

Township of Berkeley Heights

Recreation Commission

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April 30, 2018

The Berkeley Heights Recreation Commission, Recreation Department, Board of Education (BOE), and Department of Public Works (DPW) would like to provide updates to our maintenance and management plan for athletic fields. We worked together to document a process for field scheduling and issue reporting.

We would also like to thank you for patience this spring season. There were many damaging storms throughout the winter. The most impactful was the late Nor'Easter in March. Cold temperatures and torrential rains have prevented us from preparing the fields. The Recreation Commission and Recreation Department are working closely with the Department of Public Works to get all multi-purpose grass fields, baseball fields, and softballs fields prepared and open.

Maintenance Updates:

Veterans Memorial Field

- Rested in 2017
- Baseball field removed in 2017 to provide an additional soccer field. Completion date is Fall 2018
- Slit and seeded

Sansone Fields (Horseshoe)

- Fields evaluated in Fall 2017 with the Union County Field Manager. The Union County Field Manager recommended replacing the curbing to address infield erosion issues. We are working with Union County to obtain a date the curbing will be replaced
- Clay will be added to Sansone 1 and Sansone 2 fields as soon as the equipment can safely be driven onto the fields
- Dangerous branches hanging over and near dugouts were removed
- Most debris removed from fields

Columbia Park (Upper)

- Dugouts have been installed at the softball field
- Stone and clay floor will be installed as soon as weather permits
- Fence to be added behind dugouts as soon as weather permits
- Large debris removed from field

Columbia Park (Lower)

- Assessment done to determine feasibility of installing a turf field
- Further studies will be done in 2018 to determine cost
- Large debris removed from field
- Litter collected on and around field

Snyder Ave Turf

- Sanitized and vacuumed in April 2018
- Compression test to be performed on turf in Spring 2018
- Broken tree limbs removed from trees in parking lot
- Debris collected from parking lot, inside and outside turf field, on and under bleachers, and in wooded area

Passaic River Park

- Assessment of field was performed by the Union County Field Manager in Fall 2017
- Union County Field Manager requested an engineering study be done to determine how to improve drainage and overall field conditions
- The Recreation Director recently approved an Eagle Scout project to install benches and equipment storage box on the field. Awaiting final approval from Union County

Management Plan:

The Berkeley Heights Recreation Commission was formed on May 1, 1957. The Recreation Commission consists of 7 board members: Ed Gallitelli, Chairperson; Mike Tomich, Vice Chair/PAL Rep; Ginger Wilson, member; Steve Lesnewich, member; Debra Varnerin, member; Kevin Dearman, member; Ryan Sullivan, member.

The Recreation Director is responsible for ensuring the fields, maintained by the Recreation Commission, are serviced, improved, and controlled. The Recreation Director provides the Department of Public Works with the maintenance and game schedule. The Department of Public Works performs the work outlined by the Recreation Commission. Table 1 displays the general maintenance schedule for fields in Berkeley Heights.

Table 1 (*denotes property owned by Union County):

