

**PARKS AND RECREATION COMMITTEE  
REORGANIZATION AND REGULAR MEETING MINUTES  
January 6, 2010**

**CALL TO ORDER**

The meeting was called to order by Secretary Keller at 7:37P.M.  
Secretary Cynthia Keller read aloud the following:

**NOTIFICATION REQUIREMENTS**

**Adequate notice of this meeting was provided in accordance with the Open Public Meetings Act and published in the Hunterdon County Democrat and the Courier News on December 10<sup>th</sup>, 2009, and by telefaxing a copy of the notice to the Star Ledger, and the Express Times on December 3<sup>rd</sup>, 2009. A copy of the notice was also posted in the Kingwood Township Municipal Building and Post Office on December 3<sup>rd</sup>, 2009.**

**In order to ensure full public participation in this meeting, all members of this committee or Board, and also members of the public are requested to speak only when recognized by the Chair so that there is no simultaneous discussion or over talk. Your cooperation is appreciated.**

**Nomination for Chairperson**

It was moved by J. Ferrara, second by D. Hanley and carried to nominate Ron Hartpence for Chairman for the year 2010 for Parks and Recreation Committee.

<b>Roll Call Vote:</b>	<b>Aye</b>	<b>- D. Hewitt, H. Diminick, D. Hanley, R. Hartpence, J. Ferrara</b>
	<b>Nay</b>	<b>- None</b>
	<b>Abstain</b>	<b>- None</b>
	<b>Absent</b>	<b>- C. Kolvites, J. Floyd, J. Burke</b>

**Nomination for Vice Chairperson**

It was moved by D. Hanley, second by H. Diminick and carried to nominate David Hewitt for Vice Chairman for the year 2010 for Parks and Recreation Committee.

2.

<b>Roll Call Vote:</b>	<b>Aye</b>	- <b>D. Hewitt, H. Diminick, D. Hanley, R. Hartpence, J. Ferrara</b>
	<b>Nay</b>	- <b>None</b>
	<b>Abstain</b>	- <b>None</b>
	<b>Absent</b>	- <b>C. Kolvites, J. Floyd, J. Burke</b>

**Motion and approval of Scheduled Meeting Dates and Time for 2010**

It was moved by D. Hewitt, second by H. Diminick and carried to approve the following dates to be scheduled for the Parks and Recreation Committee for the year 2010.

Meetings to begin at 7:30PM on the second Wednesday of each month.

January 6, 2010	June 2, 2010	November 3, 2010
February 3, 2010	July 7, 2010	December 1, 2010
March 3, 2010	August 4, 2010	
April 7, 2010	September 1, 2010	
May 5, 2010	October 6, 2010	

<b>Roll Call Vote:</b>	<b>Aye</b>	- <b>D. Hewitt, H. Diminick, D. Hanley, R. Hartpence, J. Ferrara</b>
	<b>Nay</b>	- <b>None</b>
	<b>Abstain</b>	- <b>None</b>
	<b>Absent</b>	- <b>C. Kolvites, J. Floyd, J. Burke</b>

**Motion and Approval of Local Newspapers (Hunterdon County Democrat and the Courier News) for Advertisement**

It was moved by D. Hewitt, second by D. Hanley and carried to approve the foregoing newspapers for year 2010 advertisements.

<b>Roll Call Vote:</b>	<b>Aye</b>	- <b>D. Hewitt, H. Diminick, D. Hanley, R. Hartpence, J. Ferrara</b>
	<b>Nay</b>	- <b>None</b>
	<b>Abstain</b>	- <b>None</b>
	<b>Absent</b>	- <b>C. Kolvites, J. Floyd, J. Burke</b>

**Comments From Newly Elected Chairpersons**

Chairman Ron Hartpence thanked all the members of the Parks and Recreation for all their help last year, and the great job everyone did on all the events. He announced that there were two positions that were up for reappointment, Diane Hanley and Antimo Russano. Mr. Russano has requested to not be reappointed to the Parks and Recreation Committee this year.

3.

Vice Chairman David Hewitt thanked everyone for the nomination to be elected as Co-Chairman for another year, and for doing a great job while he was away on his hike. He noted that he spoke with Joe Floyd, and he also is requesting to not be a member of the Parks and Recreation Committee this year.

