



**STILLWATER TOWNSHIP
RECREATION COMMISSION
MEETING MINUTES**

November 3, 2025

MEMBERS PRESENT: Mr. Carovillano, Mrs. Falotico, Mrs. Trotter, Mrs. DiBattista, Mrs. Staudt, Mrs. Richardson, and Mrs. Tosti

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

MEMBERS ABSENT: Ms. Klamerus (was available to attend via zoom, however the system was down due to arrangement in the meeting room)

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 Meeting Minutes:

Mrs. Tosti made a motion to approve the minutes of the October 6, 2025, meeting, seconded by Mrs. Trotter.

Roll Call Vote: Mr. Carovillano, yes, Mrs. Falotico, yes, Mrs. Trotter, yes, Mrs. DiBattista, yes, Mrs. Staudt, yes, Mrs. Richardson, yes, Mrs. Tosti, yes

Payment of Bills:

Mrs. Falotico made a motion to approve the payment of the following bills totaling \$3,571.94, seconded by Mrs. Richardson.

Roll Call Vote: Mr. Carovillano, abstain, Mrs. Falotico, yes, Mrs. Trotter, yes, Mrs. DiBattista, yes, Mrs. Staudt, yes, Mrs. Richardson, yes, Mrs. Tosti, yes

Septicare (October 2025 Porta John Rentals) - \$430.00

Shoprite (Summer Camp Supplies) - \$27.61

Sports Field Services (Proposal – Pitching Mound Rebuild @ Stillwater Park) - \$3,000.00

Shoprite (Trunk or Treat Supplies) - \$114.33

Correspondence:

There was no correspondence to report.

Open Public Session - Agenda Items Only:

The meeting was opened to the public at 7:11 p.m. No one from the public wished to speak during the open public session. The meeting was closed to the public at 7:11 p.m.

Amendments to the Agenda:

There were no amendments made to the agenda.

New Business – Quotes for Septic for Parks:

Our CFO requested that Mrs. Wunder obtain quotes for our septic needs in our parks to ensure we are getting a fair price. Mrs. Wunder contacted three new companies as well as our existing provider, Septicare. Only one of the four companies responded – United Site Services. Our current price per Basic unit with Septicare is \$65.00, while United Site Services is \$68.00 per Basic unit. Our current price per ADA unit with Septicare is \$75.00, while United Site Services is \$102.00 per ADA unit. The Recreation Commission agreed we are getting a fair price with Septicare and we will continue to utilize their services. Should any of the other contacted service companies respond with a cheaper price per unit, the Commission will revisit this discussion.

Old Business – 11/18/2025 Sheriff's Community Safety Series – CERT:

There are no updates.

Sub-Committee Reports:

Clean Up Day - Mrs. Tosti 10/4/2025

There are no updates.

Miss Stillwater, Little Miss and Mr. Stillwater – Mrs. Beshada & Mrs. Staudt

Mrs. Tosti contacted Mrs. Beshada to revisit her interest in chairing this event for 2026 since she has chaired this event in the past. Mrs. Staudt had also expressed an interest in participating in the event. Both Mrs. Beshada and Mrs. Staudt will be chairing this event.

Stillwater Day 6/6/2026

There are no updates.

Garage Sale Weekend - Mrs. Wunder 5/16/2025 – 5/17/2025

There are no updates.

Summer Camp - Mrs. Tosti 8/11/2025-8/22/2025

There are no updates.

Sussex County Day Expo 9/14/2025 11:00 a.m. -4:00 p.m.

There are no updates.

Senior Events – Mrs. Richardson

Game Night

Community Center

11/14/2025

6:00-8:00 p.m.

Mrs. Richardson will be hosting the usual games with the addition of a new game – charades. There will be fall prizes. The flyer has been advertised. Terry Martin donated a variety of new games. Thank you! Mrs. Richardson does not need any volunteers to help with the event, but mentioned members are more than welcome to join in on the fun.

Decorating Contests (Halloween) – Ms. Klamerus

The Commission reviewed the online results for the People's Choice category as well as individually voting for first and second place.

