

**PARKS AND RECREATION COMMITTEE  
REGULAR MEETING MINUTES**

**November 2, 2011**

**7:00PM**

**CALL TO ORDER**

The meeting was called to order by Vice Chairman David Hewitt at 7:05P.M. Vice Chairman David Hewitt 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 13<sup>th</sup>, 2011, and by telefaxing a copy of the notice to the Star Ledger, and the Express Times on January 8<sup>th</sup>, 2011. A copy of the notice was also posted in the Kingwood Township Municipal Building and Post Office on January 8<sup>th</sup>, 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  
David Hewitt  
Diane Hanley  
Heidi Diminick  
Antimo Russano  
Anthony Gioffre

Absent

Ron Hartpence  
Chuck Kolvites  
Jeff Ferrara  
Cynthia Niciecki  
Eugene Hill  
Joseph Agaccio  
James Spinelli  
Jack Niciecki  
Lee Frank

Also present was Park Director Lisa Marie Weinschenk.

**Public Comment and Privilege of the Floor**

2.

DVAA representative Chuck Williams, stopped by the meeting this evening to set a date to work on the batting cages at the park.

The Committee discussed what needs to be done and talked about the wholes that need to be dug where they will be placed. They will be in touch to set up a date with Mr. Williams.

**Letter of Request for Wedding/Reception at Pavilion with Alcoholic Beverages at the Kingwood Park**

Brenda Bishop and Jeffrey Frischer were present to ask if they would be able to have their wedding reception at the Kingwood park on Saturday, May 12<sup>th</sup>, 2012. Park Director Lisa Marie noted that the date is open and did not see any problem scheduling that date for their wedding under the pavilion. The Committee reviewed the letter and explained to them that there is no alcohol allowed at the park, and that they would need to get approval from Township Committee. Heidi Diminick reviewed the possibility of some games that maybe scheduled to be played at the park on the fields near the pavilion. She explained that they will need to be notified about the wedding and ask them to reschedule. Jim Burke recommended that the Parks and Recreation Committee write a letter of recommendation to the Township Committee asking to grant permission for the couple to serve alcohol at the park on May 12<sup>th</sup>, 2012 during their wedding reception.

It was moved by Mr. Burke, seconded by Mr. Russano and carried to agree to write a letter of recommendation from the Parks and Recreation to the Township Committee requesting the Township grant permission for Brenda Bishop and Jeffrey Frischer to serve alcohol (beer only) at their wedding reception at the park under the pavilion on May 12, 2012.

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

**New and Pending Business**

**Motion to Approve the Minutes of October 5, 2011 Regular Meeting Minutes for the Parks and Recreation Committee**

It was moved by Heidi Diminick, seconded by James Burke and carried to table the approval of the Parks and Recreation meeting minutes of October 5, 2011 till the next meeting. Not enough members were present that were present at the October 5<sup>th</sup>, 2011 meeting to approve the minutes. **All vote Aye on Roll Call Vote.**

3.

**Motion to Approve Payment to David Hewitt in the Amount of \$457.22 for Items Purchased for the Christmas Tree Lighting.**

It was moved by James Burke, seconded by Antimo Russano and carried to approve to pay David Hewitt for items he purchased for the Christmas Tree Lighting in the amount of \$457.00.

**Roll Call Vote:**

<b>Aye</b>	- J. Burke, D. Hanley, H. Diminick, A. Russano, A. Gioffre
<b>Nay</b>	- None
<b>Abstain</b>	- D. Hewitt
<b>Absent</b>	- R. Hartpence, C. Kolvites, J. Ferrara, C. Niciecki

**Motion to Approve to Pay Crown Trophy \$206.00 for Trophy's purchased for Community Day for the Bocce Tournament and Car Show.**

It was moved by Heidi Diminick, seconded by James Burke and carried to approve to pay Crown Trophy the amount of \$206.00 for trophy's purchased for the Bocce Tournament on Community Day and Car Show.

**Roll Call Vote:**

<b>Aye</b>	- J. Burke, D. Hewitt, D. Hanley, H. Diminick, A. Russano, A. Gioffre
<b>Nay</b>	- None
<b>Abstain</b>	- None
<b>Absent</b>	- R. Hartpence, C. Kolvites, J. Ferrara, C. Niciecki

**Approval for Application for Use of Facilities for the Old Fairview Schoolhouse re: Christmas Family Gathering for Local Resident**

The Committee discussed the ongoing topic of whether the Old Fairview Schoolhouse would be closed during the winter months. This was a discussion that started over a year ago due to the high costs to heat the building during the winter months. The building has electric heat and the Township does not collect any rent from the organizations that use the building to help with maintenance of keeping the Old Fairview School open. Most of the facilities are non-profit organizations that have never paid for the use of the facility. James Burke suggested that this be brought up to the Township Committee at their meeting on November 3<sup>rd</sup> to make a final decision on whether the building should be left open for the winter months or to close the building for the months of November through March.