**ROLL CALL**

**Present:** Ron Hartpence  
David Hewitt  
Diane Hanley  
Heidi Diminick  
Jeffrey Ferrara  
Lee Frank  
Anthony Gioffre

**Absent:** James Burke  
Chuck Kolvites  
Joseph Floyd  
Eugene Hill  
Joseph Agaccio  
James Spinelli

**Privilege of the Floor**

**Municipal Orientation – Committeewoman Elaine Niemann**

Kingwood Township Municipal Orientation Program  
Parks & Recreation Committee - 1/6/10

- 1) Introductory remarks
  - a. General roles and responsibilities of volunteers
  - b. Resources available from the municipality, procedures to access them
  - c. Importance of communication
    - i. All written communication, including email, is a matter of public record
      1. Use of home computer for sensitive township-related communications is to be avoided
    - ii. Coordination with other volunteer boards/committees is ideal
  - d. Meetings are recorded, and members of the public may request copies of these recordings.
- 2) Municipal Excess Liability Joint Insurance Fund DVD- “The Rights and Duties of a Volunteer in Local Government” – 12 minutes
- 3) Questions following the DVD
  - a. Complaint procedure handout, brief discussion of the township personnel handbook
  - b. What are punitive damages?
- 4) Concluding remarks

4.

- a. We recognize that the hard work done for the benefit of our community is often done when no one is looking and at times the work may seem unappreciated. We know what you do for us and we don't forget, even if you don't hear it from us!
- b. The Township newsletter was launched last year and wUnill have another issue released in March. Please be sure to send any material you may have for the newsletter to me.
- c. Wrap up the material presented in the DVD

Mayor Elaine Niemann thanked everyone for listening and participating in the municipal orientation.

**New and Pending Business**

**Motion to Approve the Minutes of the December 2, 2009 Regular Meeting Minutes**

It was move by H. Diminick, second by D. Hewitt and carried to adopt the minutes of the December 2, 2009 Regular Meeting with the following corrections:

Page 4 – Bottom of page under Discuss Old Fairview School Usage:

As sentence appears: This was discussed in the **being** of the meeting.

As sentence should appear: This was discussed in the **beginning** of the meeting.

Page 5 – Bottom of page under Operations and Reports:

As sentence appears: Charles Wilson – Park Director Report for **July**.

As sentence should appear: Charles Wilson – Park Director Report for **November**.

<b>Roll Call Vote:</b>	<b>Aye</b>	- <b>D. Hewitt, H. Diminick, D. Hanley, J. Ferrara</b>
	<b>Nay</b>	- <b>None</b>
	<b>Abstain</b>	- <b>R. Hartpence</b>
	<b>Absent</b>	- <b>C. Kolvites, J. Floyd, J. Burke</b>

**Yearly Events and Dates for 2010**

The Committee members reviewed events, dates and times for each month for 2010.

The following is a list of Events and Dates for 2010:

**Motion to approve payment to Ian White for Music Club for December in the amount of \$60.00**

It was moved by D. Hewitt, second by D. Hanley and carried to approve the amount of \$60.00 to Ian White for the Music Club for the month of December.

<b>Roll Call Vote:</b>	<b>Aye</b>	- D. Hewitt, H. Diminick, D. Hanley, J. Ferrara, R. Hartpence
	<b>Nay</b>	- None
	<b>Abstain</b>	- None
	<b>Absent</b>	- C. Kolvites, J. Floyd, J. Burke

**Motion to approve payment received from Donna Marie Giaime for Supatha Yoga Classes in the amount of \$87.10 for the month of November, 2009**

It was moved by H. Diminick, second by D. Hewitt and carried to approve the amount of \$87.10 received from Donna Marie Giaime for the month of November 2009 for the use of the Old Fairview School.

<b>Roll Call Vote:</b>	<b>Aye</b>	- D. Hewitt, H. Diminick, D. Hanley, J. Ferrara, R. Hartpence
	<b>Nay</b>	- None
	<b>Abstain</b>	- None
	<b>Absent</b>	- C. Kolvites, J. Floyd, J. Burke

**Approval for the Use of the Old Fair View School for a eight week session in February – May 2010, and also for September – December 2010 – Ron Heck – T'ai Chi Chih School**

It was moved by H. Diminick, second by D. Hanley and carried to approve the use of facility for the Old Fairview School for a eight week session in February – May 2010 and September – December 2010.

