



STILLWATER TOWNSHIP
RECREATION COMMISSION
MEETING MINUTES

October 7, 2024

MEMBERS PRESENT: Mr. Sylvester, Mrs. Minervino, Mrs. Falotico, Mrs. Trotter, Mrs. Richardson, and Mrs. Tosti

LIASION: Mrs. Delaney and Mr. Manser were both in attendance

MEMBERS ABSENT: Mrs. DiBattista and Mr. Carovillano

Mrs. Tosti called the meeting to order at 7:02 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 Middletown, New Jersey. This meeting was held at the Stillwater Township Municipal Building. The flag was saluted and roll call taken.

2024 Stillwater Township Open Space and Recreation Plan:

The Environmental Commission joined the Recreation Commission's meeting to review and weigh in on the 2024 Stillwater Township Open Space and Recreation Plan presented by Alison Kopsco. The purpose of this portion of the meeting was to review our 2024 goals and policies as well as discuss objectives for accomplishing each, review the inventory of Open Space and Recreation resources, review existing programs and any gaps or needs, give our feedback, and discuss our next steps.

Environmental Commission members present:

Mr. Branagan, Mrs. Emmetts, Dr. Mattes, Mr. Szabo, Mrs. Tracey, Mr. Dvorsky, Chairperson Coriston

Also Present: Committee Liaison Mayor Chamblings

Public: Dr. Robert Lippencott

Environmental Commission (EC) Comments and Questions following the Open Space and Recreation Plan (OSRP) update presentation by Alison Kopsco, P.P., of J. Caldwell & Associates:

Mrs. Emmetts stated the Community Center should be located on the map and noted that Arctic Meadows is closed to the public.

Mayor Chamblings referenced municipally-owned land on the map and stated the township is currently in the process of foreclosing on and selling township-owned properties. The EC will need to determine if any of the properties should be preserved. This could be noted as an EC objective or goal. Mrs. Emmetts noted a similar process was undertaken by the EC many years ago with recommendations being provided.

Mr. Branagan referred to Goal #5A and asked what the plan was to ensure continued drinking water quality for residents. Ms. Kopsco stated she will formulate objectives such as green building practices and low impact development. Mrs. Emmetts noted the Swartswood Lakes Watershed Association had received a grant many years ago for implementing a septic system program. It was offered to both Hampton and Stillwater but was declined.

Mr. Dvorsky asked what the plan was to create and maintain a safe trail system for bicycling and hiking and how will it be maintained. He stated the Paulins Kill trail is in poor shape. Mrs. Tosti, Recreation Commission (RC) Chairperson, stated the Veteran's Memorial Park (VMP) trail is maintained by the DPW. Grant funding may also be pursued. Ms. Kopsco agreed. Mayor Chamblings noted the Paulins Kill

trail is not owned by Stillwater. She stated when applying for stewardship grants an updated OSRP will provide leverage. Mayor Chamblings noted that grant opportunities are backed up by goals and objectives and an updated Open Space and Recreation Plan in addition to the Master Plan. Committeewoman Delaney stated a grant writer is being considered and will assist in obtaining needed funding.

Ms. Coriston asked if a community survey was considered, inquiring what the residents would like to see with respect to trails, activities, etc. Ms. Kopsco stated it was not done for this project as it was a limited scope, however it could be considered. Mayor Chamblings stated the Township Committee could do so.

Dr. Lippencott, a member of the public, commented on the trails, noting it would be interesting to know how much use the trails get. Groups have adopted maintenance of trails and he suggested connecting those users who have a vested interest in the trails as an idea for continued maintenance. Ms. Kopsco agreed and stated this could be added to the OSRP action plan, forming a volunteer group that is familiar with the trails to help maintain them. Dr. Lippencott suggested having the least number of restrictions possible to make the trails as user friendly for everyone. For example, mountain biking is restricted on certain trails.

Dr. Lippencott asked why drinking water quality was listed as a goal and is there an issue. He encouraged Ms. Kopsco not to add requirements and restrictions to homeowners with a well. He noted that water testing is done each time a home is sold.

Ms. Kopsco asked about thoughts on connectivity and trails linking points of interest. She asked if there were any opportunities to expand the trail system.

