

**STILLWATER TOWNSHIP
RECREATION COMMISSION
June 30, 2011**

A regular meeting of the Stillwater Township Recreation Commission (RC) was held at 7:00 pm at the Stillwater Municipal Building, Stillwater, New Jersey. The meeting was called to order by Commission Chairperson Lisa Champlings with the statement read that this meeting is in compliance with the Open Public Meetings Statement. The flag was saluted and roll call taken.

MEMBERS PRESENT: Ms. Champlings, Mr. Champlings, Mr. Kately, Mrs. Sugar, Mrs. Franco

MEMBERS ABSENT: Mrs. Murch, Mrs. Fritsch

Also present, Committeeman Straway

MINUTES

Mr. Kately made a **motion** to approve both the May 2, 2011 and May 12, 2011 minutes, **Mr. Champlings** seconded.

May 2, 2011 Minutes

Roll Call Vote: Ms. Champlings, yes, Mr. Champlings, yes, Mr. Kately, yes, Mrs. Sugar, abstain, Mrs. Franco, abstain

May 12, 2011 Minutes

Roll Call Vote: Ms. Champlings, yes, Mr. Champlings, yes, Mr. Kately, yes, Mrs. Sugar, yes, Mrs. Franco, yes

Ms. Champlings then made a **motion** to open the meeting to the floor (to accommodate the schedule of a speaker from the public), **Mr. Kately** seconded.

Mr. Hammond addressed the Commission about the possibility of bringing a 4 man softball team, The King and His Court, to play an exhibition game in Stillwater or a nearby town. The only available dates for the team to come are August 10 or possibly August 9. The cost would be approximately \$2500.00 plus the cost of 5 motel rooms for the team. He stated he, or the Commission, could possibly get sponsors to cover this cost. He would like to involve several different townships. He stated if it were to be a night game it would need to be at a field with lights. He also stated he would be willing to do all the footwork necessary. Ms. Champlings asked what size field would be required. Mr. Hammond stated he wasn't sure, but thought they could adjust to almost any field. Ms. Champlings asked if the Commission would need to supply a team for them to play against. Mr. Hammond stated they would. He suggested selling hot dogs, hamburgers, programs, and doing a 50/50 raffle as fundraisers at the game. He stated he was open to all suggestions. Ms. Champlings stated her only concern with the date was that it falls during Fair Week. She suggested maybe next year. Mr. Hammond stated this is the last year the team will be playing. Ms. Champlings stated she would send a memo to the Rec. Commissions from Fredon, Hampton, Newton, and Frankford with the idea, and thanked Mr. Hammond for his time.

Ms. Champlings made a **motion** to close the floor, **Mr. Kately** seconded.

BILLS: The Commission had the following bills:
\$5000.00

Clean-Up Day Vouchers

Lovenberg's 320.00

Lovenberg's 350.00

Lauren Keufner (Miss Stillwater) 258.67
Amanda Thompson (Miss Still.) 300.00
Elizabeth Sanford (Miss Still.) 150.00
Lisa Chammings (Clean-Up Day)

158.17

Tammy Leonard (Office Supplies) 39.35

Ms. Chammings reimbursement was removed and set aside until the next meeting, pending submission of original receipts. The \$5000.00 for Clean-Up Day Vouchers will come from the Clean Communities Fund and \$1418.02 will come from the Rec. Commission Account.

Mr. Chammings made a **motion** to pay the bills, **Mr. Kately** seconded.

Roll Call Vote: Ms. Chammings, yes, Mr. Chammings, yes, Mr. Kately, yes, Mrs. Sugar, yes, Mrs. Franco, yes

CORRESPONDENCE: Ms. Chammings had a thank you note from Elizabeth Sanford which was meant for the Rec. League. She stated she had handed out Rec. League scholarships at the Kittatinny graduation ceremony and there had been some confusion.

Ms. Chammings also had information from Circle Line Cruises wondering if the Commission would like to take part in planning a trip.

OLD BUSINESS

Bus Trip Update: As of Monday, June 27, there had been no calls for the Bus Trip. Due to this fact, it was decided to cancel the trip. Ms. Chammings suggested that perhaps next year a trip planned for the summer could be something for the kids. She also stated that there were no tickets available for a baseball subway series in New York.