Field	Maintained By	Field Preparation	General Maintenance Schedule
Veterans Memorial Park	Recreation Commission	Department of Public Works	<ul style="list-style-type: none"> Grass cut weekly or as needed Trashcan pick-up 3 times per week Restrooms inspected daily, cleaned Weds Seeding performed annually as needed Fertilization performed early Spring, late Spring, Fall
Passaic River Park*	Recreation Commission	Department of Public Works	<ul style="list-style-type: none"> Grass cut weekly or as needed Trashcan pick-up 3 times per week Portable restroom cleaned weekly Seeding performed annually as needed Fertilization performed early Spring, late Spring, Fall
Sansone Fields*	Recreation Commission	Department of Public Works	<ul style="list-style-type: none"> Grass cut weekly or as needed Trashcan pick-up 3 times per week Portable restroom cleaned weekly Clay installed as needed Seeding performed annually as needed Fertilization performed early Spring, late Spring, Fall
Columbia Park (Lower)	Recreation Commission	Department of Public Works	<ul style="list-style-type: none"> Grass cut weekly or as needed Trashcan pick-up 3 times per week Restrooms inspected daily, cleaned Weds Clay installed as needed Seeding performed annually as needed Fertilization performed early Spring, late Spring, Fall
Columbia Park (Upper)	Board of Education	Department of Public Works	<ul style="list-style-type: none"> Grass cut weekly or as needed Trashcan pick-up 3 times per week Clay installed as needed Seeding performed annually as needed Fertilization performed early Spring, late Spring, Fall
Snyder Ave Park*	Recreation Commission	Department of Public Works	<ul style="list-style-type: none"> Grass cut weekly or as needed Trashcan pick-up 3 times per week Restrooms inspected daily, cleaned Mon & Fri Clay installed as needed Seeding performed annually as needed Fertilization performed early Spring, late Spring, Fall Sanitation and vacuuming performed Spring and Fall (turf) Compression test annually or as needed (turf)
Thomas P Hughes Field	Board of Education	Department of Public Works (Infield) Board of Education (Outfield)	<ul style="list-style-type: none"> Grass cut weekly or as needed Trashcan pick-up 3 times per week Clay installed as needed Seeding performed annually as needed Fertilization performed early Spring, late Spring, Fall
William Woodruff Field	Board of Education	Department of Public Works (Infield)	<ul style="list-style-type: none"> Grass cut weekly or as needed Trashcan pick-up 3 times per week

		Board of Education (Outfield)	<ul style="list-style-type: none"> • Clay installed as needed • Seeding performed annually as needed • Fertilization performed early Spring, late Spring, Fall
Mary K McMillin Field	Board of Education	Department of Public Works (Infield) Board of Education (Outfield)	<ul style="list-style-type: none"> • Grass cut weekly or as needed • Trashcan pick-up 3 times per week • Clay installed as needed • Seeding performed annually as needed • Fertilization performed early Spring, late Spring, Fall
Mountain Park Field	Board of Education	Department of Public Works (Infield) Board of Education (Outfield)	<ul style="list-style-type: none"> • Grass cut weekly or as needed • Trashcan pick-up 3 times per week • Clay installed as needed • Seeding performed annually as needed • Fertilization performed early Spring, late Spring, Fall

Maintenance and field preparation should not be performed by anyone other than the Recreation Commission, Board of Education, Department of Public Works, or other authorized groups previously approved by the Recreation Commission.

Field Scheduling:

Requests to use fields should be submitted to tbarton@bhtwp.com **5 days prior** to the game or event day. Requests should be made by the respective program head only. The Recreation Director coordinates field schedules with the program heads. **All changes to a previously submitted schedule must be communicated 48 hours in advance of game or event day. Failure to do so could result in an unprepared field.** See Table 2 for a list of program heads.

Table 2:

Program	Program Head	Program Head Contact Information
BHPAL Baseball	Ryan Samuelson	rsamuelson@bhpal.org
BHPAL Lacrosse (Boys)	Sean McDonnell	seanmcdonnell@aol.com
BHPAL Softball	Dan Monaco	dmonaco@bhpal.org
BHPAL Football	Mike Magliacano	mmagliacano@manvillesd.org
Rebels Lacrosse Club (Girls)	Ted Marzynski	tmarzynski@verizon.net
Berkeley Heights Youth Soccer Club (Practices)	Chris McGowan	Cmcgowan3@gmail.com
Berkeley Heights Youth Soccer Club (Games)	Sean Manns	spfm872@verizon.net

Issue Reporting:

The Berkeley Heights Recreation Commission, Recreation Department, the Board of Education, and Department of Public Works encourage anyone to report issues at a field—brush or debris on or around field, vandalism, grass cutting, lines not painted, any issue you feel could impact the safety of the children, coaches, or parents. Please report issues to fieldissues@bhtwp.com. If possible, include a picture of the issue.

On behalf of the Recreation Commission, Recreation Director, Board of Education, and Department of Public Works, we appreciate your patience with us this season. We are dedicated to providing safe and playable athletic fields for all of our sports programs.

If you have any questions, please do not hesitate to reach out to tbarton@bhtwp.com.

In good health,