

**PARKS AND RECREATION COMMITTEE
REGULAR MEETING MINUTES**

August 3, 2011

7:00PM

CALL TO ORDER

The meeting was called to order by Chairman Ron Hartpence at 7:04 PM. Ron Hartpence 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 January 13th, 2011, and by telefaxing a copy of the notice to the Star Ledger, and the Express Times on January 8th, 2011. A copy of the notice was also posted in the Kingwood Township Municipal Building and Post Office on January 8th, 2011.

In order to ensure full public participation in this meeting, all members of these committees, 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, and further, all persons are requested to utilize the microphones which are provided for your use by the Township. Your cooperation is appreciated.

ROLL CALL

Present

Jim Burke
Ronald Hartpence
David Hewitt
Cynthia Niciecki
Antimo Russano
Heidi Diminick
Anthony Gioffre
Chuck Kolvites
Eugene Hill

Absent

James Spinelli
Jeff Ferrara
Jack Niciecki
Joe Agaccio
Lee Frank
Diane Hanley

Park Director:
Lisa Marie Weinschenk

2.

Public Comment and Privilege of the Floor

Carol Wrenn from Sky River Helicopter's – Present to Speak to Committee

Carol Wrenn was present to speak to the Committee about helicopter rides. She explained a little bit about her business. She explained that they have done several community days and other events in the area. She stated they have a great safety record. She explained all the information that she needs to obtain, which she sends to the State for their approval. She noted that they operate to the Township's requirements. She explained that they need a site plan map of the park area so they know what area they will be flying in and out of, which will be the same targeted landing spot. She gave an overview of what their normal procedure is at an event. She stated that they need a large open area for their landing. She explained that they have their own signage and supplies. She explained that each ride will be charged \$40 per ride. She stated that they are approximately 8 minutes a ride. She would like to give a portion to the Township as a donation. The Committee Members discussed where a good area would be for the helicopter to take off and land, which would be right in the center of the park. She stated that she has all her insurance information to hand into the Township.

New and Pending Business

Motion to Approve the Minutes of July 6, 2011 Regular Meeting Minutes for the Parks and Recreation Committee

Comments: None

It was moved by James Burke, seconded by David Hewitt and carried to approve the July 6, 2011 Meeting Minutes of the Park and Recreation Committee.

Roll Call Vote:	Aye	- Burke, Hartpence, Hewitt, Russano, Niciecki
	Nay	- None
	Abstain	- Diminick, Kolvites
	Absent	- Ferrara, Hanley

Motion to Approve the Amount of \$200.00 to Ian White for Music Lessons at the Kingwood Township School for the month of July, 2011

It was moved by David Hewitt, seconded by James Burke and carried to approve a payment in the amount of \$200.00 to Ian White for Music Lessons at the Kingwood Township School for the month of July, 2011.

Roll Call Vote:	Aye	- Burke, Hartpence, Hewitt, Diminick, Kolvites Russano, Niciecki
	Nay	- None
	Abstain	- None
	Absent	- Hanley, Ferrara

3.

(Letter of Request from Building and Grounds Coordinator, Eric Carr at the Kingwood School)

Chairman Ron Hartpence reviewed the letter of request from Eric Carr, Grounds Coordinator from the Kingwood School. He explained that they would like to use it one time only, due to an emergency that happened at the school and they need a place to do one session. The Committee discussed the usage of the Old Fairview School House facility for Ian White to use for two dates for music lessons. The Committee agreed that since this one just one time that this will be used due to an emergency, that they would grant the request.

It was moved by David Hewitt, seconded by Heidi Diminick and carried to authorize Ian White to use the Old Fairview School House for his music lessons for his summer camp for a temporary use only (due to the Kingwood School being closed).

Roll Call Vote:	Aye	- Burke, Hartpence, Hewitt, Diminick, Kolvites Russano, Niciecki
	Nay	- None
	Abstain	- None
	Absent	- Hanley, Ferrara

Motion to Approve Payment to Dawn Augustine – Reimbursement for Damage to Fence By Accident at Park in the Amount of \$12.50

It was moved by James Burke, seconded by David Hewitt and carried to approve a reimbursement payment be given to Dawn Augustine in the amount of \$12.50 to replace a damaged fence for the native garden her son Keith Augustine put in the park for his Eagle Scout Project.

