

**PARKS AND RECREATION COMMITTEE
REGULAR MEETING MINUTES
December 5, 2012
7:00PM**

CALL TO ORDER

The meeting was called to order by Chairman Ron Hartpence at 7:01P.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
David Hewitt
Heidi Diminick
Chuck Kolvites
Antimo Russano
Anthony Gioffre
Michael DeSapio

Absent

Diana Haywood
Cynthia Niciecki
Jack Niciecki
Eugene Hill
David Posey

Also present at the meeting were Mayor Niemann, and newly elected Twp. Committee person for 2013, Richard Dodds. Secretary Cynthia Keller was absent, David Hewitt took meeting minutes and recorded the meeting.

Privilege of the Floor

Joshua Snyder – Present to Speak to Committee for his Citizenship Merit Badge

Joshua Snyder was present to ask the Parks and Recreation Committee for permission to put a “Disc Golf Course” in at the Horseshoe Bend Park. He explained the type of golf course he is interested in creating at the park. He noted that it would be an 18 hole golf course.

2.

He explained that his brother knows a few people that would be able to help design the course and also several volunteers who would be willing to help construction the project. Chairman Ron Hartpence asked if there was a design for the Committee to look over. Joshua explained that his brother and friends will help him design the course and he will have plans for the Parks and Recreation Committee to review. He explained that the course will cost approximately \$9,000 to complete. Joshua's dad was also at the meeting and explained how large the course would be and talked about the company that sells the products that they would be buying the materials. He explained that the company has been very helpful and will lead them and show them how to build the course. Chairman Ron Hartpence noted that the Committee will need to see the drawings of what they have in mind. He also requested to know who would be maintaining this disc golf course in the future. Joshua's dad explained several of the courses that are in the area. The Committee Members thanked Joshua and his dad for coming. They were asked to bring his letter from the Scout Troop and a layout plan for the disk golf course. Chairman Ron Hartpence suggested that they come to the February Parks and Recreation Meeting in 2013, which is the first Wednesday of the month at 7:00PM.

Mathew Cohen, Coach for the Youth 11, Delaware Valley Soccer League - Donation

Mathew Cohen was present at the meeting to thank the Committee for the use of the fields at the Kingwood Park, and for keeping the park in such great condition. He was present to give the Parks and Recreation a check in the amount of \$100.00 donation from their organization. The Committee Members thanked Mr. Cohen for coming and for the generous donation.

Horseshoe Bend Park Update – Richard Dodds - Update on Hunting

Richard Dodds noted that the Lehigh Valley Coursing Club Paid for the following weekends:

Lehigh Valley Coursing Club – Paid \$250.00 for the Weekend of 11/23 and 11/24

Lehigh Valley Coursing Club – Paid \$250.00 for the Weekend of 12/1 and 12/2

Richard Dodds noted that there was a safety meeting with all the shotgun hunters last Friday at the Horseshoe Bend Park. He explained that the first week in December is when muzzle loader, and permit shotgun season overlap. He met with all those who were signed up to hunt those weeks and to get acquainted with one in other. He explained that on November 23 and 24th there was a group for a dog coursing club and they will also be there the first weekend of December and several other weekends that month at the park. He said it is a lot of fun to watch and suggested that everyone get out to see them. He named a few new clubs that will be signing up to use the park for dog coursing events. Richard Dodds reviewed the trail at the park and how they were affected by Hurricane Sandy. He explained that there were many trees down after the storm. He explained that on Sunday, December 2nd they had a cleanup day to clear trees off of the trails. He noted that there were 27 people that volunteered their time cutting the trees off of the trails from 12:30pm until dark. He stated that the orange and white trails are completely done and that there are a few trees that he would like to get down that are hanging over the trails.

3.

Richard Dodds would like to thank the families that volunteered their tractors, chainsaws and time.

