

**PARKS AND RECREATION COMMITTEE
REGULAR MEETING MINUTES**

October 3, 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

Ron Hartpence
Chuck Kolvites
Diana Haywood
Antimo Russano
Cynthia Niciecki
Jack Niciecki
Anthony Gioffre
David Posey

Absent

David Hewitt
Eugene Hill
Heidi Diminick
Eugene Hill
Michael DeSapio

Privilege of the Floor

Horseshoe Bend Park Update – Richard Dodds Update on Hunting

Richard Dodds explained how the hunting season is going at HBP. He explained the process of what all the hunters are required to do in order to hunt. He noted that this Friday, October 5th there is a Mandatory Meeting scheduled at 4:00pm for those hunters that have not met with him to go over the rules and regulations.

2.

Discuss Reimbursement to Hunter - Request Letter from Applicant

Richard Dodds explained that he received an e-mail letter from a hunter requesting that he would like a refund of \$25.00 that he paid for his permit for being rejected to hunt this year. He was found to be not in good standing with the NJ Fish and Wild Life, as he had a few violations issued in the recent past. The Committees discussed the situation and feel that they should reimburse him for the permit for \$25.00, but not the application fee of \$5.00.

It was moved by Mrs. Haywood, seconded by Mrs. Niciecki and carried to approve to reimburse, Mr. Lance Jacobs in the amount of \$25.00 for a hunting permit for 2012.

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

Richard Dodds talked about the active weekend the township had last weekend at the Horseshoe Bend Park with the dog organizations and the trail ride that was on Saturday, September 29th. He noted it was a great success and all went well.

Discuss Dog Club Organizations and the Fee for Use of the Facility for 2013
Two Dates Scheduled for 2013 (Garden State Saluki Club) and (Saluki Club of America)

Richard Dodds explained that this request is for 2013, and that they would like to use the large building at the HBP and also the fields. He stated that this organization is willing to raise funds for a port a john at the HBP. Richard Dodds reviewed the current price for the use of the fields and would like the Parks and Recreation Committee's opinion regarding the charges that they are currently paying and to discuss whether this charge is covering the cost of maintaining the park. Mr. Dodds explained that the dog club needs to know the amount the township will be charging them for 2013. Diana Haywood stated that she has some experience in the dog shows, and has attended them with her own dogs. She explained the charges that normally are charged for this type of event. She noted that this should be part of the cost of how long it takes to cut the grounds, and the costs for the fuel to maintain the park. She shared costs that her organization paid when using an indoor facility. She stated that it could be anywhere from \$200 - \$400 dollars an event with a meal included. She stated that \$250.00 for a weekend sounds reasonable. She suggested that the Committee ask for a deposit for clean-up and if they clean up the building or area the way it is expected, they will then receive their money back. There was a discussion of whether to charge for parking or not. The Committee asked for Richard to come up with a plan and to come back to the Committee with suggestions. Richard Dodds noted that the oil tank will eventually need to be filled up for the winter months. He explained that if these organizations are willing to pay for the heat, then the township should charge them for the cost of heating of the facility. He met with a representative from a company called KJK to put in new doors on the large pole barn, and stated that they may cost \$5,000 dollars.

3.

He would like to look into it further and to come up with a name for the building. He noted that each organization that uses it will be paying for the use of the building. Richard Dodds offered to make a flyer that describes the opportunities in using the building at the park. The Parks and Recreation Committee noted how satisfied they were with the idea Richard had for the dog park.

Citizen Leadership Form for Michele Mauzerall - Interested in Becoming a Member of Parks and Recreation Committee

Chairman Ron Hartpence introduced Michele Mauzerall a resident of Kingwood Township, who is interested in joining the Parks and Recreation Committee to everyone. Diana Haywood stated that appointments will be made in the beginning of the year, and that the Township Committee will consider Michele Mauzerall for the Parks and Recreation Committee.

