

**PARKS AND RECREATION COMMITTEE
REGULAR MEETING MINUTES**

July 5, 2023

7:00PM

CALL TO ORDER

The meeting was called to order by David Hewitt, Committee Chair, at 7: 00P.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 July 3, 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. Your cooperation is appreciated.

ROLL CALL

Present

Lance Riggio
David Hewitt
Richard Dodds
Heidi Diminick
Maureen Bydalek
Tiina Seres
Mara Tippet-Environmental Committee Liaison
Laurie Linton – Open Space Liaison

Absent

Chuck Kolvites

Privilege of the Floor

Frank Floyd, Office of Emergency Management, updated the Committee regarding the bridge repair on Horseshoe Bend Rd. Awaiting more information from the Township Engineer

Speaking for the Fire Department, Mr. Floyd reported that of the 1,892 mailings that were sent regarding the Free Smoke Detectors for qualifying individual, only 9 responses have been received to date. This project runs until 2025 so that allows time for public outreach through Community Day, Kingwood School Electronic Backpack and other pathways.

Mr. Floyd stated that a meeting regarding the Community Day event will be held sometime in August. The invitees of this meeting will be representatives from the Fire Dept, Rescue Squad, State police and Fire Marshal. Mr. Floyd will schedule this meeting pulling in the Community Day sub-committee as necessary. This meeting will serve to disseminate Community Day planning information.

Motion to Approve the Minutes of the June 6, 2023 Regular Meeting Minutes of Parks and Recreation Committee noting grammatical/typographical corrections.

Tabled to the August 2, 2023 meeting due to minutes not being sent for review in advance.

Horseshoe Bend Park Update

Leash Free Dog – Tabled to the August 2, 2023

Signs to be made and a survey designed to be put on the website. J. MacConnell to submit a list of questions to be put on the survey.

Insurance Coverage for Park Volunteers:

Heavy Machinery Coverage is a 3-part process:

1. Completion of the Chain-saw and Blood Borne Pathogens certified course
2. A process of reporting to the Township where volunteers will be working, what they will be working on and what equipment they will be using. This should be for a specified period of time to be defined as a scope of work.

R. Dodds stated there are difficulties to stating ahead of time what and where the volunteers will be working on any given day due to unexpected events that can take place. He recommended that the overall, annual Horseshoe Bend Park Maintenance plan be accepted as the scope of work.

It was agreed that the maintenance plan would be submitted monthly with the names of volunteers and all locations of work. Horseshoe Bend locations need to be listed separately since our volunteers are currently not permitted to work on the State lands.

R. Dodds stated that he is currently working on a Memorandum of Agreement with the State.

3. Sign the Volunteer form annually

*Volunteers who will not be handling heavy equipment need only sign the Volunteer form.

It was asked that if there is a work event going on and members of the public come out to volunteer who would sign off on their volunteer form. The form currently requires a Township Committee sign off. L. Riggio will discuss at the Township Committee at the July meeting.

Kingwood Park Update

Delaware Valley Youth Soccer Association had requested approval to set-up a ‘Snack-Shack’ during fall soccer season. Many members of the Committee stated that in the past this was attempted but no one was able to obtain a food permit from the County. Secretary Walters to let the DVYSA President, Tomasina McGuire know that she needs to query the Hunterdon County Health Department for various requirements of selling food at the Kingwood Park.

Old Business

Daily Large Group Park Use

L. Riggio discussed that there are some groups that use the Kingwood Park daily. These groups can create issues with our cleaning routine etc. D. Hewitt volunteered to call reach out to any groups that use the Park daily to discuss how best to work together so that the Park can be used by all and kept clean for all.

There was recommendation that contact information for park issues be made available to the public in the event facility issues arise during non-working hours. There was discussion on posting the Department of Public Works phone number in the Kiosk since that number is forwarded to the Foreman. A recommendation was to set up a general text number. This topic to be discussed further in the future. L. Riggio to discuss with Michael Ewing, DPW Foreman and M. Syrnick, Committee DPW Liaison.

After Hours Park Use

J. MacConnell stated that there was someone who did not have a residence and would stay in their car at Horseshoe Bend Park. This individual never stayed for a full 24 hours. That person no longer comes to the Park and there have been no others since then. Both Kingwood Park and Horseshoe Bend Park are open from sun-up to sunset. Anyone wanting to access the Park after sunset, star gazing etc. must call the Township for permission and their information is forwarded to Mr. MacConnell.

L. Riggio stated that any issue regarding someone staying in Park after sunset without authorization needs to be brought to the Township Committee. F. Floyd, OEM stated that if anyone stays at the Park due to having no other location to go to, let him know and he will find resources for them.

New and Pending Business

None

Sub-Committee Updates

Parks Activities Sub Committee

Family Night – The Committee has plans to implement a weekly Family Night at Kingwood Park in 2024. This will be announced at Community Day. The sub-committee may decide to hold one Family Night event in Fall of 2023.

