

**PARKS AND RECREATION COMMITTEE
SPECIAL MEETING MINUTES**

January 31, 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 on January 10th, 2013, and by telefaxing a copy of the notice to the Star Ledger, the Courier News and the Express Times on January 7th, 2013. A copy of the notice was also posted in the Kingwood Township Municipal on January 7th, 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

David Hewitt
Ron Hartpence
Richard Dodds
Heidi Diminick
Chuck Kolvites
Antimo Russano
Cynthia Niciecki
Jack Niciecki
David Posey

Absent

Eugene Hill
Anthony Gioffre
Michele Mauzerall
Cheryl Salerno

Also present at the meeting was Diane Laudenbach the Township's C.F.O.

Privilege of the Floor

N/A

2.

Discuss Kingwood Park Fees for all Parks

Richard Dodds explained the process of how ordinances for the township are introduced and adopted in a timely manner. He stated that the Parks and Recreation Committees need to discuss the fees that they will be charging organizations that use the Kingwood Park and the Horseshoe Bend Park. These fees will then be recommended to the Township Committee to introduce an ordinance to amend the park fees. He recommended that the Parks and Recreation look at all the fees to be charged for each organization and give their suggestions. He explained how this would be best for the organizations that use the parks and for the township. He explained that it needs to be consistent for all the parks in the township. The Committees reviewed the following fees which were discussed:

Kingwood Township Park Fees for 2013 – DRAFT

Kingwood Park – Union Road

Use of the Fields by any Kingwood sports teams	No Charge	
Pavilion Charge:	Resident	No Charge
	Non-Resident	\$250.00 first 50 people \$100.00 for each addl. 50 people 8 hour limit per event - \$50.00 per addl hr. \$50.00 cancellation fee with 15 days of event
Organizations (who do not charge a per event fee) Using any part of Kingwood Park	No Charge	
Profit Businesses to Use Park fields (To use Pavilions see Non-Resident above)	\$75.00 a day	
<u>“Kingwood Community Day” Vendors</u>		
Booth Spaces (an area approximately 10’ x 10’) booth space	\$25.00 /per	
Food vendors	\$125.00	
<u>Kingwood - Yard Sale at Park</u>		
Booth Spaces (an area approximately 15’ x 20’) booth space (Kingwood Residents Only)	\$10.00 /per	

3.

Horseshoe Bend Park

Organizations Using Outside Field Area and the Morton Building Bathroom:

\$125.00 per day

Organizations Using the Morton Building

\$150.00 per day*

\$300.00 Deposit for cleaning Morton Building

*During the "Heating Season" (November 15 through March 15) as defined by the New Jersey Department of Community Affairs, there will be a \$50.00 per day oil surcharge.

Organizations (who do not charge a per event fee) Use of the Large Morton Building.–

Ongoing activities

(Use of the building eight (8) days within a calendar month)

\$35.00 per day*

*During the "Heating Season" (November 15 through March 15) as defined by the New Jersey Department of Community Affairs, there will be a \$50.00 per day oil surcharge.

Storage Facility – At HBP

Non-Profit organizations storing equipment on/in trailers in the Open-air Hay Storage Facility - Depending on available space.

\$25.00 per month –
per trailer

NOTE: A \$20.00 fee will be charged on any returned checks.

There was a lengthy discussion regarding non-profit, profit organizations, residents, non-residents, businesses and the different organizations that would like to use the park facilities and what the fees should be charged for each event. Richard Dodds explained some of the fees in the current ordinance for Parks and Recreation and also fees for the Open Space ordinance. He explained that the fees will be decided at the regular meeting of the Parks and Recreation Committee on Wednesday, February 6, 2013 and then recommended to the Township Committee to amend the fee ordinance.

There was a discussion on a heat surcharge of \$50.00 per day during the winter season per day.

Discuss different Management Structures for the Parks and Recreation Commission/Committee/Advisory Board

Elaine Niemann a resident of the township was present to facilitate a discussion on how to create a structure that would work well for the Township.

4.

The Committees was encouraged to give their suggestions and ideas. Elaine Niemann noted that the Recreation Commission needs to be reviewed and that they need to discuss the duties in a more broadly spread. She suggested creating subcommittees to make decisions before the meeting actually meets. She explained that this may make the overload of work for everyone easier.

The Parks and Recreation Committee members expressed their feelings regarding how the Commission and Committees have always worked together. Elaine Niemann explained that the Parks and Recreation Committee is necessary Committee, which is needed to make decisions and approvals for the Horseshoe Bend Park. Richard Dodds gave a review on the blackboard to the Parks and Recreation Committee Members the process of how the open space, environmental and park and recreation committees all have to work together, because they are all tied together in many ways. He explained that the Township Committee advised the Township Attorney to review why the township needs a recreation commission, parks and recreation committee and advisory panel to the parks and recreation committee. He stated that it is not needed any longer to have a separate recreation commission. Richard Dodds explained that this discussion is to hopefully make things easier for the Parks and Recreation Committee by asking volunteers to help out for each event. He stated that this is to take some of the load of the work off the committee. He suggested that it would be easier to come up with a plan, which would make things easier to purchase items and spend funds. The Parks and Recreation Committee would like the Township to approve more members to be appointed to the committees. Ron Hartpence suggested adding several more advisory members. There was a discussion with the Township's C.F.O. D. Laudenbach regarding funds and how they can be used through a petty cash account. They would like to be paid the funds before going out to purchase items for the events in place of paying out of their own pocket before being reimbursed. Ron Hartpence stated that it takes two months for several committees to approve the amount spent before anyone is paid for the expenses. There was a discussion on an amount of petty cash to be kept on hand at the treasurer's office of the township.

Elaine Niemann suggested that each person on the parks and recreation committees find at least three persons to volunteer to help out at the events. There was a suggestion to pay all the bills at the Parks and Recreation Committee on one motion. Example - Motion to pay all bills on agenda.

There was a suggestion to ask the scouts in the township and any other individuals to help out at each event.

There was a lengthy discussion regarding Community Day and obtaining help to run the event. There was a discussion on creating a system to work with the Horseshoe Bend Park and how the Parks and Recreation committee can get more involved to help out. There was a suggestion to have the park directors do the scheduling for the organizations at the Horseshoe Bend Park. Richard Dodds stated that Secretary, Cynthia Keller is currently doing all the scheduling, billing and communication with all individuals using the HBP. There was a discussion on how it would make it easier to get more volunteers.

5.

Richard Dodds stated that the Township Committee may review some new ideas and bring some back to the Parks and Recreation Committee in hopes that it will incorporate a healthy committee.

Cynthia Niciecki suggested that a schedule of the parks and recreation committee events be put in the Kingwood Chronicle.

Chuck Kolvites and the Committee Members thanked Diane Laudenbach for coming to the meeting.

Other Matters

Adjournment

It was moved by Chuck Kolvites, seconded by Heidi Diminick and carried to adjourn the Special Parks and Recreation Meeting at 9:40P.M. **All** voted **Aye** on **Roll Call Vote**.

Respectfully submitted,

**Cynthia L. Keller,
Secretary**