

PARKS AND RECREATION COMMITTEE

REGULAR MEETING MINUTES

February 2, 2022

7:00PM

CALL TO ORDER

The meeting was called to order by David Hewitt, Committee Chairperson at 7:00 P.M. The following notice requirement was read aloud:

NOTIFICATION REQUIREMENTS

Adequate notice of this meeting was provided in accordance with the Open Public Meetings Act by being published in the Hunterdon County Democrat on December 30, 2021. A copy of this notice was also telefaxed to the Express Times and posted in the Kingwood Township Municipal Building and the Township website on December 30, 2021. This meeting was posted on the Township website on January 26, 2022 as a Zoom meeting with link access.

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. Your cooperation is appreciated.

ROLL CALL

Present

Andrew Russano
David Hewitt
Chuck Kolvites
Richard Dodds
Jack Niciecki
Timothy Jordan
Mara Tippet
John Kika

Absent

Karen Nuckols

Privilege of the Floor

Michele Tipton-Walters presented a request from Jim Honda of Working German Shepherd Dog Promotion Association to hold an international sport dog competition at the Kingwood Park May 19th through May 22nd. Ms. Tipton-Walters stated that multiple organizations will be involved in this event, as noted in Mr. Honda's email which was distributed to all committee members, and each organization will submit certificates of liability insurance before the event.

R. Dodds requested that only the Chairperson report on this proposal, refusing to hear presentation from Secretary Walters. Mr. Hewitt, Chairperson responded that he had requested Secretary Walters to report to the Committee and that she had the floor for presentation at that time. Ms. Walters continued to report that The WGSDPA organization will pay the Township \$1200.00 per day for use of the large field at the Kingwood Park.

Jack MacConnell had concerns regarding security for this event but Township Committee Member Russano determined that notifying the State Police barracks would be sufficient. One of the co-organizations hosting this event is the United States Police Canine Association which will have representatives on site.

Other areas for concern were overflow parking and possible damage to the fields by competitors and rental bleachers. Committee agreed that T. Jordan would speak directly to Mr. Honda to ensure compliance to requirements regarding protection of the fields at Kingwood Park.

Motion to approve the Working German Shepherd Dog Promotion Association International IGP Dog Sport Competition May 19 – 22, 2022 Pending Compliance Requirements as Determined by Timothy Jordan, after Meeting with Mr. Honda

It was moved by Richard Dodds, seconded by Andrew Russano to approve the Working German Shepherd Dog Promotion Association International IGP Dog Sport Competition May 19-22, 2022 pending compliance requirements as determined by Timothy Jordan after meeting with Mr. Honda.

Roll Call Vote:	Aye	- Russano, Kolvites, Hewitt, Dodds, Niciecki, Kika Jordan, Tippet
	Nay	- None
	Abstain	- None
	Absent	- Nuckols

The Committee discussed Branid Granett's proposal, via email for a Youth Archery Club at the Horseshoe Bend Park Morton Building. It was recommended that Ms. Granett present a detailed proposal at the March meeting.

Horseshoe Bend Park/Ukarish Property Update

R. Dodds reported that the South Park entrance will occasionally need to be closed due to bad weather and/or heavy winds.

Mr. Dodds requested that the Horseshoe Bend Calendar of events be made accessible on the Kingwood Township website. Mr. Russano took note stating that the Township is currently working on a new website design and will incorporate the Horseshoe Bend Calendar into the new design.

R. Dodds discussed the proposed Horseshoe Bend East White House restoration project. He clarified for the Committee that if the Township accepts the first phase of the funding for this project, they will not be obligated to continue beyond that point. The Township can accept the initial funding to secure the exterior of the building, (envelope), and from that point the project could sit until the Township determined to move forward.

T. Jordan stated that he is supportive of the restoration as long as a determination can be made as to how this project fits into a comprehensive plan of what is currently being done and what is planned in the future for all of the Township facilities. A master plan would allow the Township

to make sure that any other possible projects that would qualify for the use these funds are considered before moving ahead with this proposal.

A. Russano agreed that there needs to be a means to prioritize Township projects. He also requested additional information on what this building would be specifically used for. If the Whitehouse gets listed on the State Historic Registry the Township is obligated to maintain the building to historic time period requirements. Meaning specific windows hardware etc.

Mr. MacConnell and D. Hewitt both expressed concern for leaving a Township owned property fall into disrepair. Mr. Hewitt also expressed concern for renovating this building for public events due to the condition of the Road leading into this location. The road is one way with no shoulder of earth/grass on either side which would not accommodate two-way traffic.

M. Tippet stated that she was in support of the initial phase expenditure of approximately \$202,000 to secure the structure which would give the Township plenty of time to determine next steps.

