

**KINGWOOD TOWNSHIP
PARKS AND RECREATION COMMITTEE
REGULAR MEETING MINUTES
February 3, 2016**

CALL TO

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 14, 2016, and by telefaxing a copy of the notice to the Express Times on January 7, 2016. A copy of the notice was also posted in the Kingwood Township Municipal Building and Post Office on January 7, 2016.

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
Ronald Hartpence
David Hewitt
Heidi Diminick
Chuck Kolvites
Jack Niciecki
Michael DeSapio

Absent

Cynthia Niciecki
Sharon Lightner
Anthony Gioffre
Eugene Hill

Privilege of the Floor

Allison Baskin - Permission to Use the Morton Building for training for the 4-H Paws

Allison Baskin did not attend the meeting this evening.

Horseshoe Bend Park/Ukarish Property Update

Horseshoe Bend Park Update – Richard Dodds

Richard Dodds is planning an event for the opening of the newly purchase property, which is known as the church property. He noted that there is a lot of cleanup to do before the ribbon cutting this spring.

2.

Richard Dodds noted that both of the furnaces have been fixed in the Morton Building by a gentlemen named Brian Obitz. Richard Dodds stated that this gentleman interested in joining the Advisory Panel on the Parks and Recreation Committee.

Richard Dodds noted that before the HBPark was being locked up at the main entrance gate, there was a lot of litter and glass found inside the park. He noted that since it has been locked up every evening at sunset there have been no problems. He noted that several people are taking turns locking up the park at dawn to make it a little easier for everyone.

Discuss the Need for a Yearly Health Permit at HBP

Secretary Keller asked if the Committee feels it is necessary to obtain a yearly health permit for serving food for the Horseshoe Bend Park. The Committee stated yes they would like a permit to post at the Morton Building.

Calendar of Events Scheduled for the Horseshoe Bend Park for February 2016:

Chairman David Hewitt reviewed the following scheduled events at HBP:

Del Val Jr. Terriers Cheerleading Team – Feb 1 – 3

Del Val Lightning Softball Team Feb 8 – 10, 15 – 17, 22 – 24, 29, and March 1 – 2

There was a brief discussion regarding an Eagle Scout Ceremony, which is going to be scheduled at the Horseshoe Bend Park.

Kingwood Township Park/Applications/Updates

Sponsorship Form, Community Day Vendor's Applications to be reviewed. It was suggested to talk about the forms for Community Day on February 18th, 2016 at the subcommittee meeting.

New and Pending Business

Motion to Approve the Minutes of the January 6, 2016 Regular Meeting Minutes for the Parks and Recreation Committee

It was moved by Chuck Kolvites, seconded by Richard Dodds and carried to approve the January 6, 2016 Regular Parks and Recreation Meeting Minutes.

Comments/Corrections: Chairman David Hewitt noted that on page 6. under Annual Senior Dinner at the Kingwood Methodist Church – The statement that is listed in the minutes: "Chairman David Hewitt stated it went very well." This did not even happen yet, therefore this statement should be removed.

3.

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

Motion to Approve to Reimburse Ian White for Music Lessons at the Kingwood School Program In the Amount of \$200 for February 2016

It was moved by Richard Dodds, seconded by Ronald Hartpence and carried to approve the amount of \$200.00 for the month of February to reimburse Ian White for the Music Club at the Kingwood School.

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

Review Workshop Meeting of Recreation Commission – January 19th, 2016
Chapter 34 – 8 Review Proposed Fees; Insurance; Rules and Regulations

Chairman David Hewitt reviewed the changes that were discussed by the Recreation Commission.

