

**BOROUGH OF SEA BRIGHT SPECIAL EVENTS COMMITTEE**  
**MEETING MINUTES for WEDNESDAY, January 3, 2024, 10:00 a.m.**  
1099 Ocean Avenue, Sea Bright Municipal Offices, second floor conference room

**ADMINISTRATIVE MATTERS**

**The meeting was called to order at 10:01 a.m.**

**Verification of compliance with *the Open Public Meetings Act***

The Special Events Committee of the Borough of Sea Bright stands in compliance with New Jersey's Open Public Meetings Act, New Jersey Statutes Annotated, Chapter 10, Sections 4 through 6, having notified the Asbury Park Press and The Link News of the date, time, and location of this meeting, having filed Notice with the Borough Clerk, and having posted Notice in the Borough Office and on the Borough website.

**Attendance Roll Call**

**Present:** Captain John Arias, Chief Brett Friedman, Councilwoman Heather Gorman, Registered Environmental Health Specialist from Monmouth County Regional Health Commission #1 Greg Hawriluk Committee Secretary Candace Mitchell, Borough Clerk Christine Pfeiffer, Public Works Deputy Director Robert Smith

**Not Present:** Sea Bright business owner Melissa D'Anna, Mayor Brian Kelly, Recreation Director Don Klein, Sea Bright resident Susana Markson

**Approval of October 4, 2023 Minutes**

Chief Friedman offered a motion to approve the minutes, seconded by Robert Smith, and the motion carried upon the following roll call vote:

**Ayes:** Arias, Friedman, Gorman, Hawriluk, Mitchell, Pfeiffer, Smith

**Nays:** none

**GENERAL BUSINESS**

**Special Event Permit Application**

**Clean Ocean Action 40<sup>th</sup> Anniversary Event: Splash Bash Fundraiser**

**February 24, 2024 (rain date February 25<sup>th</sup>) Sea Bright Public Beach, 9:00 a.m. to 12:00 p.m.**

Contact: Clean Ocean Action, 49 Avenel Boulevard, Long Branch, 732-872-0111, zipf@cleanoceanaction.org

Cindy Zipf, Executive Director of Clean Ocean Action, attended the meeting to present the application. Ms. Zipf described the first-time event as a commemoration of Clean Ocean Action's 40<sup>th</sup> year. They wished to hold their event in Sea Bright because Sea Bright is where the organization began. She was offered guidelines and was asked to reach out to First Aid and the Police Department.

Chief Friedman offered a motion to approve the application, with a second offered by Robert Smith, and the motion was carried upon the following roll call vote:

**Ayes:** Arias, Friedman, Gorman, Hawriluk, Mitchell, Pfeiffer, Smith

**Nays:** none

**Special Event Permit Application**

**Monmouth Council BSA, Twin Lights District Pinewood Derby, 4/21/23 – 2 p.m. set-up, 4/22/23;**

**8 a.m. event, 6 hours, anticipated number of participants: 100 in shifts**

Contact: Robert Buob, District Director of the Monmouth Council of Boy Scouts, robert.buob@scouting.org

Mr. Buob attended the meeting to present the application. This year will be the third time the Monmouth Council Twin Lights District of the Boy Scouts of America has held its Pinewood Derby in Sea Bright. The routine has worked well in the last two years, and Chief Friedman offered a motion to approve the application, with a second offered by Robert Smith, and the motion was carried upon the following roll call vote:

**Ayes:** Arias, Friedman, Gorman, Hawriluk, Mitchell, Pfeiffer, Smith

**Nays:** none

**Approval of the 2024 Meeting Schedule**

**2024 MEETING DATES OF SPECIAL EVENTS COMMITTEE OF THE BOROUGH OF SEA BRIGHT**

Meetings are held on the first Wednesday of every month unless otherwise noted. Public meetings start at 10:00 a.m. and end no later than 11:00 a.m.

January 3	July 3
February 7	August 7
March 6	September 4
April 3	October 2
May 1	November 6
June 5	December 4
	January 8, 2024

Chief Friedman offered a motion to approve the 2024 Meeting Schedule, with a second offered by Councilwoman Gorman, and the motion was carried upon the following roll call vote:

**Ayes:** Arias, Friedman, Gorman, Hawriluk, Mitchell, Pfeiffer, Smith

**Nays:** none

**OTHER BUSINESS**

**Discussion of using a Filming Application**

The committee discussed utilizing an application for requests to film in Sea Bright. It was agreed that the application would not be used as an additional application to fill out but as a set of guidelines. An application from another town was utilized as an example.

**MEETING ANNOUNCEMENT**

The next meeting of the Special Events Committee is scheduled for March 6, 2024 at 10:00 a.m.

**MEETING ADJOURNMENT**

As there was no other business before the Committee, the meeting was adjourned at 10:25 a.m. upon a motion by Christine Pfeiffer, a second by Robert Smith, and a unanimous voice vote.

Respectfully submitted,

Candace B. Mitchell  
Special Events Secretary