

**PARKS AND RECREATION COMMITTEE  
REGULAR MEETING MINUTES  
December 1, 2010  
7:30PM**

**CALL TO ORDER**

The meeting was called to order by Chairman Ron Hartpence at 7:36PM.  
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 14<sup>th</sup>, 2010, and by telefaxing a copy of the notice to the Star Ledger, and the Express Times on February 7<sup>th</sup>, 2010. A copy of the notice was also posted in the Kingwood Township Municipal Building and Post Office on February 7<sup>th</sup>, 2010.**

**ROLL CALL**

James Burke	James Spinelli
David Hewitt	Jeff Ferrara
Ron Hartpence	
Heidi Diminick	
Chuck Kolvites	
Cynthia Niciecki	
Antimo Russano	
Jack Niciecki	
Anthony Gioffre	
Lee Frank	
Joseph Agaccio	
Eugene Hill	

**Privilege of the Floor**

**Keith Augustine Present – To Discuss his Eagle Scout Project at the Kingwood Park Copy of Project to Be Considered**

Keith Augustine introduced himself and stated that he was a member of the Scouts from Troop 251. He reviewed and described plans for an Eagle project he would like to complete at the Kingwood Park. He explained that he would be involved in making a garden of flowers native to New Jersey, and that it would also involve making a kiosk by the garden to display information about the flowers. He explained that he would like to put a path that will lead from the parking lot to the garden, and also put in a line of spring bulbs to add a little more beauty to the park in the spring. He would also like to put up an additional kiosk by the pavilion to help display the information to park users.

2.

He noted that before he can begin the project, he would need to acquire donations for mulch, New Jersey native plants, lumber, topsoil, medium-sized pebbles, and spring bulbs, such as daffodils.

James Burke stated that there have been several Eagle Scout projects that have been planned at the park, and he explained that due to the upkeep of the gardens sometimes it does not work out because someone needs to be there each week in the spring and summer months to keep up the maintenance of the gardens.

Chairman Ron Hartpence noted that he would like a drawing of his plans of the project and then bring it to the Parks and Recreation Committee to review it before they make a decision. Keith Augustine stated that he will supply a drawing so that it would give them a better idea of what his plans are for his project. Eugene Hill made a suggestion on the size of the garden to keep the maintenance easier to manage, and easier to mow around. He explained how several gardens do better than others. The Committee members asked Keith to give some thought to what they suggested and come back with a drawing of what he will be doing. There was a lengthy discussion on the flowers that he plans on planting. The Committee members thanked Keith Augustine for coming, and stated that they are looking forward to learning more about his project.

It was moved by David Hewitt, seconded by James Burke and carried to approve that Keith Augustine work on his Eagle Project at the Kingwood Park.

**Roll Call Vote:**

**Aye - J. Burke, D. Hewitt, H. Diminick, C. Kolvites, C. Niciecki, A. Russano**  
**Nay - None**  
**Abstain - None**  
**Absent - J. Ferrara**

Christopher Shivo of “State Ariel Farms” who wants to present his Ariel Photography Business

Mr. Shivo was not present at the meeting. The Township’s Park Director Lisa Marie Weinschenk explained that she spoke to Mr. Shivo and described what he would like to do at the park. Dave Hewitt stated that he knew something about Mr. Shivo’s business and that he sells old photos of different historical areas of the County. He heard that Mr. Shivo is going around selling them to Township’s and other organizations.

Antimo Russano a member of the Parks and Recreation noted that he would be sending in an application for the use of the park bocce court for a bocce tournament that is scheduled to be on May 22, 2011. They would also like to have another tournament on Community Day and at that time they would like to hand out trophy’s.

It was moved by James Burke, seconded by Heidi Diminick and carried to approve the use of the bocce court to Antimo Russano for a bocce tournament scheduled to be on Sunday, May 22, 2011.

3.

**Roll Call Vote:**

<b>Aye</b>	- <b>J. Burke, D. Hewitt, H. Diminick, C. Kolvites, C. Niciecki</b>
<b>Nay</b>	- <b>None</b>
<b>Abstain</b>	- <b>A. Russano</b>
<b>Absent</b>	- <b>J. Ferrara</b>

**New and Pending Business**

Motion to Approve the Regular Meeting minutes of the November 3, 2010 Park and Recreation Meeting

It was moved by David Hewitt, seconded by Heidi Diminick and carried to approve the minutes of the November 3, 2010 Park and Recreation meeting.

**Roll Call Vote:**

<b>Aye</b>	- <b>J. Burke, D. Hewitt, H. Diminick, C. Kolvites, C. Niciecki, A. Russano</b>
<b>Nay</b>	- <b>None</b>
<b>Abstain</b>	- <b>None</b>
<b>Absent</b>	- <b>J. Ferrara</b>

**New and Pending Business**

Old Fairview School – List of Monthly Costs for the Electric Bills from April 21, 2009 through October 18, 2010 (Six Months Estimate) Discussion the Plans for Old Fairview School Usage

Chairman Ron Hartpence noted that this will be discussed during a subcommittee meeting during the month between meetings. James Burke asked Elaine Niemann who was present at the Parks and Recreation meeting to explain the energy grant the Township will be receiving in the new year, and talk about whether it will cover any of the repairs at the Old Fair View School. She noted that it will cover a lot of the repairs regarding lighting and possibly the heating system. There was a brief discussion on the Old Fairview School and the cost of the electric bills. Lee Frank wanted to know why this is not monitored during the summer months. Jim Burke responded.

