 **STILLWATER TOWNSHIP**

**RECREATION COMMISSION**

**MEETING MINUTES**

**February 6, 2023**

**MEMBERS PRESENT:** Mr. Carovillano, Mrs. Minervino (via zoom), Mrs. Richardson, Mr. Sylvester, Mrs. Tsadilas, Mrs. Falotico, Mrs. Martin, Mrs. Delaney, and Mrs. Tosti

**MEMBERS ABSENT:** Mr. Reilly

Mrs. Tosti called the meeting to order at 7:05 p.m. with the statement that this meeting follows the Open Public Meetings Act. Regular meetings are held on the first Monday of the month at 7:00 p.m., at the Stillwater Township Municipal Building located in Middleville, New Jersey. This meeting was held at the Stillwater Township Municipal Building.

The flag was saluted and roll call taken.

**Approval of Reorganization Meeting Minutes:**

Mr. Carovillano made a motion to approve the minutes from the January 4, 2023 meeting, seconded by Mrs. Tsadilas.

**Roll Call Vote:** Mr. Carovillano, yes, Mrs. Minervino, yes, Mrs. Richardson, yes, Mr. Sylvester, yes, Mrs. Tsadilas, yes, Mrs. Falotico, yes, Mrs. Tosti, yes

**Approval of Meeting Minutes:**

Mrs. Tsadilas made a motion to approve the minutes from the January 4, 2023 meeting, seconded by Mrs. Tosti.

**Roll Call Vote:** Mr. Carovillano, yes, Mrs. Minervino, yes, Mrs. Richardson, yes, Mr. Sylvester, yes, Mrs. Tsadilas, yes, Mrs. Falotico, yes, Mrs. Tosti, yes

**Payment of Bills:**

Mr. Carovillano made a motion to approve the payment of the following bills totaling $355.00, seconded by Mrs. Richardson.

**Roll Call Vote:** Mr. Carovillano, yes, Mrs. Minervino, yes, Mrs. Richardson, yes, Mr. Sylvester, yes, Mrs. Tsadilas, yes, Mrs. Falotico, yes, Mrs. Tosti, yes

*Septicare (Porta-John Rental Fees) - $355.00*

**Correspondence:**

Mrs. Richardson stated that a check in the amount of $25.00 was donated to the Activities Club by Linda Mole. Linda attached a note that read, “Dear Friends, Thank you so much for the use of the Community Center last night for Bunco. We are so fortunate to have and use this facility.” Mrs. Wunder will send a thank you card to Mrs. Mole for her donation.

The Stillwater Township PTA is hosting their annual Tricky Tray event on March 24, 2023. A donation was requested. Mr. Sylvester made a motion to approve the donation of two weeks admission (Two separate vouchers) into Summer Camp and a Stillwater Township blanket to the PTA for their Trick Tray, seconded by Mr. Carovillano. Mrs. Tsadilas offered to put together the basket.

**Roll Call Vote:** Mr. Carovillano, yes, Mrs. Minervino, yes, Mrs. Richardson, yes, Mr. Sylvester, yes, Mrs. Tsadilas, yes, Mrs. Falotico, yes, Mrs. Tosti, yes

**Approval of Recreation Fees 2023:**

Mrs. Tosti said that although this list must be submitted to the CFO, we can temporarily exclude a fee and it will be noted that we need to further discuss and agree on an appropriate amount.

**Decorating contest** - Not to exceed $225.00.

Mrs. Tosti suggested we only have one winner for the Fourth of July contest considering there was only one entry. Mrs. Tsadilas suggested we completely remove the Fourth of July contest. This would allow $75.00 to be used towards another contest that we may want to introduce at a later date.

**Garage Sale Day** - Map Fee $5.00 each

Mrs. Tsadilas mentioned that the event is continuing to grow and in efforts to keep it successful we should keep the $5.00 fee as is. If the fee is too high, some participants may not make enough to justify a more expensive fee.

