

**STILLWATER TOWNSHIP
RECREATION COMMISSION
May 7, 2012**

A regular meeting of the Stillwater Township Recreation Commission (RC) was held at 7:30 pm at the Stillwater Municipal Building, Stillwater, New Jersey. The meeting was called to order by Commission Chairperson Tina Sugar with the statement read that this meeting is in compliance with the Open Public Meetings Statement. The flag was saluted and roll call taken.

MEMBERS PRESENT: Mrs. Sugar, Mrs. Fritsch, Mr. DeLade, Mr. Fritsch, Mr. Nothstine, Ms. Gullette

MEMBERS ABSENT:

Also present, Committeeman Fisher

MINUTES: Mr. DeLade made a motion to approve the April 2, 2012 minutes, Mr. Nothstine seconded.

Roll Call Vote: Mrs. Sugar, yes, Mrs. Fritsch, yes, Mr. DeLade, yes, Mr. Fritsch, yes, Mr. Nothstine, yes, Ms. Gullette, yes

BILLS: The Commission had the following bills:

Mr. John's Incorporated:		\$68.26
Veterans Field 3/7-3/22	\$47.48	
Volunteer Field 3/16-3/22	\$20.78	
Mr. John's Incorporated:		\$261.00
Stillwater Park 3/23-4/22	\$87.00	
Veterans Field 3/23-4/22	\$87.00	
Volunteer Field 3/23-4/22	\$87.00	
Staples (3 maps of Veterans Field ordered by Bob Fritsch)		\$8.97
New Jersey Herald (playground meeting ad)		\$15.00
Lisa Chamblings (seed and fertilizer reimbursement from Nov 2011)		\$334.00
<u>David Vough (stone dust and clay for Veterans Field)</u>		<u>\$1403.57</u>
Total:		\$2090.80

There was some discussion about the David Vough bill. It was initially thought to be for \$1903.57. Mr. DeLade mentioned he had made a \$500.00 donation to the project. After closer review of the paperwork, the \$500.00 donation was found and the bill amount changed to \$1403.57.

Mr. DeLade made a motion to pay the bills, **Ms. Gullette** seconded.

Roll Call Vote: Mrs. Sugar, yes, Mrs. Fritsch, yes, Mr. DeLade, yes, Mr. Fritsch, yes, Mr. Nothstine, yes, Ms. Gullette, yes

CORRESPONDENCE: The Commission had received a request from Fredon Girls Softball to use Veterans Field on May 2, 2012 from 5:00-8:00 pm. The Commission, via email, had approved this request. Mrs. Sugar signed the field use form.

The water test results from the concession stand at Stillwater Park are back from Garden State Labs with positive results. Jeanette Campbell will be coordinating with the Board of Health, and the stand should be able to open soon. The Commission also received a letter describing the Clean Communities grant. It stated the criteria by which amounts for the grants are determined. Stillwater received \$11,717.19 in Clean Communities money.

Open Public Session: Mrs. Sugar made a motion to open the meeting to the public at 7:47, Mrs. Fritsch seconded.

Erica Sloop from The Stadium was present to check on the status of their field use form. She wanted to know if they were able to use the field on Wednesday nights. Mrs. Fritsch had forgotten her master schedule at home and wasn't able to give her an answer. Mrs. Fritsch stated she would call her and let her know.

There being no further business, Mrs. Sugar made a motion to close OPS at 7:48 pm, Mrs. Fritsch seconded.

OLD BUSINESS

Clean-Up Day Wrap-Up: Clean-Up Day 2012 was a success. There were 24 participating groups, and the total Clean Communities Grant funds spent were as follow:

24 Participants x \$200/group:	\$4800.00
Trash bags, gloves, pots, seeds and soil:	\$311.49
Water and snacks:	\$51.18
<u>Trash removal fees:</u>	<u>\$75.84</u>
Total:	\$5238.51

Mr. DeLade stated there should be enough money left to do a second Clean-Up Day in the fall. Mrs. Leonard reminded him that some of the money has already been spent on the school assembly. Mr. Fisher pointed out that some went toward tire clean-up. An exact total of remaining funds is not known at this time. Mrs. Fritsch thanked Mrs. Leonard for all she did to prepare for Clean-Up Day, and stated that she liked the way group registration was staggered. She stated it made check-in easier.