Discuss Charges for Keys at the Horseshoe Bend Park – Return Policy

There was a discussion as to what the township can do to have control over who receives a key for the Morton Building, and that they are returned when the organizations are done using the facility. It was suggested there be a charge in the amount of \$50.00 for a security deposit to have a key issued. This way if they return the key they will get their \$50.00 security deposit returned. Richard Dodds noted that individuals who are part of the municipal government will not be charged this fee. He stated that this will be added to the proposed Chapter 34 – 8 fee ordinance for Parks and Recreation. These recommendations will be proposed to the Township Committee at their February 4, 2016 meeting.

Review Minutes of January 19th, 2016 Workshop

The Recreation Commission reviewed the minutes of their, January 19th, 2016 workshop meeting. Richard Dodds noted that he would amend the minutes by adding Brenda Frischer, Park Director who was present at the meeting. It was noted that she was not present. **All voted Aye on Roll Call Vote.**

Motion to Recommend Fee Changes to the Township Committee

4.

It was moved by Ronald Hartpence, seconded by Chuck Kolvites and carried to approve to recommend to the Township Committee to adopt an ordinance amending Chapter 34-8 Fees; Insurance; Rules and Regulations for Park and Recreation as discussed by the Parks and Recreation Committee.

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

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

N/A

Old Business

Discussion Regarding Smoking at Kingwood Township Parks

E-mail from Township Attorney - Research on Smoking in Parks

Article – Governor Christie Vetoes Bill to Ban Smoking at N.J. Parks Limit it at Beaches

Chairman David Hewitt reviewed. The Committees discussed the information provided by the Township Attorney. He noted that the attorney explained that there is no current ordinance prohibiting smoking at township park ground. This will be discussed at the Township Committee meeting.

Operations and Reports:

Report for the Month of December 2016 – From - Park Director’s Brenda and Jeffrey Frischer

Park Director’s Jeffrey and Brenda Frischer were present at the meeting and reviewed their monthly report. This report will be attached to the back of the February 3, 2016 Parks and Recreation Meeting Minutes.

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

Chairman David Hewitt reviewed the budget reports with the Committee Members.

Buildings and Grounds

Park Directors to Update

“Discuss Hours of Operations at Park Grounds” and discuss times to be recommended to the Township Committee.

Park Director Jeffrey Frischer explained the reasons for their concern to discuss the hours of operation at Kingwood Park. They feel that there needs to be solid rules as to when the park opens and closes. Chairman David Hewitt noted that most parks use the dawn to dusk theory.

5.

The Park Directors feel that the township needs to adopt an ordinance or law to back up the dawn to dusk. Richard Dodds noted that they use the sunrise to sunset, which works very well for the Horseshoe Bend Park. He explained that sunrise and sunset are at an exact time each day and every day changes.

He explained how in the am a volunteer opens the gate to the Horseshoe Bend Park at sunrise each morning. In the evening, there are several volunteers to close and lock the gate at sunset. Several of the Parks and Recreation members offered to lock the Horseshoe Bend Park up at sunset if help is needed. Richard Dodds suggested more keys be made for the Parks and Recreation members that are willing to take turns locking up at sunset. He will set up a schedule for everyone to take turns.

It was moved by Ronald Hartpence, seconded by Heidi Diminick and carried to recommend to the Township Committee to consider amending "Chapter 94-2 Entitled Open Space and Recreation Areas Park Rules and Regulations Hours of Operation" to include all parks.

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

Old Fairview School House

Old Fairview School House – Closed December 1, 2015 and Reopens on March 1st, 2016

Bocce Update

Update – Approve for Bocce Club to Smoke Cigars

Chairman David Hewitt offered to contact Antimo Russano, who came before the Parks and Recreation Committee a month ago regarding getting approval to allow the Bocce Teams smoke cigars at the Bocce Pavilion. The Parks and Recreation Committee decided earlier that there is no reason they cannot, since there is no ordinance prohibiting smoking on park grounds.

Annual Egg Hunt – Kingwood Park – March 26th – 1:00P.M.

