



**STILLWATER TOWNSHIP
RECREATION COMMISSION
MEETING MINUTES**

September 21, 2026

MEMBERS PRESENT: Mrs. Trotter, Mrs. Staudt, Mrs. Benning, Mr. Carovillano, and Mrs. Tosti

LIAISON: Mr. Manser and Mrs. Delaney were in attendance

MEMBERS ABSENT: There were no members absent

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 our August 3, 2026, meeting, seconded by Mrs. Staudt.

Roll Call Vote: Mrs. Trotter, abstain, Mrs. Staudt, yes, Mrs. Benning, abstain, Mrs. Wunder, yes, Mr. Carovillano, yes, and Mrs. Tosti, yes

Payment of Bills:

Mrs. Tosti made a motion to approve the payment of the following bills totaling \$608.56, seconded by Mr. Carovillano.

Roll Call Vote: Mrs. Trotter, abstain, Mrs. Staudt, yes, Mrs. Benning, abstain, Mrs. Wunder, yes, Mr. Carovillano, yes, Mrs. Tosti, yes

Septicare (August Porta John Rentals) - \$451.50

Amazon (Lockbox for Shed) - \$42.79

Shop Rite (Senior Ice Cream Social) - \$114.27

Amendments to the Agenda:

There were no amendments made to the agenda.

New Business:

There was no new business to report.

Old Business:

There was no old business to report.

Correspondence:

There was no correspondence to report.

Open Public Session - Agenda Items Only:

The meeting was opened to the public at 7:09 p.m. No one from the public wished to speak during open public session. The meeting was closed to the public at 7:09 p.m.

Sub-Committee Reports:

Clean Up Day - Mrs. Tosti

10/3/2026

All groups will register at Town Hall and report to the Recycling Center after completion of their routes. Emails have been sent to all prior clean-up day participants. There are 6 groups in total thus far. If any members know anyone interested in participating, please let Mrs. Tosti know as soon as possible. The shredder has been confirmed and will be at Town Hall from 9:00 a.m.- 12:00 p.m. An email will be sent to our senior citizens from our list since they look forward to utilizing the shredder. Four tires per family will be accepted at no charge.

Senior Events – Mrs. Richardson

Mrs. Richardson is no longer a member of the Recreation Commission; however, she is still interested in hosting senior events. The Commission agreed that since these events are enjoyed and looked forward to amongst our seniors, Mrs. Richardson can absolutely continue to host senior activities. Mrs. Richardson submitted her resignation to the Recreation Commission via email.

Field Maintenance and Capital Report - Mr. Carovillano

Mr. Carovillano reported that Swartswood Field is very busy at this time. All fields are recovering from the rain but should be okay by tomorrow. Mrs. Tosti spoke to Alex Durino (football) regarding purchasing a shed for Veteran's Field to hold cheerleading equipment as well goal posts. Lacrosse is also interested in installing goal posts. The Recreation Commission did their due diligence in providing both teams with installation guidelines and letting them know the DPW Supervisor and members of the town need to be present during installation to ensure proper placement. Both the shed and goal posts will be funded by Kittatinny Football/Cheer.

Field/Pavilion Application Approvals, Scheduling – Mrs. Tosti & Mr. Carovillano

Kimberly Klimek

Veteran's Park Pavillion Rental

10/3/2026

1:00-5:00 p.m.

All paperwork submitted and received

Mrs. Tosti made a motion to approve Mrs. Klimek's request to utilize the Veteran's Park Pavillion for the above requested date and time, seconded by Mrs. Trotter.

Roll Call Vote: Mrs. Trotter, yes, Mrs. Staudt, yes, Mrs. Benning, yes, Mr. Carovillano, yes, and Mrs. Tosti, yes

Sussex County Day Expo – Mrs. Staudt

9/20/2026

11:00 a.m.-4:00 p.m.

Mrs. Staudt reported that she had a great time hosting the Recreation table at Sussex County Day and would be happy to do so next year. It was busy in the beginning, however it slowed down due to inclement weather. All vendors were inside, except for the food trucks. Mrs. Staudt suggested we have event flyers for our upcoming events, historical society events, and recycling center information available at the table. She also requested a tablecloth with our logo for the future since all other vendors had them. It's an easy way for attendees and residents to recognize us. Mrs. Staudt will obtain quotes for the next meeting.