Budget Update: The Commission was given a copy of their budget from CFO Dana Mooney. The members reviewed the figures. Mrs. Sugar asked if money could be moved to the Stillwater Day line if necessary. Mrs. Leonard stated money couldn't be moved around until November. Mrs. Leonard also explained that any purchase requests the members have must follow a certain protocol. A requisition must be submitted to the CFO for approval. Once approval is given, a purchase order will be created and sent to the vendor for signature. Only then can a check be written. The members stated they understood and would follow procedure in the future. Mrs. Fritsch stated she is very glad to have a budget this year. She commended Mrs. Mooney on her work.

Stillwater Day: Stillwater Day will be held on Saturday, June 16, from 11:00 am to 5:00 pm at Veterans Field. Mr. Fritsch has gotten estimates on many items for the day:

1 Golf Cart:	\$347.75
1 Cotton Candy Machine	\$50.00
1 Volleyball Set	\$15.00
1 Basketball Inflatable	\$135.00
1 Bounce House	\$250.00
1 Water Slide	\$325.00
2 Helium Tanks w/ 300 balloons	\$164.00
<u>1 Bounce House drying service</u>	<u>\$75.00</u>
Total:	\$1361.75

Mr. Nothstine will be running and donating the pies for the pie eating contest. He will be getting 30-40 6 inch pies from ShopRite. Mengos will be bringing pizza to sell. The Boy Scouts have been contacted about selling popcorn, but Mr. Fritsch hasn't gotten a response yet. Mr. Fritsch has also arranged for a band to play. The cost of the band is \$500.00. He needs to find out how long the band will be playing and a decision of the times for the DJ and the band need to be decided. Mr. DeLade suggested the DJ perform early in the day, and the band at the end. It was decided that a sac race would be better than a 3-legged race. Mrs. Sugar or Mr. Nothstine will be getting the sacs for the race. Prizes for the various contests were discussed. Mrs. Sugar suggested purchasing prizes from Oriental Trading. Mr. DeLade suggested getting gift certificates to area businesses for prizes. Mr. Nothstine asked if they would be purchased or if the businesses would be asked to donate them. Mr. DeLade stated he thinks the Commission should purchase them. It was decided that two \$10 gift certificates would be purchased from the Swartwood Deli, Mengos, and the Stillwater General Store to be given as prizes. The members discussed different games for the day and the placement of the attractions at the field. Mr. Fritsch thought the Commission members should each wear a shirt showing they are members to make it easy for those in attendance to find them if needed for any reason. They could be purchased at a cost of \$125.00. The Commission decided this wouldn't be necessary. Mrs. Sugar read the requirements from the Board of Health for food handlers at Stillwater Day. All vendors selling food must have a pot of boiling water on hand. Mrs. Sugar then spoke about the community day Lowes held. Mr. Fritsch is going to approach Home Depot about possibly doing something similar. He has also spoken to the State Police and there will be a police presence on Pond Brook Road. He is also arranging for the police dogs to have a presentation. He has reached out to Sussex County Community College art department about having people come and do face painting. He has not yet received a reply. Ms. Gullette stated that her daughter and some of her friends

would do face painting if it doesn't work out with the college. Mrs. Sugar stated that Iron Temple will be giving a mixed martial arts demonstration. Mrs. Sugar then discussed signs, advertising Stillwater Day, that Mr. Fritsch has purchased. Mr. Fritsch stated he has purchased 50 signs, which he stated can be used year after year. They were purchased at a cost of \$223.00. He feels the event needs to be advertised. Mrs. Leonard will be placing a notice in the Stillwater School newsletter and will look into placing one in Fredon School's newsletter also. Ms. Gulette asked if there are any games scheduled at Veterans Field on the day chosen to hold Stillwater Day. Mrs. Fritsch stated she wasn't sure, but would check the master schedule when she got home. Mr. Fritsch asked about the stage. Ms. Chamings stated the Commission just needs to pick it up.

