

**PARKS AND RECREATION COMMITTEE
REGULAR MEETING MINUTES**

June 6, 2012

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 12, 2012, and by telefaxing a copy of the notice to the Star Ledger, and the Express Times on January 11, 2012. A copy of the notice was also posted in the Kingwood Township Municipal Building and Post Office on January 11, 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, 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

Diana Haywood
Ronald Hartpence
David Hewitt
Chuck Kolvites
Antimo Russano
Cynthia Niciecki
Jack Niciecki
Anthony Gioffre

Absent

Diane Hanley
Heidi Diminick
Eugene Hill

Privilege of the Floor

Paul Aemisegeo – Present to Get Approval for the Use of the Park for June 24th – Run Daddy Run Race (Flyer, Insurance and Use of Facilities Form Filled Out for the Event)

Paul Aemisegeo was present and introduced himself to the committee. He gave a little background and explained how the 5K race began years ago. He explained that they donate 10% of the proceeds of the profit.

2.

He explained that the proceeds goes towards scholarships, funds towards people that are ill and cannot pay their medical bills, and also to a local church. He hopes to get about 150 people to enter the race. He stated that there are no booth vendors that attend. The Committee reviewed their application for the use of the facility for the Kingwood Park, and their insurance certificate. Ron Hartpence noted that they need to include Kingwood Township as additional insured on their certificate. The Committee approved the 5K race to be on held on Sunday, June 24th and they asked Mr. Aemisegeo to come several months earlier next year for approval, in case there is anything to work out. Ron Hartpence explained that now there is a charge of \$75.00 fee per day for the use of the park grounds.

It was moved by Antimo Russano, seconded by David Hewitt and carried to approve the 5K Race, Run Daddy Run at the Kingwood Park, on Saturday, June 24th, beginning at 7:00a.m. and ending at 12:00 noon with a fee of \$75.00.

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

Horseshoe Bend Park Update – Richard Dodds
Present (Rules and Regulations Amendments)

Richard Dodds was present and reviewed the changes that will be brought to the township committee to amend the ordinance under parks for the rules and regulations. He noted that they will not do anything with the hunting until further notice. He explained that the dog organization that used the park recently did well at their last show. He explained that the only incident that happened was that they broke the toilet seat. He received a reimbursement for the seat and replaced it himself. He explained that the sign for private property has been moved. He explained that Mr. Oakes, who's property is in the middle of the Horseshoe Bend Park, has been helping out a lot. He explained that the perimeter of the property is easier to determine with the fence. He would like to speak to the township committee regarding the protection of farm property. He stated that there are people that would like access to the fields, and thinks that the Parks and Recreation Committee needs to come up with something to work that out. He stated that there is another organization called the Somerset Hills Kennel Club, who will be renting the field at the HBP on July 21, 2012 for a dog show. He told them that the charge will be \$75.00 a day, and \$50.00 for the use of the bathrooms in the big building. Dave Hewitt asked if the Parks and Recreation could have a print up of the budgets accounts for Park and Recreation, and the Horseshoe Bend Park. He and Ron Hartpence explained that they would like a breakdown of what the expenditures are for everything spent. They explained that they request a budget sheet each month, so they can review and see how much money they have left. Richard Dodds stated that he will speak to C.F.O. Laudenbach and try to find out if he can get things worked out with regarding the accounts. He will see if she can make the two parks separate accounts.

3.

Richard Dodds stated that there will be a meeting at the Horseshoe Bend Park to talk about Hunting. They will be getting together to make a plan to submit to the State for approval. He explained that Larry Herrighty from the State Fish and Wild Life Department will also be there. Richard Dodds explained that doggy poop bags have been purchased by the Clean Communities Coordinator, Lynn Porter to put up in both parks.

New and Pending Business

Motion to Approve the Minutes of the May 2, 2012 Regular Meeting Minutes for the Parks and Recreation Committee

It was moved by David Hewitt, seconded by Diana Haywood and carried to approve the minutes of the May 2, 2012 regular meeting minutes of the Parks and Recreation Committee.

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

Motion to Approve Payment to Ian White for Music Lessons in the amount of \$950.00 for the Month of May, 2012

It was moved by David Hewitt, seconded by Antimo Russano and carried to approve payment to Ian White for Music Lessons in the amount of \$950.00 for the month of May 2012.

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

Motion to Approve Payment to DeSapio Construction Inc. for the Purchase of Electrical Materials from Cooper Elec. Supply C. for the Bocce Pavilion at Kingwood Park in the Amount of \$594.47

Chairman Ron Hartpence stated that the township committee will discuss this at the township committee meeting this Thursday, June 7th at 7:00pm.