Color Eggs at Kingwood Twp. Fire House – Route 519 – March 24th – Discuss Time

There was a brief discussion on the arrangements for the Annual Egg Hunt at the Kingwood Park scheduled on March 26th, 2016 at 1:00PM. Chairman David Hewitt noted that they will discuss the details of preparation more on February 18th at the subcommittee meeting at the Kingwood Park at 7:00PM.

2nd Annual Kingwood Township Flea Market – HBP

Updated Flyer for Flea Market – Ronald Hartpence

6.

Ronald Hartpence reviewed the Flea Market Flyer and explained the changes he made. The Committees will discuss this at the subcommittee meetings as it gets closer to the date.

Senior Picnic

Review of Letter to Go Out to the Seniors.

The Parks and Recreation members all agreed the letter looks good, except to remove the sentence that states there will be many other sections of food this year. The Committees feel that the donations of food from Shop Rite will be plenty of food to serve to the seniors at the picnic.

Annual Fishing Derby at the Melnyk Farm – June 11th, 2016 9am – 12pm

Chairman David Hewitt noted that this will be discussed as it gets closer to the date.

Community Day Planning 2016 – September 17th, Rain Date – September 18th

Subcommittee Meeting Scheduled for February 18th, 2016 at Kingwood Park – 7:00P.M.

Secretary Keller noted that she will not be able to attend the February 18th, 2016 Subcommittee Meeting.

The Committees discussed how they will discuss the Community Day forms to be sent out to the sponsors and vendors at the subcommittee meeting.

Discuss Sponsorship Application to Be Mailed - Contact Info - Volunteers Needed

Discuss Vendor's Application to Be Mailed – Contact Info - Volunteers Needed

Delegate – Volunteers for Community Day – Food Vendors, Sponsors, Vendors, Entertainment, Rides, Games, Demonstrations

The listed items above will be discussed at the subcommittee meeting on February 18, 2016.

Vote for Fireworks Company to be Chosen for Community Day 2016

The Committees discussed fireworks for Community Day. Everyone noted they were very happy with the display last year and the last several years. It was decided they would like to rehire Garden State Fireworks. They suggested Secretary Keller obtain an agreement with Garden State Fireworks and schedule them for September 17, 2016.

It was moved by Chuck Kolvites, seconded by Ronald Hartpence and carried to agree to hire Garden State Fireworks for the fireworks display on Community Day, September 17, 2016 and to recommend the same amount of \$3000.00 to spend as last year for the display.

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

7.

Annual Senior Dinner at the Kingwood Methodist Church

Annual Senior Dinner – November 12, 2016 Kingwood Seniors

Donations

Chairman David Hewitt noted that there were no donations this month.

Correspondence

New List of Parks Events – David Hewitt


Chairman David Hewitt handed out his sheet of updated events for the 2016 Parks and Recreation events to all the members.

Other Matter

Richard Dodds explained he had additional news to share. He stated the owners of the Devils Tea Table received a grant, but they did not use it, therefore, the money can be spent on properties that can be seen from Route 29, or Route 32. He explained over the overhead projector properties that are for sale along Route 29 in Kingwood Township. He explained that this is what was discussed last evening at the Open Space and Ag meeting. He noted that the Open Space and Ag Committees were very interested in the idea. He noted that he will be meeting with the State on February 9, 2016 to discuss this further.

Adjournment

It was moved by Ron Hartpence, seconded by Richard Dodds and carried to adjourn the meeting at 8:30PM. All voted Aye on Roll Call Vote.

Respectfully submitted,

Cynthia L. Keller,
Secretary

PARK DIRECTORS REPORT JANUARY 2016

The park has been quiet, with the exception of the blizzard. Thankfully we have not experienced any field activity, except for deer.

Thank you to DPW for clearing the main parking lot and driveway at the park.

There is no calendar enclosed, as there are no events scheduled for February 2016

Respectfully submitted by:
Jeffrey and Brenda Frischer

JD
TORO
ST 0
PM 0
MISC
TOTAL