

**PARKS AND RECREATION COMMITTEE  
REGULAR MEETING MINUTES**

**August 1, 2012**

**7:00PM**

**CALL TO ORDER**

The meeting was called to order by Chairman Ron Hartpence at 7:00P.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**

David Hewitt  
Diana Haywood  
Heidi Diminick 7:08  
Ron Hartpence  
Antimo Russano  
Cynthia Niciecki 7:05  
Chuck Kolvites  
Anthony Gioffre  
Jack Niciecki 7:05  
Michael DeSapio

**Absent**

Eugene Hill

**Privilege of the Floor**

**CFO Diane Laudenschach - Park and Recreation Budget  
Budget Report Update – Recreation and Parks and Playgrounds Account  
Budget Account Report from Diane Laudenschach – As of July 31, 2012**

Diane Laudenschach was present to review the Parks and Recreation's accounts.

2.

Co-Chairman David Hewitt started out by asking Diane Laudenbach to explain the financial status of the accounts for the Parks and Recreation. Diane Laudenbach gave all the members a copy of each account listing, which she then reviewed and answered all the Committee Members questions. There were questions as to where some of the funds from last year's Community Day went. They wanted to know which account the funds were deposited into and if they have anything remaining to use for this year. Diane Laudenbach responded and explained the totals remaining, and what has been encumbered. Everyone thanked Diane Laudenbach for explaining the budget and for coming to the meeting to review the accounts.

Todd Kratzer from the New Jersey Water Supply Authority and Jessica Brown  
From Rutgers – To Speak re: Road Water Drainage at the Kingwood Park

Todd Kratzer from the New Jersey Water Supply Authority and Jessica Brown an Engineer from Rutgers where present to review a road water drainage project that is planned for the Kingwood Park. Mr. Kratzer explained the project that will be conducted and how it will work. Jessica Brown handed out a map of their plans for the Lockatong/Wickecheoke Creek Watersheds Roadside Drainage Project, and reviewed a map and details of the work that will be done to treat the water quality. They are going to widen the swale along the walking trail along the creek on the edge of the park. She explained the swale will be a 375 foot retrofit to the existing swale. She explained that this will be from the entrance to the stream crossing and culvert, and it will be retrofit to treat the roadside drainage. She explained that this will reduce stormwater pollutant loading to the creek and that it will be a trapezoidal shape, 3:1 or greater side slope, 20' minimum top width. She explained that it will reduce stormwater pollutant loads, increase safety and minimize maintenance, and make it easier to mow. Jessica Brown drew a diagram on the black board for everyone to see what they will be doing at the park. Everyone thanked Mr. Kratzer and Ms. Brown for explaining the project. They all agreed to approve the project.

It was moved by David Hewitt, seconded by Antimo Russano and carried to approve the Lockatong/Wickecheoke Creek Watersheds Roadside Drainage Project to be constructed at the Kingwood Park.

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

Horseshoe Bend Park Update – Richard Dodds and Larry Herrighty Present to Speak about  
Hunting. (Final Deer Hunting in Horseshoe Bend Park Proposed Policy)

Richard Dodds a resident from Kingwood Township who has been volunteering at the Horseshoe Bend Park, and Larry Herrighty, from the State Fish and Wildlife were present to review hunting that will begin at Horseshoe Bend Park for residents by a lottery picked structured program.

3.

Richard Dodds gave everyone an update regarding the Hunting at Horseshoe Bend Park and the explained a decision that has been made not only to allow bow hunting alone, but also muscel loader, shotgun and firearms. Larry Herrighty, from the State gave a review of the State rules on hunting in New Jersey. He noted that hunting starts on the 9<sup>th</sup> of September to the middle of February.

He explained that his concern was if Kingwood only allowed bow hunting in the area, it will not be affective in minimizing the amount of deer in the area. He stated that he encourages shot gun hunting. He recommended that the township review all the rules with the hunters that are chosen for the safety of everyone. He reviewed several maps he handed out of the properties that are proposed to be hunted on and the safety zones in the areas that would be hunted. He also reviewed the amount of feet that hunters would need to abide by to be within the safety zones. He explained a list of suggestions that he recommended the township follow for successful hunting. Everyone thanked Larry Herrighty for coming and explaining his ideas to the Parks and Recreation Committee. Richard Dodds feels it is best to obtain these ideas from a professional like Larry Herrighty who knows more about the hunting.

#### Proposed Lottery System

Richard Dodds explained the lottery system that will take place. He noted that there will be a non-refundable \$5.00 fee for each lottery application. He noted that there will be a \$25.00 dollar charge for the permit to hunt on the properties designated for the area in Kingwood Township. Each tree stand will be required to have their permit number posted. There were several questions asked by the Parks and Recreation Committee. Richard Dodds responded.