Interested Party from the First Unitarian Universalist Fellowship of Hunterdon County to Possibly have a Festival in the Spring (Please Answer Questions on Sheet Provided)

Chairman Ron Hartpence would like Lisa Marie, the Township's Park Director to answer the questions listed in the letter and call the interested party to find out what is involved with their festival. He explained that they would have to come to the Committee to propose their festival and what they have planned. It was suggested to invite them to come to the February meeting. Lisa Marie volunteered to call Anna LaCorte to come and talk to the Parks and Recreation Committee about the festival. Antimo Russano feels that in this type of a request, that they should be charged a fee.

Request Letter from Rob Brogan from the DVAA re: Improvements of the Softball and Baseball Fields at the Kingwood Park

4.

Chairman Ron Hartpence stated that Rob Brogan contacted him and explained that they would like the softball and baseball fields worked on and improved.

David Hewitt feels that they should come and speak to the committee members about this. The Parks and Recreation Committee feels that we should respond by thanking them for their idea and ask them what their intentions are, as far as what kind of a donation they will give the Township towards supplies, and to also thank them for coming to help work on the fields. Lisa Marie will be writing them a letter in response.

Schedule Reorganization Meeting – (Date and Time) for January 2011. First Wednesday of the year is January 5, 2011

Committee discussed a time and date for 2011. They decided the Parks and Recreation Committee will be meeting on January 5, 2011 at 7:00PM for their Reorganization and Regular meeting.

It was moved by Dave Hewitt, seconded by Antimo Russano and carried to schedule the reorganization and regular meeting for the Parks and Recreation meeting to be on Wednesday, January 5, 2011 at 7:00PM.

List of Members and Terms of Appointments – To be Discussed for Reappointments for 2011

Chairman Ron Hartpence suggested that a memo be sent to the Township Committee requesting that they reappoint all the people on the Committee whom term expires on 12/31/2010, including the Secretary, Cynthia Keller.

### **Old Business**

Painting of the Pavilion Floor – Update

The Committee stated that it really worked out well. Jim Burke thanked Lee Frank, Antimo Russano and David Hewitt for their time and hard work installing the paint on the pavilion floor. The Committee all thanked Lisa Marie, Park Director for supplying a pizza for lunch for everyone. Antimo Russano thanked Eugene Hill for helping with the lights.

Monthly Budget Report from Diane Laudenbach  
Budget Request for 2011 – To be Determined this Meeting

Dave Hewitt explained a budget request that he prepared for the Township Committee to review for 2011. He reviewed a list of the programs and the amounts requested to be funded for each event. Secretary Keller was asked to submit the Parks and Recreation Committees budget request to the Township Clerk to give to the Township Committee for consideration.

Lisa Marie the Township's Park Director had a few notes and suggestions and requests for things needed at the park.

There was a suggestion from Chuck Kolvites to have a hose installed near the bathrooms to water them down. Lisa Marie explained that the house needs several supplies, she stated that Jim Burke has been informed about the items.

5.

She explained how the hot water heater and the pipes surrounding were replaced. She stated that the pipes in the basement need to be replaced at the park and that there is a problem in the upstairs bathroom and that the sink needs to be replaced.

Jim Burke told Lisa Marie to buy whatever they need to fix the room. He advised her to call the plumber if needed. David Hewitt explained that lighting needs to be improved at the park near the parking lot, specifically for Community Day.

There was a brief discussion on squirrels in the chicken coop and the shed at the park. There were several suggestions of how to get rid of the squirrels.

There was a discussion on lighting and electrical hookups at the park. David Hewitt discussed the lights that he is looking into and stated that each one is \$250.00, and there would be approximately 4 lights, two on each pole.

It was moved by Heidi Diminick, seconded by David Hewitt and carried to request to the Township Committee to approve the budget request submitted by the Parks and Recreation Committee in the amount of \$16,340.00 for Activities, and \$20,600.00 for the facilities.

**Roll Call Vote:**

<b>Aye</b>	<b>- J. Burke, D. Hewitt, H. Diminick, C. Kolvites, C. Niciecki, A. Russano</b>
<b>Nay</b>	<b>- None</b>
<b>Abstain</b>	<b>- None</b>
<b>Absent</b>	<b>- J. Ferrara</b>

It was moved by Antimo Russano, seconded by James Burke and carried to approve the hookup of additional lights at the park not to exceed \$1,500.00.