Miss Stillwater Update: Amanda Thompson won the title of Miss Stillwater, and Elizabeth Sanford was the runner-up. Hunter Thibault and Riley Hough were crowned Little Mister and Little Miss Stillwater. They will be receiving letters with information letting them know how to get their bonds from the bank. Ms. Chammings stated it was a wonderful evening and the judges were great. Melissa Estock, a judge from Channel 8, has put up a facebook page about the event. Pictures have been sent to the NJ Herald, but have not been seen yet.

Parks Maintenance/Upgrades Update: Ms. Chammings voiced her disappointment that the vote to purchase new bleachers for Veterans Park has been stalled in the CFO's office. She had spoken to Tim Fisher the weekend before Memorial Day about this and he said he would be speaking to the CFO about the funding being there for the bleachers. She hasn't spoken to Mr. Fisher since and is not certain what is going on. She stated she received an email from the CFO stating Anita Straway has put a hold on the transaction saying the funding was not available. Ms. Chammings then asked Mrs. Straway to comment. Mrs. Straway stated the problem is not exactly that funding is not available, but that the CFO received an email from Ms. Chammings stating there were contributions from other organizations for the purchase. Mrs. Straway stated the line item for Rec. Commission equipment is \$6000. Ms. Chammings asked where she got that because the Rec. Commission hasn't received that and that's not the worksheet that was handed in. Mrs. Straway stated she went back and listened to the CD of the Town Committee meeting when Ms. Chammings came to discuss the budget. She stated that the Committee had their worksheets. Ms. Chammings stopped Mrs. Straway saying that she had asked if the Committee had the Rec. Commission's information and was told no. She stated she

hadn't brought anything to the Committee meeting with her, and had stated that at the meeting. Ms. Straway stated she understood that, but there was almost an hour of discussion including the line item. Ms. Straway stated Ms. Chammings had stated that advertising would be the same, office supplies would be the same, the \$400 for schooling would be the same because some people may take courses, and there was some discussion about the concession stand and JCP&L which had been budgeted at \$520 on last year's sheet. Due to some new appliances at the stand that item was decreased from \$520 to \$500. There was discussion about the line item for Sussex County Mailing Company, some items for Mrs. Leonard, some printing, some painting of the parking lot and Lovenberg's, which was kept the same at \$2250. There was also discussion involving the porta-potties stating if the teams felt they needed more toilets they would have to pay for them. She stated Stillwater Day was kept the same at \$3000, and it was clarified that \$750 - \$800 of that was for Miss Stillwater, the contribution line was eliminated. Mrs. Straway stated they then came to the equipment line and Ms. Chammings had stated there was some controversy at first. Mrs. Straway stated that Ms. Chammings had stated that at first \$10,000 was put in the equipment line because of clay, then the budget was revamped on possibly January 4 and the line was cut down "sensibly" but didn't give a dollar amount. Ms. Chammings, in our current meeting, then started to ask Mrs. Straway about the Commission's January minutes, stating the Commission had put \$15,000 in the budget. Mr. Kately stated he found the clay through Morris County Co-op for \$34.20/ton instead of \$90/ton. Ms. Chammings stated she had gone just to be a part of a budget meeting. Mr. Hendershot was discussing his DPW budget, and when he was done she stated she then asked the Committee if they had any questions regarding the Rec. Commission budget. She stated they "had nothing in front of them, and I hadn't brought anything with me". Mrs. Straway stated "we had our papers in front of us", we had our budget worksheets. Ms. Chammings stated the audio of the meeting would show she asked if the Committee had the Commission's numbers and she was told no, so she tried to go from memory. She then stated in the December minutes there was \$15,000 in the equipment line. Ms. Chammings stated originally the equipment line was \$15,000, \$6000 of which was for clay. This would then cut the equipment line down to \$9,000. Mrs. Straway stated that this was where Mr. Morrison had said to Ms. Chammings that if you take \$6000 from equipment and cut out contributions the budget is down and then if you need something next year or the year after it would be harder to put it back in. She stated that Mr. Scott then asked if Ms. Chammings wanted to keep it the \$6000. She stated "if this has gone in and the CFO has it and we're June 30th, where is our printout from the CFO" of the budget. She stated all departments should have that. Mrs. Straway stated last year the Commission would have had it, but there is a new computer system and everything needs to be re-entered. She stated that when the CFO was hired on February 15th the MSI system hadn't been installed and wasn't until the last part of February. She stated that every single thing then had to be input into the new system, because the two systems weren't compatible. She stated that is why the printouts that have always been available haven't been this year. She stated that there is a budget, it passed an audit and did very well. She stated there is a working bookkeeping system, we just can't print it out because it's still in the process of being entered. Mr. Kately asked at what point in time do you anticipate the Commission having a budget to work from, a document from the CFO's office that clearly identifies the amounts for each line item. He stated it is almost