Mayor Chamblings stated as an RC, requests are mostly field use and Community Center use. Mrs. Tosti stated with respect to trails, they are mainly focused on maintenance of the trail and making it handicap accessible.

Ms. Coriston stated Stillwater owns very little of the trail system in the community with the exception of VMP. Andover Township collaborated with landowners and organizations to form a seven-mile loop. It was a huge undertaking and a great deal of funding was required.

Ms. Kopsco asked if there was an open line of communication and collaboration with the State Park. Ms. Coriston replied yes, concerning specific items or issues. Mrs. Emmetts stated the State Park collaborates with the Swartswood Lakes Watershed Association quite well. Mayor Chamblings stated that even to connect the Paulins Kill Valley Trail would cross private properties and it is very difficult to do. The Appalachian Trail would be an awesome greenway but where and how is the question. Ms. Kopsco suggested having a trail feasibility study done to explore different ways to connect the trails. Seeking funding opportunities to do so could be part of the action plan. Referring to the map, Mayor Chamblings indicated that if you follow the teal-colored properties (municipally-owned) in Crandon Lakes you could almost reach the Appalachian Trail, however private property would still be necessary to complete the trail. Dr. Lippencott noted the State trails should be marked. Ms. Kopsco agreed.

Mr. Szabo referred to Goal #2, preserving land for hunting and fishing. He stated he is more interested in protecting hunting and fishing rights. He asked if "protect" could be added to Goal #2a. Ms. Kopsco agreed to do so.

Mayor Chamblings asked Ms. Kopsco if EC or RC members have other ideas would they be able to contact her to have them incorporated into the plan. Ms. Kopsco agreed.

Ms. Kopsco stated that after tonight, she will update the goals and objectives and will then meet with the Planning Board for a workshop to review the draft document in November or December. She will then coordinate with Mrs. Tosti to post information on the RC Facebook page. Ms. Kopsco asked for feedback to be provided to her by November 1st.

Mr. Branagan asked where the RC was at regarding lighting at VMP. Mrs. Tosti stated it is in the beginning stages. Mr. Branagan asked if it would be permanent and Mayor Chamblings stated it would be

temporary according to the ordinance. Mrs. Tosti noted it would be used for night games but would follow the ordinance and would be turned off at a certain time. Mr. Branagan stated that according to the ordinance, there is to be no lighting at any field at any time. Mayor Chamblings stated the ordinance was amended to allow for temporary lighting by permission of the RC and Township Committee. If at some point it is going to become permanent, a new ordinance would be introduced requiring a public hearing prior to adoption consideration. Mr. Branagan stated there are a number of places in the township where there is lighting, including the DPW building. Mayor Chamblings stated the DPW lighting is now being turned off at night. The township is aware that LED lighting is way too high and his concerns are being heard. Mrs. Tosti noted electric and temporary lighting is necessary for certain events as it is a safety issue for patrons walking in the dark. Committeewoman Delaney noted it is very challenging to have events without electricity or lighting. She understands Mr. Branagan's concerns and that is not the intent. At this point, Ms. Kopsco concluded her presentation and asked if anyone has any additional thoughts, questions or ideas please reach out to her.

Mr. Szabo commended the RC on the meeting and their work, and Mrs. Tosti thanked the EC for their attendance and input.

The Environmental Commission left the RC meeting at 8 p.m.

Minutes provided by Environmental Commission's Secretary, Kathy Wunder.

Mrs. Tosti thanked Mayor Lisa Chamblings, Alison Kopsco, and members of the Environmental Commission for attending our meeting.

Approval of Meeting Minutes:

Mrs. Minervino made a motion to approve the minutes of the September 3, 2024, meeting, seconded by Mrs. Falotico.

Roll Call Vote: Mr. Sylvester, abstain, Mrs. Minervino, yes, Mrs. Falotico, yes, Mrs. Trotter, abstain, Mrs. Richardson, yes, Mrs. Tosti, yes

Payment of Bills:

Mrs. Falotico made a motion to approve the payment of the following bills totaling \$19,995.76, seconded by Mrs. Minervino.