**Roll Call Vote:**

<b>Aye</b>	<b>- J. Burke, D. Hewitt, H. Diminick, C. Kolvites, C. Niciecki, A. Russano</b>
<b>Nay</b>	<b>- None</b>
<b>Abstain</b>	<b>- None</b>
<b>Absent</b>	<b>- J. Ferrara</b>

Form a Subcommittee to Discuss the Old Fairview School House – Future Use

Chairman Ron Hartpence asked who would like to be on the sub-committee. He stated that who ever is interested to contact him to meet with him at the 14<sup>th</sup> of December for a subcommittee meeting at Scotty's Steak House. There was a brief discussion on the options of the use of the facility. Chairman Ron Hartpence stated that he would like to call a realtor to get the going rate for rent.

Community Day – Carried Over from Last Months Mtg. – To Decide a New Charge for Community Day Vendors

Put on next months agenda to discuss.

Interested Resident Who Requested to Use the Old Fairview School House has Decided not to Use the Building on January 1<sup>st</sup> 2011 for a Private Family Party

6.

Chairman Ron Hartpence reviewed.

Inspection for Old Fairview School House Scheduled for Pre-School/Nursery School

Secretary Keller explained a conversation she had with the individual who is interested in renting the Old Fairview facility for a Pre-school/Nursery school and explained that she noted the inspection went well, and that the only thing needed in the building is an exit door installed in the back of the building.

**Senior Dinner**

Saturday, November 6, 2010 – Review – Total of 132 Dinners for Senior's

Dave Hewitt explained that the amount the Township contributed was sufficient this year for the senior dinners. He explained that the dinner went very well.

**Tree Lighting Ceremony – December 4<sup>th</sup>, 2010**

Jim Burke told the Committee all about the Santa to come and volunteer on that day. His name is Karl Budd Jr. Jim Burke explained that Mr. Budd requested receiving a small donation. Jim Burke showed a picture of the Santa (Carl) to everyone. The Committee suggested \$50.00

It was moved by Chuck Kolvites, seconded by Antimo Russano and carried to approve the amount of \$50.00 to donate to (Karl Budd Jr.) for being Santa Clause at the Tree Lighting Ceremony.

**Roll Call Vote:**

**Aye - J. Burke, D. Hewitt, H. Diminick, C. Kolvites, C. Niciecki, A. Russano**  
**Nay - None**  
**Abstain - None**  
**Absent - J. Ferrara**

There was a brief discussion on the time the Committee should meet to set up at the park. The members all agreed to meet at the park at 2:30P.M. for set up. They discussed what is needed to be done before the event begins. Antimo Russano noted that he has the cider, which was donated by Peaceful Valley Orchards. Park Director Lisa Marie will be picking up all the food and drinks from ShopRite in Flemington. The Committee members discussed what they were going to do, as far as choosing a child to light the tree at the event.

**Operations and Reports:**

Report for November - Lisa Marie and Jamie – Park Directors

The following is a report from Lisa Marie and Jamie for the month of November.

7.

<b>Kingwood Park Directors Report</b>
<b>Jamie &amp; Lisa Marie Weinschenk</b>
<b>week of 11/1/ 2010- 12/1/2010</b>
<b><u>Park Grounds</u></b>
Post Pavillion Floor Work
Shrub/plant clearing
<b>picnic area twig clean up, leaf clean up</b>
<i>pile wood removal and tree branches (walkpathcreek area)</i>
<i>trash can removal from the fields for winter</i>
Pre- Post Girls on the Run prep/clean-up
Side Pavillion Tarp Up for Dec 4th Christmas Activities
<b><u>Park House Updates:</u></b>
Side Door Demolitian and Installation
Kingwood Township Website Updates
<b>Total Park Work Hours</b>
<b>Park House Repair Purchases:</b>
Door Installation Supplies and Insulation Supplies
<b>*Winter Questions</b>
Do we purchase salt for ice on the grounds or do we obtain this from the road department?
<i>*Please advise on what happens for park access in and out during winter storm days with snow.</i>

**Buildings and Grounds:**

Report from Park Director

Lisa Marie had questions on winter and when it snows. The Committee explained that the park is closed and the pavilion is closed to the public and no need to shovel the area. Jim Burke stated that the Public Works Department will be plowing the driveways of the park.

**Donations**

N/A

8.

**Correspondence**

Chairman Ron Hartpence reviewed the following correspondence.

Copy of Thank you note from Tom and Betty Kenny  
Copy of Response Letter to Fitness Coordinator, Betty Kenny re:  
Use of Facility of Old Fairview School House for Senior Yoga for the year 2011  
Copy of Thank you note from the Kingwood Methodist Church Members  
Copy of Thank you Letter to Mr. Eugene Hill

**Community Day**

(Copy of funds received for Ads)  
(Copy of funds received from vendors – donations)  
(Copy of Notice of Dates for 2011 from the Kingwood Merry Mixers for the Use  
of the Old Fairview School House)

Park and Recreation members reviewed the lists.

**Other Matters**

Elaine Niemann noted that the Parks and Recreation Committee are the heart and soul of the Township and thanked them for everything that they do, and to expressed how much they are appreciated.

**Adjournment**

It was moved by Antimo Russano, seconded by David Hewitt and carried to Adjourn the meeting at 9:55PM. **All** voted **Aye** on **Roll Call Vote**.

Respectfully submitted,

Cynthia L.Keller, Secretary