July now, and you said the system was installed in February. He stated it shouldn't take that long. Mrs. Straway stated they are trying to work on that and it has been a very slow process and they are making progress. Mr. Kately again asked if she knew when the Commission could expect a document from the CFO. Mrs. Straway stated she could give him her worksheet. He stated that what the Commission members are looking for is a document showing what numbers they have to work with, not off of Mrs. Straway's worksheet, but from the CFO showing the official numbers. Mrs. Straway stated she understands that. Mr. Kately stated it is now almost July and wondered if we would enter August still in the same place. Mrs. Straway stated the Commission will not be getting a computer printout because the entire budget hasn't been entered yet. Ms. Chammings again stated she did not have a worksheet in front of her, and she would defer to the Rec. Commission minutes which she now had in front of her showing there was \$15,000 in the equipment line. Mrs. Straway then stated that Ms. Chammings should not have entered into the dialogue at the budget meeting (without her papers). Mr. Kately stated he just wants to know what the numbers are and Mrs. Straway stated she could tell him. Ms. Chammings stated it should be the CFO telling him. Mrs. Straway stated if that's what the Commission wants she would go to the CFO tomorrow and tell her to type out the pertinent budget lines with the amounts. Mr. Kately stated it shouldn't be difficult to get the amounts. Ms. Chammings stated \$16,100 is what was allocated to the Commission. Mrs. Straway stated it isn't a problem, and the Commission would have had it if the computer system had been up and running. Mr. Kately again asked to have the CFO prepare something so the Commission could have it. He stated he understands it's a new system, but that it's not complicated and shouldn't be taking this long. Mrs. Straway stated it's not complicated, but there is now a part-time person in what was a full-time position, and it is taking longer than anyone had anticipated. She stated getting the numbers wouldn't be a problem. Mrs. Straway stated getting back to the original question, the CFO had asked because the Commission had voted for approximately \$8000 worth of the bleachers and accepted \$1800 from football. The CFO received an email saying there was other money to be applied to it and this became a problem because no one knew where the money was. She stated that Ms. Chammings had said lacrosse didn't accept their financial assistance, but the problem is the money didn't go out and then come back. She stated there was also an amount of about \$232 from the Historical Society and the problem is there is no money trail for that. She stated if the June 6th meeting hadn't been canceled there could have been more dialogue and we could have found out exactly where the money was. She stated the whole issue is trying to follow the money trail and that Ms. Chammings thinking there was \$10,000 in there and there is actually \$6000. Ms. Chammings stated there should be \$9000. Mrs. Straway stated that \$4500 wasn't even included with the Contribution line, and the Contribution line was renamed rather than adding a line. Ms. Chammings asked what it was renamed. Mrs. Straway stated it was renamed Community Events and \$2500 was put back in it. Mrs. Franco then stated she didn't see how anything could be done until something is put in writing showing the budget. She stated she feels as though "we are going in circles". Mrs. Straway asked if the Commission had actually asked for that and Mrs. Franco stated "isn't that a given", shouldn't everyone have that in writing. Ms. Chammings stated that Mrs. Franco is correct. Mrs. Straway stated if the new computer system didn't need to be put in place the Commission would have had it. Mrs. Franco asked why a computer is

necessary to give out the budget. She stated "it's a piece of paper", it could even be hand-written. She stated the members just want something in writing that has the numbers because until then the Commission can't do anything. Mrs. Straway said that's fine, and this is the first time she was finding out that the Commission didn't have the numbers. She said "It's a no brainer, it's simple". Mrs. Franco stated she felt this was getting very redundant and this conversation was not really going anywhere. Mrs. Straway stated tomorrow morning she would come in to see the CFO and get the members' numbers for them. Mrs. Franco said that would be great and after tomorrow morning it could be discussed further. She stated until that time this couldn't go any further. Mr. Kately agreed and stated the Commission should go on to the next item on the agenda.

