

**PARKS AND RECREATION COMMITTEE
REGULAR
MEETING MINUTES
July 3, 2013
7:00PM**

CALL TO ORDER

The meeting was called to order by Chairman David Hewitt at 7:01P.M. Chairman David Hewitt 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 10th, 2013, and by telefaxing a copy of the notice to the Star Ledger, and the Express Times on January 3rd, 2013. A copy of the notice was also posted in the Kingwood Township Municipal on January 3rd, 2013.

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

Richard Dodds
David Hewitt
Ron Hartpence
Heidi Diminick
Chuck Kolvites
Antimo Russano
Cynthia Niciecki
Jack Niciecki
Anthony Gioffre
Michael DeSapio

Absent

Eugene Hill
David Posey
Michele Mauzerall
Cheryl Salerno
Douglas Robison
Sharon Lightner

Also present at the meeting were Jeffrey and Brenda Frischer, Kingwood Park Directors.

2.

Privilege of the Floor

Hunter Birkhead P.E.P.P. N.J. Certified Municipal Inspector

Chairman David Hewitt welcomed Mr. Hunter Birkhead who was present to the meeting. He explained that last time he was here he talked to the Parks and Recreation Committee regarding a sign for the vegetative filter strips at the Kingwood Park. He stated that there is an artist at the Hunterdon District, but after thinking about it, he stated they did a similar sign at the Mohawk Way Creek, which he brought a picture of to get approval for the sign to be at the Kingwood Park. He noted that if the sign is approved he will proceed with a draft to be made. The Committee reviewed the sign and approved the wording, and told Mr. Birkhead to proceed with the draft of the sign. He explained that he will bring back a black and white draft copy of the sign for the Committee to review. Everyone thanked Mr. Birkhead for coming to the meeting.

Horseshoe Bend Park

Horseshoe Bend Park Update – Richard Dodds

- Discuss Hunting Season – Horseshoe Bend Park

Richard Dodds stated that deer hunting season is approaching and will begin on September 14th, 2013 at the Horseshoe Bend Park. He reviewed a list of dates for each season, and explained a number of dates that hunting will not be allowed. He reviewed the lottery system and the documents that the township uses for that program. He explained that August 23rd is the deadline date for the drawing to submit applications for each season, and the drawing date is scheduled to be on August 28th, 2013. He explained that the Mayor will be the person helping out with the drawing of the names. He noted that everything is the same as last year, except for the dates.

- Rummage Sale Total of Earnings – Horseshoe Bend Park Morton Bldg.

Richard Dodds announced that the Kingwood Township Green Team and the Frenchtown Green Team made a total of \$2,507.68 earnings for the Rummage Sale on June 21, 22, and 23rd. He stated that the cost of advertising was \$274.40 and the net to be split between both Green Teams is \$2,233.28. The amount for each community is \$1,116.64. Richard Dodds noted that this will be put in a separate account for the Kingwood Sustainable Green Team to be used for projects for the township.

- Invoice for Del Val Wild Cat Wrestling Club - \$175.00 Paid for June 2013

Richard Dodds noted that the Del Val Wild Cat Wrestling Club paid \$175.00 for the use of the Morton Building at the Horseshoe Bend Park for the month of June 2013. He explained that he was told that this was training for CPR classes.

3.

- Copy of Letter to Garden State Saluki Club

Richard Dodds reviewed a letter that was sent to the Garden State Saluki Club, which was for the reimbursement for their security deposit of \$300.00 for the use of the Morton Building at the Horseshoe Bend Park.

- Copy of Letter to Andy Ritter re: Somerset Hills Kennel Club

Richard Dodds reviewed a letter that was sent to the Somerset Hills Kennel Club, which was for the reimbursement for their security deposit of \$300.00 for the use of the Morton Building at the Horseshoe Bend Park.

Richard Dodds explained that the Trail work has begun at the Horseshoe Bend Park. He stated that the Boy Scouts and a few local volunteers were present to help out. Mr. Dodds explained that there are a number of individuals that are working on their Eagle Scout projects that would like to do something at the park. He explained that they started working on the new trail that will go around the Flag property and the Kirkland property and that they worked on approximately a half a mile so far. He stated that he is hopeful to get most of the trails completed by the end of the summer.

