**STILLWATER TOWNSHIP**

**RECREATION COMMISSION**

**MEETING MINUTES**

**March 6, 2023**

**MEMBERS PRESENT:** Mrs. Minervino, Mr. Reilly, Mrs. Richardson, Mr. Sylvester, Mrs. Tsadilas, Mrs. Falotico, Mrs. Martin, Mrs. Delaney, and Mrs. Tosti

**MEMBERS ABSENT:** Mr. Carovillano

Mrs. Tosti called the meeting to order at 7:03 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 Meeting Minutes:**

Mr. Sylvester made a motion to approve the minutes from the February 6, 2023 meeting, seconded by Mrs. Tsadilas.

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

**Payment of Bills:**

Mrs. Tsadilas made a motion to approve the payment of the following bills totaling $20,301.72, 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. Martin, yes, Mrs. Tosti, yes

*February Septicare (Porta-John Rental Fees) - $370.00*

*March Septicare (Porta-John Rental Fees) - $370.00*

*ShopRite (Senior Valentine’s Dinner/Dance Supplies & Refreshments) - $175.72*

*Challenger Fence - $19,386.00*

Fencing is funded by the grant. Mrs. Tosti verified that the fencing/clean-up was complete as of last week. Mrs. Tosti and Mrs. Delaney met with DPW to check final product. There was some rock debris, but it was most likely due to the recent rain. DPW cleaned remaining rock debris. Included in the grant: New yellow topper on the outfield, new fencing of sidelines, and refacing of the backstop. Not included in the grant: Yellow cover added to the foul poles at no charge due to the color difference being so significant. DPW noticed that some fencing (not included in revision) was loose. They will discuss this with their department head and resolve this issue for the safety of players.

**Correspondence:**

None at this time.

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

The meeting was opened to the public at 7:15 p.m.

**Applications -**

*Oscar Fernandez*

*Kittatinny Travel Soccer*

*Volunteer Field*

*3/1-6/30*

*\*Days to be determined (must discuss with Recreation Soccer)*

*M-F 4:30-8:00 p.m.*

*Sat 1:00-8:000 p.m.*

Mrs. Minervino made a motion to accept application for use of Volunteer Field for Kittatinny Travel Soccer, seconded by Mrs. Richardson.

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

*Rob Rogazzo*

*Stillwater Recreation League*

*Volunteer Field*

*4/1-7/1*

*Monday-Friday 4:00-7:30 p.m. Saturdays 8:00 a.m.-1:00 p.m.*

Mrs. Tsadilas made a motion to accept application for use of Volunteer Field for Stillwater Recreation League, seconded by Mrs. Tosti.

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

*Anna Pascarella (not present)*

*Hampton Girls Softball*

*Volunteer Field*

*4/1-6/26*

*Tuesdays/Thursdays/Fridays 5:00-8:30 p.m. Saturdays 8:30 a.m.-3:00 p.m.*

Mrs. Tsadilas made a motion to accept application for use of Volunteer Field for Hampton Girls Softball, seconded by Mrs. Richardson.

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

*Jonathan Genuardi*

*18+ Soccer Team*

*Volunteer Field*

*4/16-8/31*

*Mondays 6:00 p.m.-8:00 p.m. (tentatively 8-10 Mondays total, not every Monday)*

Players are willing to donate for field use wear and tear. At least 10 players are residents of Stillwater. Available days will be need to be determined once other approved field use applicants set their schedules. Commission will need further discuss this field use application before a final decision is made.

Mr. Sylvester clarified why he had requested that field use applicants be present during the meeting. It is so that we can communicate what our expectations are so that everyone will know 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 and maintain fields after each use (ex. drag and rake). Equipment should be removed for mowing and turf management. Recapped what improvements will be done to our fields (aeration/reseeding on Volunteer Field/Swartswood Field by Summer/Fall 2023). Sign up suggestions include: advertising on multiple websites (Township/Recreation) and within the schools (Kittatinny/Stillwater). Sign-ups should allow for late registration where it doesn’t impact travel sports because we want to keep it open for all.

Public session was closed at 7:35 p.m.

**Amendments to the Agenda:**

No amendments were made to the agenda.

**Approval of Recreation Fees 2023:**

**Summer Camp Registration** - $50.00 per child for the week from 9:00 a.m.-1:00 p.m.

Head Counselor $20.00

Camp Counselor $12.70 minimum wage (increase)

Last year, according to the CFO, we broke even. It has been encouraged to increase the registration fee from $45.00 to $50.00 due to the camp counselor minimum wage increase. There has not been a registration fee increase in at least four years. $15.00 late fee will be enforced this year.

Mrs. Tsadilas made a motion to approve the $5.00 increase for the Summer Camp Registration Fee, seconded by Mrs. Richardson.

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

All other fees will remain the same as discussed in the previous meeting.

