

STILLWATER TOWNSHIP  
RECREATION COMMISSION  
11/13/13

A regular meeting of the Stillwater Township Recreation Commission was held on November 13, 2013 at 7:00 pm at the Stillwater Municipal Building, Stillwater, NJ. The meeting was called to order by Commission Acting Chairman Rachael Gullette with the statement read that this meeting is in compliance with the Open Public Meetings Statement. The American Flag was saluted and roll call taken.

Members Present: Mr. Ashley, Ms. Fritsch, Ms. Gullette, Ms. Hess, Ms. Richardson  
Members Absent: Ms. Sugar

### **MINUTES**

A motion to approve the October 7, 2013 minutes, as submitted, was made by Mr. Ashley, seconded by Ms. Fritsch. Approved.

### **BILLS**

No bills – A memo sent regarding making donations. Rachael read the memo she received. There is still an outstanding bill for \$150.00. We never agreed to this. The Town was going to send a letter to Rick to pay this but it hasn't been responded to. We now have it back in our court. There was much discussion bringing everyone up to date on this. There was an email vote taken which Rick was informed was not permitted. However, this donation went ahead anyway. We need to contact Rick to see what is happening. It was decided to send Rick a letter requesting the information on this bill as well as keys, and any other paperwork he has.

### **CORRESPONDENCE**

From Tammy – a note on the copy of the letter from Jesse Murch (photographer) making sure we got a copy of this and that a letter was sent to him. No one has heard from him and he isn't responding to phone calls to have him at our meeting. Also, no copy of the letter was received, nor letter of intent. There was a letter received from Jack Branagan, Chairman of the Stillwater Township Environmental Commission re: their meeting on Nov. 14 re solar power. A letter was received from Philip Haas regarding NJLM Conference in Atlantic City inviting us to visit their booth. A copy of the ordinance issued by the Township allowing us to have 7 members and 2 alternates.

### **OPEN PUBLIC SESSION** – Agenda Items Only

None

### **AMENDMENTS TO THE AGENDA**

None

### **OLD BUSINESS**

Christmas Tree Lighting on Dec. 14 – 6-9 pm

- a. Tree Lights – Anthony said all checked and good
- b. Tree Topper – Rachael's shop is making it. It's all set. She tried calling Vo-Tech and no one called back so her shop is going to make it. We might have to purchase lights for it. It will be one strand. We probably have them.

- c. Refreshments – Rachael will shop at Shop Rite because we have a card here at the Town Hall. We will get the hot cocoa, donuts, cookies, coffee, tea, candy canes, cider (hot and cold)
- d. Advertising – Michele will get it in the NJ Herald in the coming events, it will go on the Township Website; Donna to take care of Facebook page and the school paper; Anthony will take care of sign at the Firehouse and Michele will ask if Stillwater Fire will put on their sign as well
- e. Goodie Bags – Michele and Rachael will be ordering stuff from Oriental Trading and making up the bags. We will do around 50 bags
- f. Santa – our Santa will also be doing music for the background
- g. Donna mentioned about supplying the candy canes for the School every year. We need to include that in our purchases. It is somewhere around 300 or 350. We need to check on the amount needed.
- h. Motion by Donna, seconded by Anthony to submit a PO for up to \$400.00. Approved.

#### Holiday Decorating Contest on Dec. 12

- a. Entry Forms – anyone want to change anything on the form I issued? All approved the form as is. It will be printed on Holiday paper with copies here at the Town Hall as well as being able to download from the web-site.
- b. Gift cards – Michele got the 2 cards from Kathy's Restaurant. Applebee's needs to be done on line.
- c. We will go out on the night of the 12<sup>th</sup> together and judge the entries. We will meet here at the building at 7PM and go in Michele's truck together

Field Use Application Form – Michele questioned what actually happens to these forms. Michele was informed by Kathy that she copies the forms, sends the copy to the applicant and the original goes back into the box. Donna will be in charge of the field use forms, but Michele will keep them in the file for now. Once we get the key for the files and find the files, they will go into the files. Michele will continue to do the calendar. Donna will still be in charge of the forms and getting the schedule to Michele to do the calendar. A copy of the use form was sent to George Morville regarding verbiage and liability issues. He was to get back to Michele and as of now, not done so.

SLAP Program – Lisa Chammings has been in touch with SLAP and this Sun. and Mon. (Nov. 17 & 18) they will be available for us. Since no meeting on Nov. 4, we couldn't make the motion to get the clay delivered. We will have them go to Stillwater Field to do the field where there is already clay there, Lisa will bring her machine down to get the stuff moved around. Rachael will meet them and make sure that all is done correctly. Also, any other time, they can do trimming, etc. On the 25<sup>th</sup> of Nov., we will have them do Veterans Park. Need to get a PO for the clay. Motion by Michele, seconded by Donna to order clay from Partac Peat not to exceed \$1,953.36 for Veteran's Field. Approved.

Donation Requests – We need to approve the verbiage on the request for Donations – It was approved by us, now Tim Fisher (Liaison) needs to take it to the next Township meeting for their approval before we can place it on Facebook and website.

Little Mr. Stillwater – Rachael received an email from Tammy in the CFO's office wondering if Little Mr. Stillwater gets a donation as well as the other donations. Rick handled all that information. Whatever was given to Little Miss Stillwater should be given to Little Mr. Stillwater. In reviewing the papers, Little Miss Stillwater was to get \$25.00. Motion by Donna, second by Michele that whatever the donation was for Little Miss Stillwater, Little Mr. Stillwater be awarded the same not to exceed \$25.00. Approved

## **NEW BUSINESS**

Membership – our Board consists of 7 members and 2 alternates. Dave Manser is to be sworn in and serve as a member

Budget – The budget is due on the 1<sup>st</sup>. We have been granted an extension since we don't meet until after the deadline. We have copies of the budget to be worked on. Donna discussed what has been done in the past – We sit and work as a group going item by item and make our wish list. The town then lets us know what has been approved. Anthony had a question regarding the secretary's salary. He said that the secretary shouldn't be making as much as the OEM. Everyone stated that one has nothing to do with the other. If there is an issue with one salary versus another, that should be discussed during budget for OEM. Since there is a budget, it should be taken. Michele hasn't taken her salary as yet and she needs to discuss this with Dana to get her checks. It should be coming automatic. Michele should also get reimbursed for office supplies as well since she makes all the copies, etc. or come to the Town Hall to make the copies. Motion by Donna, second by Tami to table the Budget until the next meeting.

## **OPEN PUBLIC SESSION**

None

## **MEMBER REPORTS**

## **COMMITTEE MEMBER COMMENTS**

Anthony mentioned that we are missing an item from our agenda – Amendments to the Agenda. Discussion followed on where to put it and it will be included in future agendas

## **EXECUTIVE SESSION**

We were called into executive session at 8:42 pm and back to regular session at 8:48 pm

## **ADJOURNMENT**

There being no further business, Rachael asked for a motion to adjourn. Motion by Donna, second by Michele to adjourn at 8:48pm

Respectfully submitted,

Michele Hess  
Secretary