It was moved by David Hewitt, seconded by Antimo Russano and carried to approve and to accept the proposal as presented for Deer Hunting on Horseshoe Bend Park for bow, shotgun, firearms and muscel loader hunting for all seasons with the recommendation as the report indicates for 11 people for muscel loader and shotgun and 18 for archery.

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

#### Port a Potty Discussion

Richard Dodds discussed a State proposal that David Hewitt gave to him to review and consider for outhouses for the Horseshoe Bend Park. He stated that the Parks and Recreation needs to make a decision on a port a potty.

It was moved by Heidi Diminick, seconded by David Hewitt and carried to approve to have a permanent port a potty at the Horseshoe Bend Park for organizations and the public.

4.

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

#### Posted Hunting Signs

Richard Dodds reviewed two different signs that will be posted at the Horseshoe Bend Park within a 452 acre perimeter. The Parks and Recreation Committee asked Larry Herrighty his opinion as to which sign would be best before they are printed. He suggested the sign with “Hunting by Permit Only” on top and Horseshoe Bend Park in the middle. Richard Dodds stated that each sign will cost \$.27 cent and that they will need about 1000 signs. Richard Dodds noted that the individuals who are chosen for the lottery, will be the ones posting the signs around the property.

It was moved Antimo Russano, seconded by David Hewitt and carried to approve hunting signs created for the Horseshoe Bend Park that state “Hunting by Permit Only” at the top at .27 cents each and to spend up to \$250.00 for the signs.

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

#### Status of the MOU

Richard Dodds briefly reviewed the Memorandum of Understanding with the State.

#### Action Items for Township Committee:

- MOU – Resolution
- Fees – Resolution
- Park Change of Rules – Resolution

Richard Dodds reviewed the price for the lottery application to be \$5.00 and \$25.00 for the hunting permit after being chosen. He discussed the amount of permits to be issued, which will be the same as the State of NJ. He reviewed the rules and regulations for hunting in the park. He reviewed all the licenses needed, insurance and permits. Larry Herrighty offered to do hunting permit background checks on all the chosen individuals picked at the time of the lottery. Richard Dodds explained what the Township Committee members need to approve as far as resolutions for hunting at Horseshoe Bend Park.

#### Del Val Dawgs – Cheerleaders

5.

Policy/Training

Opening/Closing

Richard Dodds explained his concerns regarding the use of the large morton building at Horseshoe Bend Park. He reviewed what will need to be done in order to use the building for safety reasons. He explained how he will need to instruct each organization what they need to do by leaving the power off of the big doors once they are in the building, and leave them open the entire time anyone is using the building. He explained how each organization needs to be trained to use the building and the doors before they rent it out.

They will need to sign a document that they understand the rules of using the building. They also need to submit their own liability insurance. He asked the Parks and Recreation Committee for their comments or questions. They all had ideas and a few questions. Richard Dodds responded.

#### Meg Sleeper – Horseback Riding Event

Richard Dodds explained that this is an event with a resident named Meg Sleeper, who is interested in proposing a “Pleasure Ride”, which will be on two trails in the Horseshoe Bend Park. Richard reviewed the document that will be handed out to all riders for safety. There will also be state signs posted. He noted that this will benefit the township and that there will be a charge of \$25.00 per rider. He stated that the cost to have an event at our park is very reasonable compared to other places that charge. He feels that this would be a good way to use the park. The Parks and Recreation Committee asked several questions. One of the questions was whether there would be enough room for parking for the horse trailers. Richard Dodds explained that they will need to plan for the parking, but that there is plenty of acreage at the current time.

#### Molly Sumner – Dog Training in the Park

Richard Dodds reviewed an idea of dog training at the Horseshoe Bend Park. He stated that someone by the name of Molly Sumner, is interested in using the park for training dogs. He came to the Parks and Recreation Committee to get their opinion on what they think of allowing this at the park. They do not feel they should allow the training without charging a fee. They feel that if she charges a fee for each dog to be trained, then the township should charge a fee for them to use the park.

#### New and Pending Business

##### Motion to Approve the Minutes of the July 9, 2012 Regular Meeting Minutes for the Parks and Recreation Committee

It was moved by David Hewitt , seconded by Cynthia Nicieckoi and carried to approve the minutes of the July 9, 2012 regular meeting minutes of the Parks and Recreation Committee with the following corrections:

6.

Under each Roll Call Vote for July 9<sup>th</sup>, 2012 minutes, Cynthia Niciecki should have been noted as voting (Aye), which is to replace that she was absent on Roll Call Vote.

