

PARKS AND RECREATION COMMITTEE
REORGANIZATION AND REGULAR MEETING MINUTES

May 2, 2018

7:00PM

CALL TO ORDER

The meeting was called to order by Chairman, David Hewitt at 7:05 P.M. who read aloud the following notice:

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 11, 2018 and by telefaxing a copy of the notice to the Express Times on January 4, 2018. A copy of the notice was also posted in the Kingwood Township Municipal Building.

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, Gov. Member
Dave Hewitt, Chair
Ronald Hartpence – Vice Chair
Heidi Diminick
Chuck Kolvites
Jack Niciecki
Michael DeSapio

Absent

Sharon Lightner
Jennifer Eannucci

Privilege of the Floor

Jack MacConnell approached the Committee with concerns regarding use of the Morton Building at Horseshoe Bend Park. Mr. MacConnell asked the Committee if there was a list of key holders for the Morton Building. Secretary Michele Tipton-Walters stated that there was a file of key holders and list would be brought to the June meeting. It was suggested by Mr. MacConnell that all keys be returned to minimize Committee members' and Morton Building users' liability in the event of a theft or other incident.

Mr. MacConnell stated that the Morton Building has not been cleaned after events as outlined in the User Agreement Form. He requested that all facility users be reminded of the cleaning policy and trash removal policy of carry in/carry out.

The Committee discussed the following cleaning options; paying for cleaning services out of the rental fee after each event, offering cleaning services at an additional charge, offering the option for facility users to apply a portion of the security deposit toward cleaning services.

Mr. MacConnell also mentioned that the Morton Building is, at times, used as a storage facility at no extra charge and at the inconvenience of other facility users. The Committee discussed the storage unit at the Morton Building site which is not currently usable. Richard Dodds stated that a concrete floor needs to be laid and the Township is currently seeking masons for that job. Committee members were asked to let Mr. Dodds know if they are able to suggest a mason for this project.

Richard Dodds requested that the key policy, cleaning alternatives and the storage policy be tabled to the June 6, 2018 meeting.

Ms. Sara Alpaugh Math Camp

Ms. Alpaugh approach the Committee to request permission to run a summer Math Camp at the Kingwood School. The request was granted and Ms. Alpaugh was asked to coordinate with Secretary, Michele Tipton-Walters to coordinate set-up of program

Motion to Approve the Running of a Summer Math Camp at Kingwood School

It was moved by Chuck Kolvites and seconded by Heidi Diminck and carried to approve the operation of a Summer Math Camp at Kingwood School.

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

Jeffrey Frischer presented to the Committee a request by the Russano Family to plant an Acer Rub Rum “Red Sunset” Maple tree at the Kingwood Park in memoriam of Steven Szabo.

The family requested that they be permitted to work with the Jeffrey Frischer, Park Director to remove the 3 evergreens at the bottom of the park fields that were severely damaged during the recent Nor’easter and plant the donated Maple in that same location.

The family would like to place a cement plaque at the base of the tree memorializing Steven Szabo’s life.

Along with the donation of the Maple tree the Russano Family would like to give a monetary donation of \$300.00 to Kingwood Park in Steven Szabo’s name.

Motion to Approve a Tree Planting at Kingwood Park in Memoriam of Steven Szabo.

It was moved by Chuck Kolvites and seconded by Ronald Hartpence and carried to approve the Memorial Tree Planting at Kingwood Park

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

David Hewitt volunteered to purchase a plastic cover for the Steven Szabo Memorial plaque to protect the engraving.

Motion to Approve the Purchase of a Plastic Cover for Steven Szabo Memorial Plaque Not to Exceed \$25.00.

It was moved by Richard Dodds and seconded by Chuck Kolvites and carried to approve the purchase of a plastic cover, not to exceed \$25.00, to protect Steven Szabo memorial plaque.

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

Bill D'Alessio, Coach of the Del Val Lightening Softball Team was unable to attend the meeting and requested Secretary, Michele Tipton-Walters present his proposal that the Park and Recreation Committee accept \$610.00 of proposed field improvements as substitute for annual Field Use Fee of \$525.00

Jeffrey Frischer suggested that Del Val Lightening Softball Team pay \$225.00 toward the annual Field Use fee and that proposed improvements of \$610.00 be accepted as fulfillment of the \$300.00 balance owed. If improvements are not completed then Del Val Lightening Softball would be required to pay balance of \$300.00
The Committee requested that receipts and photos be submitted to Mr. Frischer for all improvements made.

Motion to Approve the Del Val Lightening Softball Teams' Field Improvements totaling \$610.00 as Substitution for \$300.00 of the Annual \$525.00 Field Use Fee for 2018.

It was moved by David Hewitt and seconded by Richard Dodds and carried to approve the Del Val Lightening Softball Teams' field improvements totaling \$610.00 as substitution for \$300.00 of the \$525.00 Field Use fee for 2018.

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

Horseshoe Bend Park/Ukarish Property Update

Committee discussed the merits of maintaining a dumpster at the Horseshoe Bend Park based on a suggestion made by a township resident who frequents the park. It was determined that it would not be possible to monitor dumpster use since there is no gate at the park. The Committee agreed that all organizations renting the Morton building should follow a carry in carry out policy.

Richard Dodds recommended that Secretary, Michele Tipton-Walters request the DPW check refuge conditions at the Morton Building the Monday after each event and to collect what facility Users may not have been able to carry out.