Calendar of Events Scheduled for the Horseshoe Bend Park for February 2022:

None

Kingwood Township Park/Applications/Updates

None

New and Pending Business

Motion to Approve the Minutes of the December 1, 2021 Regular Meeting Minutes for the Parks and Recreation Committee

It was move by Richard Dodds, seconded by Chuck Kolvites to approve the December 1, 2021 Regular Meeting Minutes for Parks and Recreation Committee

Roll Call Vote:	Aye	- Hewitt, Kolvites, Dodds,, Niciecki, ,Jordan, ,Kika
	Nay	- None
	Abstain	- Russano, Tippet
	Absent	- Nuckols

Motion to Approve the Minutes of the January 5, 2022 Reorganization and Regular Meeting Minutes for the Parks and Recreation Committee

It was move by Jack Niciecki, seconded by Richard Dodds to approve the January 5, 2022 Reorganization and Regular Meeting Minutes for Parks and Recreation Committee

Roll Call Vote:	Aye	- Russano, Hewitt, Kolvites, Dodds, Niciecki, Kika, Jordan, Tippet
	Nay	- None
	Abstain	- None
	Absent	- Nuckols

2022 Park Fees Schedule and 2022 Facility Use Agreement

Motion to leave Horseshoe Bend and Kingwood Park Facility Use Fees as they are without Increase for 2022 and to add the Intermittent Use Fee of \$66.00 for the Horseshoe Bend Park Morton Building to the Current List of Park Fees.

It was moved by Chuck Kolvites, seconded by Richard Dodds to leave Horseshoe Bend and Kingwood Park fees as they are for 2022 and to add the Intermittent Use Fee of \$66.00 for the Horseshoe Bend Park Morton Building to the current list of Park Fees.

Roll Call Vote:	Aye	- Russano, Hewitt, Kolvites, Dodds, Niciecki, Kika, Jordan, Tippet
	Nay	- None
	Abstain	- None
	Absent	- Nuckols

2022 Budget Requests

While reviewing the Recreation budget it was brought to the Committees' attention that in the past this budget had been set at \$5,000.00 and was decreased \$4,000.00 at the onset of Covid knowing events would be canceled. The Committee felt it was best to increase the Recreation budget to original amount of \$5,000.00

While discussing the Parks and Playground budget T. Jordan requested the Committee consider investing in upgrades to the basketball court/parking area. The hoops and backboards need to be replaced as well as work done on the asphalt. It was determined that this project would cost approximately \$4,000.00. The Committee agreed to request the Parks and Playgrounds budget be increased by that amount to cover the cost of the court improvements.

Motion to Submit the 2022 Recreation Budget Request for \$5,000.00 and the Parks and Playgrounds Budget Request for \$19,000.00 to the Township Committee for Review.

It was moved by Timothy Jordan, seconded by John Kika to submit the 2022 Recreation Budget request of \$5,000.00 and the Parks and Playgrounds Budget Request of \$19,000.00 to the Township Committee for review.

Roll Call Vote:	Aye	- Russano, Hewitt, Kolvites, Dodds, Niciecki, Kika, Jordan, Tippet
	Nay	- None
	Abstain	- None
	Absent	- Nuckols

Community Day Fireworks

Committee Member Russano stated that he has had residents ask if the Township plans to bring back the Community Day and Fireworks Display and asked the Committee for their input.

C. Kolvites stated that Community Day went downhill with few people attending. He stated the Fireworks would likely be well attended but not the type of Community Day of the past. Most of the Committee Members agreed that the Community Day event was a lot of work for the volunteers with little interest from the public.

Mr. Russano suggested combining the Fireworks display with another activity or festival that may be held at the Kingwood Park. The idea would be to keep the event simple with possibly music, food trucks and fireworks. There would be no vendors, information tables or other activities. He also suggested that if the Committee is supportive of such an event but were hesitant to use Parks and Playgrounds budget funds that he would advocate for the Parks and Recreation Committee to the Township Committee that this be a Township sponsored event. Mr. Russano will present to the Township Committee and report back to Parks and Recreation. As Board of Education Liaison, Mr. Russano will also discuss this plan with the school to ask for their input as to the best time to hold to hold this event.

Motion to Approve a Fireworks Event for 2022 Pending Township Committee Agreement to Fund this Event.

It was moved by Andrew Russano, seconded by Richard Dodds to approve a Fireworks Event for 2022 pending Township Committee's agreement to fund such event.

All voted "Aye" on Roll Call Vote.

Community Tree Recovery Program

R. Dodds discussed the 1,000 Free Tree Seedlings Giveaway program for 2022. In the past there was a wide selection of tree seedlings to choose from but based on the website it looks as though we would be limited to a selection of 4-5 species. Mr. Dodds volunteered to contact the NJ Forest Service Nursey for more information and will submit the order for Kingwood Township.

Old Business

Italian American Heritage Club donation update

Committee was informed that the State will not allow a donation to be used for any purpose other than the particular purpose stated in the donation letter. The money donated by the Italian American Heritage Club can only be used to purchase a new picnic table for the Kingwood Park Pavilion.

Vendor Advertising Update

Mr. Russano discussed that promotion of advertising on Township property by private organizations is not permitted. Specifically in question was the statement on the Friends of Horseshoe Bend Park website that states "Interested in providing corporate sponsorship? Want your company name on a building used and seen by thousands? Call Cynthia Keller 908-996-4203 at Kingwood Township".

