STILLWATER TOWNSHIP
RECREATION COMMISSION
SEPTEMBER 19, 2016

The regular meeting of the Stillwater Township Recreation Commission was held on September 19, 2016 at the Stillwater Municipal Building. It was called to order at 7:00 pm by Commission Chairperson Rachael Gullette with the statement read that this meeting is in compliance with the Open Public Meetings Act, followed by the flag salute.

Members Present: Mr. Ashley, Ms. Fritsch, Ms. Gullette, Ms. Richardson
Members Absent: Mrs. Delaney, Mr. Manser

MINUTES

Motion by Mr. Ashley, seconded by Ms. Fritsch, that the minutes from the May 2,2016 meeting be tabled for corrections. Motion carried by unanimous vote.
Motion by Mr. Ashley, seconded by Ms. Fritsch to approve the minutes of July 6, 2016 and August 1, 2016. Motion carried by unanimous vote.

Please note Mr. Manser arrived at 7:04 pm

BILLS

The following bills were presented - Kaylee McCloud (Stillwater Day/Fire Dancers) $200.00, Maureen Douglas (Miss Stillwater) $200.00, Mr. John, Inc. $435.00(regular service)
Summer Camp - Tara Tosti $800.00, Molly Manna $306.00, Erin McCabe $360.00, Nina Durso $315.00, Karen Smith $324.00, Christine Manser $180.00, Sarah Smith $108.00, Tasha Wehrenberg $288.00, Michael Nelson $324.00, Kylah Ogar $216.00, Cleary Waldo $180.00, Tara Tosti $70.83 for a total of $4,306.83. Motion by Ms. Fritsch, seconded by Mr. Manser to approve the bills as read. Motion carried by unanimous vote.

CORRESPONDENCE

Certificate of Insurance for clean- up day for the Girl Scouts, given to Ms. Fritsch. This was already received she stated, not sure why it was sent again.
Multiple catalogs.
Resolution 2016-100, Mayors acceptance of resignation of Michele Hess, effective August 18, 2016.
Bill from BSN Sports - dated March 23, 2016, Ms. Richardson called the company because she did not think this belonged to us, she was told that it has been paid. The order was placed by a Daryl Jones, we determined that this was Stillwater Rec. League.

OPEN PUBLIC SESSION - Agenda Items Only

There being no one wishing to speak, it was opened and closed at 7:08 pm.

AMMENDMENTS TO THE AGENDA

Old Business - Upper Parking Lot/Veterans Memorial Park
New Business - Budget Request

OLD BUSINESS

1) Field Use Applications - none
2) Playground - Ms. Richardson has been in touch with Jim from Liberty Parks, she has been looking through the catalogs and compiling a wish list of sorts. Jim sent pricing on 12 freestanding items of playground equipment, as well as 6 pieces of fitness equipment. Ms. Richardson feels that it would be considerably less money to do it this way versus a playground unit. The prices were $29,900.00 for the equipment, labor would be approximately $10,465.00, 35% of equipment costs, according to Jim. This price does not include delivery or a state contract discount. State contract is currently up for rebidding and it has put everything on hold for the moment. Ms. Fritsch questioned if this price included playground base/mulch, Ms. Richardson stated it did not. This would still need to be considered as we move along. We would need to buy playground mulch, possibly DPW or SLAP could assist with the mulch. Ms. Richardson will try to compile more information from other companies to compare prices. Jim from Liberty Parks would be willing to attend our meeting if we wanted him to, this way he could answer any questions that we have.
3) Pavilion - Mr. Manser stated that he believes we are on schedule. A new location was marked out between the baseball field and the softball field, along the path/road. He thinks this will be a much better location. Mr. Ashley has been down to look at the new location and expressed concerns about it possibly being over a drain and also being too close to the path/road for access with trucks, maybe it can get shifted in a few feet to allow more clearance. Ms. Gullette said the original plan should have drainage marked out on it, we can look into that so it will not be a problem. Mr. Fisher thinks it would be a good location for Stillwater Day purposes as well. This is more of a central location and would work best for all fields. A start date of October 24, 2016 was reported. Mr. Fisher wondered how much stone was needed, Mr. Manser said it was requiring 6 inches of crushed stone for the base.
4) Fair - Ms. Richardson had come up with an idea of "Where is this located in Stillwater". She spoke with Tammy Leonard about using a Stillwater Blanket as a prize to the winner of the contest, Tammy said that we could charge it to community events. A picture of a waterfall was part of our municipal display, asking people where it was located. We had 2 entries that were correct, Mr. Fisher thought we should just make it two winners. Motion by Mr. Ashley and seconded by Ms. Fritsch to award a blanket to each person that had the correct answer. Motion carried by unanimous vote. The winners will be notified and it will be put on the website, they are Alex Roney and Tara Douglas.
4) Stillwater Park - Ms.Gullette spoke to Jerry from DPW, he has a list of repairs needed, but has been busy with other projects. She asked Mr. Fisher for some help in directing DPW, Mr. Fisher

