

**PARKS AND RECREATION COMMITTEE
REGULAR MEETING MINUTES**

April 5, 2023

7:00PM

CALL TO ORDER

The meeting was called to order by David Hewitt, Committee Chair, at 7:03 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 January 19, 2023. A copy of this notice was posted in the Kingwood Township Municipal Building and the Township website on March 31, 2023.

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

Lance Riggio
David Hewitt
Richard Dodds
Mara Tippet
Heidi Diminick
Maureen Bydalek
Laurie Linton
Jack Niciecki
Cynthia Niciecki
Mara Tippet
Maureen Bydalek

Absent

None

Privilege of the Floor

Jack MacConnell reported that the volunteers have put in 60-man hours cleaning trails in the last month. Many trees have been cut and the Swan Creek rowing boats have been removed. The pipes froze at Kingwood Park and due to the difficulty of fully draining them. On March 24th the DPW cleared many trees at Horseshoe Bend Park, south entrance. They are presently cutting trees at Horseshoe Bend East.

Frank Floyd, representing Kingwood Fire Company, addressed concern regarding the selected date of September 16th for the Community Day. That is the weekend of the NJ Firemen's

Association Convention which will reduce the numbers of the Kingwood Fire Department volunteers which is a concern since there will be fireworks at the Community Day. The Committee appreciated his input and agreed to change the date to September 30th instead.

Motion to change the date for the Community Day from September 16th to September 30th.

It was moved by Richard Dodds and seconded by Heid Diminick to approve the Community Day date change from September 16th to September 30th.

Roll Call Vote:	Aye	- Riggio, Hewitt, Dodds Diminick, J.Niciecki, C.Niciecki, Tippet, Linton, Bydaleck
	Nay	- None
	Abstain	- None
	Absent	- None

Frank Floyd, as OEM Director, reported that FEMA has given the Township the approval to move forward with the repair/removal of the 1st culvert at Horseshoe Bend Park South entrance. Project.

Motion to Approve the Minutes of the March 1, 2023 Regular Meeting Minutes of Parks and Recreation Committee

It was moved by Richard Dodds and seconded by David Hewitt to approve the March 1, 2023 Regular meeting Minutes f the Parks and Recreation Committee

Roll Call Vote:	Aye	- Riggio, Hewitt, Diminick, Dodds, J.Niciecki C.Niciecki, Linton
	Nay	- None
	Abstain	- Tippet, Bydalek
	Absent	- None

Horseshoe Bend Park Update

None

Kingwood Park Update

The Committee discussed the possible soccer tournament over Memorial Day weekend. L Riggio volunteered to follow up on this event.

D. Hewitt reported that he and M. Ewing, DPW Foreman inspected the bocce court fence and did not feel the fence was in such disrepair that it needs to be completely replaced. There are posts that do need to be replaced and they will get a quote on those repairs. This will be reported to the Committee at the May 3rd meeting.

Old Business

OuterSpatial Balance Due

Motion to pay the Trailhead Labs invoice in the Amount of \$1,250.00 for the use of the OuterSpatial App from October 2022 through March 2023

It was moved by Mara Tippet seconded by Maureen Bydalek and approved to pay the Trailhead Labs invoice in the amount of \$1,250.00 for the use of the Outer Spatial App from October 2022 through March 2023.

Roll Call Vote:	Aye	- Riggio, Hewitt, Diminick, Dodds, J.Niciecki C.Niciecki, Tippet, Bydalek, Linton
	Nay	- None
	Abstain	- None
	Absent	- None

Kingwood Park Bocce Pavilion Flag Pole

Motion to pay the Carrott Top Invoice in the Amount of \$82.79 for the Purchase of a 6-foot Wall Mount Flag Pole for the Kingwood Park Bocce Pavilion.

It was move by David Hewitt seconded by Richard Dodds and approved to pay the Carrot-Top invoice in the amount of \$82.70 for the purchase of a 6-foot wall mount flag pole for the Kingwood Park Bocce Pavilion

All flags must be approved by Parks and Recreation Committee prior to being hung. Specific procedures to be defined and presented by the Parks Activities Sub-Committee members at the May 3rd meeting.

All members in attendance voted “AYE” on Roll Call Vote.