<b>Roll Call Vote:</b>	<b>Aye</b>	- D. Hewitt, H. Diminick, D. Hanley, J. Ferrara, R. Hartpence
	<b>Nay</b>	- None
	<b>Abstain</b>	- None
	<b>Absent</b>	- C. Kolvites, J. Floyd, J. Burke

**Approval for Use of Facilities from Ron Heck – Karate Classes at Pavilion June, July, August 2010**

6.

The Committee members reviewed the request and noted that Ron Heck would need to fill out a Use of Facilities sheet and submit to Park Director Charles Wilson to schedule for the use.

**D&M Fireworks LLC, Information for Community Day  
(David Albitz – Interested)**

Chairman Ron Hartpence reviewed. The committee members decided that it would be best to contact Garden State Fireworks and ask them to send the details of the show from last year, so then they can compare the show with D & M Fireworks.

**Year Round Protection Plan – Pest Control Agreement with Ehrlich**

The committee members asked Secretary Keller to call Ehrlich and get prices for 2010 for the yearly agreement, and also to find out if we can hire them on a as need basis.

**Request from Angela Hefty (Teacher and Athletic Director at KTS)  
for a yearly \$200.00 donation for the Sportsters Organization**

The committee all agreed that this is a donation that the Parks and Recreation Committee plans into their budget every year.

It was moved by D. Hanley, second by J. Ferrara and carried to approve a donation of \$200.00 be sent to the Sportsters Org. for Athletics at the Kingwood Township School.

<b>Roll Call Vote:</b>	<b>Aye</b>	<b>- D. Hewitt, H. Diminick, D. Hanley, J. Ferrara, R. Hartpence</b>
	<b>Nay</b>	<b>- None</b>
	<b>Abstain</b>	<b>- None</b>
	<b>Absent</b>	<b>- C. Kolvites, J. Floyd, J. Burke</b>

**Old Business**

**PAIC Survey of Facilities and Playgrounds/Township Playground Safety Guidelines  
(Signs to be put up at Park Playground)**

The Committee members noted that Joe Floyd, who is not present at the meeting, would be putting up the signs by the playground. Co – Chairman David Hewitt asked me to call Mr. Floyd and also ask him to send in his letter of resignation from Parks and Recreation.

**Old Fairview School House Usage - Jim Burke**

It was announced that the Township Committee members have decided that the Old Fairview School will not be closed for the winter season this year.

7.

**Basketball Funds – From Diane Laudenbach**

Heidi Diminick will be gathering information, and will discuss this at the next Parks and Recreation meeting in February.

**Tree Lighting Ceremony – December 5, 2009**

Chairman Ron Hartpence noted that it was a wonderful event. Everything went well, and it was a lifesaver to have the tarps up on the pavilion.

**Operations and Reports:**

**Charles Wilson – Park Director Report for December**

Chairman Ron Hartpence reviewed. Charlie Wilson was not present at the meeting.

**Buildings and Grounds**

Nothing going on at this time.

**Donations**

N/A

**Correspondence**

Chairman Ron Hartpence reviewed the following letters and correspondence:

Copy of Letter to Paul Aemisegeo – Go Daddy Go 5K Race  
Thank you letter from Kingwood United Methodist Church  
Thank you letter from Emily Norgard – Tree Lighting Winner  
Copy of Certificate of Insurance for New Jersey Youth Soccer for Sept 1, 2009 – Sept 1, 2010

**Other Matters**

The committee members discussed the fact that the park playground needs to be inspected each year. Dave Hewitt stated that he is a certified inspector, and will have to obtain the form and inspect the playground before the parks opens in March.

The committee members discussed needing another member on the Park and Rec. Committee. Lee Frank volunteered to move up and be on the Committee. The committee members would like to send a letter to the Township Committee recommending they appoint Lee Frank as a member to the Parks and Recreation Committee.

**ADJOURNMENT**

It was moved by D. Hewitt, second by H. Diminick and carried to adjourn the meeting at 9:30 PM. All voted Aye on **Roll Call Vote**.

Respectfully submitted, Cynthia L. Keller, Sec.