will relay to Mr. Scott, DPW liaison, for some assistance. This park is in need of some TLC, weeding needs to be done, new mulch is needed, as well as the tennis court needs repair and the fence needs some work also. SLAP has weeded some areas of the playground. Mr. Ashley stated that the fencing around the tennis court is a main concern that should be addressed as well as the surface of the court and the net. Ms. Gullette read off the list of items that need attention, the poles were lifting, the surface needs to be done, ant problem, new wood chips, fencing and the net/middle strap. Also the signs need to be installed for park rules. Ms. Richardson spoke to Dave Pierson in reference to the tennis court, he will be going out to look at it, he stated that we have different options. He will know more once he has a chance to take a look. More at our next meeting will be reported.

5) Garage Sale Day - The concern was that there is not enough time to advertise for this, we only have about 2 weeks. We had decided to not purchase new signs at this time for a fall garage sale day and to just advertise on facebook, the website and the Herald. It was decided to table the October Fall Garage Sale Day until next year.

6) Summer Camp - We received an update from the finance clerk on this, listing the income and expenses. Ms. Fritsch wondered where the money that is left over gets deposited, is there a line item that it goes into, or does it go into reserve/surplus? We will have to find out the correct answer from the CFO or finance clerk.

7) Partac Peat - Mr. Manser provided an updated quote including delivery. The price is very good, there has been less than a $20.00 increase in a 3 year time span, the last clay we purchased was in 2013. Motion by Mr. Manser, seconded by Ms. Fritsch to purchase clay from Partac Peat, for an amount of $1972.35 for Veterans Field. Motion carried by unanimous vote.

8) Signage/Veterans Park - Ms. Gullette went to Hampton Township and liked their sign for field use, open/closed for each individual field. Ms. Richardson spoke to the engineer today, Mike Vreeland, he recommended a map size of 36" x 24", discussion followed on the need for a map, it would be a good things for the trails. We discussed possibly doing a two-part sign with the map on one side and the rules on the other, or the map could go into the board behind plexi-glass that is there and the rules could be on a separate sign. Mr. Manser questioned what size the lettering should be, is there a certain specification on that? Mr. Fisher said that George Morville would be able to help with this. It was agreed that the map should be laminated and put in the plexi-glass and a separate sign for rules would be the best. More to follow next month.

9) Flyer for Halloween Decorating - Ms. Richardson made up an entry form and a new flyer, basically the same format as last year with just a few changes. Copies will be made and placed at the desk of townhall.

10) Upper Parking /Veterans - Ms. Richardson spoke to the engineer on this, he said it would be very hard to get the county to approve an access road for this area. The sliver of property would only be wide enough for one vehicle at a time, flaggers would be needed, sight distance would be an issue also. The other option of entering from the park, in the area of the flag pole, to build up from there, would be the same type of problems. The commission feels that we have more important issues to deal with at this time.

NEW BUSINESS

1) Appointing temporary secretary - Ms. Gullette received a call from Lynda Knott, she was told that the position needs to be advertised. Discussion followed on the position being filled from within the commission, it can be done either way. Motion by Ms. Fritsch, seconded by Ms. Gullette to appoint Ms. Richardson the secretary for the remainder of 2016. Motion carried. We need to consider raising the salary for this position come budget time. Kudos to all past secretaries for a job well done. It is a tremendous amount of work for very little compensation.
2) Signage for Stillwater Park and Volunteer Field - We have not started these parks because we were working on Veterans, now that we are completing one let's move on and get the other parks done as well. This should have all been worked on simultaneously, a few differences between the parks is all we need. Ms Richardson will see if any information is in the records. More to follow next month.
3) Budget Request - We received the new paperwork, copies have been provided to all members. Everyone should look over the papers and start thinking about the budget for next year, we will go over this next month.

OPEN PUBLIC SESSION - There being no one wishing to speak, it was opened and closed at 8:25 pm.

COMMITTEE MEMBER REPORTS/COMMENTS

Mr. Manser said he will get some numbers together for fertilizer. We have some money left in the budget. All three fields could use it, as well as the lime can be spread.
Ms. Richardson was given contact information from Mr. Vreeland, in reference to Donated Property, she forwarded this to Mr. Fisher. Mr. Vreeland said this person may be able to assist with permits, whether or not some of the old work that has been done could be used for the new application process.
Some discussion on Open Space funds followed, we can now use this for all fields in Stillwater.

LIAISON REPORT - Everything was covered throughout the meeting, nothing more at this time.

EXECUTIVE SESSION - None

ADJOURNMENT - There being no further business, Ms. Gullette asked for a motion to adjourn at 8:32 pm. Motion by Ms. Fritsch, seconded by Mr. Manser to adjourn. Motion carried by unanimous vote.

Respectfully Submitted,

Tami Richardson
Acting Secretary