Roll Call Vote:	Aye	- Burke, Hartpence, Hewitt, Diminick, Kolvites Russano, Niciecki
	Nay	- None
	Abstain	- None
	Absent	- Hanley, Ferrara

Motion to Approve to Pay David Bacon \$315.00 for Mr. Bacon’s Science Camp For the Special Education Students for July 2011

It was moved by David Hewitt, seconded by James Burke and carried to approve a payment in the amount of \$315.00 to David Bacon for Mr. Bacon’s Science Camp for the Special Education Students for July 2011.

4.

Roll Call Vote:

Aye	- Burke, Hartpence, Hewitt, Diminick, Kolvites Russano, Niciecki
Nay	- None
Abstain	- None
Absent	- Hanley, Ferrara

Motion to Approve to Pay for Expenses at Home Depot for a Echo Gas Powered Trimmer and Other Supplies in the Amount of \$238.88 for the Park Grounds

It was moved by David Hewitt, seconded by Heidi Diminick and carried to approve a payment in the amount of \$238.88 to Home Depot for an Echo Gas Powered Trimmer and other supplies for the Park Grounds.

The Committee Members explained to Park Director Lisa Marie that they would like her to ask the DPW first before purchasing addition equipment to see if they have anything they would let them borrow first.

Roll Call Vote:

Aye	- Burke, Hartpence, Hewitt, Diminick, Kolvites Russano, Niciecki
Nay	- None
Abstain	- None
Absent	- Hanley, Ferrara

Motion to Approve Payment to State of New Jersey for Paper Supplies for the Park Grounds in the Amount of \$159.98

It was moved by David Hewitt, seconded by Heidi Diminick and carried to approve a payment in the amount of \$159.98 to the State of New Jersey for Paper Supplies for the Park Grounds.

Roll Call Vote:

Aye	- Burke, Hartpence, Hewitt, Diminick, Kolvites Russano, Niciecki
Nay	- None
Abstain	- None
Absent	- Hanley, Ferrara

Monthly Budget Report for July – From Diane Laudenschach

Chairman Ron Hartpence explained the budget report for July from Diane Laudenschach.

Bocce News

Annual Bocce Tournament – Flyer for Community Day

5.

Antimo Russano reviewed the flyer he made for the Bocce Tournament for Community Day. He explained that he will be ordering trophies for the tournament.

Update on the Bocce Pavilion – Tony Gioffre and Andy Russano

Tony Gioffre and Jim DeSapio were present and gave an update of the Bocce pavilion that will be constructed at the park in the Bocce court area. They talked about a flyer of information of how they raised the money for the event. Mr. DeSapio noted that they have raised a total of \$10,800 towards the pavilion so far and that it will cost a total of \$14,700.00 to complete. Jim DeSapio will send the proposal to the Township. They are hoping to obtain other funds to put towards the pavilion. They showed a drawing of a picture of the pavilion. Mr. DeSapio described the details and the dimensions of the building. This will be forwarded to the Township Committee to approve at their meeting of August 4, 2011.

It was moved by David Hewitt, seconded by James Burke and carried to accept a proposal for an open pavilion in the size of 24 x 56 to come to the total amount of \$14,700.00 all by donations and to be approved by the Township Committee for payment through the Township.

Roll Call Vote:	Aye	- Burke, Hartpence, Hewitt, Diminick, Kolvites Russano, Niciecki
	Nay	- None
	Abstain	- None
	Absent	- Hanley, Ferrara

Old Business

Memo from Keith Augustine: Update on Eagle Scout Project

The Committee Members reviewed the update from Keith Augustine. Ron Hartpence reviewed an updated what he knows about the garden. He stated that the kiosk is going to be put up in the near future.

