

STILLWATER TOWNSHIP  
RECREATION COMMISSION  
10/7/13

A regular meeting of the Stillwater Township Recreation Commission was held on October 7, 2013, at 7:07 p.m. at the Stillwater Municipal Building, Stillwater, NJ. The meeting was called to order by Commission Acting Chairman Rachael Gullette with the statement read that this meeting is in compliance with the Open Public Meetings Statement. The American flag was saluted and roll call taken.

**Members Present:** Mr. Ashley, Ms. Fritsch, Ms. Gullette, Ms. Hess, Ms. Richardson

**Member(s) Absent:** Ms. Sugar

**MINUTES**

A motion to approve the September 5, 2013 minutes, as submitted, was made by Ms. Fritsch, seconded by Ms. Hess. Approved.

**BILLS**

Ms. Gullette asked for a motion to approve the following bills; Ms. Fritsch motioned, Ms. Hess seconded. Motion approved.

Mr. John (Port-a-John's)	\$ 455.00
NJ Herald (Sept. date chg)	\$ 13.80
NJ Herald (time chg)	\$ 14.10
Shop Rite (Harvestfest)	\$ 49.80
Jesse Murch (photos for Fair)	\$ 220.00

(An explanation of the photo bill was explained to the new members. This same explanation is in the minutes of the Sept. 5, 2013 meeting.)

**CORRESPONDENCE**

A letter of introduction was received from a company called Windsor Soil. We already have a supplier that we use to get the clay for our fields but it will be put in the file.

**OPEN PUBLIC SESSION**

Agenda items only.

None

**OLD BUSINESS**

Zumba Classes – With no further information on this item and no one having come before the Commission, it was decided to put it aside until something further comes up.

Christmas Tree Lighting and Decorating Contest – Ms. Hess will make entry forms. We will have it set up so that they can get the entry forms off the website or at the Town Hall. They need to be returned to the Town Hall by 12/6/13 and judging will take place the night of Dec. 12. The judges will

be the Rec. Commission. Prizes (1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup>) will be awarded at the Christmas Tree Lighting party. We are going to try to get gift cards donated. We need a letter from Lynda at the Town Hall regarding a donation letter. Ms. Hess will get her friend that does “Santa”. We would like to have photos taken with Santa and have goodie bags given out, as well. Ms. Gulette will see if Mr. Murch can make our next meeting to discuss prices and Michele will look into another photographer. Rachael and Michele will get together to go over the Oriental Trading book to see what we can get for the goodie bags. We should submit a requisition for the supplies we will need to buy. We also need to look into music for the evening. Mr. Ashley will check on the lights for the tree to see if more are needed. Ms. Gulette will call Vo-Tech and look into having a star made for the top of the tree (either 12” x 12” or 18” x 18”) out of metal and with lights installed. Refreshments for the evening will include hot chocolate and donuts as well as coffee, tea, etc. Ms. Hess mentioned the advertising in the NJ Herald looking for entries and again later on advertising the event in the “Coming Events” section.

Resolution – Ms. Hess explained that the Township had the 2<sup>nd</sup> reading and adoption of the Resolution to add two (2) alternate members to the Rec. Commission.

### **NEW BUSINESS**

Ms. Gulette welcomed our two (2) newest Commission members – Anthony Ashley and Tami Richardson.

Ms. Gulette read a letter of resignation by Rick Nothstine, Chairman

Ms. Hess discussed our field use forms. It came up for discussion at a meeting she attended today with the Insurance company. Our Insurance Agent requested a copy of this form and he will review it for verbiage regarding “hold harmless” clauses and criminal background checks, etc.

There is a field use request for Kittatinny Youth Lacrosse Club. All paperwork is in proper order. Motion by Ms. Fritsch, second by Ms. Hess to approve. Roll Call: Mr. Ashley, yes; Ms. Fritsch, yes; Ms. Gulette, yes; Ms. Hess, yes; Ms. Richardson, yes.

There is an application from David Manser to join the Commission. This was approved by all members. Ms. Hess will submit the application to the Town with a letter of recommendation that the Mayor appoint this applicant to the Commission.

### **OPEN PUBLIC SESSION**

Ms. Gulette opened the public session at 8:02pm. Lisa Chammings was present and discussed using the “SLAP” program sponsored by the Sheriff’s Dept. for spreading the clay on the fields. The only day they have available would be Nov. 3. Since Stillwater Field is already being used on Nov. 3 and the 10<sup>th</sup>, it was decided to go ahead and have them clean up the field at Veteran’s Park. The one field is in bad shape.

There being no other comments by the public, motion made by Ms. Fritsch, second by Ms. Hess to close Public Session at 8:12pm. All were in favor.

## **MEMBER REPORTS**

There were no reports at this time.

## **COMMISSION MEMBER COMMENTS**

Ms. Hess explained to the new members why there are the two different categories.

## **LIAISON REPORT**

Mr. Fisher explained that he contacted Mr. Nothstine regarding the DJ bill and the “phone vote” taken. He explained to Mr. Nothstine that this Commission cannot take any action in this manner. Therefore, the vote to supply the Harvestfest sound system is void. There was a bill submitted by the CFO at this time regarding a \$150 charge. This stemmed back to the emails Ms. Hess supplied and the invalid “vote”. This bill was denied and Mr. Fisher explained that it will be sent to Mr. Nothstine.

The Commission discussed having a deadline for requests for any donations from us. Ms. Hess proposed the following verbiage be used: “Any donations (monetary or other) being requested from the Recreation Commission must be made in writing and presented in person at a regular Recreation Commission meeting a minimum of two (2) months prior to the scheduled event. No exceptions will be made.” Ms. Gulette will see about having this put onto Facebook as well as on the Township Website. All were in favor.

## **EXECUTIVE SESSION**

We were called into Executive Session at 8:27 pm and back to regular session at 8:38

## **ADJOURNMENT**

There being no further business, Mr. Gulette asked for a motion to adjourn the meeting at 8:40 p.m. Ms. Hess made a motion, seconded by Ms. Fritsch. All were in favor.

Respectfully submitted,

Michele Hess, Secretary