Roll Call Vote: Mr. Sylvester, yes, Mrs. Minervino, yes, Mrs. Falotico, yes, Mrs. Trotter, yes, Mrs. Richardson, yes, Mrs. Tosti, abstain

David Pierson (Restoration of Tennis/Pickleball Court) - \$18,800.00

Lakeland Bus Lines (Cancellation Fee for Yankees Bus Trip) - \$300.00

Shop Rite (Senior Citizen Ice Cream Social Supplies) - \$116.08

Septicare (September 2024 Portajohn Rentals) - \$430.00

Tara Tosti (Reimbursement Summer Camp Supplies) - \$218.36

Weis (First Responder Event Supplies) - \$92.74

Valerie Ingles (Reimbursement Trunk or Treat Supplies) - \$20.94

Maureen Tsadilas (Reimbursement Trunk or Treat Supplies) - \$17.64

Mr. Sylvester mentioned there may be some worn areas on the new tennis/pickleball courts surface. This area is located away from the playground on the left side facing the woods. It's hard to determine whether this is a stain or worn away area. It measures approximately 2 ft in diameter. It was recommended Dave Peirson be contacted to confirm.

Correspondence:

There was no correspondence.

Open Public Session - Agenda Items Only:

The meeting was opened to the public at 8:09 p.m. No one from the public wished to speak during open public session. The meeting was closed to the public at 8:09 p.m.

Amendments to the Agenda:

Mrs. Tosti made an amendment to the agenda. A letter from our CFO was added to New Business.

Old Business:

A. Sussex County Senior Services Report

Mrs. Tosti and Mrs. King have been working together to bring additional chair yoga classes to our residents since they are so well attended and requested. Classes will resume 10/21/2024-11/25/2024. Additionally, they will be offered in 2025 and paid for by the county making this a completely free event for seniors.

B. Portable Pickleball Net Lock Donation

This was discussed during our September meeting, but reiterated for anyone who was not in attendance. Heidi Mountford, a resident who frequently uses our court system, thanked the Commission for all their hard work behind renovating the courts. She will be donating the locks for the nets. The code is 1010 and Mrs. Tosti encouraged members to pass the code along to anyone who may need it.

C. Recorder for Mrs. Wunder

This was also discussed during our last meeting, however, when our CFO reviewed the meeting minutes for September, she needed clarification on the matter since this is the first she was hearing of a need/want for a new recorder. Mrs. Tosti apologized for not relaying this information sooner, but she will do so asap. Since our zoom recordings have not been working and there have been several instances where the recorder was either in use by another Committee or has experienced technical difficulties, the Commission has requested to purchase a new recorder for Recreation use only. Recordings are an essential part of meetings for both the purpose of properly completing the minutes and being able to verify information members or residents may have missed or clear up any confusion. The Commission agreed and voted on requesting the purchase of a new recorder not to exceed \$150.00.

New Business:

Introduction of Traci Trotter and Kellyann DiBattista

The Recreation Commission welcomed our new members Traci Trotter and Kellyann DiBattista. The Commission is excited to work with both members in bringing activities and events to our community.

Letter from the CFO

We received a letter from the CFO regarding a review/overview of purchasing rules and guidelines for our budget requests. Mrs. Delaney encouraged all members to review thoroughly and refer back to this letter if needed as it is very helpful. Mr. Sylvester suggested we budget for items now so that we do not lose the money at the year end. At our November meeting, we should try to move forward with plans that we have discussed in the past.

Sub-Committee Reports:

Clean Up Day - Mrs. Tosti

10/5/2024

Mrs. Tosti reported that our areas were not as littered as in the Spring. Making the change from black bags to clear bags made the process of sorting much more efficient. There were eight groups total (a few new groups as well). The Commission received a brochure from the Recycling Center highlighting guidelines for recycling household items. Mr. Sylvester and Mrs. Delaney both commented that this brochure is incredibly informative. All residents should receive these guidelines to ensure proper recycling of items.

