

**PARKS AND RECREATION COMMITTEE AND JOINT
TOWNSHIP COMMITTEE MEETING
SPECIAL MEETING MINUTES
FEBRUARY 29, 2012
7:00PM**

CALL TO ORDER

A Special Meeting of the Parks and Recreation Committee was called to order at 7:04P.M. Chairman Ron Hartpence called the meeting to order and read the following notice requirements.

NOTIFICATION REQUIREMENTS

Adequate notice of this meeting was provided in accordance with the Open Public Meetings Act and published in the Hunterdon County Democrat on February 23rd, 2012, and by telefaxing a copy of the notice to the Courier News, Star Ledger , and the Express Times on February 16th, 2012. A copy of the notice was also posted in the Kingwood Township Municipal Building and Post Office on February 16th, 2012.

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. Your cooperation is appreciated.

ROLL CALL

PRESENT:

**Ron Hartpence
David Hewitt
Diana Haywood
Heidi Diminick
Chuck Kolvites
Cynthia Niciecki
Jack Niciecki
Diane Hanley**

ABSENT:

**Antimo Russano
Eugene Hill
Anthony Gioffre**

MOTION TO APPROVE REIMBURSEMENT IN THE AMOUNT OF \$432.52 TO RONALD HARTPENCE FOR PURCHASE OF EASTER EGG HUNT SUPPLIES

It was moved by David Hewitt, seconded by Diana Haywood and carried to approve reimbursement to Ronald Hartpence in the amount of \$432.52.

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|-----------------|---------|---|
| Roll Call Vote: | Aye | -Hewitt, Hanley, Diminick, Hartpence, Kolvites, C. Niciecki, J. Niciecki, Haywood |
| | Nay | -None |
| | Abstain | -None |
| | Absent | -Russano |

TOWNSHIP COMMITTEE TO TAKE OVER THE MEETING AT THIS POINT

Roll Call for the Township Committee members was taken. Present were Mayor Elaine Niemann, Deputy Mayor Phil Lubitz and Committeewoman Diana Haywood.

Mayor Niemann explained that one of the candidates cancelled due to a death in the family. She stated that they would like to interview applicant, Richard Dely at a meeting scheduled to begin at 6:00PM on Wednesday, March 7, 2012, an hour before the regular Parks and Recreation Committee meeting. David Hewitt, Ron Hartpence, Diana Hanley, and Cynthia Niciecki will be meeting as a subcommittee along with the Township Committee members to interview Richard Dely. It was confirmed that this will not be an advertised meeting for the Parks and Recreation, but it will be for the Township Committee.

Chairman Ron Hartpence stated that he had visited the Park residence to check it out and take pictures of the inside and outside of the building. He described the condition of the home and grounds around the outside of the house. He stated the things that may need to be fixed and worked on. David Hewitt explained the park director's job description to the Committee Members and reviewed the details of the list. Secretary Keller gave each applicant a copy of the job description for them to review.

Deputy Mayor Phil Lubitz suggested that the drug and alcohol testing from the Personnel Policy Manual be included.

Executive Session

It was moved by Ron Hartpence, seconded by David Hewitt and carried to enter into executive session at approximately 7:15PM.

INTERVIEWS FOR NEW PARK DIRECTOR

7:15PM **Brenda Bishop/Jeffrey Frischer**

The Parks and Recreation Committee and the Township Committee introduced themselves to Brenda Bishop and Jeffrey Frischer. The Township Committee the couple several questions. Brenda Bishop and Jeffrey Frischer talked about their experiences and gave a brief background about themselves.

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The Township Committee explained that they will have to deal with several different types of people, and asked how they feel about working with the public. They both stated that they worked for many years with the public. Jeffrey explained that he has had experience cutting grass for rent in the past. Deputy Mayor Lubitz explained the possible difficult parts of the job and handling the public, and asked how they would handle these situations. The Committee explained that there will not be much privacy at the home with all the people present. They reviewed several items on the job description list that they would be responsible to make sure this is all completed. Chairman Ron Hartpence explained what was repaired and taken care of by the Road Department at the Park. The Committee Members asked the applicants if they had any questions. The couple asked several questions and responded positively to all the questions.

The Parks and Recreation Committee asked the applicants a few questions. They also informed them of the amount of time it will take to mow the grass, which is the number one job to maintain at the park and for the sports. Ron Hartpence explained the details of job description. They informed them that they would have to report at the monthly meeting for the Parks and Recreation Committee the first Wednesday of each month. Dave Hewitt explained several of the jobs, including working on the soccer fields, baseball fields, walking trail, bathrooms, and everything in and around the pavilion. He explained that they would need to keep track of all the events by a calendar, and also be available to open up for each event and anyone that schedules anything at the pavilion. Jeffrey explained that he does not work all summer long and that he would be available at all times. He stated that he starts his job delivering oil in November and works through April. Diane Hanley explained that it is very important to attend all the events for Parks and Recreation, and to be present and available for anyone that uses the facility at the park. She asked them how they felt about being available at all times to run the park for weekends and weekdays. They would be in charge of the fields and making decisions as to whether the fields would be open or not. Heidi Diminick described many of the responsibilities that they would have to take care of such as the fields, and the contacts for all sport groups.

Phil Lubitz noted that one of the other applicants had to cancel, and that they would be interviewing them next week, and that the Township Committee would let them know by next week about their decision of who will be chosen as park director.

The Committees thanked Brenda Bishop and Jeffrey Frischer for coming and interviewing.

7:45PM **Richard Dely**

Richard Dely cancelled due to a death in the family. The Committees will be interviewing Mr. Dely at 6:00pm on Wednesday, March 7, 2012.

8:15PM **George Eick Jr.**

George Eick Jr. did not show up for the interview.

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It was moved by Diane Hanley, seconded by Heidi Diminick and carried to return to regular session at 8:15PM. **All** voted **Aye** on **Roll Call Vote**.

PUBLIC COMMENTS – PRIVILEGE OF THE FLOOR

ADJOURNMENT

It was moved by David Hewitt, seconded by Heidi Diminick and carried to adjourn the meeting at 8:18PM. **All** voted **Aye** on **Roll Call Vote**.

Respectfully submitted,

Cynthia L. Keller,
Secretary, Parks and Recreation Comm.