**Miss Stillwater** - Winner $200.00, Runner Up $50.00, Little Miss and Little Mr. $25.00 each

**Stillwater Blankets** - $45.00 each

**Summer Camp Registration** - Currently $45.00 per child for the week from 9 a.m. – 1 p.m.

Head Counselor $20.00

Camp Counselor $12.70 minimum wage (increase)

Last year, according to the CFO, we broke even. $15.00 late fee will be enforced this year. The registration fee may need to increase to $50.00 due to the increase of the hourly rate paid to the camp counselors. Mr. Carovillano suggested to give a discount for families with more than two children. At budget time, a proposal should be put together with a bill list and presented to adjust the budget to ensure that Summer Camp (supplies included) can be covered in full. Mrs. Delaney stated that the budget is not set yet, so there may be room to make some adjustments. She also suggested using the Activity Fund on occasion as a source of income if needed (need to verify that we can do so).

**Fall Fest** - Vendor Fee $25.00

**Miscellaneous Events** - Vendor Fees to be determined

Mr. Sylvester made a motion to approve the fees as read by the Chairperson, seconded by Mrs. Tsadilas.

**Roll Call Vote:** Mr. Carovillano, yes, Mrs. Minervino, yes, Mrs. Richardson, yes, Mr. Sylvester, yes, Mrs. Tsadilas, yes, Mrs. Falotico, yes, Mrs. Tosti, yes

**Open Public Session - Agenda Items Only:**

The meeting was opened to the public at 7:31 p.m.

**Applications -**

*Mr. Volpe*

*Youth Lacrosse*

*Veterans Memorial Park*

*4/1-6/11*

*Monday-Friday 5:00-8:00 p.m.*

*Insured*

Mr. Carovillano made a motion to accept application for use of Veteran’s Memorial Park for Youth Lacrosse, seconded by Mrs. Richardson.

**Roll Call Vote:** Mr. Carovillano, yes, Mrs. Minervino, yes, Mrs. Richardson, yes, Mr. Sylvester, yes, Mrs. Tsadilas, yes, Mrs. Falotico, yes, Mrs. Tosti, yes

*Mr. Dell*

*North Jersey Co-Ed Softball*

*Stillwater Park in Swartswood*

*Spring/Summer*

*Tuesday only 6:00-9:00 p.m.*

*\*Not every Tuesday, Every other (tentatively)*

*Insured*

Mrs. Tsadilas made a motion to accept application for use of Stillwater Park in Swartswood for New Jersey Co-Ed Softball, seconded by Mr. Sylvester.

**Roll Call Vote:** Mr. Carovillano, yes, Mrs. Minervino, yes, Mrs. Richardson, yes, Mr. Sylvester, yes, Mrs. Tsadilas, yes, Mrs. Falotico, yes, Mrs. Tosti, yes

*Kittatinny Travel League*

*Stillwater Park in Swartswood*

*Thursdays/Sundays*

Mr. Carovillano made a motion to accept application for use of Swartswood Field for the Kittatinny Travel League, seconded by Mrs. Richardson.

**Roll Call Vote:** Mr. Carovillano, yes, Mrs. Minervino, yes, Mrs. Richardson, yes, Mr. Sylvester, yes, Mrs. Tsadilas, yes, Mrs. Falotico, yes, Mrs. Tosti, yes

*Kittatinny Little League*

*Veterans Memorial Park/Stillwater Park in Swartswood*

*4/1-7/15*

*Monday-Friday 5:00-8:00 p.m./Sunday 9:00 a.m.- 8:00 p.m.*

*(Days/times are generalized, willing to work around other applicants)*

*Insured*

Mrs. Richardson made a motion to accept application for use of both Veterans Memorial Park and Stillwater Park in Swartswood for the Kittatinny Little League, seconded by Mrs. Minervino.

**Roll Call Vote:** Mr. Carovillano, abstained, Mrs. Minervino, yes, Mrs. Richardson, yes, Mr. Sylvester, yes, Mrs. Tsadilas, yes, Mrs. Falotico, yes, Mrs. Tosti, yes

Mr. Sylvester clarified why he had requested that field use applicants be present during the February meeting. It is so that we can communicate what our expectations are so that everyone will knowing going in that we share the facility and strive to create balance between users. All field requests will be given equal opportunity. A tentative schedule will be shared in March, final in April. Summer use by June 1st, so summer schedules can be mapped out. Fall use by August 1st, so fall schedules can be mapped out.