Miss Stillwater, Little Miss and Mr. Stillwater – Mrs. Minervino

The Commission discussed and favored the idea of holding the contest the Friday before Stillwater Day and having the winners attend Stillwater Day. Mrs. Minervino would rather this event have its own day versus being included in Stillwater Day – it may help Stillwater Day run smoother as this event is time consuming the day of. The Commission members agreed. Mr. Sylvester mentioned staying away from prom and the senior class trip to avoid any event conflict. It was also noted that our 2024 Miss Stillwater winner, Ms. Paige De Caro, was amazing on Clean Up Day.

Stillwater Day

6/7/2025

The Town workshop meeting will be utilized tomorrow evening to further discuss the Bicentennial. The Recreation Commission will be utilizing their October workshop meeting on 10/21/2024 to further discuss Stillwater Day, specifically fireworks and entertainment.

Garage Sale Weekend - Mrs. Wunder

10/19/2024 & 10/20/2024

The list/map has been completed and sent to print on 10/7. The printed list/maps will be available to the public by 10/14 both in person and electronically. There are 14 total participants listed on the map. Although no extensions were to be granted, it was discussed possibly extending the deadline. Mrs. Delaney said she would be willing to add additional sellers to the list/map if there were any additional residents interested. A new deadline will be given to Town Hall once it has been determined.

Summer Camp - Mrs. Tosti

Week of 8/12/2024 & the week of 8/19/2024

There are no updates.

Sussex County Day

9/15/2024

It was a nice day, and our Mayor Lisa Chamings was in attendance. Our CFO asked if Mrs. Richardson needs to be reimbursed for any supplies that she be notified.

Decorating Contests (Holiday) – Mrs. Minervino

10/25/2024

Our deadline is set for 10/25/2024. There are two applicants thus far. If you see any homes that are decorated and should be entered, please feel free to drop an application in their mailbox as they might not be aware that we are hosting a decorating contest. The contest flyer will be added to Stillwater Schools newsletter as well. Members discussed a few date options to view decorations before our November meeting where we will vote on a winner. Tentatively members will meet on 10/28 to view applicants' decorations.

**Tree Lighting – Mrs. Tosti/Mrs. Richardson
12/1/2024**

The date was set for December 6, 2024. It has always been set for the first Friday in December; however, this event will need to be rescheduled due to a conflict with a local school event. The new dates discussed were 11/29/2024 or 12/13/2024. The 13th is the rain date for the PTA's event as well as the Town Hall Christmas Party and we cannot double book the Community Center. The 29th presented the issue of unavailability of residents due to travel from the holiday. People typically want a day to recover from the holiday in general, so our event may not be well attended. After much discussion, the Commission agreed on hosting the Tree Lighting on 12/1/2024. Mrs. Tosti will reserve the Community Center for this date.

Egg Hunt – Mrs. Falotico

The Fire Department will not be collaborating with the Recreation Commission this year. Unfortunately, it is difficult to commit to the event with a lack of members. They will be in attendance if members can be available, but this should not be dependent upon.

Field/Pavilion Application Approvals, Scheduling – Mrs. Tosti

A resident who rented the Veteran's Field Pavilion thanked the Commission. She said the Pavilion was great for hosting her event and she really appreciated it. She is also interested in renting the Community Center for another event in December. Mrs. Tosti will reach out to her regarding this.

Barefoot University was interested in utilizing Veteran's Field in the evening hours. The Township Committee approval is needed, as this is beyond the Recreation Commission.

Field Maintenance - Mr. Sylvester/Mr. Carovillano

Mr. Sylvester presented the Commission with his Capital/Maintenance/Equipment Plan for Stillwater Parks for 2025. Refer to attachment. Mrs. Tosti mentioned adding a walking trail for parents at Volunteer Field. A dog park at Volunteer was also in discussion. Mr. Sylvester amended his current plan to add a walking trail and dog park to Volunteer Field. The updated plan will be sent to our secretary and reflect in our November meeting minutes.

Mrs. Tosti made a motion to accept Mr. Sylvester's updated Capital/Maintenance/Equipment Plan for Stillwater Parks for 2025, seconded by My. Sylvester.

Roll Call Vote: Mr. Sylvester, yes, Mrs. Minervino, yes, Mrs. Falotico, yes, Mrs. Trotter, yes, Mrs. Richardson, yes, Mrs. Tosti, yes

Community Center Activities:

**Senior Citizen Game Night – Mrs. Richardson
11/21/2024**

6:00-8:00 p.m.

