

**PARKS AND RECREATION COMMITTEE  
REGULAR MEETING MINUTES**

**December 7, 2011**

**7:00PM**

**CALL TO ORDER**

The meeting was called to order by Chairman Ron Hartpence at 7:05P.M. Chairman 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 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

David Hewitt  
Ron Hartpence  
Heidi Diminick  
Chuck Kolvites  
Antimo Russano  
Cynthia Niciecki  
Anthony Gioffre  
Jack Niciecki

Absent

James Burke  
Diane Hanley  
Eugene Hill  
Joseph Agaccio  
James Spinelli  
Lee Frank

Also present was Park Director Lisa Marie Weinschenk.

**Public Comment and Privilege of the Floor**

2.

Mayor Lubitz was present and came before the Committee to thank everyone for all their hard work and everything that they do for the Township to make all the special events possible. He feels that the committee touches everyone in a special way. He noted that none of these events would happen if it wasn't for the Parks and Recreation Committee.

Dave Hewitt thanked Mayor Lubitz for attending the senior dinner that was held on November 5<sup>th</sup>. He stated that he really appreciated Mayor Lubitz helping out by serving the seniors on that day. Dave Hewitt also thanked him for attending the Christmas tree lighting.

**New and Pending Business**

Motion to Approve the Minutes of October 5, 2011 Regular Meeting for the Parks and Recreation Committee (carried from last month)

It was moved by Chuck Kolvites, seconded by Antimo Russano and carried to approve the minutes of the October 5, 2011 Parks and Recreation meeting.

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

Motion to Approve the Minutes of November 2, 2011 Regular Meeting for the Parks and Recreation Committee

These minutes will be carried over until next month. Not enough members who were present at the November 2, 2011 meeting were present to vote to approve this evening.

Motion to Approve the Minutes of the November 28, 2011 Special Meeting

These minutes will be carried over until next month. Not enough members who were present at the November 28, 2011 meeting were present to vote to approve this evening.

Motion to Approve to Reimbursement Payment to Cynthia Keller for Items Purchased For the Tree Lighting in the Amount of \$15.78

It was moved by David Hewitt, seconded by Antimo Russano and carried to approve reimbursement payment in the amount of \$15.78 to Cynthia Keller for items purchased for the tree lighting ceremony.

3.

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

Motion and Approval to Purchase a Step Letter for the Park

It was moved by Chuck Kolvites, seconded by David Hewitt and carried to purchase a step letter for the use at the park spending up to \$75.00.

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

Non-Profit Organization Information and Use of Facilities Application for the Months the Old Fairview School is Open – From Ron Heck (Approval from Committee Needed)

There was a discussion on the correspondence received from Ron Heck. Chairman Ron Hartpence asked if the committee had any comments. The committee members reviewed the application and request. They discussed the details of a non-profit organization, and what type of information the township had requested from Mr. Heck. It was noted that the Township has contacted Mr. Heck by letter regarding his 501C3 form. The Committee suggested that he bring in the correct form as requested. Mr. Russano expressed that he feels Mr. Heck should have given a donation to the Township for the free use of the facility that he has utilized for so long. The Committee instructed, Secretary Keller to contact Ron Heck and let him know he must refer back to the letter he received, and to contact Mayor Lubitz if he has any questions. The Committee has denied this application until a 501C3 form has been submitted.

Monthly Budget Report for November 2011 – From Diane Laudenbach

The Committee reviewed the Parks and Recreations monthly report of their budget.

Approval to Order Signs for Horseshoe Bend Park – (Free Dog Run Fields)

Secretary Keller reviewed the situation at Horseshoe Bend Park. Mayor Lubitz was present and explained why the park needs this sign. He explained that this is so that people can have a place to bring their dogs and let them run free in one area. There was a discussion on the Parks and Recreation's budget and Horseshoe Bend Road sign purchases.

It was moved by Antimo Russano, seconded by Dave Hewitt and carried to order a sign up to \$100.00 for the purpose of a leash free dog run at the Horseshoe Bend Park.

4.

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

**Bocce News**

Update on the Bocce Pavilion – Letter from Township Attorney’s Office Gebhardt and Kiefer  
Re: Bocce Funds to Be Utilized

Secretary Keller reviewed the letter from the Attorney’s office. She explained that the Township Committee has approved the contract, and that the amount does not exceed the states threshold figures. Antimo Russano explained that they received another donation from Merk for the Bocce Pavilion. He gave an update on what has been completed on the pavilion so far. He stated that the work will continue when the checks come in and the paperwork is started. He explained that their plans are to plant new grass seed in the Bocce court area.

**Old Business**

Copy of Letter to Tom Proctor, Troop 251 Scoutmaster Re: Keith Augustine  
and his Eagle Scout Project

Ron Hartpence reviewed.

Copies of Letters Sent to Historical Society and Organizations that Use the Old Fairview School House –  
Notifying that the Building will be Closed for the Winter Months

Ron Hartpence reviewed.

Use of Facilities Application from Senior Yoga and Senior Health and Fitness Coord. Betty  
Kenny (times rescheduled due to OFVS closing for winter months)

It was moved by Antimo Russano, seconded by David Hewitt and carried to accept a new application for the use of facilities from the Senior Yoga and Senior Health and Fitness Coordinator, Betty Kenny for the spring through summer months.

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

**Operations and Reports:**

5.

Park Director Report for November 2011 – Already Discussed on November 28<sup>th</sup>, 2011

Chairman Ron Hartpence stated that this has already been discussed at the last special meeting, and that the Park Directors were unable to attend tonight's meeting.

**Buildings and Grounds:**

**Donations**

Copy of Letter and Donation from Delaware River Tubing/Famous Hotdog Man

Chairman Ron Hartpence reviewed.

**Senior Dinner – November 2011**

Review of the Senior Dinner of November 5, 2011

David Hewitt was the only member present at the Senior Dinner. Mayor Lubitz and Deputy Mayor Niemann were at the dinner and helped serve the seniors. Dave Hewitt stated that there were many seniors who attended and that it was a very big success. He mentioned that there were several takeout meals.

Copy of Letter from Diane Feldman – Thank you for Dinner

Chairman Ron Hartpence reviewed.

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

Review of the Annual Tree Lighting Event

The Committee Members discussed the event. They stated that it went very well. It was noted that there were many donations from local stores in the area, which were also from Walmart and Shoprite.

**Correspondence**

Copy of Letter to Shop Rite of Flemington re: Annual Tree Lighting Ceremony Dec 3<sup>rd</sup>, 2011  
Contribution of Refreshments for Event

Chairman Ron Hartpence reviewed.

Copy of Thank you Letter to Jim DeSapio for Donation Towards Purchase of Pavers for Bocce Pavilion

Chairman Ron Hartpence reviewed.

6.

There was a brief discussion on a line item they would like included in their budget. A line item for the expenses for Horseshoe Bend Park.

It was moved by David Hewitt, seconded by Chuck Kolvites and carried to request that a line item be added to the Parks and Recreation Budget for the Horseshoe Bend Park for signage and steps for developing the trails. David Hewitt noted that this is to be added to the budget for next year as a recommendation from the park and rec committee,.

Ron Hartpence thanked everyone for all their help this past year, and stated that without everyone's help it would not be possible to have accomplished everything they did this year on Parks and Recreation.

**Adjournment**

It was moved by Chuck Kolvites, seconded by Antimo Russano and carried to adjourn the meeting at 7:55P.M. **All** voted **Aye** on **Roll Call Vote**.

**Respectfully submitted,**

**Cynthia L. Keller,  
Secretary**