Motion to Approve to Pay All Outstanding Bills for the Bocce Pavilion at the Kingwood Park

4.

New and Pending Business Continued

It was moved by David Hewitt, seconded by Diana Haywood and carried to pay all outstanding bills for the Bocce Pavilion providing that the Township Committee approve bills on June 7th, 2012.

Roll Call Vote:

Aye	- Haywood, Hartpence, Hewitt Kolvites, Russano, C. Niciecki, J. Niciecki
Nay	- None
Abstain	- None
Absent	- Hanley, Diminick

Motion to Approve Payment to Antimo Russano in the Amount of \$172.58 for Electrical Supplies for the Bocce Pavilion

See above motion.

Motion to Approve a Bill in the Amount \$292.10 to Be Paid Out of Parks and Recreation For the Repair for Toilets in Women’s Bathroom in the Pavilion

It was moved by David Hewitt, seconded by Antimo Russano and carried to pay Kappus Plumbing and Heating in the amount of \$292.10 for the repairs at the Kingwood Park.

Roll Call Vote:

Aye	- Haywood, Hartpence, Hewitt Kolvites, Russano, C. Niciecki, J. Niciecki
Nay	- None
Abstain	- None
Absent	- Hanley, Diminick

Motion to Approve Reimbursement Payment to Park Director, Jeffrey Frischer in the Amount of \$235.24 for Supplies for the Park Maintenance

It was moved by Chuck Kolvites, seconded by David Hewitt and carried to reimburse Jeffrey Frischer in the amount of \$235.24 for park supplies at the Kingwood Park.

Roll Call Vote:

Aye	- Haywood, Hartpence, Hewitt Kolvites, Russano, C. Niciecki, J. Niciecki
Nay	- None
Abstain	- None
Absent	- Hanley, Diminick

Re- Review Payment to Rozano Signs & Graphics for the Antonio DeSapio Memorial Bocce Pavilion Sign that was Approved Last Month in the Amount of \$1,425.00 (As per requested by the Township’s C.F.O) – Over the Prevailing Wage Amount

5.

Chairman Ron Hartpence noted that this will also be discussed at the next township committee meeting on June 7th, at 7:00pm.

Spend a Day on the Land June 9, 2012 – Explore Horseshoe Bend Park with the Hunterdon Land Trust from 10:00a.m. – 1:00PM

Ron Hartpence noted that Richard Dodds gave a brief review of this earlier in the meeting. He stated that all are welcome to attend.

Review Quote form C & M Landscaping Service of N.J. Inc. Regarding Tree Trimming at Kingwood Park

Chairman Ron Hartpence stated that he spoke to Mike of C & M Landscaping regarding a quote for tree trimming at the Kingwood Park. He stated that there are dangerous branches from the storms hanging over the picnic tables at the park and should be trimmed and taken down. He spoke to Diane Laudenbach about this charge, and she suggested that the Road Department do what they can first, then hire someone to do what they are not able to do. He stated that after speaking to the DPW Supervisor that he asked Mike to resubmit a new quote by just cutting down the tree and high branches and that the DPW will clean up the branches and chip. Jack Niciecki suggested a person to do the work for a donation. David Hewitt feels that the township should do what they can, and then seek for help for what they cannot handle. It was discussed that a bucket truck will be needed for the higher trees. Ron Hartpence stated that the work needs to be done and that he was hoping the Township would pay for this expense out of their buildings and grounds since it is a safety issue. He asked Diana Haywood to go to township committee and ask them if they would pay at least 500.00 towards the expenses. Secretary Keller will prepare a memo for the township committee at their meeting on Thursday.

Old Business

Senior Picnic - June 2, 2012 Review

Antimo Russano wanted to thank everyone for all there help at the Senior Picnic. He stated that everything went well. There were a lot of seniors that attended the picnic. Several thank you letters were written up by secretary Keller to give out to the businesses that donated food.

Discuss Fees for Park Use of Facilities at Kingwood Park for Non-Resident Applicants (Pavilion Use) (Ordinance No. 16-24-2011 Current Fee Ordinance)

The Committee discussed the use of facilities form and feel that the fees for the non-resident use of the pavilion should remain the same.

Annual Fishing Derby - June 9, 2012

Discuss Planning for This Weeks Fishing Derby

6.

Dave Hewitt stated that everything is ready to go. The committee discussed tents that may be needed for the event. Ron Hartpence and Jack Niciecki offered to bring a tent each. There was a discussion on the last minute details. Park Director's Brenda and Jeffrey Frischer donated two fishing poles for prizes. There was a discussion on the snacks that will be provided and who will pick up the supplies. Dave Hewitt will be picking up the bait for the event. He stated that the event will be from 9:00am till 12:00noon rain or shine.

