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**STANHOPE**  
**BOROUGH**

**Borough of Stanhope**  
*Recreation Commission*

77 Main Street, Stanhope, NJ 07874 ■ 973-347-0159, ext. 39

*Bringing Family and Community Together*

**STANHOPE RECREATION COMMISSION**  
**MINUTES**  
**November 2, 2016**

**CALL TO ORDER:**

The regular meeting of the Recreation Commission was called to order at 6:33pm followed by the Pledge of Allegiance.

**ADEQUATE NOTICE:**

Adequate notice for this meeting has been provided according to the Open Public Meetings Act, Assembly Bill 1030. Adequate notice of this meeting was sent to the New Jersey Herald and the Daily Record on May 11, 2016 (change of meeting time) and was placed on the bulletin board in the municipal building.

**ROLL CALL:**

Present: Christine Aemisegeo  
Stacy Bernabei  
Marybeth DiBernard

Absent : Patty Zdichocki  
Maria Grizzetti  
Doreen Thistleton- *special advisor to Board*

**APPROVAL OF MINUTES:**

Minutes from the meeting held on October 5, 2016 were approved with corrections.

1<sup>st</sup> Approval - Christine Aemisegeo  
2<sup>nd</sup> Approval - Marybeth DiBernard

**CITIZENS TO BE HEARD:**

None

## CORRESPONDENCE:

### Expiration of Term Notice- Stacy Bernabei (Graham)

*\* since term is not yet up, Christine will reach out to Ellen Horak re status and how to handle*  
Annual Attendance Report Memo from Ellen Horak,- (to be completed/submitted by Stacy)  
Sunny Bunny Easter Egg Reminder (need to order by January 13<sup>th</sup> to receive discount)

## OLD BUSINESS:

### Jackets

- All Recreation Commission members have received fleece jackets and are thrilled with how they came out. A special thank you to Patty for her efforts with getting these made so quickly.

### Halloween Spooktakular - The event was held on Saturday, October 29<sup>th</sup> at 11:00am

- Stacy, Marybeth, and Christine decorated hall the night before and received compliments from other commission members with how nice it came out
- Not as many kids as last year- we had approximately 50 goodie bags left over

## Suggestions for next year:

### Parade

- Possible designated line-up areas on street- many parents and children seemed confused and it was difficult at times to tell which kids were with which age group
- Have age group signs laminated and more sturdy in case of wind
- Pet category and goodie bag (not permitted in FH) . This was also referenced in our November 2015 suggestions for following year (2016)

### Fire House

- Need better communication between members- we should have a defined system in place before event so we know who is going where (example: Christine, Marybeth, and Stacy were rounding up their age groups outside to enter Fire Hall and Patty and Maria had already begun announcing winners for their age groups)
- All Commission Members should present awards as a group- do not have games begin until after awards are presented after that, games can be started- this will also allow additional time for commission members to get to their game post
- Perhaps have person who is handing out goodie bags at front door to let children know that games will AFTER all age group prizes have been awarded. Also encourage them to get their drink/snack (we had a lot of left overs this year and some of the comments heard from children was that they did not even see snack table)
- Discuss who is running which game at prior meeting so there is no last minute confusion

### Bus Trip - The bus trip was held on Saturday, October 15<sup>th</sup>

- Very well attended and attendees seemed to have a good time
- Driver was on-time and there were no issues

## NEW BUSINESS:

### Holiday Events

#### Pictures with Santa/Frosty/Tree Lighting

- Picture with Santa/Frosty from 2:30pm-4:30pm at Borough Hall
- Commission members participating in pictures should be at Hall by 1:30 for set up/decorating
- Need to confirm/borrow chairs from Whistling Swan and decorate (Patty/Maria)
- Maria to purchase 60 gifts for children to be given out
- Stacy has emailed Freeholder George Graham with a request to play Santa Claus again this year (will follow up via phone if no response by end of this week)
- Stacy has emailed Chiefs Ellicott, Bookspan, and Bernabei for confirmation of additional lighting for tree (will follow up via phone if no response by end of week)
- Stacy verbally confirmed with Rusty Peterson, Sr. (Peterson & Sons Tree Service) that the tree lights will be put up several days before deadline for December 4<sup>th</sup>. As per Rusty's request, Stacy will write a formal letter to be hung at the Fire House as visual reminder
- Stacy sent Email to Mrs. Marshall re carolers for tree lighting (will follow up if heard from by mid-week)
- Need to finalize who will light the tree this year- prior discussions included asking Miss Stanhope- a decision was not made at November's meeting - \*a follow up meeting or discussion via email will be necessary
- Send Nixel request to Brian - Stacy (will complete form week of 11/7)