New and Pending Business

Motion to Approve the Minutes of the September 5, 2012 Regular Meeting Minutes for the Parks and Recreation Committee

It was moved by Antimo Russano, seconded by Diana Haywood and carried to approve the September 5, 2012 Regular Meeting Minutes of the Parks and Recreation Committee with the following corrections: Page#3 Under Events: Trail Ride – Add to the end of the sentence that the nine mile ride was on the Felix, Wydner, Augustine and Frenchtown Preserve properties.

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

Motion to Pay Lock-Tech for Padlock and 35 Keys for the Horseshoe Bend Park for Hunting Season in the Amount \$206.90

It was moved by Diana Haywood, seconded by Antimo Russano and carried to approve to pay Lock-Tech for a PadLock for the Horseshoe Bend Park in the amount of \$206.90.

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

Motion to Pay Hunterdon County Printing in the Amount of \$324.00 for the Community Day Program Printing and Preparing

4.

It was moved by Chuck Kolvites, seconded by Diana Haywood and carried to pay Hunterdon County Printing in the amount of \$324.00 for the Community Day Program Printing and Preparing of booklet.

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

FYI – Del Val Dawgs – Cheerleaders Rental for August - Submitted Check# 0958 for the Use of the Building at Horseshoe Bend Park - \$420.00

Chairman Ron Hartpence reviewed.

New and Pending Business Continued

Motion to Refund Chris Wildgen in the Amount of \$50.00 for half of the Sponsorship Ad Originally Paid \$100.00

It was moved by Antimo Russano, seconded by Diana Haywood and carried to refund Chris Wildgen in the amount of \$50.00 for half of the sponsorship ad for the Community Day Program in the amount of \$100.00.

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

Motion to Pay Finkle & Son, Inc. for Electrical Supplies for the Kingwood Park in the Amount of \$23.94

It was moved by Chuck Kolvites, seconded by Diana Haywood and carried to pay Finkle & Son Inc. in the amount of \$23.94 for electrical supplies at the Kingwood Park.

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

Motion to Reimburse Flemington Car and Truck Country in Flemington NJ for the Ad that was Not in the Community Day Program in the Amount of \$50.00

5.

It was moved by Diana Haywood, seconded by Cynthia Niciecki and carried to reimburse Flemington Car and Truck Country of Flemington NJ for the ad that was not in the Community Day Program in the amount of \$50.00.

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

Motion to Pay Ian White for the Music Lessons Club in the Amount of \$75.00 for October 2012.

It was moved by Diana Haywood, seconded by Chuck Kolvites and carried to pay Ian White for the Music Lessons Club for the month of October 2012 in the amount of \$75.00.

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

Old Business

Budget Report Update – Recreation Account / Parks and Playgrounds Account as of September 30TH - List of Fees Spend and Paid Out and Taken In for Community Day

There was a discussion on the funds collected for Community Day. Diana Haywood suggested a form of organization for next year's Community Day. She offered to do a spread sheet of all the category lists of what each person or subcommittee will be in charge of working on.

Bocce News

Bocce Updates – Andy Russano

Antimo Russano noted that 18 people played Bocce at the Tournament on Community Day. He stated that all went well. He mentioned that the Bocce Court needs to be painted. Antimo Russano noted that he would like someone other than himself to purchase two gallons of stain to paint the Bocce Court before winter begins, and he would like approval from the committee.

It was moved by Diana Haywood, seconded by Chuck Kolvites and carried to approve to purchase two gallons of stain for the Bocce Court at no more than \$100.00.

6.

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

Operations and Reports – Park Grounds

Report for the Month of September 2012 – Park Director’s Brenda and Jeffrey

Copy of October Calendar – Events Scheduled – From Park Director’s

Brenda and Jeffrey were present and reviewed their report for September 2012. The report is attached to the back of the minutes. There was a discussion on the grass mowing and how they are doing keeping up with the job. Jeffrey Frischer described how things are going around the park, the fields and the maintenance of the park grounds. The Park Directors described a few items that they need to talk to the township regarding repairing and replacing items at the park and park home. Chairman Ron Hartpence stated that they will be working on a budget request for the township next month and to review an amount they may need to request to pay for the items at the park.