New and Pending Business

Motion to Approve the Minutes of the June 5, 2013 Regular Meeting Minutes for the Parks and Recreation Committee

It was moved by Chuck Kolvites, seconded by Ron Hartpence and carried to approve the June 5, 2013 Regular Meeting Minutes with the following corrections:

Chairman David Hewitt explained under (Discuss Electronic Packages) on Page 4 the last paragraph. He feels that the minutes did not reflect what he stated at the meeting. The sentence where it states **“The Committee discussed and they all agreed to have their meeting packages sent by e-mail starting at the next meeting in July.”**

Should be Corrected to State: “Chairman David Hewitt stated that anyone in agreement and who wishes to have their packages e-mail can express that they would, but there are a couple of members that do not have computers or e-mail and would like to continue to have them mailed out to them.

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

4.

Motion to Approve the Amount of \$1,977.50 to Be Paid to Ian White for Music Camp for the Month of June 2013

It was moved by Ron Hartpence, seconded by Chuck Kolvites and carried to approve to reimburse of \$1,977.50 to Ian White for Music Camp for the month of June 2013.

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

Motion to Approve the Amount of \$18.00 for Reimbursed to David Hewitt for the Purchase of Propane for the Union Road Park – Senior Picnic

It was moved by Richard Dodds, seconded by Chuck Kolvites and carried to approve payment to reimburse David Hewitt for the purchase of propane gas for the Union Road Park – Senior Picnic.

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

Motion to Approve the Amount of \$3,710.00 to Mr. David Bacon for the Science Camp Registrations for Summer Camp for June, July, and August.

It was moved by Chuck Kolvites, seconded by Richard Dodds and carried to approve to reimburse Mr. David Bacon for the Science Camp Registrations for Summer Camp for June, July, and August of 2013.

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

Motion to Approve the Amount of \$50.00 to be Paid to Jack McDade for Community Day Entertainment on September 21, 2013 (Letter also from Jack McDade)

It was moved by Chuck Kolvites, seconded by Heidi Diminick and carried to approve \$50.00 to be paid to Jack McDade for Community Day Entertainment for September 21, 2013.

5.

Roll Call Vote:

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

Motion to Approve the Amount of \$43.00 for Water Testing at the Kingwood Park to QC Labs

It was moved by Chuck Kolvites, seconded by Heidi Diminick and carried to approve \$43.00 to be paid to QC Labs for the water testing done at the Kingwood Park..

Roll Call Vote:

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

Motion to Approve the Amount of \$43.00 for Water Testing at the Old Fairview School House to QC Labs

It was moved by Chuck Kolvites, seconded by Heidi Diminick and carried to approve \$43.00 to be paid to QC Labs for the water testing done at the Old Fairview School House.

Roll Call Vote:

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

Motion to Approve the Amount of \$54.00 for Water Testing at the Kingwood Park Residence Outside Spigot to QC Labs

It was moved by Chuck Kolvites, seconded by Heidi Diminick and carried to approve \$54.00 to be paid to QC Labs for the water testing done at the Kingwood Park Residence Outside Spigot.

Roll Call Vote:

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

Discuss Copy of Letter to Township Committee from Antimo Russano

Chairman David Hewitt thanked Mr. Russano for his letter.

6.

Old Business

Trunk or Treat for Halloween Event – Cheryl Salerno

The Committee decided to remove this from the agenda until Cheryl Salerno returns.

Operations and Reports for the Kingwood Park:

Report for the Month of June 2013 – Park Director’s Brenda and Jeffrey Frischer

The Park Director’s reviewed their Report for June 2013. This Report will be attached to the back of the meeting minutes. The Park Director’s described a dilemma which happened recently and reviewed this with the Committee. They asked what they should do if someone brings alcohol to an event without permission from the Township Committee. The Committee talked about the situation and gave them guidance as to what they should do if this was to happen again. It was noted that it is part of the Use of Facility Form, which should be read by all those that fill the form out to use any of the Parks in Kingwood Township.

