine DeVenezia would like to become a member which everyone thought would be a great addition but unfortunately at this time we do not have an opening. Dick Lagg is still not available to come to meetings or many activities so the members thought that we could contact him in the new year and tell him that we have an interested person and perhaps he would be willing to step down. He could always be considered as a helper with our big events where he potentially would be in town. So we will get in touch with Dick and run this idea past him and in the mean time, Brian will tell Christine the situation and hopefully we will be getting in touch with her in the near future to invite her to one of our meetings to get to know us and how the committee works.

APPLICATIONS:

1. Dec. 8th – Newton HS Field Hockey Banquet – Fee - \$100.00
2. Dec. 15th – NJAL Football Banquet – Fee - \$100.00

ADJOURNMENT:

At this time, there being no further business to discuss, Patti Clark made a motion to adjourn the meeting at 7:55 p.m. Janet Bardello seconded the motion, all in favor.

Respectfully submitted,

Ed Burgio, Chairperson

Jackie Huelbig, Secretary