Buildings and Grounds

Recommendation Worksheet from the Township’s Statewide Insurance Fund for Our Parks – Update

Chairman Ron Hartpence reviewed.

Community Day – Review and Suggestions for Next Year

Suggestions from the Committee Members for Next Year’s Community Day

Antimo Russano noted that there was an issue regarding the vendor’s and the helicopter that took off from the park on Community Day. He obtained a map for the Parks and Recreation Committee to look at and consider to do a similar layout for next year. He suggested to put the vendor’s and food businesses in different places than this year. He feels that all the vendors and businesses need to be informed much sooner than it was this year and that the committee needs to start earlier. He feels that we should start at least two months before Community Day. Andy Russano thanked Michele Mauzerall, who was present for decorating the ticket booth for Community Day.

Copy of a List of the Tickets Sold and Amounts Taken in for Community Day by Elaine Niemann

Chairman Ron Hartpence reviewed.

7.

The Committee Members suggested that it was nice enough for Eugene Hill to bring his ATV to use on Community Day to drive heavy items, garbage and other things around to make life easier for everyone. They discussed how they would like to give him money for his gas that they used.

It was moved by Chuck Kolvites, seconded by Antimo Russano and carried to approve to reimburse Eugene Hill for the fuel he used in the amount of \$50.00.

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

Annual Kingwood Township Wide Yard Sale

Last Minute Details for Yard Sale

Chairman Ron Hartpence thanked, Secretary Keller for preparing the map and list for the sale, ordering the new signs and placing an ad in the local newspaper.

Senior Dinner – November 3, 2012

Letter to the Kingwood United Methodist Church – Requesting to Sponsor Senior Picnic and Copy of Senior Letter to Go Out In Mailing

Chairman Ron Hartpence reviewed the letter that was sent to the Kingwood United Methodist Church requesting that the Parks and Recreation sponsor the dinner for the Seniors on November 3, 2012. Secretary Keller explained that she spoke to a member of the church, and stated that they welcome the Kingwood Township Seniors to their dinner.

Annual Tree Lighting Ceremony

December 1, 2012

Discuss – Student Coloring Contest

The Committee Members discussed what they need to obtain for the tree lighting event. They asked Secretary Keller to contact the teachers for the kindergarten class at the Kingwood School for permission to send information regarding the coloring contest. Chairman Ron Hartpence explained that this is the contest where all the children of the kindergarten class decorates the blank page and hands it in for the Parks and Recreation Committee to pick a winner to light the tree on December 1st at the tree lighting. It was scheduled for a subcommittee to meet on November 28th Wednesday to pick the winner. Secretary Keller was asked to find out who played Santa Clause last year from Jim Burke.

8.

The Committee Members asked Secretary Keller to call all parties involved in the tree lighting and write letter for donations to Walmart, and ShopRite for refreshments. They also asked Secretary Keller to contact the Kingwood Township School and ask they would like to play Christmas Carol music for the community on that evening.

Donations

N/A

Correspondence

Chairman Ron Hartpence read aloud the following letters that were sent out:

Apology Letter Sent to Steve Kalafer for Mishap of Ad in Community Day Program
Letter to Ian White – Thank you Letter to Kingwood School Band for Coming to Comm. Day
Thank you letter to Kingwood Twp. Vol. Fire Company – Stand by at Comm. Day
Thank you letter to New Jersey State Police for Coming on Comm. Day
Thank you letter to Garden State Fire Works – Great Fireworks Display on Comm. Day
Thank you letter to Cynthia and Jack Niciecki for the Hayrides on Comm. Day
Thank you letter to Del Val Dawgs for Demo on Comm. Day
Thank you letter to Sonic Blender's for Volunteering their Band on Comm. Day

Other Matters

Adjournment

It was moved by Antimo Russano, seconded by Cynthia Niciecki and carried to adjourn the meeting at 8:50pm. **All** voted **Aye** on **Roll Call Vote**.

Very truly yours,

Cynthia L. Keller
Parks and Recreation Secretary