Field Maintenance: Ms. Chamblings has spoken to Jeanette Campbell and was told the boys will have a break from the beginning of July through August. She hopes to get the work done on the clay at Stillwater Park during this time.

Mrs. Murch has resigned as president of KMFL. There is no word as of yet as to the schedule for the league. Lacrosse is hoping to reseed the field (Veterans) by the time football begins. Mrs. Sugar stated she thinks Mrs. Fritsch goes to the KMFL meetings. Ms. Chamblings stated that once the Commission knows the football schedule, the Commission will get the field regenerated before the start of their season. She stated she will get the DEP recommendations about fertilizer used near waterways.

Ms. Chamblings stated that Volunteer Field is doing great. Mr. Chamblings stated that some of the boards on the fences need to be replaced at both Volunteer Field and Stillwater Park.

Mr. Kately asked whatever happened with the bear-proof garbage cans at Veterans Park. Ms. Chamblings stated she had met with the Environmental Commission and it was decided to try the present cans with them being emptied more frequently.

Ms. Chamblings stated the Commission needs to try to schedule SLAP to come in to work on the fields because they are "atrocious". Mr. Kately stated once it is decided when they should come he would put in the necessary paperwork.

Garage Sale Update: Ms. Chamblings asked Mrs. Franco if she had placed applications around town. Mrs. Franco said she hadn't but would do so right away. Mrs. Leonard stated that 13 people/groups had signed up so far. Ms. Chamblings stated putting the map on the town's website as a PDF file had been discussed, and also having the map available at the Town Hall. Ms. Chamblings stated a local business would be giving a donation for a raffle for participants. The day will be advertised in the Garage Sale section of the NJ Herald and on their website. Mrs. Sugar suggested placing the date for the sale on the sign in front of the fire house. Ms. Chamblings said that would be great and Mrs. Sugar stated she would ask. Ms. Chamblings stated the day would raise approximately \$450 to \$500 for the Rec. Commission trust.

Summer Rec. Program Update: Ms. Chamblings stated she has sent a letter to Blanca Chevreton at the State Park, but hasn't heard back from her. She will be visiting the park to follow up.

Stillwater Festival Update: Ms. Chamblings stated that the Historical Society is starting to hold meetings. She believes they are usually on Thursday nights so she was unable to attend tonight's meeting. She asked if maybe another member of the Commission could

attend the meetings with her. If a parade is to be scheduled for the event the Commission will need to file paperwork for the application for road closure. She stated a lawyer from the Historical Society will be looking at the application, which is very involved. The festival should be scheduled for either September 4th or 5th.

Due to Mr. Fisher not being able to attend tonight's meeting, discussion about the sign was removed from the agenda and will be added to next month.

Open Public Session: **Ms. Chamings** made a **motion** to open the meeting to the public at 8:16, **Mr. Kately** seconded.

Harold Bork, 906 Maple Avenue, stated he had signed his purchase order form for the Clean-Up Day voucher and just needed his EIN number. He thanked the Commission for working out the problems with the payments for the separate dens.

Anita Straway approached Mrs. Leonard with a tax exempt form from the CFO. She stated it should be used for all future purchases for the Rec. Commission. Mrs. Leonard stated she would use it in the future, but that most purchases made for the Commission are not made by her and that she is not informed when purchases are made. Ms. Chamings and Mrs. Sugar stated that when purchases are made using the town's Shop Rite card the taxes are already taken out.

There being no further discussion, **Ms. Chamings** made a motion to close OPS at 8:25, **Mr. Kately** seconded.

NEW BUSINESS

Field Use Forms: There were two field use forms: 1) **KMFL** requesting use of Veterans Park from August 1, 2011 through November 2011, Monday through Friday 5:00 pm to 8:00 pm and Saturday and Sunday 9:00 am to 4:00 pm. They will provide a schedule as soon as they have one. They will need a new insurance certificate as of August 5.

Ms. Chamings made a **motion** to approve the request, pending August 5th insurance renewal, **Mr. Kately** seconded.

