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Description automatically generated **STILLWATER TOWNSHIP**

**RECREATION COMMISSION**

**WORKSHOP MEETING MINUTES**

**November 20, 2023**

**MEMBERS PRESENT:** Mr. Carovillano, Mr. Reilly, Mrs. Minervino, Mrs. Falotico, Mrs. Richardson, and Mrs. Tosti

**LIASION:** Mrs. Delaney was in attendance

# MEMBERS ABSENT: Mr. Sylvester, Mrs. Tsadilas, and Mrs. Martin

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.

**Budget Review:**

All budget request amounts remain the same as discussed at our 11/6 meeting. The only increase/change being made at this time is to our advertising line item. We previously discussed $400.00 and members are still in agreement with this amount for 2024.

Due to the increase in our community events, the CFO would like a list of events – this will be done during our December meeting, but Mrs. Tosti just wanted to make note that this conversation took place.

Office supplies are not typically purchased, but Mrs. Tosti would like to ensure we utilize this line item in 2024. Some items we will need include scissors, paper, notebooks, tape/tape dispensers, duct tape, pens, markers, glue dots/command strips, raffle tickets, an organizer for all items purchased. These items are needed for the Community Center.

Mr. Carovillano made a motion to approve the budget discussions and increases at our next meeting, seconded by Mrs. Richardson.

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

**Tree Lighting:**

Snow date has been changed from 12/2 to 12/3

* *Decorating Community Center*

Sunday, November 26th (preferably early afternoon) worked best for members availability to help decorate.

* *Overview of Activities* (Mrs. Falotico will do signage for each activity table)

Activity boxes (take home family activities)

Hot chocolate station

Craft stations

Caroling books

Goody bags (Mrs. Tosti will order)

Snowman making contest (weather permitting)

Holiday tattoos

Games (candy jar guess, candy cane hunt)

Photo booth background

Smores/Firepit (Mrs. Tosti will ask Fire Department if this is possible)

* *Boy Scouts/Girl Scouts*

Boy scouts will be there selling trees

Girl Scouts will be there to sing carols (help with anything we need)

* *DPW Lights*

Mrs. Tosti will reach out to DPW to ensure the lighting is checked

* *Refreshments*

Hot chocolate/tea/coffee (need cups)

4 dozen cookies, icing, edible décor/markers, decorating tools Mrs. Richardson will research this)

* *Misc*

Mrs. Tosti reached out to Little Mr./Little Miss/Miss Stillwater to attend the event

Santa’s chair (Mrs. Falotico)

**Porta John – Veteran’s and Stillwater Parks:**

Volunteer Park and Veteran’s (in the actual park area) Porta Johns have been removed for the winter. A decision was made to keep the Porta Johns in both Swartswood and Veteran’s parking lots for drivers, post office drivers, and park users.

Mrs. Tosti made a motion to approve the removal of Volunteer Park and Veterans Park Porta Johns while keeping Swartswood and Veteran’s Park parking lot Porta Johns, seconded by Mr. Carovillano.

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

**Sign Up Sheet Bus Trip:**

Flyers for the Christmas in the City bus trip was distributed and Mrs. Wunder will post immediately.

**Adjournment:**

Mr. Reilly made a motion to adjourn the meeting at 8:37 p.m., seconded by Mrs. Minervino. A vote was taken, and all were in favor.

Respectfully Submitted,

Danielle Wunder, Secretary