It was moved by James Burke, seconded by Diane Hanley and carried to approve the use of the facility of the Old Fairview School House for the Rekowski Family on the date of December 31, 2011 from noon to 6:00pm, depending upon the decision of the Township Committee, which will be discussed at their meeting on November 3, 2011.

4.

**Roll Call Vote:**

<b>Aye</b>	- <b>J. Burke, D. Hewitt, D. Hanley, H. Diminick, A. Russano, A. Gioffre</b>
<b>Nay</b>	- <b>None</b>
<b>Abstain</b>	- <b>None</b>
<b>Absent</b>	- <b>R. Hartpence, C. Kolvites, J. Ferrara, C. Niciecki</b>

**Approval for Application for Use of Facility for the Old Fairview School House for the Senior Yoga and Health Bones for 2012**

The Committee Members suggested that it would be best to contact the Hunterdon County Senior Program instructors to find out if they will be using the facility over the winter. They decided to approve the use of the facility for the Senior yoga and healthy bones for 2012, but to put this on hold until the Township Committee has made a final decision on the Old Fairview School House.

It was moved by Heidi Diminick, seconded by Antimo Russano to approve Senior yoga and healthy bones to use the Old Fairview School for the year 2012, depending on the times of use by the decision of the Township Committee at their meeting on November 3, 2011.

**Roll Call Vote:**

<b>Aye</b>	- <b>J. Burke, D. Hewitt, D. Hanley, H. Diminick, A. Russano, A. Gioffre</b>
<b>Nay</b>	- <b>None</b>
<b>Abstain</b>	- <b>None</b>
<b>Absent</b>	- <b>R. Hartpence, C. Kolvites, J. Ferrara, C. Niciecki</b>

**Bocce News**

**Update on the Bocce Pavilion**

**(Letter of Recommendation for Award of Bid for Construction Contract for the Bocce Pavilion) – Motion to Accept Bid**

Anthony Gioffre explained the details of how they went about getting the quote for the pavilion to be built at the bocce court. He explained that he went to see a building that was built by the company that has been recommended for the bocce pavilion. The Committee reviewed the contract agreement. It was suggested that this contract agreement be approved by the Township Committee of the Township before signing the agreement. It was also recommended that the Mayor for the Township sign the contract agreement. Secretary Cynthia Keller will forward the information to the Township Committee to review at their meeting on November 3, 2011.

5.

It was moved by Heidi Diminick, seconded by Mr. Burke and carried to approve a contract agreement with Graber Supply of Atglen PA for the sum of \$14,100.00, and to put a deposit down in the amount of \$3,500.00, and to accept a professional contract agreement from Patrick M. McGuire, PE, SE for the design of the pavilion, in the amount of \$1,200.00 and to put a deposit down for this contract in the amount of \$600.00 as per the decision of the Township Committee on November 3, 2011.

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

The Committee asked Secretary Keller to write a thank you note to Jim DeSapio for his donation of pavers in the amount of \$495.00 for the pavilion at the Kingwood Park.

**Monthly Budget Report for October 2011 – From Diane Laudenbach**

The Committee reviewed their monthly budget report for October from C.F.O. Diane Laudenbach.

Jim Burke explained that a Federal IRS Representative came to the Township and spoke to the Township's C.F.O Diane Laudenbach regarding the organizations that the Park and Recreation had sponsored in the past, and stated that it may come to a decision that the Township will not be able to sponsor them any longer. He noted that the representative explained that the Township will have to document them as an employee. This will be discussed in the future for next year.

**Discuss Budget Request List of Events for Next Year 2012 and Discuss Budget Request for 2011**

Park Director Lisa Marie made a suggestion to purchase an additional tractor for the park to cut grass. She feels that it was very difficult to maneuver the tractor with the wet grass conditions this year. She suggested that if they purchase a new mower that they will be able to share with the DPW.

Antimo Russano suggested getting rid of the soda machine at the park. Park Director Lisa Marie explained that she has not had any complaints about the machine. The Committee discussed whether to keep the soda machine or not. Diane Hanley suggested that someone call Dennis Bedrosian the man who fills the machine to come look at it to see if it can be fixed.

Heidi Diminick suggested getting a new facet that can be high enough to fill the coffee pot in the kitchen on the sink at the pavilion. There was a suggestion of what size and shape the facet should be to purchase.

6.

It was moved by Antimo Russano, seconded by Heidi Diminick and carried to purchase a new facet for the pavilion at the park not to exceed the amount of \$200. 00.