A list of games and equipment will be submitted for review and purchase. These activities can be used for Community Day, Family Night and possibly allowing Kingwood families to have access to these items via a sign-out process, one night a week during the summer. The list will be finalized and voted on at the August 2nd meeting.

D. Hewitt recommended finding a way to get residents feedback on what they would like to see from the Parks and Recreation. Some members felt the questions should be put on the Township website as others suggested a mailing.

L. Riggio offered to work on a survey for the website asking the residents what activities they would like to participate in for Family Night. The sub-committee will prepare the questions/comment of the survey for L. Riggio. This topic to be continued.

Lindsey White House Sub Committee

On Hold.

Kingwood Park Manager's House Sub Committee

D. Hewitt reported that the plumbing in the house was turned on and there were found to be four leaks which have been repaired. Now awaiting Yard Plumbing to come out to inspect the boiler

system. Once that is done the cosmetic work can begin. R. Dodds recommended that the supplies be purchased now to have on hand for when the work can begin. D. Hewitt will review the supplies list with Michael Ewing, DPW Foreman who will purchase the supplies.

Operations and Reports:

Financial Report for 3rd Quarter 2023

Tabled to the August 2nd meeting.

Correspondence

Reviewed.

Fishing Derby

June 17th

D. Hewitt noted that the 2023 Fishing Derby saw the largest turn-out the Parks and Rec Committee has ever had for the Fishing Derby. A good time was had by all.

Community Day

September 30th

Rain Date for Fireworks only is October 1, 2023

L. Riggio recommended setting up parking so that residents can self- park to reduce the need for a large number of volunteers. Some members of the Committee felt that self-parking will not work well. Committee members discussed various groups that could be contacted to assist with parking. Some suggestions were Eagle Scout candidates, Del Val High School Key Club or Honor Society, Girl Scouts and Del Val Youth Soccer Association. R. Dodds offered to coordinate parking volunteers.

Banner for donations approximately 48" x 36", would need to be ordered by the beginning of September.

R. Dodds recommended that the Pavilion sound system be assessed before the August meeting to determine if an upgrade is necessary to support the DJ's performance for Community Day.

D. Hewitt will contact car clubs to see if they would like to participate.

Town Wide Yard Sale

October 7th and 8th

Annual Tree Lighting

December 2, 2023

Donations

None

Other Matters

D. Hewitt reported that he and R. Dodds attended a grand opening of the Hunterdon County ADA playground. This project was well done and he encouraged others to go see it when they have time.

D. Hewitt reported that he had been told by someone that they received a letter from the Friends of Horseshoe Bend Park stating that trail riders should become members of the Organization and, in doing so, would need to be self-insured. He felt the letter was misleading. The letter was apparently distributed to equestrians and also posted on Facebook.

R. Dodds explained that the letter was asking for a \$50.00 membership donation and that the Friends of Horseshoe Bend Park makes donations to Kingwood Parks and Recreation for the Horseshoe Bend Park.

D. Hewitt question what the past donations have been in the because they were not reported to the Parks and Recreation Committee. R. Dodds stated that the signs that are posted at Horseshoe Bend South were donated by Friends of Horseshoe Bend Park. He also stated that FOHSBP has agreements with private owners' of land surrounding the Horseshoe Bend Park and can offer the opportunity for equestrians to use private land but one must be a member of FOHSBP to access those areas. It was noted that Kingwood Township has no control over Friends of Horseshoe Bend Park.

D. Hewitt asked how many hunters will be permitted to hunt this year since the area of hunting at Horseshoe Bend Park has been reduced by the exclusion of the State-owned land. R. Dodds noted that anyone can hunt on State land in addition to Kingwood Township/Green Acres property as long as they have a NJ State Hunting License which Kingwood requires as well. It was noted that there is a difference in regulations between Kingwood land and State land in that Kingwood allows hunting with guns and the State did not permit gun hunting on their property in 2022. It has not yet to be determined if that will be the case for 2023. It would be the responsibility of the hunters to comply with the State regulations when on State land. Only Kingwood permitted hunters will have access to park after hours when the gate is locked since they are given a key. R. Dodds stated that he is working on getting a Memorandum of Agreement for the Kingwood Township volunteers to maintain the State land as well as Kingwood/Green Acres land so that this boundary line would not be an issue for hunters.

Events Scheduled for the Horseshoe Bend Park Morton Building for the 3rd Quarter 2023:

Del Val Cheer:

July 5th, 6th, 7th, 19th, 20th, 24th & 27th

September 28th – October 2nd - Eric Salas Dog Workshop

Events Scheduled for the Kingwood Park Pavilion for the 3rd Quarter 2023:

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

Sandy and Friends Bocce Practice – Some Tuesdays and every Wednesday evening April 11th through October 25th.

July 29th – D. Miller Picnic

August 26th – R. Lerch AA picnic

September 10th – Hunterdon County Hiking Club Picnic

September 23rd & 24th – C. Bloksberg Dog Luring Event
September 30th – Community Day

Kingwood Park Field Use Applications

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 Richard Dodds to adjourn the meeting at 8:50 PM.

All Members in Attendance Voted “Aye” on Roll Call Vote.

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