

**PARKS AND RECREATION COMMITTEE
REGULAR MEETING MINUTES
OCTOBER 3, 2007**

PRESENT: James Burke
Heidi Diminick
Diane Hanley
Ron Hartpence
David Hewitt
Chuck Kolvites
Antimo Russano
Troy Siano
Donn Brown (Park Director)
Helen Gergar
Betty Kenny

ABSENT: Anthony DeSapio
Eugene Hill
Joe Zgurzynski

CALL TO ORDER

The meeting was called to order by Chairman David Hewitt at 8:04 P.M.

NOTIFICATION

In order to ensure full public participation at this meeting, all members of this Board, and members of the public are requested to speak only when recognized by the Chair so that there is no simultaneous discussion or over talk, and further, all persons are requested to utilize the microphones which are provided for your use by the Township. Your cooperation is appreciated.

Notification of the time, date and place of this meeting has been published in the Delaware Valley News and Express Times and sent to the Hunterdon County Democrat, and has been posted in the Kingwood Township Municipal Building at least 48 hours prior to this meeting and has been filed with the Municipal Clerk.

NEW AND PENDING MATTERS

Approval of September 5, 2007 Minutes

It was moved by Ron Hartpence, seconded by Heidi Diminick and carried to approve the minutes of September 5, 2007 with the following corrections and placed on file.

Corrections: Page #5 - Diane Hanley was present at the September 5, 2007 meeting.
Page #5 - Chuck Kolvites was present at the September 5, 2007 meeting.
Page #4 - Dave Hewitt was not appointed to send a certified letter to vending machine company Premiere Vending. It was not clear who was appointed to send the letter.

Roll Call Vote: All members present voted **AYE** on **Roll Call Vote**.

2.

New and Pending Matters Continued

There was a brief discussion on the vending machines at the park. James Burke explained that the company has not sent the Township any money. He explained speaking with a gentleman from the company. He stated that he was really rude. Mr. Burke would like a certified letter sent to the company asking them to pick up their machines within 30 days. The Parks and Recreation Committee will remove them if they are not picked up by the end of the thirty days. The secretary for the committee will send the certified letter on behalf of the Parks and Rec. Committee.

Dave Hewitt will bring the minutes he prepared for the September 14, 2007 meeting, which was held at the park. These will be approved at the November 7, 2007 meeting.

Review – Park Use of Facilities Application Procedure and Rules

There were several items discussed to be changed on the forms.

- 1). On the Resident and Non-Resident application use of facilities form – under the line on the bottom – I have provided a certificate of insurance (**organization use only**) and read the ordinance attached governing the use of Kingwood Park Facilities.
- 2). Grill Fees – On the Resident application for use of facilities - fee to be changed from \$50.00 to \$25.00.
- 3). Rules of Kingwood Parks Adult and Youth Sponsored Programs – Under item #7). remove - Tom Kerr, as Park Director, replace with Park Director.
- 4). Both the Subcontractor Programs/Adult and Youth Sponsored Programs add under paragraph (all accidents must be reported) – add at the bottom of both pages (Forms must be handed into the Parks and Rec. Committee).
- 5). On the Accident Report Form – Add weather conditions.

Betty Kenny asked whether it was necessary for her to fill out a Use of Facilities Form for the use of the Old Fairview School – Healthy Bones.

The Committee agreed that it is not necessary for the form to be filled out just a letter is required.

3.

SENIOR ROAST BEEF DINNER

The date is scheduled for Saturday, November 10th, 2007 this will be held at the Kingwood Methodist Church on Route 519 south. The event will be from 12:00PM till 2:00PM for the seniors. After 2:00PM it is open to the public. James Burke will write the invitation and they will be sent out in plenty of time to receive a response of how many people to expect for the dinner.