There have been no issues, but Mr. Sylvester made a reminder to clean up fields after each use. Recapped what improvements will be done to our fields. Thanked everyone for coming. He welcomed any suggestions for improvement or equipment that may be needed that would benefit the children using the fields if the budget allows.

Public session was closed at 7:50 p.m.

**Amendments to the Agenda:**

No amendments were made to the agenda.

**Sub-Committee Reports:**

**Events/Dates/Chairpersons Tentative for 2023:**

**Clean Up Day - Mrs. Tosti**

April 22 (Earth Day)

Shredder is confirmed and will be advertised (9:00 a.m.-12:00 p.m.)

**Miss, Little Miss and Mr. Stillwater Pageant - Mr. Sylvester (Mrs. Minervino/Mrs. Falotico as needed)**

May 12 6:00 p.m. \*Younger participants will go first

Mr. Sylvester will need assistance in getting a panel of judges (Three judges). Mrs. Delaney mentioned as a reminder that judges should NOT be Stillwater residents. Mr. Sylvester will also take care of advertising for the event. Advertisement in flyer form to be distributed at the schools and will include information regarding the event and prizes to be awarded. Mr. Sylvester, Mrs. Minervino, and Mrs. Falotico will work together and communicate via e-mail to further discuss this event.

**Stillwater Day/Fall Festival - Sub Committee for 2023 Mrs. Tosti/Mrs. Richardson (Mrs. Minervino/Mrs. Falotico as needed)**

October 7

Mrs. Martin mentioned keeping committee to a minimum during the planning stages. Additional members should be brought in for the final meeting before the event to get their tasks. It keeps things more organized and allows the event to run more smoothly. Mrs. Delaney agreed. Mrs. Minervino was recognized for her hard work during last year’s event. The first meeting pertaining to this event will be on March 23, 2023 at 5:30 p.m. at the Stillwater Township Municipal Building.

**Garage Sale Weekend** - Mrs. **Wunder**

May 20 and May 21

Second date to be decided (October 14 and October 15)

**Summer Camp - Mrs. Tosti**

August 7 and August 14

**County/State Fair - Mrs. Richardson**

Waiting on theme to move forward with planning

**Sussex County Day** - Mrs. **Tsadilas**

*Both events will be in cooperated and chairpersons will work together.*

Mrs. Delaney made a recommendation to make arrangements with the CFO for the purchase of “free items (bags, crayons, etc.) with grant money. Needed for multiple events.

**Decorating Contests** - **Mr. Reilly?**

Mrs. Tosti spoke to Mr. Reilly and he did not confirm if he will be the Chairperson. This will be further discussed at the next meeting when he is present.

**Tree Lighting -**

December 1

Snow Date: December 2

Will be discussed when the event gets closer.

**Field/Pavilion Application Approvals, Scheduling - Mrs. Tosti**

Already discussed earlier in the meeting.

**Field Maintenance - Mr. Sylvester and Mr. Carovillano**

*Turf Management* - Mr. Sylvester spoke to Rich (Owner of Farmside Landscaping). Rich was unaware that Josh is no longer working for the Township. He has not had anyone from the Township reach out to him to let him know that he will be the turf management person for the year. Mrs. Delaney said that someone will reach out to him soon to verify. Rich recommended the aeration and seeding for both Volunteer and Swartswood to be done in either August or early September (Labor Day) for optimal results.

*Purchase Order Updates* - Mrs. Tosti confirmed that the purchase order of the sockets is in along with the diamond digger. The DPW needs to be contacted to move the diamond digger.

*Paving* - Mr. Sylvester asked Mrs. Delaney to work on getting a paving schedule (or tentative schedule) for both Veteran’s and Stillwater Park.

