

**PARKS AND RECREATION COMMITTEE  
REGULAR MEETING MINUTES  
August 6, 2008**

**PRESENT:** David Hewitt  
Ron Hartpence  
Diane Hanley  
Jame Burke  
Chuck Kolvites  
Heidi Diminick  
Daniel DeFrancesco  
Jeffrey Ferrara  
Antimo Russano  
Joe Floyd

**ABSENT:** Troy Siano  
Eugene Hill  
Joe Zgurzynski  
Daniel DeFrancesco

**CALL TO ORDER**

The meeting was called to order by Chairman David Hewitt at 8:38 P.M.  
Chairman David Hewitt read the following:

**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 BUSINESS**

Present were Karissa Kozoh and Su Fen Lubitz from Girl Scout Troop 270. They were at the meeting to ask for approval to put a butterfly garden in at the park as a girl scout project. They described the garden to be 4x6 in diameter, and asked where it should be located. The Committee discussed that the location should be easy access to water the plants without hauling the water to a far away location.

It was moved by Ron Hartpence, seconded by Antimo Russano and carried the motion to approve the installation of a butterfly garden at the Kingwood Park by Karissa Kozoh and Sue Fen Lubitz as a girl scout project.

**Roll Call Vote:**                    **AYE**                    - **David Hewitt, Diane Hanley, Jeffrey Ferrara, Heidi Diminick, Antimo Russano, Ron Hartpence, Chuck Kolvites, James Burke**

**NAY**                    - **None**

**ABSTAIN**           - **None**

**ABSENT**           - **Troy Siano**

**Approval of Regular Meeting Minutes of July 2, 2008**

It was moved by Ron Hartpence, seconded by Heidi Diminick and carried the motion to approve the minutes of the Regular Meeting of the Parks and Recreation of July 2, 2008.

**Roll Call Vote:**                    **AYE**                    - **Diane Hanley, Jeffrey Ferrara, Heidi Diminick, Antimo Russano, Ron Hartpence, Chuck Kolvites, James Burke**

**NAY**                    - **None**

**ABSTAIN**           - **David Hewitt**

**ABSENT**           - **Troy Siano**

**Approval of Executive Session Minutes of July 2, 2008**

It was moved by Ron Hartpence, seconded by Diane Hanley and carried the motion to approve the minutes of the Executive Session of the Parks and Recreation of July 2, 2008.

**Roll Call Vote:**                    **AYE**                    - **Diane Hanley, Jeffrey Ferrara, Heidi Diminick, Antimo Russano, Ron Hartpence, Chuck Kolvites, James Burke**

**NAY**                    - **None**

**ABSTAIN**           - **David Hewitt**

**ABSENT**           - **Troy Siano**

**David Bacon's – Mr. Bacon's Science Camp – Approval of check for Special Ed From KTS BOE in the amount of \$360.00**

It was moved by Ron Hartpence, seconded by James Burke and carried the motion to approve a check for the Special Ed from KTS BOE in the amount of \$360.00.

**Roll Call Vote:**

<b>AYE</b>	- David Hewitt, Diane Hanley, Jeffrey Ferrara, Heidi Diminick, Antimo Russano, Ron Hartpence, Chuck Kolvites, James Burke
<b>NAY</b>	- None
<b>ABSTAIN</b>	- None
<b>ABSENT</b>	- Troy Siano

**David Bacon's – Mr. Bacon's Science Camp – Approval of Final Report for Science Camp**

It was moved by Ron Hartpence, seconded by James Burke and carried the motion to approve the Final Report from Mr. Bacon's Science Camp.

**Roll Call Vote:**

<b>AYE</b>	- David Hewitt, Diane Hanley, Jeffrey Ferrara, Heidi Diminick, Antimo Russano, Ron Hartpence, Chuck Kolvites, James Burke
<b>NAY</b>	- None
<b>ABSTAIN</b>	- None
<b>ABSENT</b>	- Troy Siano

**Approval for month of June 2008 Supatha Yoga – Donna Marie Giaime in the amount of \$128.70**

It was moved by James Burke, seconded by Heidi Diminick and carried the motion to approve the month of June, 2008 Supatha Yoga in the amount of \$128.70.

**Roll Call Vote:**

<b>AYE</b>	- David Hewitt, Diane Hanley, Jeffrey Ferrara, Heidi Diminick, Antimo Russano, Ron Hartpence, Chuck Kolvites, James Burke
<b>NAY</b>	- None
<b>ABSTAIN</b>	- None
<b>ABSENT</b>	- Troy Siano

**Motion to approve payment to Ian White for the month of July - Music Club at the Kingwood School. Amount to be approved: \$212.50**

It was moved by James Burke, seconded by Diane Hanley and carried the motion to authorize payment to Ian White in the amount of \$212.50 for July Music Club.