Mrs. Richardson will be hosting is a game night. There are no further updates at this time.

Educational Activities:

Bus Trip – Mrs. Tosti

December City Trip

No date has been set, however, Mrs. Tosti has been in contact with the bus company. The following dates are available: 12/7, 12/8, 12/14, 12/15. Mrs. Tosti will work on locking in a date as soon as possible. The holiday season books up quickly! This event was well attended last year and residents are hopeful it will be held again. The overall total price of the trip has increased by \$50.00 (*not* per person).

Veteran’s Event – Mrs. Minervino

11/9/2024

9:00 a.m.

Community Center

Breakfast will be served at 9:00 a.m. All are welcome – veterans, acting service members, and families. Flyers have been approved and will be posted. There are 12 attendees thus far. Our Clerk has printed labels for all Veteran’s in our town (88). A flyer and invitation will be mailed to all 88 Veteran’s. There are five companies donating. Raffle items will be donated from several people as well. Bacon, eggs, and pancakes are still needed. Mrs. Minervino will need volunteers to help her cook. Mrs. Tosti and Mrs. Richardson may be available to help the day of the event.

First Responder Recognition Luncheon – Mrs. Minervino

9/8/2024

12:00 p.m.

Community Center

There were 30 attendees. Mrs. Minervino thanked Mr. Manser, Mrs. Tosti, and Mrs. Richardson. She also sent Thank You’s to all who donated to the event. The Commission discussed making this an annual event.

Sheriff’s Office – Mrs. Minervino

10/10/2024 & 11/14/2024

1:00-2:00 p.m.

Community Center

All are welcome to these events!

Upcoming Prosecutor Hosted Events:

10/10 Car Theft Device

11/14 Safe Firearms Storage

Mrs. Minervino will not be scheduling anymore events until 2025 due to our Recreation calendar being filled for the remainder of the year. Events will not be as frequent in 2025. Mrs. Minervino will be asking for feedback on this to determine which future events would be of most interest to our residents.

Trunk or Treat – Mrs. Ingles (Clerk)

10/20/2024

Mrs. Ingles will be chairing this event as she has had experience running this type of event. Mrs. Ingles submitted her budget for the event. Mrs. Tosti mentioned that we already have some items listed on the budget. She will check and report back to Mrs. Ingles. Approval of the Trunk or Treat budget was needed.

Mrs. Tosti made a motion to approve the presented trunk or treat budget not to exceed \$250.00, seconded by Mrs. Falotico.

Roll Call Vote: Mr. Sylvester, yes, Mrs. Minervino, yes, Mrs. Falotico, yes, Mrs. Trotter, yes, Mrs. Richardson, yes, Mrs. Tosti, yes

Pop Up Vendor Fair – Mrs. Tosti

11/23/2024

Time – TBD (the time last year was well attended. Mrs. Tosti will refer to her previous notes to determine the time frame we utilized)

Open Public Session:

The meeting was opened to the public at 9:29 p.m.

Fall Festival –

We will have a table at the Fall Festival as well as our scarecrow event. It was determined that we would not charge for the popcorn but accept donations. Volunteers will be needed.

Mrs. Minervino –

Mrs. Minervino requested that the welcome packets for new residents be brought back. The Historical Society will be contacted regarding this.

Open public session was closed at 9:36 p.m.

Committee Member Comments:

Mrs. Tosti encouraged members to stay positive as always and let's have some great events!

Liaison Report - Mr. Manser

Paving will begin on Mt. Benevolence next week. Middleville Road to the Town Garage is set to be paved beginning on 10/15. The Parks and the Community Center parking lot will follow. All of the above will hopefully be completed by the first week in November.

Mrs. Tosti thanked Mr. Manser for attending Clean Up Day.

Executive Session/Session Actions:

None.

Adjournment:

Mrs. Tosti made a motion to adjourn the meeting at 9:39 p.m., seconded by Mr. Sylvester. A vote was taken, and all were in favor.

Respectfully Submitted,
Danielle Wunder, Secretary