**Roll Call Vote:**

<b>Aye</b>	- <b>J. Burke, D. Hewitt, D. Hanley, H. Diminick, A. Russano, A. Gioffre</b>
<b>Nay</b>	- <b>None</b>
<b>Abstain</b>	- <b>None</b>
<b>Absent</b>	- <b>R. Hartpence, C. Kolvites, J. Ferrara, C. Niciecki</b>

Vice Chairman David Hewitt reviewed last year's budget request list, each event and line item. The Committee discussed the amounts requested last year and what they would like to request this year. After reviewing the budget for 2012 everyone suggested that the request stay the same amount as last year.

It was moved by Heidi Diminick, seconded by Antimo Russano and carried to approve the budget request list for 2012 to remain the same amount as last year, requesting \$20,600 for Parks and Playgrounds and \$16,340 for Recreation.

**Roll Call Vote:**

<b>Aye</b>	- <b>J. Burke, D. Hewitt, D. Hanley, H. Diminick, A. Russano, A. Gioffre</b>
<b>Nay</b>	- <b>None</b>
<b>Abstain</b>	- <b>None</b>
<b>Absent</b>	- <b>R. Hartpence, C. Kolvites, J. Ferrara, C. Niciecki</b>

### **Old Business**

#### **Keith Augustine - Eagle Scout Project - Update**

Vice Chairman David Hewitt reviewed an update of the natural plant garden at the park. He noted that it is now completed.

### **Operations and Reports:**

Park Director Report for October 2011

Park Director Lisa Marie noted that she has an opportunity by the American Heart Association to make the park a "Heart Healthy Park". She described a few of the things that would be added, such as signs that would be put up for stretching and healthy tips. She explained that it is a national campaign and it is a work in progress. She stated that it could be sponsored by a local company like MEL to put towards the heart association for the program. She noted that this is to bring more people from the community together and to encourage everyone to live a healthier life style.

7.

David Hewitt noted that it would be a good idea for our park and also good for the community. The Committee Members agreed.

It was moved by James Burke, seconded by Antimo Russano and carried to approve Park Director Lisa Marie to pursue the certification of a “Healthy Heart Trail” for the Kingwood Park.

**Roll Call Vote:**

<b>Aye</b>	- J. Burke, D. Hewitt, D. Hanley, H. Diminick, A. Russano, A. Gioffre
<b>Nay</b>	- None
<b>Abstain</b>	- None
<b>Absent</b>	- R. Hartpence, C. Kolvites, J. Ferrara, C. Niciecki

Lisa Marie Weinschenk was present and reviewed the following report for October:

<b>Jamie &amp; Lisa Marie Weinschenk, Kingwood Park Dir. Report</b>	
<b>weeks of 10/5/11-11/2/11</b>	<b>Total # of Hours</b>
<b><u>Park Grounds</u></b>	
Cut fields 10/8, 10/14	12
Picnic Grove Branch Clean Up	6
Garbage Removal	4
	22
<b><u>Outstanding Issues</u></b>	
Mulch Delivry never occurred on 10/8	
Park fields are now saturated with snow from 10/29	
Requesting a decision to shut down the fields, closing up and storing the benches away now vs. end of November?	

**Buildings and Grounds:**

**Donations**

N/A

8.

**Senior Dinner – November 2011**

There was a brief discussion on the committee members that would be attending to help serve at the dinner.

**Copy of Letter from Kingwood United Methodist Church – re: Price of Meals for Seniors**

Vice Chairman David Hewitt reviewed the letter from the Church and noted that a senior Dinner will cost \$12.00 per person.

**Annual Tree Lighting – December 3<sup>rd</sup>, 2011 4:00 – 5:00 PM**

**Discuss Preparations and Contest – For Kindergarten – Tree Lighting Ceremony**

Vice Chairman David Hewitt note that he and Jim Burke met the new Santa Clause that will be at the Tree Lighting. It was discussed what decorations would be put up and what will be needed to purchase for the event. It was discussed that a meeting will be advertised and scheduled for November 28<sup>th</sup>, Monday at 7:00PM to decide on the winner for the Holiday Tree Art picture. The winner will light up the tree at the Annual Tree Lighting event on December 3<sup>rd</sup>, 2011 at 5:00P.M.

**Correspondence**

Vice Chairman David Hewitt reviewed the following letters:

Copy of Letter to the NJ State Police – Thank you for Participating in Community Day  
Copy of Letter to Garden State Fire Works – Thank you

**Other Matters**

N/A

**Adjournment**

It was moved by Heidi Diminick, seconded by Antimo Russano and carried to adjourn the meeting at 9:48P.M. All voted Aye on Roll Call Vote.

**Respectfully submitted,**

**Cynthia L. Keller,  
Secretary**

