

**KINGWOOD TOWNSHIP
PARKS AND RECREATION COMMITTEE
REGULAR MEETING MINUTES**

**July 1, 2015
7:00PM**

CALL TO ORDER

The meeting was called to order by Chairman David Hewitt at 7:03P.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 15, 2015, and by telefaxing a copy of the notice to the Express Times on January 12, 2015. A copy of the notice was also posted in the Kingwood Township Municipal Building and Post Office on January 12, 2015.

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
Ron Hartpence
Richard Dodds
Chuck Kolvites
Antimo Russano
Jack Niciecki
Michael DeSapio
Sharon Lightner
Heidi Diminick – 7:20pm

Absent

Anthony Gioffre
Cynthia Niciecki
Eugene Hill

Privilege of the Floor

None

Horseshoe Bend Park/Ukarish Property Update

Horseshoe Bend Park Update – Richard Dodds

2.

Richard Dodds explained that the new signs explaining the rules and regulations for the Leash Free Dog Area at the Horseshoe Bend Park have been put up

He gave an update of the Church property and how they are cleaning up the areas of the property. He noted that hopefully by September the Township will own the property.

Richard Dodds explained that a Trail Ride is coming to the Horseshoe Bend Park on July 17th and 18th, 2015. He explained that he and Jack MacConnell were working on the well pump at the south side of the park to get it ready for them. He stated that some of the organizations use the water for the horses to drink during the trail rides. He explained that a new well pump was needed for the well and that the funds for the Horseshoe Bend Park account will be used to pay for this expense.

New Jersey Department of Environmental Protection Division of Parks and Forestry
State Park Service – Discuss Policy

Richard Dodds explained that with the MOA the township has with the State there needs to be a policy for Geocaching at the Horseshoe Bend Park. He reviewed the New Jersey Department of Environmental Protection Division of Parks and Forestry State Park Service Policy. He explained that Geocaching is becoming an increasingly popular activity using a Global Positioning Satellite or mobile device and other navigational techniques to hide and seek containers or geocaches.

He explained the purpose of the policy is to establish guidelines to minimize impact on the natural, historic, and cultural resources managed by the Division of Parks and Forestry, while providing safe opportunities for those who wish to hide or seed containers or caches throughout State Park Service lands.

He noted that cache is a small waterproof container containing a logbook where the goecacher enters the date they found it and signs it with their established code name. Larger containers such as plastic storage containers, or ammunition boxes can also contain items for trading, usually toys or trinkets or little value. Multi-cache involves two or more locations.

He explained that the Park Superintendent/Area Manager or designee will determine the appropriate number of manageable caches and waymarks at each location. All caches placed in State parks prior to the implementation of this policy must comply with this policy with 120 days of implementation or they may be removed by the park staff. He noted that new geocache applications may not be reviewed until 120 days after implementation of the policy.

Calendar of Events Scheduled for the Horseshoe Bend Park:

Richard Dodds reviewed the following events that are going to be at the Horseshoe Bend Park:

3.

Mr. Bacon's Science Camp – July 6th – 9th 13th – 16th 20th – 23rd
Mycology Association Non Profit – Mushroom Research – July 12
ACTHA Trail Ride – South Side of Park - July 17th -18th

There was a brief discussion regarding a dresser that is left over from the Flea Market that was held at the Horseshoe Bend Park in May. The Committee decided to put a sign “free” on it and hopefully someone will want to take it.

Kingwood Township Park/Applications/Updates

N/A

New and Pending Business

Motion to Approve the Minutes of the June 3, 2015 Regular Meeting Minutes for the Parks and Recreation Committee

It was moved by Richard Dodds, seconded by Antimo Russano and carried to approve the June 3, 2015 Regular Parks and Recreation Meeting Minutes with the following corrections:

Page #4 - Third Paragraph – The name Richard Dodds is spelled wrong in two places– Replace Richard Dodd with **Richard Dodds**.

Page#5 – Under Operations and Reports for Park Director – Jeffrey Frischer is spelled wrong. Please replace Jeffrey Frisher with **Jeffrey Frischer** in the sentence.

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

Heidi Diminick arrived at the meeting at this time of 7:20PM.

Motion to Approve Payment to Ian White for Music Lessons for June and Summer Camp at the Old Fairview School for the Month of June – August 2015 in the Amount of \$1,445.00

It was moved by Chuck Kolvites, second by Richard Dodds carried to approve payment to Ian White for Summer Music Camp and Music Lessons at the Kingwood Township School for the month of June, July and August 2015 in the amount of \$1,445.00.