Roll Call Vote: Ms. Chamings, yes, Mr. Chamings, yes, Mr. Kately, yes, Mrs. Sugar, yes, Mrs. Franco, yes

2) **Stillwater Recreational Soccer** requesting use of Volunteer Field or Veterans Park from August 15, 2011 through November 1, 2011, Monday through Friday 4:00 pm to 8:00 pm and Saturday 7:00 am to 3:00 pm. It is believed they will communicate with football if they have a need for Veterans Park. Last year they only used Volunteer Field. They are not expecting an overwhelming amount of teams.

Ms. Chamings made a **motion** to approve the request with the condition that soccer communicate with football if a need for Veterans arises, **Mrs. Sugar** seconded.

Roll Call Vote: Ms. Chamings, yes, Mr. Chamings, yes, Mr. Kately, yes, Mrs. Sugar, yes, Mrs. Franco, yes

Donated Properties: 4H Ring Proposal: Mr. Chamblings stated that 4H wants to put in a practice ring on the donated property. He has no objections to the ring. Ms. Chamblings asked if it would be helpful to get a tax map showing just where the ring will be? She also asked if the ring would be completely on the donated property. Mr. Chamblings stated it would be entirely on donated property. Ms. Chamblings stated 4H would like the ring due to a recommendation from their insurance company. Mr. Chamblings stated the next horse show is in September, giving the entire summer to get the necessary stone dust. Ms. Chamblings stated she would send the request to Mrs. Fisher for review.

Mr. Kately made a **motion** to approve the proposed practice ring on the donated property pending the approval of the Zoning Officer and the Town Committee, **Mrs. Sugar** seconded.

Roll Call Vote: Ms. Chamblings, yes, Mr. Chamblings, yes, Mr. Kately, yes, Mrs. Sugar, yes, Mrs. Franco, yes

Donated Property: Discussion needs to be postponed until Mr. Fisher is present.

Tentative Holiday Dates: The Commission discussed possible holiday event dates: December 3rd was chosen for the Holiday Tree Lighting, the third weekend in December, the 17/18, was chosen for the Holiday Home Decorating contest, and October 29 was chosen for a possible Halloween party/parade. The Commission will check with the 4H camp to make sure there wouldn't be a conflict with their Halloween festivities.

NJ State Fair: Ms. Chamblings stated she did the Stillwater display board for the Fair last year and would do it again this year. She asked if any members would like to help her, and if so to let her know soon. Set up for the Fair is August 2nd. Mrs. Straway asked if there was a theme this year. Mr. Kately stated it was the same theme as in years past.

Reports: Mr. Chamblings – none; Mr. Kately – none; Mrs. Franco – none

Mrs. Sugar stated she got a text about Cerbo not receiving payment for the holiday tree. Ms. Chamblings stated she thought the tree was donated. Mrs. Sugar stated \$300 was donated, but the tree cost \$600. She thought the Commission was paying the additional \$300. Mr. Chamblings stated he didn't think the Rec. Commission had anything to do with purchasing the tree. Ms. Chamblings stated the only mention of the tree in the meeting minutes refers to it as a donation. Mr. Kately stated he doesn't remember approving a bill for the tree. Mrs. Sugar stated she was asked to bring the matter to the attention of the Commission. Ms. Chamblings recommended reading the November minutes. Mr. Kately asked if it first came up in November or earlier. Ms. Chamblings looked over past minutes and the Commission never approved the purchase of the tree. Mrs. Sugar asked if this could be looked into further. Mr. Chamblings stated Brian Hendershot from DPW had said Cerbo's had donated the tree and the Rec. Commission had nothing to do with it. He wondered if maybe Cerbo's would like to donate to second half of the tree this year. Ms. Chamblings stated the tree needs fertilizer, and asked Mrs. Sugar if she was given a key to the concession stand if she would water the tree. Mrs. Sugar stated she would.

Executive Session: none

Liaison Report: none

Open Public Session: The second OPS was opened at 8:57. There being no business, the session was closed at 8:57.

Committee Member Comments: none

There being no further business, **Ms. Chammings** made a **motion** to adjourn the meeting at 8:58 pm, seconded by **Mrs. Sugar**. In a voice vote, all were in favor. The next meeting will be held on Monday, August 1, 2011 at the Municipal Building.

Respectfully submitted,

Tammy Leonard, Secretary

Lisa Chammings, Chairperson