RENTALS FOR THE ZDEPSKI REUNION

There was a discussion on how there was a double booking at the park. Two family reunions were scheduled on the same date to be at the pavilion on October 7, 2007. James Burke explained speaking to both families and decided that one family use the park and the other family will have it at their home with the help of the Township. He has looked for the best prices for renting a tent, tables, chairs, and a port a john for this family, since the park facilities have been double booked. This was decided since all members of both families were sent invitations and could not change the date of their reunion. The cost of the rentals will be approximately \$900.00. Diane Hanley expressed how the park director should be more careful and keep a closer eye on the calendar booking of events, and that it caused the Township extra money for the mistake. Dave Hewitt expressed that we had no other options, but wanted to make both families happy. Antimo Russano expressed it was an honest mistake.

It was moved by Diane Hanley, seconded by Antimo Russano and carried to approve payment for rentals of a tent, tables, chairs, and a port a john for the Zdepski family reunion on October 7, 2007. **All voted AYE on Roll Call Vote.**

TOWNWIDE YARD SALE

There was a discussion on the map and list of participants for the 2007 Townwide Yard Sale for the weekend of October 6 and 7, 2007. Everyone thanked Ron Hartpence for the great job with the signs he provided. The secretary has taken care of the voucher for the payment of the signs.

OPERATIONS REPORT

Donn Brown apologized to everyone present for the double booking at the park for October 7, 2007. He stated he would like to raise money to pay back the cost that was spent for the rentals for that day.

Dave Hewitt would like a list kept and maintained for repairs and jobs that need to be completed around the park. He also explained a need for a storage area for the top soil.

4.

BUILDING AND GROUNDS

Donn Brown explained the repairs he has done on the doors to the barn. Ron Hartpence described how the house deck needs to be power washed and repaired. Also the door that goes to the basement of the house needs to be replaced and the shed needs to be painted. Jim Burke explained to everyone that they should not charge anything at the hardware store in Frenchtown. There is not a lot of money left in the budget line item, and there needs to be approval from the C.F.O. to spend money on items for repairs. If a member needs to purchase something they must contact Jim Burke before picking up any items.

Dave Hewitt would like a list of all the accounts so far for Parks and Rec. on the November agenda to review next month.

Donn Brown reported that a Cindy Snyder contacted him and explained that the girl scouts would like to put up blue bird boxes at the park as their project. There was a discussion whether they were replacing the old boxes that are still on the existing poles or putting them up somewhere else. The scouts will be encouraged to replace the old boxes that are already on the existing poles.

Donn Brown also noted that there are a lot of residents walking their dogs and not picking up the droppings. He spoke with D. Hanley about putting up signs to remind people to pick up after their dogs. Dave Hewitt stated that there is a State Statute and a fine that needs to be looked into for the park and dog walking.

There was a discussion on signs for the new parking area. There will be signs ordered for that area. There were suggestions for no parking signs, and emergency vehicle access only signs for fire trucks and rescue squad vehicles to get through certain areas.

Ron Hartpence reported that a gate needs to be put up near the lower entrance by the field. It was suggested that the gate be off the road about 30 feet so that residents can turn around.

PARK CLOSED FOR THE SEASON

It was discussed when the date for the park to be closed for the season. The committee decided when soccer ends and right after Thanksgiving around the end of November. It was noted that the park will be open for a Christmas Tree Lighting event. It is scheduled to take place the Saturday after Thanksgiving on November 24th, 2007.

Jim Burke announced that Diane Laudenbach will be donating two trees that will be planted by the lower entrance to the Kingwood Park in late October of this year. James Burke also stated that the Township may receive a federal grant, which would give us the funds to plant trees near the walking trail.

5.

COMMUNITY DAY REVIEW AND IMPROVEMENTS

Chairman Dave Hewitt reviewed.

Food - Everything went well and everyone enjoyed all the different foods.
The profit from the food was \$2,500.

Amusements - Everything went well with the rides, only one ride did not work. James Burke reported that they will reimburse the Township for that ride. The loss from the rides came out to be about \$2,500. Mr. Burke would like to look into different companies and get prices for next year. Antimo Russano stated that he knows someone that may be interested.