Page 5 - last paragraph, 9<sup>th</sup> line correction to omit word (running) and replace it with (hunting).

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

Resignation Letter from Diane Hanley

Ron Hartpence noted that he would like to send her a certificate or something for all her time she has given to Kingwood Township .

It was moved by David Hewitt, seconded by Antimo Russano and carried to accept Diane Hanley's resignation to Parks and Recreation after 15 years as a member.

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

(Motion to Recommend to the Township Committee to Accept Resignation and to Appoint Michael DeSapio to the Parks and Recreation Committee and to Appoint Diane Hanley as a Lifetime Member to the Advisory Panel to Parks and Recreation)

It was moved by David Hewitt, seconded by Cynthia Niciecki and carried to accept Diane Hanley's resignation from the Parks and Recreation Committee and to request that the Township Committee consider appointing Diane Hanley as a lifetime member to the Advisory Panel to Parks and Recreation, and to also appoint Michael DeSapio to be a member in the place of Diane Hanley on the Parks and Recreation Committee.

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

Old Business

7.

Info From Oben Flag Football – Update from Heidi Diminick

Chairman Ron Hartpence reviewed. Heidi Diminick stated that she has no update at this time.

**Bocce News**

Bocce Updates – Andy Russano

Andy Russano noted that he has everything ready for community day.

**Operations and Reports – Park Grounds**

Report for the Month of July – Park Director's Brenda and Jeffrey  
Copy of August Calendar – Events Scheduled – From Park Director's

Jeffrey and Brenda Frischer reviewed their report which is attached to the minutes of August 1, 2012.

**Buildings and Grounds**

Discuss – Progress  
(Tree trimming (tree limbs are getting low)

Chairman Ron Hartpence stated that he spoke to Eugene Hill regarding trees around the park house, which to be trimmed. He noted that it will be easier when mowing the grass.

Lights – David Hewitt

David Hewitt reviewed to everyone an update of lights to be taken down in the parking lot of the Kingwood Park and to be replaced. He noted that Robert Case from Case Electric has offered to help do the work.

**Community Day Planning**

Subcommittee Meets Third Thursday, August 16, 2012 7:00PM - Community Day Planning

Chairman Ron Hartpence reviewed speaking to John Brogan from Legends printing regarding the price to print the Community Day program. He also reviewed another quote received from Antimo Russano from Inter-City Press, Inc. Chuck Kolvites feels that we do not need as many copies as was ordered last year. It was discussed to have the Secretary call to find out a quote from the County Printing for the programs.

It was moved by Antimo Russano, seconded by Heidi Diminick and carried to approve to spend an amount up to \$900.00 for the Community Day Program.

8.

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

**Annual Kingwood Township Wide Yard Sale - Copy for your review**

Chairman Ron Hartpence reviewed the Annual Yard Sale Flyer, and the Committee all agreed it looks good and is ready to send out to residents.

**Donations**

N/A

**Correspondence**

Chairman Ron Hartpence read aloud the following correspondence:

Letter to Garden State Fireworks – June 27, 2012

Letter from Kingwood Twp. First Aid and Rescue Squad

Memo to Township Committee Recommendation from Parks and Rec Committee – Re: Bow Hunting At Horseshoe Bend Park

Thank you Letter Sent to Tom Karkas – Trimming Trees at Kingwood Park

Copy of Request for Community Day Letter to the Superintendent of the NJ State Police re: Helicopter, Bicycle Patrol, and Community Policing Unit

**Other Matters**

Copy of Adopted Amended Ordinance No. 17-10-2012 Chapter 34 “Recreation Commission and Parks and Recreation Committee”

Chairman Ron Hartpence reviewed.

**Hunterdon County Health and Food Safety Training Workshop**

David Hewitt noted that this training was cancelled. He stated that everyone showed up and that there was no notice that it was cancelled. He noted that it will be rescheduled.

**Lifetime Members to the Advisory Panel to Parks and Recreation**

The Committee Members feel that it is probably best to limit the members on the advisory committee. They suggested that a plaque or resolution be made for Diane Hanley for her years of service.

9.

Chuck Kolvites suggested that no parking signs on the lower area of the parking lot are needed.

It was moved by Chuck Kolvites, seconded by David Hewitt and carried to approve to spend \$100.00 for 5 No Parking signs for the lower parking lot at the Kingwood Park.

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

**Adjournment**

It was moved by Jack Niciecki, seconded by Heidi Diminick and carried to adjourn the meeting at 9:35P.M. **All** voted **Aye** on **Roll Call Vote**.

Respectfully submitted,

Cynthia L. Keller,  
Secretary  
Parks and Recreation