4.

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

Motion to Approve Payment to David Bacon for Summer Science Camp in the Amount of \$2,440.00

It was moved by Chuck Kolvites, seconded by Richard Dodds and carried to approve payment to David Bacon for Summer Science Camp in the Amount of \$2,440.00.

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

Motion to Approve Payment to Ronald Hartpence in the Amount of \$43.96 to Reimburse for Refreshment Supplies for the 2015 Fishing Derby

It was moved by Chuck Kolvites , seconded by Richard Dodds and carried to approve payment to Ronald Hartpence in the Amount of \$43.96 to reimburse for refreshment supplies for the 2015 Fishing Derby.

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

Motion to Approve Payment to Finkles & Son Inc. for Supplies for the Kingwood Township Park Pavilion in the Amount of \$287.21

It was moved by Chuck Kolvites, seconded by Richard Dodds and carried to approve payment to Finkles & Son Inc. for supplies for the Kingwood Township Park Pavilion in the amount of \$287.21.

5.

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

Michael DeSapio recused himself from the meeting due to being involved with the DeSapio Family.

Motion to Recommend to the Township Committee to Approve the DeSapio Family to Grant a Waiver to Serve Alcoholic Beverages At A Family Reunion on July 11, 2015 at the Kingwood Park Pavilion (Letter and Insurance Certificate Provided)

It was moved by Ronald Hartpence, seconded by Richard Dodds and carried to approve to Recommend to the Township Committee to Approve the DeSapio Family request to Serve Alcoholic Beverages At A Family Reunion on July 11, 2015 at the Kingwood Park Pavilion.

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

It was noted by Secretary Keller that the DeSapio Family handed in their insurance certificate for this event.

Approval for the Use of Facility for Kingwood Park and Horseshoe Bend Park

Old Business

Superior Court of New Jersey – Community Service Site – Carried from Last Month

Chairman David Hewitt noted that this is still a work in progress.

Operations and Reports:

Report for the Month of June 2015 – From - Park Director's Brenda and Jeffrey Frischer

Park Director's Brenda and Jeffrey Frischer reviewed their monthly report.

Brenda Frischer explained that the Drake Family was a pleasure to have at the Kingwood Park Pavilion. She noted that the following donations were given to the Parks and Recreation for the parks as a thank you from the family.

6.

\$100.00 from the Drake Family as a donation to the Parks.

\$25.00 Gift Card to Brenda and Jeff Frischer - This will be used for new flowers for the Kingwood Park.

It was moved by Ronald Hartpence, seconded by Richard Dodds and carried to approve to grant permission to the Park Director's Brenda and Jeffrey Frischer to use the \$25.00 gift certificate they received from the Drake Family to purchase flowers or plants for the Kingwood Township Park.

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

Budget Account Reports #1 and #2 – From Township CFO

Chairman David Hewitt reviewed the accounts with the Committee Members. There were a few questions they had about the bill for the fire extinguishers and the electric bills at the Horseshoe Bend Park. Secretary Keller will be in contact with the C.F.O. regarding these questions.

Buildings and Grounds

Park Director Jeffrey Frischer explained that Jim Meskill from Meskill Electric came and put the night light, timer light and motion sensor in the park bathrooms.

There was a lengthy discussion regarding a tree that will be donated and planted at the Kingwood Park in honor of Daria Sheperd, who was a resident of Kingwood Township and volunteered many times for the Parks and Recreation Committee. Antimo Russano noted that there will be a dedication in honor of Daria Sheperd scheduled in the future at the Kingwood Park near the tree that has been donated in her memory.

Ron Hartpence mentioned how the shed on Fairview Road needs to be painted. He asked what was in the shed and suggested that the Committee clean it out and decide what they want to do with it.

Old Fairview School House

Senior Yoga Program 2015 – March 1st – October 31st - Wednesdays 9:00am-12:00noon
Merry Mixers – Third Thursday of each Month Meeting – March, April, May, June, September,
October, November

Ian White – Summer Music Camp – Tues. and Thurs. June 30th-July 21st and July 28th –Aug 11th
June 25th – July 2nd and July 23 – July 30th

7.

There was a brief discussion on the need for a camera on the back of the Old Fairview School House due to vandalism that keeps happening on that property.