Grant Application for the William Lindsey House at Horseshoe Bend Park to be submitted to NJ State Historic Preservation on May 3, 2018.

2015 Trails Grant for NJ State were not reviewed until 2017. The State recently sent communication asking for updated information. Richard Dodds has completed and re-submitted this application. Mr. Dodds suggested that if this Grant is awarded to Kingwood that some of the monies be used for chain saws and trail maintenance equipment.

David Hewitt stated that since the Morton Building at Horseshoe Bend Park is the Township’s secondary location for emergency evacuation the Committee may want to use the Trail Grant monies or seek other funding for a permanent/semi-permanent bathroom structure.

Jack MacConnell suggested a Clivus Bathroom System. Richard Dodds stated that the solar Clivus system costs approximately \$25,000. David Hewitt felt that the one-time expense would pay for itself over the long run compared to monthly/annual cost of port-a-john systems.

The Annual Tree Giveaway on April 21, 2018

This year was the best turnout ever seen for the tree giveaway. The Township had given away the total inventory of tree seedlings by 11:30am.

Tree Planting at Kingwood Park April 21st and 23rd, 2018

Volunteers planted 320 trees at Kingwood Park on April 21, 2018. There were an additional 120 trees planted by another group of volunteers on the 23rd.

Calendar of Events Scheduled for the Horseshoe Bend Park for January 2018:

Chairman David Hewitt reviewed the following scheduled events at Horseshoe Bend Park:

May 4th – Berkshire Valley Basset Hound Club

May 10th – Del Val Jr Terrier’s Cheer

May 12th – Somerset Hills Kennel Club

May 19th & 20th – Versatile K9 Sports Club
May 31st – Del Val Jr Terrier’s Cheer

New and Pending Business

Motion to Approve the Minutes of the April 4, 2018 Regular Meeting Minutes for the Parks and Recreation Committee

It was moved by Richard Dodds and seconded by Ronald Hartpence and carried to approve the Minutes of the April 4, 2018 Regular Meeting Minutes for the Parks and Recreation Committee.

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

Motion to Approve Reimbursement to Ian White for Music Lessons April Music Lessons at Kingwood School Program in the amount of

It was moved by Chuck Kolvites and seconded by Heidi Diminick and carried to approve the Amount of \$195.00. 00 to reimburse Ian White for music lessons at the Kingwood Township School for the month of April 2018.

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

Kingwood Township Park/Applications/Updates
N/A

Old Business

Operations and Reports:

The Parks and Recreation Committee reviewed the following:

Report for the Month April 2018 – From Park Director’s Brenda and Jeffrey Frischer.

Budget Account Report

Richard Dodds noted the JCP&L charges for the Morton Building can be very high. Committee discussed possibly switching to LED lighting. He requested that Secretary, Michele Tipton-Walters and CFO, Diane Laudenbach work together to find out what alternatives rate plans are available through JCP&L.

Buildings and Grounds

Park Director's Update

Jeffrey Frischer reported that the fields need to be cut but are too wet at this time. Outlets at the pavilion have been repaired by Jimmy Meskill.

Flea Market Update

Ronald Hartpence reported that this year's Annual Flea Market did not go as well as in previous years. The total revenue was \$650.00 which was half of the 2017 Flea Market revenue. The Committee thanked David Hewitt and Ronald Hartpence for putting in a small brick patio at the Morton Building while working at the flea market.

Old Fairview School House

The Merry Mixer group is no longer meeting at the Old Fairview School House but the building is still being used for the Historical Society meetings. Quarterly water testing was done at this and all other municipal locations in April

Bocce Update

N/A

Annual Senior Picnic - June 2, 2018 12:00 noon

Michele Tipton-Walters stated that invitations have been mailed to all 178 registered seniors. The Committee reviewed the list of food donations from Shop-Rite of Hunterdon. David Hewitt asked for volunteers to help serve food at this event. Jeffrey Frischer will make sure building is open, clean and that gas is available.

Annual Fishing Derby – June 16, 2018 9:00 – noon

Town-wide Yard Sale October 6, and October 7, 2018

Annual Senior Dinner at the Kingwood Methodist Church

Annual Senior Dinner – November 10, 2018 Kingwood Seniors

Annual Tree Lighting

December 1, 2018

Donations

\$300.00 from Russano.

Correspondence

Bill Millette, Open Space Coordinator for Hunterdon County to present the Strategic Park & Open Space Plan at the June 5th Open Space / Agriculture Committee Meeting.

Hunterdon County Parks May & June Event Calendars

Reviewed

Other Matters

Richard Dodds shared with the Committee a presentation made to the Open Space and Ag Committee by a local student Frederica Keep. Frederica has requested permission to plant American Hazelnut and viburnum shrubs and wildflowers at Horseshoe Bend East near the White House. The purpose of planting the shrubs would be to study certain moth species as an indicator of ecological strength of the area. The Open Space and Agriculture Committee have approved the planting.

It was moved by Chuck Kolvites and seconded by Heidi Diminick and carried to approve the request by middle school student, Frederica Keep, to plant shrubs and wildflowers at Horseshoe Bend East in order to study various species of moths.

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

Adjournment

It was moved by Ronald Hartpence and seconded by Richard Dodds and carried to adjourn the meeting at 8:40 P.M. **All voted Aye on Roll Call Vote.**

Respectfully submitted,

Michele Tipton-Walters
Secretary, Parks and Recreation