Discussion for Fees to be Charged at HBP for 2013

Richard Dodds noted that the township had funds from an old ordinance that had not been used for maintenance to be used towards new doors for the Morton building at the Horse Bend Park. He stated that the doors are being replaced on the building for safety reasons. He noted that the quotes for the new doors were discussed by the Township Committee at their last meeting. He stated that the lowest quote was for \$5,100 for two doors, by KJK Doors. He stated that the Cheerleader's who are currently using the building for their practices were going to Florida for competition. Richard Dodds discussed fees for the new year for the use of the facility at the Horseshoe Bend Park. He explained that he would like to charge a fee of \$300 for a cleaning deposit for the use of the large building. He explained how the building will need to be cleaned after the dog shows. He suggested that this amount be charged to organizations that would like to use the facility as a deposit only and returned at the end of each year. He also discussed the current charges for a daily rate to use the park facility, which is now \$75.00 a day to use either the inside of the large building and use of the toilets or the outside fields and the use of the inside toilets. He explained that the clubs are now paying \$75.00 a day plus \$50 a day for the use of the bathrooms, which help pay for the portable bathroom that is on sight at the park. He suggested that the price be raised to \$150.00 per day and no charge for the bathrooms for the year 2013 for non-residents only. He explained that he will look into having agreements for them to sign for the new year. The Parks and Recreation Committee asked him how much it was costing for oil to heat the building. Richard Dodds noted that the heat has not been turned on yet and that the tank was just filled. He explained that the temperature is set on 55 degrees, which is fine for the cheerleaders that use the building as they are moving around the whole time they are there. He also stated that there are other organizations that are interested in using the building for sports. Richard Dodds stated that if the building is not being used for a month at a time, the building will be closed, shut down and heat turned off.

It was moved by Antimo Russano, seconded by Heidi Diminick and carried to approve to increase the fees for 2013 for a Non – Resident to use the facility at the Horseshoe Bend Park for a cost of \$150.00 a day, plus a \$300 deposit for cleaning the indoor large facility.

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

4.

Richard Dodds explained that there is a group from the Swine Creek Boat Club who are from Lambertville NJ who are interested in storing a few boats up under the covered roof at the Horsebend Park at the same location where the DPW stores some of their equipment. Richard Dodds stated that he told them yes for a fee of \$25.00 a month they will be able to store the boats there for the winter. He stated that the township will be sending them a bill for the use of the storage area.

Copy of News Letter NJ.Com Re: Del Val Dawgs thanks Kingwood Parks and Rec

Chairman Ron Hartpence reviewed.

New and Pending Business

Motion to Approve the Minutes of the October 3, 2012 Regular Meeting Minutes for the Parks and Recreation Committee

It was moved by Chuck Kolvites, seconded by Antimo Russano and carried to approve the October 3, 2012 Regular Meeting Minutes of the Parks and Recreation Committee.

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

Motion to Pay Ian White for the Music Lessons Club for October 2012 for the Amount of \$250.00

It was moved by Heidi Diminick, seconded by Antimo Russano and carried to approve to pay Ian White in the amount of \$250.00 for the Music Club at the Kingwood School for the month of October 2012.

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

Motion to Pay Antimo Russano to Reimburse for Pictures of Community Day in the Amount of \$29.15

Chairman Ron Hartpence stated the following:
(This has already been approved by the Recreation Commission)

Motion to Pay (Richard Reilly) Santa Clause for the Tree Lighting Ceremony in the Amount of \$50.00 for a Donation

5.

Chairman Ron Hartpence stated the following:

(This has already been approved by the Recreation Commission on November 7th, 2012)

Motion to Pay Ian White for Music Lessons for November in the amount of \$100.00.

It was moved by Chuck Kolvites, seconded by Heidi Diminick and carried to approve to pay Ian White in the amount of \$100.00 for his Music Club for the month of November.

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

Motion to Approve to Reimburse Ron Hartpence for Supplies Purchased for Yard Sale and Tree Lighting for 2012 in the Amount of \$84.57

It was moved by Chuck Kolvites, seconded by Antimo Russano and carried to approve to pay Ron Hartpence in the amount of \$84.57 for supplies purchased for the yard sale and tree lighting for 2012.