**Roll Call Vote:**

<b>AYE</b>	- David Hewitt, Diane Hanley, Jeffrey Ferrara, Heidi Diminick, Antimo Russano, Ron Hartpence, Chuck Kolvites, James Burke
<b>NAY</b>	- None
<b>ABSTAIN</b>	- None
<b>ABSENT</b>	- Troy Siano

**Yard Sale – October 4<sup>th</sup> and 5<sup>th</sup> – letter**

Ron Hartpence briefly reviewed this years yard sale. He also thanked Secretary Keller for the good job on the 2008 letter.

**OLD BUSINESS**

**A review of the volunteer picnic**

The Committee members that attended the picnic expressed that it was very nice. There was a suggestion to move the volunteer picnic to a Sunday and scheduled next years picnic either in September or October. The day of the picnic was very warm outside, and there were not a lot of volunteers that came to the picnic.

Chairman David Hewitt noted that he spent a total of \$113.88 on the Fishing Derby for drinks, worms, and prizes. He will put a voucher in to be reimbursed by the Township. A member of the Parks and Recreation took pictures at the Derby on June 14, 2008 and brought a disk to be approved by the Committee. The Township Committee members will need to approve the pictures to be put on the Township’s web site.

It was moved by Antimo Russano, seconded by Ron Hartpence and carried the motion to approve the Fishing Derby Pictures to be put on the Township’s web site.

**Roll Call Vote:**

<b>AYE</b>	- David Hewitt, Diane Hanley, Jeffrey Ferrara, Heidi Diminick, Antimo Russano, Ron Hartpence, Chuck Kolvites, James Burke
<b>NAY</b>	- None
<b>ABSTAIN</b>	- None
<b>ABSENT</b>	- Troy Siano

There was a discussion on the upper parking lot at the park. The parking lot was redone with tar and stone. Heidi Diminick reported that it is very difficult for the basketball teams to play their games in the parking lot. James Burke noted that he will speak with publics works supervisor, and see that the parking lot is paved with blacktop.

There was a lengthy discussion on the personal belongings that are still stored at the park of Donn Browns. The Committee would like to see these things removed with the next few months.

It was moved by Ron Hartpence, seconded by Antimo Russano and carried the motion to write a letter to the Township Committee from the Parks and Recreation Committee, asking them to notify Donn Brown former Park Director of the Kingwood Park, by letter and give him a deadline date of 30 days after August 15, 2008 to remove his belongings or they will be disposed of by the Township.

<b>Roll Call Vote:</b>	<b>AYE</b>	<b>- David Hewitt, Diane Hanley, Jeffrey Ferrara, Heidi Diminick, Antimo Russano, Ron Hartpence, Chuck Kolvites, James Burke</b>
	<b>NAY</b>	<b>- None</b>
	<b>ABSTAIN</b>	<b>- None</b>
	<b>ABSENT</b>	<b>- Troy Siano</b>

### **OLD BUSINESS**

#### **Changing Tables in Bathrooms**

Joe Floyd obtained quotes for \$170.00 for each standard horizontal baby changing station for the bathrooms at the Kingwood Park. These will be ordered and purchased by a company called Allied Hand Dryers and Baby Changing Stations. The Committee agreed not to order the liners at this time. They would like the changing tables to arrive and be installed by Community Day, September 20, 2008.

It was moved by Chuck Kolvites, seconded by Antimo Russano and carried the motion to purchase two standard horizontal baby changing stations from Allied Hand Dryers and Baby Changing Stations for the total price of \$340.00.

<b>Roll Call Vote:</b>	<b>AYE</b>	<b>- David Hewitt, Diane Hanley, Jeffrey Ferrara, Heidi Diminick, Antimo Russano, Ron Hartpence, Chuck Kolvites, James Burke</b>
	<b>NAY</b>	<b>- None</b>
	<b>ABSTAIN</b>	<b>- None</b>
	<b>ABSENT</b>	<b>- Troy Siano</b>

### **MOVIE NIGHT**

The Committee discussed having a mock movie night to try out to see how it would turn out. It was decided to be scheduled on Friday, October 17, 2008, and to start at 7:30 PM.

They will be asking for a donation to the Parks and Recreation to see the movie. Antimo Russano offered to get a popcorn machine for the evening.

**OPERATIONS REPORT:**

Charles Wilson – Park Director Reports

Charlie handed out a written report for July. He noted all the jobs he did around the park and the calls he received.

There was a discussion about the soda machines. Jim Burke stated that Dennis Bedrosian will be taking over the filling and maintenance of the machines.