Winners were as follows:

First Place winner of \$50.00 – House #6

Second Place winner of \$30.00 – House #3

People's Choice winner of \$20.00 – House #6

Mrs. Tosti made a motion to approve the winners listed above decided by our Commission and residents' votes, seconded by Mrs. Staudt.

Roll Call Vote: Mr. Carovillano, yes, Mrs. Falotico, yes, Mrs. Trotter, yes, Mrs. DiBattista, yes, Mrs. Staudt, yes, Mrs. Richardson, yes, Mrs. Tosti, yes

Congratulations to our winners and thank you for your participation! Mrs. Tosti also thanked Ms. Klamerus for chairing the contest.

It was noted that some entries are better seen during the day and some are better at night leading into a discussion for our next contest to have a potential day or night entry category.

It was also recommended that the gift cards' amounts be changed to the following:

First Place \$50.00

Second Place \$25.00

People's Choice \$25.00.

Mrs. Tosti made a motion to change the prize amounts to the amounts listed above, seconded by Mrs. Trotter.

Roll Call Vote: Mr. Carovillano, yes, Mrs. Falotico, yes, Mrs. Trotter, yes, Mrs. DiBattista, yes, Mrs. Staudt, yes, Mrs. Richardson, yes, Mrs. Tosti, yes

Tree Lighting – Mrs. Tosti/Mrs. Richardson

12/5/2025

Community Center

6:00 p.m.

The event start time was set for 6:00 p.m. Mrs. Delaney suggested to Mrs. Tosti that she contact the DPW to schedule lighting, especially because the weather is still relatively warm. Mrs. Tosti listed all events and activities. It was discussed during our last meeting that we should try to incorporate at least one new event or activity each year. Mrs. Trotter suggested “decorating the kid” as a new contest option. Each group is given decorations and whoever finishes first with the most creative approach wins. Each members’ responsibilities for this event were discussed, and any remaining duties were delegated. Supplies we have and supplies we still need were listed. If any members think of any other supplies that need to be purchased or ordered, please let Mrs. Tosti know as soon as possible. Mrs. Tosti mentioned that our December meeting can be reserved for important and urgent discussions/voting, but our focus should be preparing for our Tree Lighting event.

Egg Hunt – Mrs. Falotico and Mrs. DiBattista

3/28/2025 Rain or Shine

Start time to be determined.

Field/Pavilion Application Approvals, Scheduling – Mrs. Tosti

Mrs. Tosti made the Commission aware that an end of the year Cheer party was held on 10/25/2025 in the Veteran’s Field Pavillion. This use was already covered in their field use approval in the Spring, but Mrs. Tosti and Mr. Carovillano approved their recent formal request for 10/25/2025.

CERT - “Field and Search”

11/22/2025

Veteran’s Field Pavillion Use

Mrs. Tosti made a motion to approve CERT’s Pavillion use request for the date mentioned above, seconded by Mrs. Richardson.

Roll Call Vote: Mr. Carovillano, yes, Mrs. Falotico, yes, Mrs. Trotter, yes, Mrs. DiBattista, yes, Mrs. Staudt, yes, Mrs. Richardson, yes, Mrs. Tosti, yes

Field Maintenance - Mr. Carovillano

Swartwood Mound/Batter’s Box:

During our previous meeting, the Recreation Commission made a motion “not to exceed \$3,000.00” to cover the entire cost of the mound. This will cover the bricks, new clay, new plate, and laser leveling. This should extend the life of the mound with regular maintenance. Although Little League will be donating half of the cost, we should not be dependent on it for the initial payment. We will pay the full amount, and Little League can reimburse us.

Mr. Carovillano reported that the seasons are winding down. The mound is great. He recommended investing in protection for our new investment during the winter months. They

make specific mound protectors; however, they are more costly. This isn't something urgent but may be an item worth budgeting for in the future. For now, two tarps would give enough coverage for the protection needed. Mr. Carovillano will research quotes for our December meeting.

Mrs. Tosti made a motion to purchase two tarps not to exceed \$300.00 for the protection of our pitcher's mound, seconded by Mrs. Trotter.