Crafters - Not many crafters attended and they left early. Troy Siano suggested that the Township should start Community Day at a later time, that way maybe the crafters and other businesses would stay later. Diane Hanley mentioned several other towns that start their Community Day at around 2:00 and 3:00 P.M. Another suggestion was to end Community Day earlier right after the fireworks. There was a discussion also on the bands.

James Burke suggested having two separate mailings, one for Community Day that is mailed out two weeks before, and one for artists and crafters, so it gives them enough time to sign up to be at the event. James Burke expressed how it would be nice to have more vendors attending. It was suggested that there be a tent for the art show after the experience they had in the barn with the wind this year.

The blood mobile and the fun bus would like to sign up to be a part of Community Day next year.

Parking – Good job by the boy scouts.

Donations – Many donations – this helped the Twp. to break even on Community Day. James Burke will have a break down of the donations at the next meeting in November. He also suggested that the committee start the process for Community Day much sooner in the new year. He suggested starting in May right after the Easter Egg Hunt event. Diane Hanley suggested that they book some of the larger things like bands, and amusements in February. It was suggested that at the first meeting of the year, the date of Community Day should be scheduled, also the fireworks, and to research amusements and bands.

For the November meeting the committee will discuss what will be scheduled for the year 2008 by having a calendar with all the events. James Burke would like to see the committee designate the monies for all the different events, that way the committee will have an idea of how much they have to spend for each one.

6.

He stated that the Kingwood Township Soccer League helped out last year, and that the parks and recreation committee should reimburse the soccer league for the money they put out to help.

Ron Hartpence questioned if the money in the (in and out account) could be used to improve the park for Community Day. James Burke stated that there is \$9,000 in the account at this time.

A donation from the Jumpy Things was in the amount of \$150.00.

Ron Hartpence expressed how the car show was a success. He suggested that it be located in a different location next year away from children. He said that the owners of the vehicles left early and the children were running around all over.

Diane Hanley suggested a sign in sheet for each participant at the car show. Also a sheet that is attached to each car with a description of details, year, miles, ect., along with a place on the back of the community day program, so that the people can vote for the first, second, and third place winners. It was noted that the trophies this year were donated by Ralph Anthony's Automotive.

Food Rules and Regulations

The Committee discussed suggestions from the fire marshal.

- 1). Nothing with a flame at least 5 feet from a fuel source.
- 2). No flames or grills underneath a tent.
- 3). No small 5X5 tent with cooking or flames.

It was noted that Café Maria was the only food vendor in compliance with the rules and regulations.

James Burke received a sheet of rules and regulations from the Fire Marshal, and suggested that it be mailed to all the food vendors before Community Day.

Permits for food should be done long before the event.

Water testing is a must and there must be water tests at the park quarterly. The park will need to have the water tested before any events, such as Community Day. Parks and Recreation Secretary will call and schedule a test at QC labs for the park, old Fairview school, and the municipal building.

The fishing derby was a success.

7.

Antimo Russano received positive letters and comments from participants who played bocce.

The fireworks were a success.

CORRESPONDENCE

Chairman Dave Hewitt read aloud several donations from residents that have used the park.

Locktown Church donated	\$50.00
Miller Family Reunion	\$100.00

OTHER MATTERS

A survey for the conservation plan was handed out for all the members to fill out and hand in to the secretary.

Thank you letters need to be sent out to all the volunteers that put time and effort in for Community Day. Secretary Brown will send out letters to Mr. White, Mr. Spinelli, Mrs. Shepard, Mr. DeSapio and Mr. Russano thanking them for all of their appreciated help for Community Day.

There was a discussion on having a news letter for the Township Parks and Recreation. It was decided that there is not enough information as of yet to do a news letter.

It was moved by Mr. Russano, seconded by Mrs. Hanley and carried to adjourn the meeting at 10:00 P.M. **All** voted **AYE** on **Roll Call Vote**.

Respectfully submitted,

Cynthia L. Brown
Secretary, Parks and Recreation