Mrs. Tosti made a motion to approve the 2023 fees with the increase on Summer Camp Registration line, seconded by Mrs. Minervino.

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

**Old Business:**

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

Already discussed during Payment of Bills.

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

Mrs. Tosti suggested utilizing the March 20, 2023 at 7:00 p.m. to be held at the Stillwater Township Municipal Building to discuss Fall Festival fundraising, as well as other ideas from board brainstorming for new events. All agreed.

**New Business:**

**Easter Egg Hunt (Collaboration w/ the Stillwater Fire Department)**

4/2

12:00 p.m.

Veterans Field

The Fire Department has purchased 1,500 Easter eggs, a new set of golden eggs, tape, and 6 lbs. of jelly beans for $224.00. They will cover this cost. Since prices have increased since their last egg hunt held in 2018, they are asking the Recreation Commission to do 3 prize baskets per age group (9 baskets total) and assist in stuffing the eggs at either Station 1 or the Community Center. Mrs. Falotico and Mrs. Martin will coordinate with one another regarding helping to plan and execute this event. Mrs. Delaney questioned where the funds were coming from to provide the baskets/fillings. Mrs. Tosti confirmed it will be coming from our Community Events Line.

Mrs. Tsadilas made a motion to approve the purchase of our contribution not to exceed $200.00 (approximately $20 per basket), seconded by Mrs. Richardson.

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

**Budget 2023 - Approval Update**

By the end of March. No concerns at this time.

**Collaboration with Hampton/Stillwater Seniors - Chair Yoga/Senior Activities**

**Chair Yoga -**

There has been a request for chair yoga. Payment for instructor can be paid by residents via a fee, we would simply be hosting the event at our center. CFO sees no issues with this.

**Senior Activities -**

Karen King (from the County) would like to offer some senior activities for free at our center. Example: “Let’s Go, Walk with Ease” Arthritis foundation. These types of events will be offered a few days per week from 9:00 a.m. to 11:00 p.m. These types of programs encourage seniors to learn about the importance of physical activity, aerobics, balance, and movement at their own pace. All of the above are not only good for the body, but also help to prevent falls and injuries. Mrs. Tosti has been in touch with a possible instructor for the event. Pricing and advertisement will be further discussed.

**Sub-Committee Reports:**

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

**Clean Up Day - Mrs. Tosti**

4/22 (Earth Day)

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

CFO said funds from the grant will most likely not come through until May.

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

5/12

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

Mr. Sylvester has distributed event flyers to Kittatinny/Stillwater Schools, Stillwater Townhall, and to Recreation Secretary and Clerk for website/social media posting. Applications have been updated and electronically distributed. Mr. Sylvester and co-chairs will need to arrange the awards and flowers next. He has been in contact with County to coordinate with Queen of the Fair. Mrs. Tosti mentioned that Terry Bashada shared booklet with prior year information available for chairs to use.

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

10/7

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**

5/20 and 5/21

Application update needs to be done and publicized.

**Summer Camp - Mrs. Tosti**

8/7-8/14

Once registration fee is updated, information regarding event will be sent to schools by end of April.

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

Waiting on theme to move forward with planning. It will be announced by the end of March.

**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?**

None at this time.

**Tree Lighting -**

12/1

Snow Date: 12/2

Will be discussed when the event gets closer.

**Egg Hunt - Mrs. Falotico & Mrs. Martin**

Discussed during New Business. Mrs. Falotico and Mrs. Martin will reach out to the Fire Department to arrange time/place of egg stuffing.

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

Discussed during Open Public Session. Scheduling is in process.

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

*Clay Spreading Update* - Mr. Sylvester is going to ask Mr. Carovillano to coordinate the clay spreading date with Little League and softball. Field is in good shape and clay is ready to be spread.

*Pickleball* – Mr. Sylvester recommends that with paving project coming up we start to silicate what it’s going to cost to paint (2 @ Veterans/2 @ Swartswood). He will contact a gentleman previously used for painting to obtain a quote. A quote is also needed for a shed to store pickleball nets. While most players use their own portable nets, we should still (as hosts) have the necessary materials available for players to use if needed. A donated shed is an option as well.

*Aeration/Seeding* - Turf management recommended late summer/early September.

**Community Center Activities:**

**Seniors - Mrs. Richardson**

There are no events listed for March since the last activity (Valentine’s Dance) was so large. It was a huge success - 40+ people attended. One of the attendees left Mrs. Richardson a voice message thanking her and letting her know they feel fortunate to live in a community that cares about its residents. Mrs. Richardson and Mrs. Tosti thanked everyone who came out to the event and helped out.

Upcoming Event:

4/27

2:00-4:00 p.m.

**Developmental Disabilities Recognition Month - Mrs. Minervino**

3/19

1:00-3:00 p.m.