Roll Call Vote: Mr. Carovillano, yes, Mrs. Falotico, yes, Mrs. Trotter, yes, Mrs. DiBattista, yes, Mrs. Staudt, yes, Mrs. Richardson, yes, Mrs. Tosti, yes

Sheriff's Office –

1:00-2:00 p.m.

Community Center

All are welcome

11/18/25 Car Theft Device

Cert will be taking over the class mentioned above and continuing to offer programs in 2026. We are thankful as the events are valuable to residents and well attended. Mrs. Tosti read a letter from Cert suggesting a name change from "Senior Safety Programs" to "Community Safety Programs."

Trunk or Treat –Mrs. Trotter

10/26/2025

Veteran's Field

2:00 p.m. – until candy runs out

There were 16 trunks in total. It was a great turnout. Thank you for all that helped!

Pop Up Vendor Fair – Mrs. Falotico

11/22/2025

There are 20 vendors as of today. Supplying vendors with lunch was discussed. We can order from a local pizzeria either before the event or during charging \$1.00 per slice. Although providing some type of food is appreciated by vendors it is not required. A final decision will be made by Mrs. Falotico as the event approaches. Mrs. Tosti will do an event online to allow vendors to promote what they are selling to allow for better foot traffic. Mrs. Falotico asked Mrs. Tosti about accessing the code for the Community Center so they can map out vendor placement for preparation of event day. Mrs., Tosti confirmed that she had already spoken to our Clerk and received confirmation on code access.

Open Public Session:

The meeting was opened to the public at 8:30 p.m. No one from the public wished to speak during the open public session. The open public session was closed at 8:30 p.m.

Committee Member Comments:

The Committee reviewed our current budget and agreed to keep all amounts the same for 2026. The budget was submitted to our CFO that evening.

Mrs. Tosti made a motion to approve our current 2025 budget amounts for 2026, seconded by Mrs. Richardson.

Roll Call Vote: Mr. Carovillano, yes, Mrs. Falotico, yes, Mrs. Trotter, yes, Mrs. DiBattista, yes, Mrs. Staudt, yes, Mrs. Richardson, yes, Mrs. Tosti, yes

Mrs. Delaney recommended Mrs. Tosti speak to our CFO regarding the Stillwater Park playground equipment replacement. In response, Mrs. Wunder read the Commission a note from our CFO regarding this cost.

“As a reminder, capital projects are anything over \$5,000 that have a useful life of at least 5 years. If it is going to be more than \$5,000, Recreation has a Park Projects reserve they can use to pay for it. There is currently \$20,000 in it.”

For our December meeting, we should have the most accurate number of what we have spent so far and how much we have leftover. Mrs. Delaney suggested we think about purchasing bigger ticket items with any remaining money such as the appropriate mound protection versus the tarp option.

The Commission has also discussed providing our Santa with a new chair for the Tree Lighting.

Mrs. Tosti made a motion to purchase a new chair for Santa up to \$400.00, if our remaining budget allows, seconded by Mrs. Falotico.

Roll Call Vote: Mr. Carovillano, yes, Mrs. Falotico, yes, Mrs. Trotter, yes, Mrs. DiBattista, yes, Mrs. Staudt, yes, Mrs. Richardson, yes, Mrs. Tosti, yes

Liaison Report - Mr. Manser and Mrs. Delaney:

- Meeting held on 10/21/2025 @ 7:00 p.m.
- Standard order of business.
- Reports were given.
- In regard to replacement or reconstruction of Lake Plymouth's dam, their association was asked to present information to the Township Committee and attorneys for both possibilities. A 1.5-hour discussion took place amongst members and the community to voice their concerns and questions.
- Mrs. Richardson has been named “Event Coordinator” at the Community Center.
- The budget is currently being worked on. Mrs. Tosti asked that Mrs. Delaney and Mr. Manser put in a Capital Request for the playground equipment at Stillwater Park. Mrs. Tosti will obtain quotes to ensure it exceeds the Capital Request requirement amount.
- A 30 minutes Executive Session took place.

Adjournment:

Mrs. Tosti made a motion to adjourn the meeting at 9:00 p.m., seconded by Mrs. Richardson. A vote was taken, and all were in favor.

Respectfully Submitted,

Danielle Wunder, Secretary