

**PARKS AND RECREATION COMMITTEE
REGULAR MEETING MINUTES
November 5, 2008**

PRESENT: Diane Hanley
Jame Burke
Ron Hartpence
Heidi Diminick
Chuck Kolvites
David Hewitt
Ron Hartpence
Jeffrey Ferrara
Antimo Russano
Joseph Floyd

ABSENT: Eugene Hill
Troy Siano
Joe Zgurzynski
Daniel DeFrancesco

CALL TO ORDER

The meeting was called to order by Chairman David Hewitt at 8:08 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

Approval of Regular Meeting Minutes of October 1, 2008

It was moved by Ron Hartpence, seconded by Antimo Russano and carried the motion to approve the minutes of the Regular Meeting of the Parks and Recreation of October 1, 2008 with the following corrections:

Page #5 Last sentence should say: It was moved by Chuck Kolvites, seconded by Antimo Russano and carried the motion to reimburse Joseph Floyd for five receptacles at \$40.00 a piece a total of \$200.00 – (Not \$500.00)

Roll Call Vote:

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

Motion to approve payment to Ian White for the month of October - Music Club at the Kingwood School. Amount to be approved: \$195.00

It was moved by Ron Hartpence, seconded by Diane Hanley and carried the motion to authorize payment to Ian White in the amount of \$195.00 for October Music Club.

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

Andy Russano - the Bocce account to be discussed

Mr. Russano asked if a separate account in the budget could be set up for Bocce with the Township Parks and Recreation. He explained that there is a registration fee for members, and would like to have funds to purchase trophies, and have money to run a tournament. Secretary Keller to inform Township's C.F.O. about this account to be started.

Discussion increase of monthly rental fee – Yoga – Lakshmi Devi

Heidi Diminick handed out a sheet she prepared of the amounts by month for Yoga classes. Diane Hanley reported that this increase was brought up just to review as a yearly report. Jim Burke noted that it all depends on the Township's costs to run the Old Fairview School. The Committee would like to have a list of the electric bills and the cost of oil to compare to see if her expenses are covering the bills.

Need to clean out closet in upstairs meeting room

There was a discussion about cleaning the closet in the meeting room. It is filled with the old tapes, typed minutes, brochures, and magazines from the Park and Recreation Committee. Mr. Burke noted that the Township applied for a Paris Grant, receiving only 1/3 of the amount allotted. He explained that this money is to benefit the Township to have someone help with the cleaning out old files.

OLD BUSINESS

Senior Dinner – November 8, 2008 12:00 P.M. – 2:00 P.M

Secretary Keller noted that there are 109 Seniors signed up for the dinner. The church has been notified and will prepare for 125 dinners for Seniors for eating in and takeout meals. The Girl Scouts have offered to come and volunteer, and also students from the area. Antimo Russano noted that Daria Sheperd would like to volunteer at the dinner.

Movie Night – Friday, October 24, 2008 (7:00PM)

Joseph Floyd discussed how the trial movie night turned out. Everyone that attended seemed to be very pleased. He described that the back of the pavilion where the movie was viewed was the perfect spot. He would like suggestions and approval to buy speakers to be installed for the movies. He said that each speaker would run about \$200.00. It was discussed where the speakers would be wired, and if they should be mounted on the pavilion building. The Committee members stated this will be discussed when the Township budget is discussed. There was also a discussion of wiring the building for Community day. Joe Floyd explained that the Township needs to apply for a yearly permit to run the movies. He explained that it is \$14.00 to show the movie for free, and to charge admission the permit fee would be \$129.00. There was a suggestion to show a Christmas movie the night of the tree lighting ceremony. The Committee members would like to have a bonfire also that evening. Joe suggested to have a formal fire pit build to keep the fire controlled in one place. Jim Burke suggested to have a bon fire in the existing large fire pit grill, and the children can roast marshmallows. They discussed fire regulations, and the fact that the Township would have to obtain a permit for a bonfire. It was decided that the dates for movie night would be scheduled after the first of the new year.

Update on vending machines

To be discussed at the December 3, 2008 meeting. It was noted that there was no response to a letter that was sent to Premier Vending.

Trophies for old car winners

Chairman David Hewitt noted that he brought the trophies to the park where they will be distributed.

List of businesses that have not paid for their ad from the Community Program

The Committee agreed to have Secretary Keller send a friendly reminder to all the businesses that have not paid for there ad.

Ron Hartpence asked to have the list corrected on the list of businesses and vendors that placed an ad. He asked to have Highpoint taken off and to be replaced with, his wife's business Joyce Hartpence's massage therapy.

There was a brief discussion on the list of businesses in the Township to be posted on the website.

OPERATION REPORTS:

Charles Wilson – Park Director Reports

Charles Wilson was not present at the meeting this evening he was out sick. There is no report this month. He will have his report for November next month.