It was been publicized on the Stillwater Township website as well as the Recreation Commission social media page. Mrs. Minervino asked if using the Costco card would be an option for light refreshments. Any donated items would be welcomed as well. Please let Mrs. Minervino know via text or email if you can help in any way. Crafts will be available. There will giveaways. The guardian or person bringing attendees should stay for the event – this is not a drop off event.

**Educational Activities:**

**Native Plant Exchange - Chairperson needed**

June (tentative)

There were multiple events in May, so a date set in June will allow for a better turn out.

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 asked Mr. Reilly if he any contacts available to come educate or offer educational pamphlets on topics such as bear/snake/plant safety. In the summer, Mr. Reilly works for the New Jersey Department of Environmental Safety to catch rattlesnakes. Mr. Reilly will reach out to contacts asap.

**Community Water Safety Fair - Mrs. Tsadilas**

5/7

12:00-4:00 p.m.

Swartswood State Park

Water safety is a passion of Mrs. Tsadilas. This event will be a collaboration with Swartswood State Park. The park is not open yet, so we will have the entire park available for this event. The park has sent special use permit and is waiving fee for admission into the park. However, a donation in the amount of $60.00 (given by Mrs. Tsadilas brother) will be put towards the permit fee. This is a free event and will be very interactive. Snacks and drinks will be sold during event. It is a possibility food or drinks could be donated to the event. Since this is a new event, there is no budget available yet. “It doesn’t cost anything to save a life,” is a motto Mrs. Tsadilas stands by. Contribution/partner letters and applications/presenting applications have been sent to all involved organizations. Information has been sent to Mrs. Martin in regards to the Historical Society. Mrs. Tsadilas had a meeting with the Stillwater Fire Department. There will be 14 vendors. There will be water activities every 30 minutes (tentatively). Mrs. Tsadilas has hopes that Park Service and The State Police will also have direct involvement in the event. Everyone involved in this event is very eager and excited. Volunteers will be needed to assist in planning, running games, and presenting. Please reach out to Mrs. Tsadilas. Even an hour would be extremely helpful.

Upcoming Event – *Heroes On The Water*

6/4

Morning event

Swartswood State Park

The park supplies everything needed. Breakfast has already been donated. Lunch is still needed.

**Open Public Session:**

The meeting was opened to the public at 8:32 p.m.

Oscar Fernandez wanted to know how soon he would be able to use the field. Mr. Sylvester will contact turf management to verify when the safest date would be to avoid unnecessary wear and tear to the field. He will then contact Mr. Fernandez to let him know the date. \*After Mr. Fernandez left, Mr. Sylvester received a message from Farmside that fields should not be used when the grass is dormant. The field should not be used until at least the first week in April.

Public session was closed at 8:34 p.m.

**Committee Member Comments:**

Mr. Reilly wanted to let everyone know that he thinks there would be interest in putting together events of travel. This could include sport events, casino, concert, activities outside the area, Broadway shows, etc.  He is currently getting the cost of event and bussing to and from the event to see what we can secure and offer. The problem in the past has been that a deposit is usually sought when blocking a number of tickets. We currently don't have the ability to do that so he is looking for alternative agreements with these companies. This will be further discussed at the March 20, 2023 workshop meeting.

**Liaison Report - Mrs. Delaney**

* There is an ordinance regarding led paint and its safety. Approvals must happen for buildings built prior to 1978. This is mandatory (state) and we must comply.
* DPW - A fairly new employee has resigned from the DPW; however, someone is filling the position. The DPW has been extremely helpful in inspecting the field and informative on what needs to be done and how they will go about completing the project. Please, if you happen to see any new members of the DPW, introduce yourselves.
* There was a resolution passed for a tax refund payment of 100% disabled veterans.
* The Stillwater Fire Department is hosting a golf outing (tentative). More discussion must be done.
* Bicentennial Committee - Members include Mrs. Delaney, Mr. Scott, and our CFO (Tammy Leonard). They have not met yet, but Mrs. Delaney will give the committee updates in the future.
* Mrs. Delaney thanked everyone for all of their incredible ideas for events and encouraged everyone to continue brainstorming. The Recreation Commission has not seen this much activity in a long time. She would like to see activity on increasing our budget. Although it is difficult at this time due to so many events and projects being done for improvements, but it is something to keep in mind for the future.
* Mrs. Delaney also encouraged everyone to lock in event dates for the future even if it’s just tentative. It helps with the planning process. Mrs. Martin mentioned making sure you are looking at the Recreation Commission Calendar when looking/putting a hold on dates. We have our own calendar on the Stillwater Township website.

**Executive Session/Session Actions:**

None at this time.

**Adjournment:**

Mrs. Tosti made a motion to adjourn the meeting at 8:50 p.m., seconded by Mrs. Minervino. A vote was taken and all were in favor.

Respectfully Submitted,

Danielle Wunder, Secretary