Mr. DeLade made a **motion** to spend \$1911.75 for the items mentioned for purchase/rental for Stillwater Day, **Ms. Gulette** seconded.

Roll Call Vote: Mrs. Sugar, yes, Mrs. Fritsch, yes, Mr. DeLade, yes, Mr. Fritsch, yes, Mr. Nothstine, yes, Ms. Gulette, yes

Mrs. Fritsch made a **motion** to pay for the signs purchased by Mr. Fritsch, **Mrs. Sugar** seconded.

Roll Call Vote: Mrs. Sugar, yes, Mrs. Fritsch, yes, Mr. DeLade, yes, Mr. Fritsch, yes, Mr. Nothstine, yes, Ms. Gulette, yes

Mrs. Fritsch thinks there should be a master list of participants in Stillwater Day so all the members are aware of exactly what is taking place. Mr. Fritsch will give the list to Mrs. Leonard who will then send copies to all the members.

Tents for the day were then discussed. The Commission also discussed extra porta-potties for the day. Ms. Gulette will call and arrange for four more.

Ms. Gulette made a **motion** to spend up to \$400.00 for extra porta-potties, **Mrs. Fritsch** seconded.

Roll Call Vote: Mrs. Sugar, yes, Mrs. Fritsch, yes, Mr. DeLade, yes, Mr. Fritsch, yes, Mr. Nothstine, yes, Ms. Gulette, yes

Miss Stillwater Update: Mr. Nothstine stated he has three judges lined up, but still needs an MC. Mrs. Leonard read an email from Lauren Kuefner stating the sashes and crowns have been ordered. She has started getting donations, but is not finished yet. She has placed announcements in the NJ Herald and the Stillwater School newsletter, and has placed some posts on Stillwater related Facebook pages.

Summer Rec. Program Update: Mrs. Sugar took a waiver letter to the state park. Changes were made to the letter reflecting new charges. The park also needs the town's insurance certificate. The insurance company stated they need an application for use of the park. The park didn't know what type of application the insurance company was referring to. Ms. Chamings stated it is called a building use form. Mrs. Sugar will approach the park again, this time asking for this form. The Commission is hoping to have one week's use fee waived, but that decision is up to Trenton. When Mrs. Sugar spoke to Tara Tosti regarding the hours of the camp, it was decided that an extra hour would be added this year making the camp hours 9:00 am to 1:00 pm. Due to the increase in hours which will cause an increase in the cost of the counselors, an increase in the cost of the camp was discussed. No decisions were made at this time. The Commission wants to wait until it hears from the park about the cost to use the park.

Donated Property: Mr. Fritsch stated he has spoken to football and they would like to get started working on the field. Mrs. Sugar asked what they wanted to do with the field. Mrs. Fritsch asked if any organization can just start work on the field. Mr. Fisher stated the organizations would have to approach the Commission with plans for the property. The Commission would then review the plans and make a decision. Mrs. Fritsch will let any organizations know they will need to make a proposal to the Commission if they have an interest in the property.

NEW BUSINESS

Field Use Forms: The Commission received five field use forms: Horse Show Association, ESNJ Soccer, two from the Kittatinny Soccer Club, and Sussex County Women's Softball.

The Horse Show Association is requesting use of the horse ring by the recycling center to hold 4H Open Horse Shows. The dates requested are May 13, June 10, September 9 and September 23 from 7:00 am to 5:00 pm.

Mrs. Fritsch made a **motion** to approve the request, **Ms. Gulette** seconded.

Roll Call Vote: Mrs. Sugar, yes, Mrs. Fritsch, yes, Mr. DeLade, yes, Mr. Fritsch, yes, Mr. Nothstine, yes, Ms. Gulette, yes

ESNJ Soccer is requesting use of Volunteer Field for their summer camp. The dates requested are July 23 through July 27 from 9:00 am to 3:00 pm.