R. Dodds refuted that the statement on the Friends of Horseshoe Bend Park website was soliciting corporate sponsorship for that particular 501C3 but only publicizing that corporate sponsorship is available for Township sponsored events if interested.

The Township attorney has advised that corporate sponsorship should only be promoted by the Township and can only be offered at Township managed events. Sponsorship cannot be offered by organizations using Township property.

Kingwood Park Director's House Update

The Committee reviewed the report from the Township Construction Official regarding the condition of the Director's house. It was determined that the house is uninhabitable at this time with a rough estimate given for repairs of \$25,000.00 to \$35,000. 00. Chairperson, D. Hewitt disagreed with that assessment stating that the water and heat are turned off due to the house being vacant for the past two years. The house needs upgrading but he does not believe that a lot of major work is required. Mr. Hewitt will meet with Michael Ewing, DPW Foreman, when the weather breaks to turn the water on to make sure there are no plumbing issues.

Mr. Russano brought attention to a 2021 DCA (Department of Community Affairs) grant that many municipalities in Hunterdon County applied for and were awarded. The award amounts varied depending on project need. The grant covered, among other things, upkeep on recreation facilities. He suggested that the Committee look for this type of grant opportunity moving forward.

Hunter Violation Process Review

Mr. Russano reported back to the Committee that the Township Attorney stated the only recourse for the Township when faced with a hunter violation is to revoke their hunting license. The Township is not permitted to require work assistance or to levy fines. Hunters who would like to volunteer at the Horseshoe Bend Park are welcome.

Volunteer Liability Waiver Forms

Mr. Russano thanked T. Jordan for repeatedly asking to have the Volunteer Liability Waiver form looked at anew. The Township Attorney discussed this broad requirement with Statewide Insurance. Together they agreed that there would be two volunteer categories; those who are engaged in dangerous activities and those who are volunteering in educational roles, coaching sports, general support at Township events such as Tree Lighting and Easter Egg Hunt etc. Of those two groups only those volunteers participating in potentially dangerous activities will be required to sign the Liability Waiver form.

R. Dodds asked for a definition of "potentially dangerous". A. Russano will report back on this topic at the March meeting.

Reports

2021 Financial Report

The expenditures for 2021 were reviewed. A. Russano noted that the Committee began 2021 with \$15,000. in the Parks and Playground account. At one point there was a need to transfer \$3,600 of the \$4,000. in the Recreation account to the Parks and Playground account ending the year with a balance of \$2,324.00. It was suggested that this balance be used to pay the Trailhead invoice of \$3,000. for the OuterSpatial Trail app for the service period of October 2021 through October 2022. The difference of \$676.00 can be taken out of the Open Space, Recreation and Historic Preservation Trust Fund since Morton Building events and hunting program revenue go into that fund.

The usage report for the Trail app shows 650 people logged on in 2021 which was a cost of a little less than \$5.00 each person. R. Dodds stated that the app has a safety benefit as well. There a few times a year that Park volunteers need to go out into the park at night looking for hikers who were unable to find their way out. This app could possibly eliminate some of those searches. T. Jordan stated that the current app usage shows that the program is in a pilot phase and shows the greatest number of users was during the month of October which averaged 3 users/day stating he would hope to see a significant uptick in the number of users for this year. Mr. Jordan requested that this report be reviewed again at the November meeting to determine if the OuterSpatial app is something the Committee wants to continue with on an annual basis.

Motion to approve the payment of Trailhead Invoice of \$3,000. for the OuterSpatial App usage for the period of October 31, 2021 through October 31, 2022. Payment to be divided between Parks and Recreation Account / \$2,324.00 and Open Space, Recreation, Historic Preservation Trust Fund / \$676.00.

It was moved by Richard Dodds, seconded by Chuck Kolvites to approve the payment of the Trailhead invoice of \$3,000. for the OuterSpatial App for 2021/2022. Payment to be divided between the Parks and Recreation Account / \$2324.00 and the Open Space, Recreation, Historic Preservation Trust Fund / \$676.00.

Roll Call Vote:	Aye	- Russano, Hewitt, Kolvites, Dodds, Niciecki, Kika, Jordan, Tippet
	Nay	- None
	Abstain	- None
	Absent	- Nuckols

Correspondence

Email from Keith Rehberger regarding group trips to Yankee games in 2022
D. Hewitt offered to reach out to Mr. Rehberger for more details.

Thank you letter to Ian White for Christmas Tree Lighting Music
Reviewed

Ian White email regarding Christmas Tree Lighting schedule for 2022

Thank you letter to Gina Niedziejko for Christmas Tree Lighting Music

Thank you letter to Walmart for Christmas Tree Lighting donations....

Donations

None

Other Matters

D. Hewitt was ready to address an additional topic when R. Dodds made a motion to adjourn the meeting. This topic will be put on the March agenda.

Adjournment

It was moved by Richard Dodds and seconded by Chuck Kolvites to adjourn the meeting at 10:00 PM.

All voted Aye on Roll Call Vote.

Respectfully submitted,
Michele Tipton-Walters
Secretary, Parks and Recreation