Bocce Update

Bocce Tournament – Community Day Discussion September 19th, Rain Date- September 20th 2015

Antimo Russano explained that he sent out all the applications and he has everything set up. He explained that after Community Day he will be resigning from the Parks and Recreation Committee. He noted that he will continue taking care of the Bocce Court Pavilion at the Kingwood Park. He noted that every Thursday and Monday evening they will be using the Bocce Court Pavilion for Bocce. The Parks and Recreation Members noted that they hope Antimo Russano changes his mind regarding resigning from the Parks and Recreation Committee.

Senior Picnic – June 6th, 2015

Review Senior Picnic of June 6th, 2015

Antimo Russano noted that the Senior Picnic went very well and everyone had a great time.

Antimo Russano Wants to Thank Everyone on the Committee Who Helped at the Picnic

He again thanked everyone for all their help.

Copy of Receipt from D. Hewitt – Items Purchased for the Senior Picnic/He Donated

Chairman David Hewitt explained a receipt of the purchases he picked up for the Senior Picnic and everyone thanked him for his generous donation to the Senior Picnic.

Fishing Derby – June 13, 2015

Review Fishing Derby Day of June 13th, 2015

Chairman David Hewitt stated it went very well. He noted that there was a total of 29 fish caught. There were three eels, one bass fish, and 24 sunfish caught at the Derby. The largest fish was a Cat Fish at 24 and $\frac{3}{4}$ inches long. He noted that he used the \$25.00 gift certificate for supplies for the derby.

Copy of Invoice from Sportsmans Rendezvous with Details of What Was Purchased For the Fishing Derby \$25.00 Gift Card Used and David Hewitt Donated the Remainder

Chairman David Hewitt reviewed.

8.

Total Amount of Donations Given at the Derby - \$53.00

Chairman David Hewitt reviewed.

Community Day Planning

Planning for the Event of September 19, 2015

Choose the Amusement Rides and Approve to Spend Funds – Work on Agreement with Party Perfect

Richard Dodds explained that since the Committee has not met recently that he has made a decision on the rides. He reviewed all of the rides that the township has had in the past, which is the Birthday Cake Bouncer, Adrenaline Rush 3 Obstacle Course, the 24' Rock Wall/Bungee Trampoline and the Deluxe Trackless Train. He suggested getting a quote for a new ride to add to the amusement rides, which is the Whirley Bird at \$850.00 for four hours and \$300.00 for two additional hours a total of \$1,150.00.

The Parks and Recreation members all agreed to the old rides and the new ride named the Whirley Bird.

Richard Dodds instructed Secretary Keller to call Party Perfect to draw up an agreement and to get an idea of what the price will be for the amusement rides after the discount.

Need to Write Up Community Day Letter to Residents for Mailing – Urgent

Richard Dodds noted that he will work on this letter.

Community Day Planning - Subcommittee Meeting

July 16, 2015 7:00pm - Third Thursday of Month / At 200 Union Road, Kingwood Park

The Parks and Recreation members all agreed to meet on July 16th, 2015 at 7:00P.M.

Townwide Yard Sale – October 3, 2015 and October 4, 2015

Flyer for Committee to Review and Approve for the Mailing

The Committee Members all reviewed the flyer and agreed that it looks good and ready to be mailed out in the mailing.

Kingwood Flea Market At Horseshoe Bend Park 2016:

9.

Annual Senior Dinner at the Kingwood Methodist Church

Saturday, November 7, 2015 from 12:00Noon – 2:00PM

Chairman David Hewitt noted the date and time of the dinner.

Donations

Donation of \$93.00 for the Use of the Pavilion at the Kingwood Park from the Brook Case Family

Chairman David Hewitt stated that the Case Family was kind enough to donate \$93.00 to the Parks and Recreation Committee for the use of the pavilion at the Kingwood Park.

Correspondence

Chairman David Hewitt reviewed the following correspondence:

Copy of Letter to NJ State Police – Kingwood Station- Requesting Standby Patrol for Community Day 2015

Copy of Letter – Thank you to Kingwood Gardens for the Flowers they Donated

Copy of Letter to NJ State Police – Thank you for standing by at Senior Picnic

Other Matters

N/A

Adjournment

It was moved by Chuck Kolvites, seconded by Ron Hartpence and carried to adjourn the meeting at 8:15PM. **All** voted **Aye** on **Roll Call Vote**.

Respectfully submitted,

Cynthia L. Keller,
Secretary