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

Motion to Approve to Pay “Those Jumpy Things” for 15% of the Proceeds for the Wristbands Sold on Community Day in the amount of \$581.25

It was moved by Heidi Diminick, seconded by Chuck Kolvites and carried to approve to pay the amount of \$581.25 to “Those Jumpy Things”, which is 15% of the proceeds for the wristbands sold on Community Day 2012.

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

Schedule a Date and Time for Reorganization Meeting in January 2013 - January 2nd is the First Wednesday of the Month

6.

David Hewitt explained stated that January 2, 2013 would be the first Wednesday of the month. The Parks and Recreation Committee all agreed to schedule a reorganization meeting on Wednesday, January 2nd, 2013 at 7:00P.M. The regular meeting will follow.

Cheryl Slerno, Resident of Kingwood - Interested in Starting a New Event for Parks and Rec / "Trunk or Treat for Halloween - Memo : Halloween Trunk or Treat - Referred by the Township Committee from a Resident

Chairman Ron Hartpence noted that this could be discussed next year for the February agenda. He asked Mayor Niemann what she knew about this new idea. Mayor Niemann explained that she spoke to Cheryl Slerno about the idea and stated that it has been done at the Kingwood School. She stated that Cheryl Slerno is willing to be the leader of this event. Vice Chairman David Hewitt described how it works at his grandson's school. The Committee felt that this could be a good idea.

Discuss Request from Township Committee – Parks and Rec Event Sponsor/Township Committee

Chairman Ron Hartpence stated that he received an e-mail from Deputy Mayor Lubitz suggesting that the Township Committee be noted as a sponsor for the events along with the Parks and Recreation Committee on any of the flyers or notice of events that is advertised. The Committee Members all agreed this would be fine.

Use of Facility Request from Sr. Yoga Instructor Kim Karsh and the H.C. Division of Senior, Disabilities and Veteran's Services for 2013

Chairman Ron Hartpence reviewed.

It was moved by Heidi Diminick, seconded by Antimo Russano and carried to approve the use of facility for the Senior Yoga from the H.C. Division of Senior Disabilities and Veterans Services for March 1, 2013 through October 31, 2013.

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

Old Business

Budget Report Update – Recreation Account/Parks and Playgrounds Account as of October 31st And Budget Report Dated 11/30/2012

7.

David Hewitt handed out a budget request he prepared for the Parks and Recreation Committee along with the requested items from the Park Directors for items needed at the park.

He noted that there were two different lists that the Park Directors submitted. He explained that he went back to last year's budget and reviewed what was spent last year and what is needed for next year. He suggested that since the senior dinner was cancelled due to the power outage, that some of the items that the Park Directors requested could be purchased this year and paid for with those funds. Mayor Niemann noted that some of the items like the leaf blower may be able to be paid out of Clean Community funds. She suggested that the park director's contact Lynn Porter the Clean Communities Coordinator to look into this before they purchase the leaf blower. The Parks and Recreation Committee will need to bring this to the Township Committee for their approval. Antimo Russano asked if the senior dinner would be rescheduled. Chairman Ron Hartpence stated probably not this year. Vice Chairman David Hewitt noted that they would not be able to use the money that was not used for the senior dinner after the first of the year. There was a lengthy discussion on the items on the list of activities for budgeting for the accounts. There was a discussion to use the money not used for the senior dinner to pay for some of the items needed, which are listed on a request list from the park director's. It was decided that if the funds have not been transferred by the C.F.O. to another account for the amount of \$2,100.00 that was not used for the senior dinner, then it would be spent this year towards a back pack leaf blower \$259.00, one cordless drill \$200.00, mower blades 3 @ \$230.00 a set, and a volley ball net for \$200.00. Vice Chairman David Hewitt noted he will rewrite the budget request and bring to Secretary Keller to hand into the Township Committee for consideration. Mayor Niemann suggested that the Parks and Rec. meet with the township's C.F.O. to check if the funds can be used or if this will be transferred to another account. She noted several items that may be able to be purchased with Clean Community funds.

Budget Request for 2013 – Recreation Acct. and Parks and Recreation Acct.