*Clay Drop Date* - Mr. Sylvester mentioned that the clay drop date is weather permitting. Mrs. Tosti confirmed that she has spoken to Paul and he is ready to do so. The weight of the truck at Veterans in a concern of his, but this weekend would be ideal weather wise. Mrs. Tosti will forward Lou’s information to Paul so they can further discuss a clay drop date and any concerns.

*Fencing* – Mrs. Tosti reported that the 10 ft fencing is in. The job will be completed once the toppers (on back order) and additional fencing for back stop (ordered at a later date) are delivered. Mr. Sylvester needed verification that the job will be completed by opening day of baseball. Mrs. Tosti and Mrs. Delaney both said yes. Paul contacted Mrs. Tosti because they left debris (cement/pieces of fencing) on the field. Clean-up is a must and if not done can lead to a potential hazard. Mrs. Delaney said prior to any checks being cut all debris must be removed.

**Community Center Activities - Mrs. Richardson**

Mrs. Richardson distributed a list on what has already been done and what is still needed from volunteers for the February 16, 2023 Valentine’s Event at the Community Center. A DJ is needed, although Mrs. Richardson does not think using money from the budget is necessary when it can be utilized for other things for the event. Mrs. Martin offered the use of her Spotify account for DJ’ing purposes. Mrs. Tosti and Mrs. Minervino also offered their laptop and speaker systems. Mrs. Minervino is donating a candle for the raffle. She also bought a heart shaped cake pan to be used for desserts for the event in addition to future Valentine’s events. Several members are cooking/donating food for the event. Mrs. Richardson appreciates everyone who has helped and wants to help.

**Native Plant Exchange – Chairperson needed**

May 13 (tentative due to multiple events in May)

Second date to be decided (September or October)

Mr. Reilly expressed an interest in this event. Chairperson will be discussed at a later meeting when Mr. Reilly is present. Mrs. Tosti would like to continue what Tanya had started to honor her. She noticed on the local Facebook page that residents who are new to the area question what type of wildlife is in their backyard amongst other questions pertaining to nature. Mrs. Tosti mentioned possibly serving refreshments indoors and having members of the community come to speak or offer pamphlets on topics such as bear/snake/plant safety.

**Old Business:**

**Grant Purchase List - Back Stop/Fencing Installation Project**

Already discussed during Field Maintenance.

**Mailing Insert for July 2023 Tax Bill - Event List from June 2023 through June 2024**

As calendar is being done, this will be revisited.

**Equipment Wish List 2023 - Diamond Digger Combo, Mounds (5 sets)**

Already discussed during Field Maintenance.

**New Business:**

**Discussion of Recreation Procedures and Expectations -**

Mrs. Tosti reviewed the rules and proper procedures of being a board member to clarify any confusion to new members. Our list of events is growing and we are always looking for new ideas to better serve our community, but a process must be followed.

* *Introduce ideas to members of the committee*
* *Group discussion to weigh in on idea*
* *Calendar dates* \**Mrs. Martin verified that one person (either the Chairperson or Secretary) should present the date to her to see if it’s available.*
* *Ensure budget will support new idea/event*
* *Voting within our committee*
* *Present to town for approval and secure date*

Mrs. Tsadilas asked about the process on when to bring up discussion about new ideas/events.

* *Present idea in email form to Mrs. Tosti to be considered and added to the meeting agenda*
* *Idea may be presented during a regular meeting under “New Business.” The event proposals should be limited per meeting to avoid a lengthy meeting*
* *Workshop meetings can also be held specifically for new ideas (preferred method)*
* *Meetings outside of regularly scheduled meetings CANNOT consist of more than four members otherwise you have a quorum, which limits the public the ability to weigh in on ideas.*

Please feel free to ask Mrs. Tosti, Mrs. Richardson, or Mrs. Wunder questions.

**Discussion of Utilizing Workshop Meetings (3rd Monday of each month) -**

Discussed above.

**Discussion of New Ideas from Committee Members -**

Mrs. Minervino

*Celebrating Developmental Disabilities* (event open to everyone)

Sunday, March 19 1:00-3:00 p.m.