It was moved by Mr. Burke, seconded by Mr. Russano and carried the motion to have the Township Attorney Judy Kopen write a letter to the prior vendor, requesting for the balance owed to the Township’s Park and Recreation

**BUILDINGS AND GROUNDS**

Ron Hartpence mentioned that the soccer shed needs to be repaired. Chuck Kolvites noted that if the Parks and Recreation supplies the paint the soccer club will paint the shed. Jim Burke suggested that this wait till after Community Day to be done. There was a brief discussion on the barn doors and how they need to be replaced. The garage doors would come to an estimate of about \$600.00 at Home Depot. Charlie Wilson will install the doors.

It was moved by Ron Hartpence, seconded by James Burke and carried the motion to authorize the purchase of new doors for the park garage, and to authorize to spend up to \$800.00.

<b>Roll Call Vote:</b>	<b>AYE</b>	<b>- David Hewitt, Diane Hanley, Jeffrey Ferrara, Heidi Diminick, Antimo Russano, Ron Hartpence, Chuck Kolvites, James Burke</b>
	<b>NAY</b>	<b>- None</b>
	<b>ABSTAIN</b>	<b>- None</b>
	<b>ABSENT</b>	<b>- Troy Siano</b>

**CORRESPONDENCE**

Letter of Acknowledgement from the Kingwood United Methodist Church

The Kingwood United Methodist Church wrote a letter in response to the letter the Parks and Recreation Committee wrote to them asking if they could hold the senior roast beef dinner at the church on November 8, 2008.

Copy of letter sent to the New Jersey State Police from Antimo Russano, requesting police coverage for Community Day.

Chairman Dave Hewitt reviewed.

### **COMMUNITY DAY**

The Committee started out by discussing the rides for Community Day. They will be contacting the girl scouts and other volunteers to mend the rides for an hour at a time. There was also a discussion on the rides and the tickets vs. wristbands. Everyone agreed to sell tickets at a booth and the rides will each determine how many tickets for each ride.

The Committee is looking at a Company by the name of Party Perfect Rentals to do the rides this year. They gave two quotes, one being \$5,525.00 and \$7,075.00. This would include a variety of many different rides and fun activities for the kids to enjoy.

It was moved by Diane Hanley, seconded by Chuck Kolvites and carried the motion to approve to hire Party Perfect Rentals from Freehold N.J., for the rides for Community Day with the package price of \$5,525.00.

<b>Roll Call Vote:</b>	<b>AYE</b>	<b>- David Hewitt, Diane Hanley, Jeffrey Ferrara, Heidi Diminick, Antimo Russano, Ron Hartpence, Chuck Kolvites, James Burke</b>
	<b>NAY</b>	<b>- None</b>
	<b>ABSTAIN</b>	<b>- None</b>
	<b>ABSENT</b>	<b>- Troy Siano</b>

There was a discussion on the bands that will be playing on Community Day. Antimo Russano will be in charge of scheduling all the food vendors. Diane Hanley noted that she will be ordering all the prizes and will have banners made.

There was a discussion on advertising in the Community Day programs. It was advertised in the mailing that was sent out to all the residents, and posted on the web site in the hopes that all the local businesses will advertise in the program. The Committee discussed the prices for the ads to be the following:

- \$200.00 for a full page
- \$125.00 for a half page
- \$ 75.00 for a quarter page
- \$ 50.00 for a business card size

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The printer for the advertisements will be John and Mark Brogan of Legends Graphics Designs.

Also if anyone would like to sponsor a ride for \$1000.00 donation, there will be a banner made up with the businesses name on it and placed in front of the ride.

All ads placed in the Community Day program will be also posted on the web site in the businesses directory.

The Committee discussed how it would be helpful to have phone numbers on the program for residents.

The Committee members agreed to meet for a work detail at the park on Wednesday, August 27, 2008 at 6:30 P.M. to discuss Community Day.

It was moved by Ron Hartpence, seconded by Chuck Kolvites and carried the motion to adjourn the meeting at 10:48 P.M. **All voted Aye on Roll Call Vote.**

**Respectfully submitted,**

**Cynthia L. Keller  
Secretary, Parks and Recreation**



**PUBLIC COMMENT PRIVILEGE OF THE FLOOR**

**NEW BUSINESS**

**OPERATIONS REPORT**

**DONATIONS**

**BUILDING AND GROUNDS**

**CORRESPONDENCE**

N/A

It was moved by Ron Hartpence, seconded by Chuck Kolvites and carried the motion to adjourn the meeting at 10:45 P.M. All voted **Aye** on **Roll Call Vote**.

**Respectfully Submitted,**

**Cynthia L. Keller, Secretary**