Horseshoe Bend Park Supply List

R. Dodds presented a list of supplies that the volunteers at Horseshoe Bend Park need.

D. Hewitt questioned the purchase of chainsaw supplies if the volunteers aren’t certified in chainsaw safety.

L. Riggio discussed that in order for the volunteers to be covered under the Township’s insurance they need to sign the standing volunteer form, have chainsaw training/certification and will need to communicate the work being performed. The insurance company needs to be contacted regarding the setting up for the chainsaw certification course.

The Committee determined that the consumable supplies that DPW does not currently have would be purchased by DPW. Of the three fixed supplies; the DPW will be responsible for purchasing the Chainsaw, Parks and Recreation Secretary will purchase the pull behind trailer and the Herbicide/Pesticide spraying equipment will not be order as the DPW has this equipment.

Motion to purchase consumable items for Horseshoe Bend Volunteers not to exceed the amount not of \$1500.00 from Parks and Playgrounds budget.

It was moved by Mara Tippettt seconded by Heidi Diminick to approve the purchase of consumable supplies for the Horseshoe Bend Park Volunteers to be paid out of the Parks and Playgrounds account and not to exceed \$1,500.00

Roll Call Vote:	Aye	- Riggio, Hewitt, Diminick, Dodds, J.Niciecki C.Niciecki, Tippettt, Bydalek, Linton
	Nay	- None
	Abstain	- None
	Absent	- None

Motion to purchase a pull behind trailer, in the amount of \$3,000.00 and a Chainsaw in the amount of \$1,400.00 to be paid out of the Open Space, Historic Site, Recreation account with Township Committee approval.

It was moved by Maureen Bydaleck seconded by Heidi Mara Tippettt to approve the purchase of a pull behind trailer in the amount of \$3,000.00 and a chainsaw in the amount of \$1,400.00 to be paid for out of the Open Space, Historic Site, Recreation account with Township Committee approval.

Roll Call Vote:	Aye	- Riggio, Hewitt, Diminick, Dodds, J.Niciecki C.Niciecki, Tippettt, Bydalek, Linton
	Nay	- None
	Abstain	- None
	Absent	- None

Review of the Kingwood Township Permit Hunting Draft

John Scricco, member of the Hunting sub-committee, stated that he agreed with the hunting rules draft. He thanked Richard Dodds and Jack MacConnell for their hard work with the Hunting Program.

Motion to recommend that the Township Committee Approve the 2023-2024 Hunting Program.

It was moved by Heid Diminick, seconded by David Hewitt and approved to recommend that the Township Committee approve the 2023-2024 Hunting Program as submitted.

Roll Call Vote:	Aye	- Riggio, Hewitt, Diminick, Dodds, J.Niciecki C.Niciecki, Tippettt, Bydalek, Linton
	Nay	- None
	Abstain	- None
	Absent	- None

Volunteer Release Form

Previously discussed asked to get the word defend out of the form. LR stated that he did present the concern of this word but the attorney stated that all towns use forms with similar language. Some forms are worded more strongly than this one.

New and Pending Business

Upkeep for the Lindsey White House/Horseshoe Bend East, Horseshoe Bend Park Morton Building and Kingwood Park Pavilion.

Committee reviewed the email memo regarding update and maintenance. The Committee agreed that the projects need to be completed but noted the work on the Kingwood Park Pavilion shouldn't interfere with events. D. Hewitt to discuss these projects with Michael Ewing and tentatively plan to work on them through the winter months.

R. Dodds stated that the projects for the White House also need to be done and the volunteers will address those once the Kingwood Park Director's House has been renovated.

Sub-Committee Updates

Parks Activities Sub Committee

Recommend to Township Committee Additional Fee Categories for Kingwood Park 2023.

M. Bydalek addressed the situations that occur when a resident requests to rent the pavilion for a organizations and established clubs under the "Resident No Fee" category. The Committee agreed to apply the Non-Resident fee of \$263.00 to organizations and clubs excluding Kingwood specific clubs, ie Girl Scouts, Boy Scouts, Kingwood Seniors club and Not for Profit Organizations.

The Fee change and addition to be presented to the Township Committee for approval at the May 4, 2023 meeting.

The change to the fee schedule should read:

(b). Nonresident – Resident renting the pavilion as a representative for an organization or established club - \$263.00

Tournament fee added to the fee schedule. The addition of this fee to read:

(c). Sports Tournaments - \$250.00/field/day.

Motion to change the Non-Resident Fee line of the Fee Schedule to add "(b). Nonresident – Resident renting the pavilion as a representative for an organization or established club - \$263.00"

And to add "(c). Sports Tournaments - \$250.00/field/day."