#### Reception at Church

- Marybeth and Stacy will be at Church by 5:00pm for set up
- Stacy has verbally confirmed with Reverend Hugh Matlack re reception at Church directly after tree lighting. It was discussed that a new theme this year of a "*Holiday Dance Party Featuring*" DJ "T" and it was well received.
  - \*Follow up: since meeting, Reverend Matlack has requested to meet with Stacy and Christine one evening to review set up of space
- Included in original email to Freeholder Graham (see above), Stacy requested that he attend Dance Party as Santa
- Included in original email to Chiefs Ellicott, Bookspan, and Bernabei (see above), Stacy also requested that a few of their firemen attend the Dance Party in some of their fire gear as Santa's escorts

#### Dessert

- Lakeview Heights has confirmed that they will donate \$40 for dessert
- Will need additional dessert donations
- Peg Finley to be contacted from Senior Group re dessert donations (Christine)

#### Entertainment

- Marybeth's co-worker has agreed to DJ event - *Holiday Dance Party, Featuring DJ "T"* and will submit invoice for prior approval

**House/Condo Decoration Judging**

- Pick dates and divide Stanhope areas for judging (pick pairs to go around together)
  - \* *To be discussed at next meeting - Stacy will reach out to Tammy to see if she is interested again this year*
- Choose selection of type of residence (last year 3 houses, 1 condo/apartment)
- Christine working on getting updated\corrected street map of Stanhope
- Need flyer for announcement of competition - Stacy working on
- Need new lawn signs made for winners (this was successful last year) (Patty did this last year)

**Water Bill Flyer**

- Due December 1<sup>st</sup>, 2016
- Items to be included:
  - Pictures with Frosty and Santa
  - Holiday Tree Lighting followed by Holiday Dance Party....
  - Holiday House and Condo Decorating Contest - Week of December 19th

**T-Shirts**

- Do we also want new Recreation Commission t-shirts made to go with jackets? To be discussed at next meeting.

**Stanhope Recreation Commission Calendar of Events/Meetings 2017**

- Discussion re; change of Holiday House and Condo Decorating Contest to week of December 11<sup>th</sup> vs. December 18<sup>th</sup> in 2017. Reasons included: popular week for travel, too close to Christmas. It was agreed that we would move contest a week earlier. Below is a list of what was submitted by Stacy via email to Ellen Horack with cc: Brian McNeilly:

Events		
Date		Event
3/18/2017		Easter Egg Hunt
7/9/2017		Family Fun Day
10/28/17		Halloween Spooktacular
12/3/2017		Holiday Tree Lighting
12/11/2017		Week of House/Condo Decoration Contest
Monthly Meetings		
Day	Time	Date
Wednesday	6:30 p.m.	1/4/2017
Wednesday	6:30 p.m.	2/1/2017
Wednesday	6:30 p.m.	3/1/2017
Wednesday	6:30 p.m.	4/5/2017
Wednesday	6:30 p.m.	5/3/2017
Wednesday	6:30 p.m.	6/7/2017
Wednesday	6:30 p.m.	7/5/2017
Wednesday	6:30 p.m.	8/2/2017
Wednesday	6:30 p.m.	9/6/2017
Wednesday	6:30 p.m.	10/4/2017
Wednesday	6:30 p.m.	11/1/2017
Wednesday	6:30 p.m.	12/6/2017

**BILLS:**

Receipts - Maria Grizzetti's expenses from Spooktakular

**ADJOURNMENT:**

With no further business, a motion to adjourn was made at 8:25 pm by Marybeth DiBernard and 2<sup>nd</sup> by Stacy Bernabei. Our next meeting will be held on December 7th, 2016.