List of Improvements and Repairs to Be Considered for the 2013 Budget from the Park Directors

It was moved by Heidi Diminick, seconded by Chuck Kolvites and carried to approve to spend the unused funds to purchase items for the park items requested by the park directors and to budget the requested amount as the same amount budgeted from last year for 2013 in the amount of \$16,340.00 for the Recreation Activities Account, and the amount of \$25,334.00 for the Parks and Recreation Account for 2013.

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

Vice Chairman David Hewitt explained that the Parks and Recreation Committee wrote a letter to the Township Committee several months ago requesting that Secretary Cynthia Keller be considered for an increase in pay since her work load for the parks department has increased.

8.

He noted that the Committee would like to see an increase considered for Secretary Keller for 2013. The Committees reviewed the budget amount of the salary line item. The Committee suggested a request be given to the Township Committee to increase the salary to \$500.00 more a year.

Bocce News

Bocce Updates – Andy Russano

Antimo Russano noted that he would like to request to purchase two sets of bocce balls for the bocce court. He stated that the bocce club would like the checks for the winners of the bocce tournament to be approved before the tournament so that the checks could be handed out at the tournament. Vice Chairman David Hewitt explained how it could work by approving the checks a month before the tournament.

Operations and Reports – Park Grounds

Report for the Month of October and November 2012 – Park Director’s Brenda and Jeffrey **Copy of October and November Calendar – Events Scheduled – From Park Director’s**

Chairman Ron Hartpence read aloud the reports from the Park Directors. These reports will be attached to the back of the meeting minutes for the December 5, 2012 Parks and Recreation Meeting. There was a lengthy discussion regarding the list of improvements for the park. Antimo Russano made a few suggestions that he feels that need to be done at the park.

Buildings and Grounds

Update

Annual Kingwood Township Wide Yard Sale

Review of Yard Sale – October 6th and 7th

Chairman Ron Hartpence stated that all went well. He noted that the weather did not cooperate on Sunday, but there were several residents that participated in the yard sale this year.

Senior Dinner – November 3, 2012

(DINNER CANCELLED)

Annual Tree Lighting Ceremony -December 1, 2012

Review Annual Tree Lighting Ceremony of December 1, 2012

Chairman Ron Hartpence reviewed the Ceremony of December 1, 2012 and noted that all went very well.

Letter from ShopRite of Flemington – Donating Food and Drinks for Tree Lighting

9.

Chairman Ron Hartpence reviewed the letter from Shop Rite of Flemington.

Donations

Chairman Ron Hartpence stated that the following donations were received:

Donation and Letter from Margaret Sleeper – In the Amount of \$500.00 for the Pleasure Ride at the Horseshoe Bend Park on September 29th, 2012

\$300.00 Donation from the Italian American Club of Flemington for the Use of the Facility of the Kingwood Park Bocce Pavilion

Correspondence

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

Letter from Steve Kalafer – Flemington Truck Company – Returning Voucher Giving Donation Letter to ShopRite of Flemington – Donation for Cookies, Drinks and Cupcakes for Christmas Tree Lighting

Letter to Walmart of Clinton – Requesting Donation for \$50.00 Gift Certificate for Christmas Tree Lightning Supplies

Thank you Letter to Eugene Hill for His Kabota and Informing Him of Reimbursement of Gas Funds the Parks and Recreation Committee will Pay \$50.00 for Community Day Use

Other Matters

There was a brief discussion regarding the trees that fell down during the hurricane in the parks.

Mayor Niemann stated that the Parks and Recreation and parks have changed in the township. She asked if the Parks and Recreation Committee members would be willing to get together to discuss the Committees, and decide if there should be changes. She would like to see them have a workshop of some sort to talk about new members and how the committee can work to make the park systems work easier for everyone.

She wanted to thank everyone on the Parks and Recreation Committee for everything they have done and noted that it was great working with them all these years.

Adjournment

It was moved by Antimo Russano, seconded by Heidi Diminick and carried to adjourn the meeting at 8:38pm. **All voted Aye on Roll Call Vote.**

Very truly yours,

Cynthia L. Keller
Parks and Recreation Secretary