Parks and Recreation Accounts: Detailed Cash Receipts Report & Account Status/Transactions

The Committee briefly reviewed the report from the township’s C.F.O. for the Parks and Recreations account. Richard Dodds explained that this is a different program that the township is using and that it should be easier to read.

Richard Dodds Reviews Kingwood Township Parks and Recreation Purchase Process

Richard Dodds stated that this is a format which he wrote up that explains the steps for members of the Parks and Recreation Committee who purchase items for events that are needed. He reviewed the purchase process to the members.

Secretary Keller explained that she contacted Shop Rite of Flemington, and BJ’s of Flemington regarding a charging program for the Parks and Recreation Committee to use. She explained that they would be able to go in and purchase items and then charged to the township and billed once a month.

There was a discussion on the businesses that are now currently used for charging items for Parks and Recreation events and park needs.

Buildings and Grounds for the Kingwood Park:

Park Directors – Report Updates

Update on Vandalism in the Park Bathrooms

7.

Park Director's Brenda and Jeffrey Frischer were present and briefly reviewed an update on the vandalism in the bathrooms.

Sub Committees Meeting Scheduled

July 18, 2013

Chairman David Hewitt stated that the next meeting will be on July 18th at 7:00pm at the Kingwood Park.

Senior Picnic

June 8, 2013 – Review Picnic

Chairman David Hewitt asked Antimo Russano if he would like to say anything about the Picnic. Antimo Russano stated that everything went well and all the seniors had a wonderful time.

Thank you Letter from Flo and Sam Komisar

Chairman David Hewitt reviewed the thank you letter from Flo and Sam Komisar.

Fishing Derby at Melynk Pond

June 15th, 2013 Review Derby

Chairman David Hewitt stated that the Fishing Derby went very well. He noted that there were prizes given for largest fish in each age category and the most fish caught. He explained that everything went well and the children and parents had a great time.

Community Day Planning

Update on Work session of June 20th

- Discuss Program Booklet

Everyone thought the schedule looks good.

- Discuss the Community Day Schedule

The Committee Members briefly reviewed the events and times with Secretary Keller.

- Copy of Letter and Information Sent to Garden State Fireworks

Chairman David Hewitt reviewed the letter and information.

Senior Dinner

November 9th, Second Saturday of November

8.

To be discussed after Community Day.

Donations

A Total of \$51.78 To the Parks and Recreation for Donations from the Fishing Derby Participants

Chairman David Hewitt reviewed the donations collected at the Fishing Derby.

Correspondence

Chairman David Hewitt reviewed the following correspondence:

Copy of Letter to Café' Maria for Donation for Senior Picnic
Copy of Letter to Marinelli's Pizza for Donation for Senior Picnic
Copy of Letter to Joseph Colalillo President, Shop Rite of Flemington – Donation
Copy of Letter to Two Brother's for Donation for Senior Picnic
Copy of Letter to Lehigh Valley Dairy for Donation for Fishing Derby
Copy of Thank you Letter to Kollmer's for the Donation for Fishing Derby
Copy of E-mail from Resident – Kingwood Park

Other Matters

Richard Dodds discussed the flag that needs to be replaced at the Old Fairview School. He explained how the flag was shredded and asked if the Parks and Recreation Committee is responsible for the Old Fairview School House. The Parks and Recreation members all stated yes, that they were responsible for the building, but did not notice the flag. Everyone agreed that the flag should be replaced. Antimo Russano stated that the Merry Mixers would like to donate the new flag for the Old Fairview School House. Secretary Keller will order a new flag.

Sharon Lightner has a proposal for the committee to consider for a wrestling tournament match to be held at the Horseshoe Bend Park Morton Building. She will bring a written proposal to the Committee to review and possibly approve it at their August meeting for 2014. She suggested that the Parks and Recreation Committee run a concession stand outside the building.

Adjournment

It was moved by Chuck Kolvites, seconded by Jack Niciecki and carried to adjourn the meeting at 8:35pm.

Respectfully submitted,

Cynthia L. Keller, Secretary

