

Mike Ghassali  
Borough Administrator



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December 10, 2024

### Memorial Field Project Timeline

1. **March 2024**
  - **Action:** Engaged Collier Engineering to survey Memorial Field and develop a concept plan that fits within the field's footprint, avoiding encroachment on environmentally restricted areas to prevent triggering a DEP permit.
  
2. **May 7, 2024**
  - **Resolution 24153 Passed:** A resolution was passed authorizing Collier Engineering to proceed with the project.
  
3. **July 23, 2024**
  - **First Concept Plan Received:** The first concept plan was reviewed and discussed by the Recreation Commission and the Fields Committee.
  
4. **Monthly Recreation Commission Meetings**
  - **Ongoing Discussions:** The plan was discussed at each Recreation Commission meeting, held on the first Monday of each month, except for the canceled August meeting.
  
5. **November 13, 2024**
  - **Town Hall Meeting:** A public meeting was held to gather feedback. Around 60 people attended, offering valuable insights. Flyers were hand-delivered to homes around the field, posted on the website, and shared on Facebook with event details.
  
6. **December 2, 2024**
  - **Recreation Commission Meeting:** Approximately 50 people attended, providing additional feedback from both the commission and the public.
  
7. **December 9, 2024**
  - **Fields Committee Meeting:** All feedback was reviewed, and the engineer was instructed to revise the plan. Changes include:
    - Relocating the parking lot to the north
    - Removing the pickleball court
    - Adding an additional basketball court
    - Shifting the field slightly east
    - Implementing a buffer zone and landscaping plan
    - Investigating the Musco lighting system by visiting towns that use it for evaluation.

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#### 8. January 2025

- **Revised Plan Presentation:** The engineer will present the revised plan, including:
  - Lights to turn off at 9 PM and when no games are scheduled
  - Buffer zone and landscaping plan
  - Recommendations for lighting system and other adjustments.

#### 9. January 2025

- **Department Reviews:** The Police, Fire, and EMS departments will review the plan and provide recommendations.
- **Parking Assessment:** The Borough will assess whether permit-only parking should be implemented around the field.
- **Financial Plan Development:** The CFO will finalize a financial plan based on a \$6 million estimate, considering both 15-year and 20-year bond options.
- **Homeowners' Meeting:** A separate meeting will be held with the Fields Committee and homeowners near the field to discuss the project.

#### 10. February 11, 2025

- **Mayor and Council Presentation:** The revised plan and financial schedule will be presented at the Mayor and Council public meeting.

#### 11. February 11 or March 4, 2025

- **Bond Ordinance Introduction:** If the plan is approved, a bond ordinance along with authorization to proceed will be introduced at the February 11 meeting or the March 4 meeting, depending on feedback from the governing body.

#### 12. April 1, 2025

- **Second Reading:** A second and final reading of the bond ordinance will take place at the public meeting.

#### 13. June-July 2025

- **Planning Board Review:** The design plan will be submitted to the Planning Board for review and approval, or recommendations for modifications.
- **Field Work Begins:** Construction will begin immediately following final approval.

#### 14. 2026 Season

- **Field Opening:** The field will be ready for use during the 2026 season.
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