Mr. Nothstine made a **motion** to approve the request pending receipt of their insurance certificate, **Mr. Fritsch** seconded.

Roll Call Vote: Mrs. Sugar, yes, Mrs. Fritsch, yes, Mr. DeLade, yes, Mr. Fritsch, yes, Mr. Nothstine, yes, Ms. Gullette, yes

The Kittatinny Soccer Club is requesting use of Volunteer Field. The dates requested are the week of August 15 – 9:00 am to 2:00 pm and 5:00 pm to dark, the week of August 22 – 5:00 pm to dark, and the week of August 31 – 5:00 pm to dark.

Mr. Fritsch made a motion to approve the request, **Mr. DeLade** seconded.

Roll Call Vote: Mrs. Sugar, yes, Mrs. Fritsch, yes, Mr. DeLade, yes, Mr. Fritsch, yes, Mr. Nothstine, yes, Ms. Gullette, yes

The Kittatinny Soccer Club is requesting use of Volunteer Field. The dates requested are September 1 through November 20; weekdays 4:30 pm to dark, Saturdays noon to 6:00 pm for make-up games, and Sundays noon to dark for regular games. They are willing to work with Rec. Soccer to coordinate times. They will need to provide a new insurance certificate in September when their current certificate expires.

Mrs. Fritsch made a **motion** to approve the request pending the new insurance certificate, **Ms. Gullette** seconded.

Roll Call Vote: Mrs. Sugar, yes, Mrs. Fritsch, yes, Mr. DeLade, yes, Mr. Fritsch, yes, Mr. Nothstine, yes, Ms. Gullette, yes

Sussex County Women's Softball is requesting use of Stillwater Park/Veterans Field. The dates requested are June 25 through August 13, Mondays and Wednesdays from 5:45 pm to 8:00 pm. They are willing to work with the Stadium regarding Wednesday field use.

Mrs. Fritsch made a **motion** to approve the request pending receipt of their schedule and insurance, and with the understanding that they will work with both Little League and the Stadium, **Ms. Gullette** seconded.

Roll Call Vote: Mrs. Sugar, yes, Mrs. Fritsch, yes, Mr. DeLade, yes, Mr. Fritsch, yes, Mr. Nothstine, yes, Ms. Gullette, yes

Garage Sale Day: Mrs. Leonard has updated the application. Ads will be placed in the NJ Herald and the school newsletter.

Open Public Session: **Mrs. Sugar** made a **motion** to open the meeting to the public at 9:16, **Mrs. Fritsch** seconded.

Lisa Chamings thanked the Commission for approving the Horse Show Association's field use form.

There being no further business, **Mrs. Sugar** made a motion to close OPS at 9:17, **Ms. Gullette** seconded.

Reports: **Mr. Nothstine** met with Ben Schafer on April 25 to discuss plans for the playground. A spot has been chosen where a parking area was to be placed on the original plans. He will have the plans at the next meeting. Ben Schafer will come to the meeting if the member would like them to do so. Mr. Fisher asked if a set purchased can be added on to in the future. Mr. Nothstine stated it could. Mr. Nothstine has also ordered parts for the playground at Stillwater Park. The parts are still under warranty.

Committee Member Comments: **Mr. Fritsch** stated he will be asking Brian Hendershot from DPW to move wood chips from the DPW to Veterans Field. He wants to do this so the next time SLAP is there they can spread them where necessary. Mr. Fisher told Mr. Fritsch to talk to Mayor Scott about anything he may want the DPW to do.

Mrs. Sugar stated the caps on the ends of the bleachers at Veterans Field are no longer there. She was wondering what may have happened to them. Ms. Chamings stated kids probably pulled them off. She told Mrs. Sugar that more could be ordered.

Liaison Report: none

Executive Session: none

There being no further business, **Mrs. Sugar** made a **motion** to adjourn the meeting at 9:23 pm, seconded by **Mrs. Fritsch**. In a voice vote, all were in favor. The next meeting will be held on Monday, June 4, 2012 at the Municipal Building.

Respectfully submitted,

Tammy Leonard, Secretary

Tina Sugar, Chairperson