Mrs. Minervino is a member of the DPD and hopes to spread awareness for what they do, what projects they have done, and do a new project/craft of their own at the event. There is very little cost involved – Light refreshments, craft supplies (donated items). Waiver needed for insurance purposes. Mrs. Minervino will present idea during the town meeting the following evening.

Mrs. Richardson made a motion to present the event to the town, seconded by Mrs. Tsadilas.

**Roll Call Vote:** Mr. Carovillano, yes, Mrs. Minervino, yes, Mrs. Richardson, yes, Mr. Sylvester, yes, Mrs. Tsadilas, yes, Mrs. Falotico, yes, Mrs. Tosti, yes

Mrs. Falotico

*Easter Egg Hunt*

Community Center

March/April

Eggs can be a one-time purchase to be used for future events. Light refreshments, bunny, crafts, and candy to fill the eggs.

We have to make sure it doesn’t interfere with any other egg hunts in the surrounding areas. Candy is a big expense. We will revisit this at the next meeting after more research is completed. Mrs. Falotico asked if a newsletter with all upcoming events can be made for social media or a bulletin board at the Community Center. All agreed this is a good idea.

*Community Safety Series:*

* Babysitting Course – CPR/First Aid for infants and toddlers

 March (maybe pushed to May)

* Parent/Grandparent Course – CPR/First Aid for all ages

 April

* Water Watchers (water safety)

 May

Mrs. Tsadilas

*Community Water Safety Fair*

Swartswood State Park

May 7 12:00-4:00 p.m.

Water safety is a passion of Mrs. Tsadilas. This event will be a collaboration with the fire department/EMS since they previously held events like this and wish to bring them back to our community. Swartswood State Park willing to host this event. The park has sent special use permit and is waiving fee for admission into the park. Mrs. Tsadilas will be soliciting educational vendors. She has done this before, so she has a large group to pull from. Only cost involved is fee to cover popcorn for movie (safety video) and banner for advertisement. Volunteers will be needed to assist in planning and to help run games. Mrs. Tosti commented that this may be great advertisement for park itself, since it does not seem to be get used as much as it should.

Mr. Sylvester stated that we aren’t quite asking for township approval on this, but rather looking to inform them that we are having these events. The township committee wants us to take on the responsibility of presenting ideas, asking questions, being the “clearing house.” Mrs. Delaney will present these ideas during the township committee meeting the following evening. Mrs. Minervino and Mrs. Tsadilas will also be present at this meeting.

**Budget 2023 – Approval Update**

None at this time.

**Open Public Session:**

The meeting was opened to the public at 9:14 p.m. Mrs. Minervino wanted the Recreation Commission to know that she had a mass card issued for Tanya Stark at Our Lady of Mt Carmel Church for November 26, 2023 11:00 a.m. to recognize the one-year anniversary of her passing. Mrs. Stark meant a lot to our members. Mrs. Minervino also wanted to recognize Mrs. Wunder’s hard work. Public session was closed at 9:15 p.m.

**Committee Member Comments:**

Discussed earlier in the meeting.

**Liaison Report – Mrs. Delaney**

Mrs. Delaney wanted to say congratulations to everyone since she missed the last meeting. She welcomed Mrs. Wunder. She asked for Mrs. Tosti to please make sure the fencing debris is cleaned up before the CFO cuts a check. There is a new cleaning service for the Community Center and they’re doing a great job. Mrs. Delaney will be checking the status of the Community Center supplies, however, if you notice anything that needs to be ordered or done please let her know. Additional improvements to the Community Center are being done and/or discussed at the Township Committee Meetings. We will be updated as they are completed or approved. DPW employees have changed – almost fully staffed. If you see them, please introduce yourself. They will be working on cleaning up and organizing Volunteer.

**Executive Session/Session Actions:**

None at this time.

**Adjournment:**

Mr. Sylvester made a motion to adjourn the meeting at 9:21 p.m., seconded by Mrs. Tosti. A vote was taken and all were in favor.

Respectfully Submitted,

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Danielle Wunder, Secretary