Bocce News

Bocce Updates – Andy Russano

Antimo Russano reviewed an update on the Bocce Tournament to be rescheduled for next Tuesday, and Wednesday evenings.

Anthony Gioffre suggested that a thank you note be sent to Rutgers Landscaping and Design for the donation of shrubs and mulch and for the help planting everything also. He stated that he would like the park and recreation to put a full page ad in the Community Day program for their business.

It was moved by Chuck Kolvites, seconded by David Hewitt and carried to approve to place a full page ad worth the amount of \$150.00 for the Rutgers Landscaping and Design for their generous donation to the bocce pavilion.

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

Certificate of Liability Insurance – Italian American Club of Hunterdon County for the Event - Dedication of Bocce Pavilion to Anthony DeSapio (Serving Wine) Approved by the Twp. Committee on May 3, 2012

Chairman Ron Harpence reviewed.

Operations and Reports – Park Grounds

Report for the Month of April/May – Park Director's Brenda and Jeffrey

Chairman Ron Hartpence stated that he is pleased with the Park Director's report. Brenda Frischer explained that someone who has requested to use the park is coming to the pavilion for a meeting/picnic. They explained that an admission will be charged for everyone that will attend.

7.

The Committee suggested that a fee should be charged in the amount of \$75.00 for the day. The Park Director's will follow up with their request. The Committee stated that they are very pleased with the new park director's and the maintenance of the park.

The Park Director's Report has been attached to these minutes.

Meeting to Do Work Session at the Park for Mulching

Chairman Ron Hartpence asked if anyone could come to the park to spread mulch at the park next week on Tuesday, June 12th. Several members offered to meet at the park.

Copy of June Calendar – Events Scheduled – From Park Director's

Committee members reviewed the June calendar of events for June.

Buildings and Grounds

Discuss – Progress

Discussed earlier under park director's report.

Community Day Planning

1). Subcommittee Meets Third Thursday, June 21, 2012 7:00PM - Community Day Planning

Chairman Ron Hartpence hopes that everyone will come to the park for the meeting.

2). Copy of Letter to Garden State Fireworks – Scheduling Fireworks Display

Chairman Ron Hartpence reviewed.

3). Review Letter Invitation to Go Out to Residents for Community Day

Chairman Ron Hartpence reviewed. There was a discussion what details to be put into the letter. Ron Hartpence will work on the letter.

4). Kingwood Community Day Flyer

Secretary Keller will update the flyer and send it to the webmaster to be put on the website.

Donations

Donation of \$50.00 from the Vastola Family – For the Use of the Old Fairview School House for A Wedding Shower

8.

Amount of \$75.00 Paid from Ronald Heck for his Kingwood Karate School – Application for Facilities Attached for Your Info

The Committee discussed that this fee of \$75.00 for the entire season for Kingwood Karate School was decided many months ago, as this was a new ordinance that was passed. The fee now is \$75.00 day for businesses. The Committee stated that next year this will need to be reviewed.

Correspondence

Chairman Ron Hartpence read aloud the following correspondence:

Copy of Thank you Letter to DPW for the Help at the Park
Copy of Memo Sent to the Twp. Committee re: Appt. for Citizen Advisory Committee
Copy of Letter Sent to Andy Ubel of ATA Landclearing & Exc. Thank you for Mulch
Copy of Letter to Marge Augustine for the Donation – Microwave for Park Pavilion
Copy of Article – Park Pavilion To Be Dedicated in Alexandria Park (FYI – Rates to Use Pavilion)
Copy of Article – Kingwood Twp. Plants Trees for Arbor Day
Copy of Thank you Letter from the Merry Mixer’s Secretary
Copy of Letter to Ron Heck Confirming the Use of the Park Facility for June, July, and August and First Week of September 2012

Other Matters

Secretary Keller reminded the Committees that July’s meeting will be the second Monday of the month on July 9th, at 7:00PM. This was decided in the beginning of the year to change the meeting date due to the holiday of the Fourth of July, which lands on the first Wednesday of the month in July.

Dave Hewitt stated that the Parks and Recreation Committee and the responsibilities have grown over the years. He feels that the Twp. Committee should increase the salary for the secretary, as she is doing much more than any secretary in previous years. The Committee agreed. David Hewitt offered to write a letter to the Township Committee.

State Contract for Port a Jon

Dave Hewitt reviewed and stated that State contracts are less expensive to go with. He will obtain a contract with more information for the next meeting.

Adjournment

It was moved by Antimo Russano, seconded by Diana Haywood and carried to Adjourn the meeting at 9:00P.M. **All voted Aye on Roll Call Vote.**

Respectfully submitted,

Cynthia L. Keller,
Secretary
Parks and Recreation