STILLWATER TOWNSHIP

RECREATION COMMISSION

MEETING MINUTES

October 5, 2026

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

LIAISON: Mrs. Delaney was in attendance

MEMBERS ABSENT: Mrs. Trotter

Mrs. Tosti called the meeting to order at 7:01 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 from our September 21, 2026, meeting, seconded by Mrs. Benning.

Roll Call Vote: Mrs. Staudt, yes, Mrs. Benning, 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 $808.50 (pending verification that the improvements are for Veteran's Park), seconded by Mrs. Staudt.

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

Septicare (September Porta John Rentals) - $451.50

Bearicuda, Inc. (Field Maintenance Improvement) - $357.00

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 7:10 p.m.

Mrs. Richardson was present to discuss her upcoming Senior Game Night (11/2/2026 4:30-6:30 p.m.) There will be Thanksgiving themed refreshments served. Mrs. Tosti asked Mrs. Richardson to verify what is usually spent so we can budget appropriately. Mrs. Richardson said this event typically costs $150.00 or less. Mrs. Richardson said scrabble and playing cards are needed. Mrs. Benning confirmed she has scrabble at home that can be donated for game night. It was noted that there may be leftover bicentennial playing cards available for both playing use and prize purposes.

Mrs. Tosti made a motion to spend up to $150.00 on our Senior Game Night, seconded by Mr. Carovillano.

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

The meeting was closed to the public at 7:25 p.m.

Sub-Committee Reports:

Clean Up Day - Mrs. Tosti
10/3/2026
There were 9 groups in attendance. Mrs. Tosti does not yet have totals of garbage, recycling, or tires collected but will report further at our November meeting.

Field Maintenance and Capital Report - Mr. Carovillano
Mr. Carovillano reported that all fields are in good condition. Swartswood has seen much activity this season, but teams will be done by the first week in November. Mr. Carovillano mentioned that something is needed to hold down coverage for the mound at Swartswood field- spikes typically utilized for tents or something along those lines would be sufficient. Mowing has improved at all parks. There are a few areas on Veteran's field that need a break. Football and Lacrosse will be shifting their field use to do so. Removing or reworking the batting cages at Swartswood Field was discussed. Lack of use is more likely due to its location. Mr. Carovillano also mentioned a temporary set up that can be taken down at the end of the season and stored. He will obtain several quotes for various options. Mrs. Tosti said mulch is needed for all playgrounds in the Spring. Mrs. Tosti and Mr. Carovillano will submit an improvement/maintenance plan and schedule to our DPW and Township Committee and go from there.

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

North Jersey Co-Ed Sports – Baseball
Swarstwood Park
Insured
4/5/2027-6/11/2027
Tuesdays
6:00 p.m.
6/14/2027-7/31/2027

Monday-Thursday
6:00 p.m.
Saturdays in July
*This team typically utilizes the field on Tuesdays until Little League is over and then proceeds to utilize the field on the above requested days moving forward.

No approval is needed yet as it is very early, however, this team is typically proactive and gets their field use requests in ahead of time to avoid any delays.

Trunk or Treat – Mrs. Trotter
Veteran's Park
10/25/2026
2:00 p.m.
Set up will begin at 12:00 p.m. The flyers and application have been completed and distributed. It was suggested that both be sent to the school as soon as possible to be included in their newsletter. The Recreation Commission will be hosting popcorn and hot dog themed trunks. There will be pumpkin decorating, music and prizes. Mrs. Trotter sent Mrs. Tosti a list of items that are needed to be submitted to our CFO.

Mrs. Tosti made a motion to approve the purchase of three gift cards for trunk prizes in the amount of $25.00 each, seconded by Mrs. Staudt.
Roll Call Vote: Mrs. Staudt, yes, Mrs. Benning, yes, Mr. Carovillano, yes, Mrs. Tosti, yes

Holiday Decorating Contest – Mrs. Benning
There will be three categories – first, second, and people's choice. Voting will be done by google form as well as in person (drop box). Participants must submit a photo of their home for voting online. Mrs. Wunder asked for confirmation on prize amounts. First place will receive a $50.00 gift card, second will receive $25.00, and people's choice will receive $25.00. Mrs. Wunder relayed our CFO's reminder to please not get Visa gift cards due to the fee.

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 vendors have already expressed an interest in participating. 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. Mrs. Staudt has contacted two food trucks, but has not yet received a response. Mrs. Tosti resent an email to our Deputy Clerk requesting reservation of the Community Center for the above listed date and time.

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. Our CFO requested verification of when this will be advertised so she knows when to expect drop-off payments. The flyer is complete and will be distributed by tomorrow. Mrs. Tosti reviewed all charges from the bus company – the drivers tip is included as well. A total of 55 seats are available. Snacks and water will be provided on the bus.

Tree Lighting – Recreation Board
Community Center
12/4/2027
6:00 p.m.

Due to the busy time of year, it was suggested that Santa be secured as soon as possible.

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**
***Egg Hunt 2027 – Mrs. Benning**
***Garage Sale Weekend 5/2027 – Mrs. Wunder**
***Stillwater Day 2027**
***Sussex County Fair Display 2027**
***Sussex County Day Expo 9/2027 – Mrs. Staudt**

Mrs. Tosti made a motion to approve the consent agenda with no discussion needed on the listed items at this time, seconded by Mrs. Benning.
A vote was taken and all were in favor.

<u>Open Public Session:</u>
The meeting was opened to the public at 8:30 p.m.

Vendor Fee – there will be a vendor fee charged in 2028. All vendors participating in this year's vendor fair should be made aware.

Sussex County Day Expo Tablecloth Purchase- Our CFO needs quotes for the tablecloth purchase request (with town logo). Mrs. Staudt will be handing quotes to Mrs. Wunder to put into our CFO's mailbox this evening for review.

Mrs. Tosti made a motion to purchase three tablecloths for up to $275.00 ($80.00/tablecloth) to represent the Stillwater Recreation Commission, seconded by Mrs. Benning.

Budget – The Commission reviewed the expenditure budget supplied by our CFO. Our focus during our November meeting will be to discuss our upcoming budget. Please come prepared for our next meeting to discuss any suggestions or requests.

The meeting was closed to the public at 8:33 p.m.

Liaison Report - Mr. Manser and Mrs. Delaney:

- There was a presentation during the August Township Committee meeting by the Stillwater School Board of Education to bring awareness of the condition of the Stillwater School building and potential solutions. If interested in the details, residents should refer to either the Stillwater School or Kittatinny High School's website as the presentation is available in both locations.
- The Township Committee held their last meeting on 9/15/2027 with an executive session held beforehand.

Committee Member Comments:

There were no Committee Member Comments to report.

Adjournment:

Mr. Carovillano made a motion to adjourn the meeting at 8:38 p.m., seconded by Mrs. Tosti. A vote was taken, and all were in favor.

Respectfully Submitted,
Danielle Wunder, Secretary