It was moved by Richard Dodds, seconded by Laura Linton and approved to change the Non-Resident Fee line of the Fee Schedule to add "(b). Nonresident – Resident renting the pavilion as a representative for an organization or established club - \$263.00" and to add "(c). Sports Tournaments - \$250.00/field/day."

Roll Call Vote:

Aye	- Riggio, Hewitt, Diminick, Dodds, J.Niciecki C.Niciecki, Tippet, Bydalek, Linton
Nay	- None
Abstain	- None
Absent	- None

Facility Use Agreement Forms – The sub-committee is still working on these forms and will present to the Committee at the May 3rd meeting.

Family Fun Night – The sub-committee is in the planning phase of this event and will report back to the Committee when a date is selected.

Lindsey White House Sub Committee

Status report: R. Dodds reported that there is a plan to make the necessary exterior repairs at the Lindsey White House but at this time the focus is on the Kingwood Park Director's House. Once the renovation of that House is agreed upon, they will turn their attention to the White House.

Kingwood Park Director's House Sub Committee

Status Report: D. Hewitt reviewed the list of repairs and costs involved in updating the house to be habitable in order to be able to get a tenant living on premise at the Park.

The total rough estimate is approximately \$16,000. Repairs were listed in priority sequence with testing the plumbing and boiler as top priority.

Operations and Reports:

Financial Report for 1st Quarter 2023

Reviewed

Correspondence

Amanda Henning – Daisy Girls Scout Troop

Reviewed

Memo to the Township Committee re: Commission vs. Committee

Memo to the Township Committee re: Subrogation Form

Egg Hunt

April 8th

D. Hewitt reminded the Committee members that the egg dying would take place on April 6 from 3:30PM until completed. Volunteers were requested for this and the actual Egg Hunt.

Free Tree Seedling

April 15th

Senior Picnic

June 10th

Fishing Derby

June 17th

Community Day

September 30th

Town Wide Yard Sale

October 7th and 8th

Annual Tree Lighting

December 2, 2023

Donations

None

Other Matters

D. Hewitt reminded the Committee that we need to inspect the playground monthly for April and May then weekly between Memorial Day and Labor Day and then monthly afterward until close of Park in December.

M. Tippet discussed the opportunity for an ANJEC Grant in the amount of \$1,500. for recreation project. She stated that with the Committee's approval she would be willing to fill out the application for this grant.

Motion to Apply for the ANJEC Grant of \$1500. For Open Space Stewardship, including Recreation. Grant Deadline is April 17th.

It was moved by Richard Dodds, seconded by D. Hewitt to approve the filing of the ANJEC Open Space Stewardship Grant application.

All members in attendance voted "AYE" on Roll Call Vote.

Calendar of Events Scheduled for the Horseshoe Bend Park for the 1st Quarter 2023:

April 1st – Labrador Retriever Club Dog Show

April 9th – Hill Crest Collie Club

April 15th – Free Tree Seedling Give Away

April 21st - 23rd – North Jersey Kennel Club

April 23rd – NAMCO Equestrian Trail Competition

May 5th – Lehigh Valley Afghan Dog Show

May 12th-14th – Pembroke Welsh Corgi Club Dog Show

Events Scheduled for the Kingwood Park Pavilion for the 1st Quarter 2023:

Italian American Club Bocce Practice Start – Every Monday and Thursday April 3rd through October 30th.

April 23rd – Taylor Esposito, Resident – Birthday Party

May 6th – Tiffany Horn Birthday Party

May 27th – Tucker Horn – AA organization Picnic

May 28th – Brian & Amanda Henning Birthday Party

June 17th – Beth Jakelsky Baby shower

June 24th – Faye Tinsman High School Graduation Party

Kingwood Park Field Use Applications

April – June - Delaware Valley Youth Soccer League – Reserved the Youth Soccer Field East of Ault Soccer Field – Left of Volleyball Court – Multiple dates April through June

March – May - Kingwood School Baseball Team – Reserved the softball field March through May 3:15PM-4:45PM

March – July - DVAA Baseball League – Reserved the softball field March through July 5:15 - 6:45pM

Adjournment

It was moved by Heidi Diminick and seconded by Richard Dodds to adjourn the meeting at 9:30PM.

All members in attendance voted “Aye” on Roll Call Vote.

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