BUILDING & GROUNDS:

Charles Wilson – Park Director Reports

Jim Burke asked Secretary Keller to call Russell Reid to see what septic tanks had been cleaned out. The Committee feels that the septic tank should be cleaned out after every Community Day. It was also suggested to rent port a potty's for large events such as Community Day

.
David Hewitt offered to look into the State prices to rent them.

It was noted that the Park will be officially closed the day after the Tree Lighting Ceremony on December 7, 2008

.
Ron Hartpence commented that he thinks the Park is looking great. He stated that the house has been painted, and many new plants and trees have been added. Chuck Kolvites felt that the dirt shed needs to be worked on.

CORRESPONDENCE

Copy of thank you letter to Daria Shepherd

Chairman David Hewitt read aloud and reviewed.

Copy of thank you letter to Terrie Burke

Chairman David Hewitt read aloud and reviewed.

Analytical Report – QC Laboratories Park water test

The Committee members reviewed.

E-Mail to Dave Hewitt and Jim Burke – Re: Police professional investigation company

The Committee feels that when the Township hires someone for a job or project they do a background check before excepting them. They all agreed they are not interested in this Company at this time.

Letter from the Hunterdon County Department of Human Services/Senior Services – Thank you letter and request to use the Old Fairview School for Senior functions for the year 2009

Chairman David Hewitt read aloud and reviewed.

Motion and approval for Seniors request to continue to use the Old Fairview School for their Senior Functions.

It was moved by Ron Hartpence, seconded by Heidi Diminick and carried the motion to approve the Seniors to use the Old Fairview School for their functions for the year 2009.

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

A letter will be sent to Betty Kenny in response to her request, and to let her know that there will be no donation needed from the Seniors.

Parks and Recreation Budget

The members reviewed the budget, and the list of last years expenditures. The Committee agreed to go with the same amounts as last year.

\$14,000.00 for Recreation
\$10,000.00 for Parks and Playgrounds

Secretary Keller to ask C.F.O. Laudenbach to generate a list of expenditures, specifically just for Parks and Playgrounds so the Committee can see how much the Park is taking in. It was noted to also open a separate account for the Bocce activity.

Donations

Donation from the Italian American Club of Hunterdon County in the amount of \$250.00. Secretary Keller will send a thank you note to the Club members. There was a discussion on the possibility of purchasing more benches and trees. There was a discussion where the benches would be located. Diane Hanley suggested that the pond could use one or two benches. Also another idea was for a few benches to be around the Bocce court, and along the walking trail.

It was moved by Ron Hartpence, seconded by Antimo Russano and carried the motion to purchase six benches at a cost of \$250.00 for the park, pond, and along the walking trail at the Kingwood Township Park. These funds to pay for the benches will come from donations and the balance of what is left in the Parks and Recreation budget.

Tree Lighting Ceremony – December 6, 2008

The Committee discussed the time of the ceremony and the Tree to be light. They decided that the event should begin 4:00 PM. Santa will arrive at 4:30 PM, and at 5:00 PM, the tree lights will be turned on. The Committee members discussed the refreshments to be served at the event. There will be coffee, tea, hot chocolate, soda, and cookies.

Tree Lighting Ceremony continued:

Dave Hewitt will be ordering all the cups, and several items for the event. It was discussed to have a hayride again, since it was a success at Community Day. Diane Hanley would like to obtain Christmas music books, and hand out for everyone to sing together, with hopes that a chorus from the Kingwood Township School, or the Delaware Valley High School will be singing. There was a suggestion for a box for donations of nonperishable food for the food pantry. Daria Sheperd will be in an elf costume as Santa's helper again this year. Diane Hanley will create a flyer to give to the newspapers and the school to advertise the event. Charlie Wilson, Park Director will put the lights up on the tree. There will be decorations put up for the event one week in advance, on Saturday, November 29, at 10:00 A.M.

There was a discussion on a bonfire. The Committee all agreed to have a small bonfire in the huge park grill, that way a permit will not have to be obtained for a bonfire pit. It was suggested to let everyone roast marshmallows. A member of the Committee will be contacting Ian White at the Kingwood School to bring children to sing and play music. Jim Burke suggested someone to get in touch with the art teacher at the Kingwood School to draw pictures for a contest again this year. Diane Hanley noted that she ordered candy canes from Walmart for the event.

Jim Burke explained a program available to the Township called the Labor Assistant Program, from the Division of Corrections. It is a program were community services could be performed in a way of free labor for jobs that need to be done around the Township.

It was moved by Diane Hanley, seconded by Heidi Diminick and carried the motion to adjourn the meeting at approximately 10:15 PM. **All voted Aye on Roll Call Vote.**

Respectfully Submitted,

**Cynthia L. Keller, RMC
Secretary, Parks and Rec.**