Trunk or Treat – Mrs. Trotter

Veteran's Park

10/25/2026

2:00 p.m.

Set up will begin at 12:00 p.m. Flyers will be completed this evening for distribution. Donation letters will be submitted to Weis Market, Shop Rite, and BJ's. Mrs. Benning let Mrs. Trotter know that BJ's has changed the way they handle donation requests. On the first of each month, BJ's accepts the first six people in line. The Recreation Commission will be hosting popcorn and hot dog themed trunks. There will be pumpkin decorating, music and prizes.

Holiday Decorating Contest – Mrs. Benning

The flyer and application need to be updated. Mrs. Tosti will send Mrs. Benning past flyers and applications and let her know she is free to put her own spin on them. Voting will be done by google form as well as in person (drop box). People's Choice online was a success last year so we will do it again this year. Participants must submit a photo of their home for voting online.

Pop Up Vendor Fair – Mrs. Staudt

11/14

11:00 a.m. – 3:00 p.m.

Community Center

A vendor fee will be charged in 2027 but cannot be charged for 2026 since it was not discussed and set at budget time. Flyers and forms have been completed. Mrs. Staudt mentioned that three vendors have already contacted her with interest. She will be sending an email to our vendor list from prior vendor fairs. The Recreation will supply coffee and water. Mrs. Staudt realizes it may be difficult to secure a food truck, but rather than ordering food or dirtying the kitchen a food truck may be a nice addition for vendors and shoppers.

Christmas in the City Bus Trip – Mrs. Tosti

12/13/2026

The bus will arrive at Town Hall promptly at 9:45 a.m.. The bus will depart from Town Hall at 10:00 a.m. for Bryant Park. Once the bus arrives at Bryant Park, attendees are free to plan their own day in the city. The bus will arrive back at Bryant Park at 5:45 p.m. with a prompt departure at 6:00 p.m. for Town Hall. Tickets are \$40.00 per person.

Consent Agenda Items

All items with an asterisk (*) are considered to be routine and can be passed as one item on the agenda. All items will be handled by one (1) motion, (1) second, and a vote. There will be no separate discussion of any of these items unless a Commission member requests item(s) to be moved to discussion amending the Agenda. The item(s) will be moved from the Consent Agenda and discussed as the next sub committee item on the Agenda.

***Plant Exchange**

***Miss Stillwater 5/31/2027 @ 1:00 p.m. – Mrs. Staudt**

***Tree Lighting December 2027 – Recreation Board**

***Egg Hunt 2027 – Mrs. Benning**

***Garage Sale Weekend May 2027 – Mrs. Wunder**

***Stillwater Day 2027**

***Sussex County Fair Display 2027**

Mrs. Tosti made a motion to approve the consent agenda with no discussion needed on the listed items at this time, seconded by Mr. Carovillano.

A vote was taken and all were in favor.

Open Public Session:

The meeting was opened to the public at 7:49 p.m.

Mrs. Wunder read an email from our CFO regarding some clarification needed on the soccer net purchase for Volunteer Field, adding “review of fees” to our October meeting agenda to adjust our vendor fees, the link still needed for the Stillwater Park Capital Equipment Purchase, and any requests the Commission may have for Clean Communities fund before the end of the year. The Commission discussed all topics, and Mrs. Wunder will follow up with our CFO.

The meeting was closed to the public at 7:52 p.m.

Liaison Report - Mr. Manser and Mrs. Delaney:

- There was a presentation at the last Township Committee meeting by the Stillwater School Board of Education to bring awareness of the condition of the building and potential solutions. If interested in the details, residents should refer to Stillwater School’s website as the presentation is available there.
- Mr. Manser reported that combining sixth grade from all sending districts in Kittatinny High School was discussed. It has been discussed in the past as well.
- Bills have been paid.
- Mrs. Delaney mentioned that Paulinskill Lake had their annual meeting and will be celebrating the 100th anniversary of the Paulinskill Lake Dam in August 2027.

Committee Member Comments:

There were no Committee Member Comments to report.

Adjournment:

Mrs. Tosti made a motion to adjourn the meeting at 8:03 p.m., seconded by Mrs. Staudt. A vote was taken, and all were in favor.

Respectfully Submitted,
Danielle Wunder, Secretary