Operations and Reports:

Park Director Report for July 2011

Lisa Marie Weinschenk reviewed the following report for July 2011:

**Kingwood Park Directors Report
Jamie & Lisa Marie Weinschenk
weeks of 7/6/ 2011- 8/3/2011**

**Total # of
Hours**

Park Grounds

6.

Cut Grass	25
Post clean up to 7/10, 7/17, 7/19, 7/21, 7/24, 7/26	
pavillion events	6
Pick up and store away new order products	3
Garbage and recycle removal	2
* (Community Day Outreach and reconciliation of incoming checks)	8
	44
<u>Park Updates:</u>	
removed plastic liter soda bottles from community day shed	
purchased need weed wacker for park	
Help needed with broken picnic table in campground area	
Status request to committee on the two iron poles at the basketball court area.	
<u>Community Day Update</u>	
See attached incoming vendors and ads.	

Buildings and Grounds:

Park Directors – Update

7.

Park Director Lisa Marie reviewed an update.

Donations

Copy of a Letter from a Resident Who Used the Pavilion for Son's Graduation Party
Thanking the Parks and Recreation and Park Directors, and a Check for \$100.00 Donation to the
Park

Chairman Ron Hartpence reviewed the letter.

Donation from the Run Daddy Run HCM Foundation for the Use of the Park

Chairman Ron Hartpence reviewed the letter.

Community Day Preparation – September 17, 2011

Update from Subcommittee: Third Thursday of the Month at 7:00PM

Ron Hartpence stated that he would like everyone to take a vendors worksheet and to try to get additional vendors and ads together.

Eugene Hill was present and offered to donate mulch at the park. He stated that he will deliver it to the park and that he will need several volunteers to help rake it all out. They discussed a time to meet and decided to meet on August 15th and get it done if everyone helps out.

Chairman Ron Hartpence would like the Committee to schedule a work session right after August 15th. Eugene Hill stated that he will also donate his ATV for Community Day. Ron Hartpence has requested that the Park and Recreation Committee try obtain more help possibly from individuals that need to do community service. He stated that they could help on Community Day and also to clean up the area afterwards.

The Committee discussed several details of what needs to be done for community day.

Ticket Banners for Community Day – Prices

Park Director, Lisa Marie Weinschenk asked the committee members about the ticket banners. They also discussed the price for the rides and noted that there will be no wrists bands this year.

Annual Town Wide Yard Sale – October 1st and 2nd, 2011

Letter to be Included on the Back of the Kingwood Chronicle

Secretary gave out a copy of the letter to be on the back of the Kingwood Chronicle.

8.

Senior Dinner – November 2011

Letter to be sent out by October 1, 2011

Secretary gave out a copy of the letter for the Senior Dinner in November for the Committee to review. They all stated it looks good and ready to be sent out.

Correspondence

Chairman Ron Hartpence read aloud the following letters:

Copy of Letter of Thanks to Lehigh Valley Dairy for the Generous Donation of Juice and Ice tea

Copy of Letter to Superintendent, Joseph R. Fuentes New Jersey State Police

Other Matters

James Burke explained that on, August 27th and August 28th, a group of people from the Lehigh Valley Coursing Club will be using the new Horseshoe Bend Park. He asked the Committee if it would be okay to charge a fee for non- residents to use the facility for their dog shows and competitions. The Committee discussed the idea, and decided it would be a great idea to have groups use the new park grounds and charge them for the time.

It was moved by David Hewitt, seconded by James Burke and carried to approve the Lehigh Valley Coursing Club to use the fields at the new Horseshoe Bend Park for the use of dog shows and competitions for the dates of August 27, 2011 and August 28, 2011 at a fee of \$75.00 a day.

Roll Call Vote:	Aye	- Burke, Hartpence, Hewitt, Diminick, Kolvites Russano, Niciecki
	Nay	- None
	Abstain	- None
	Absent	- Hanley, Ferrara

Adjournment

It was moved by Cynthia Niciecki, seconded by David Hewitt and carried to adjourn the meeting at 8:15 p.m. All Voted **Aye** on **Roll Call Vote**.

Respectfully submitted,

**Cynthia L. Keller
Park and Rec. Secretary**