

**STILLWATER TOWNSHIP
RECREATION COMMISSION
May 12, 2011**

A special meeting of the Stillwater Township Recreation Commission (RC) was held at 5:30 pm at the Stillwater Municipal Building, Stillwater, New Jersey. The meeting was called to order by Commission Chairperson Lisa Chammings 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: Ms. Chammings, Mr. Chammings, Mr. Kately, Mrs. Murch
Mrs. Sugar arrived at 5:34, Mrs. Franco arrived at 5:37.

MEMBERS ABSENT: Mrs. Fritsch

Also present, Committeemen Straway and Fisher (arrived at 5:40)

MINUTES

Mr. Chammings made a **motion** to approve the April 4th minutes, **Ms. Chammings** seconded.

Roll Call Vote: Ms. Chammings, yes, Mr. Chammings, yes, Mr. Kately, yes, Mrs. Murch, abstain, Mrs. Sugar, yes, Mrs. Franco, yes (voted upon arrival)

BILLS: The Commission had the following bills: Lovenberg's \$641.67

Ms. Chammings made a **motion** to pay the bill, **Mr. Kately** seconded.

Roll Call Vote: Ms. Chammings, yes, Mr. Chammings, yes, Mr. Kately, yes, Mrs. Murch, yes, Mrs. Sugar, yes

CORRESPONDENCE: The Commission received a letter from KMFL stating they would donate \$1800.00 toward the purchase of bleachers/benches at Veterans Park. Mrs. Leonard will forward this letter to Gerry Pflugh.

OLD BUSINESS

Bleachers: Ms. Chammings had prepared spread sheets showing all the information Mrs. Sugar had compiled about bleachers. Ms. Sugar stated she had toured the Veterans Park and determined that 6 bleachers and 1 player bench are needed. She stated that according to George Morville, the length of the bleachers doesn't matter, but the height does. Fencing would be needed if the height exceeds 30 inches. Ms. Chammings stated that the specs of the bleachers listed on the spread sheets show they are lower than 30". Mrs. Sugar stated she suggests low rise and the bleachers are anodized. Ms. Chammings stated the options listed are all anodized and have a 5 year limited warranty. Mrs. Sugar stated that some have end-caps. Ms. Chammings stated the lowest quote bleachers do have end-caps. Mr. Kately stated the spread sheet shows large, medium, and small bleachers. Ms. Chammings stated the large are 27 feet long and seat 72 people, the medium are 21 feet long, and the small are 15 feet long. She stated the Commission really wouldn't be saving money by purchasing 3 row bleachers. Mrs. Sugar stated it is more cost effective to purchase 4 row bleachers. Mr. Kately asked if the Commission had a budget. Ms. Chammings stated yes, the budget passed. Mr. Kately stated the cost of the bleachers would be \$7000.00 and KMFL would be giving \$1800.00 toward their purchase. Ms. Chammings stated lacrosse has given \$500.00 to be put toward their purchase and there is a small amount of money left from the pig roast to be put toward them as well. Mrs. Sugar stated that the field doesn't need 4 player benches, there are wooden benches there already. Ms. Chammings stated she had spoken to lacrosse and now asked

Mrs. Murch how many players there are per team for football. Mrs. Murch stated that depends and that one 8 foot bench would not be enough. Ms. Chamblings stated one 15 foot bench holds 10 people and there should be a bench for the visiting team as well. She also stated the benches cannot be permanent benches.

Mr. Kately made a **motion** to purchase 4 team benches and 4 large bleachers from BSN as it is the lowest quote, at a cost not to exceed \$8680.00, **Mr. Chamblings** seconded.

Ms. Chamblings then suggested purchasing 2 medium and 2 large bleachers to save money. Mr. Kately stated the Commission should spend a little extra now to get more seating. Mrs. Murch agreed. Ms. Chamblings then stated that none of the bleachers under consideration are ADA (American Disabilities Act) compliant. Mr. Kately stated he didn't know if the Commission would be able to find any. Mrs. Sugar stated the bleachers are low rise. Ms. Chamblings stated ADA compliant bleachers have cut-outs and isles. Mr. Kately asked if that was required. Mrs. Murch stated the bleachers at Stillwater Park aren't ADA compliant. Ms. Chamblings stated ADA compliance is needed in New Jersey. Mr. Kately asked how much one ADA compliant bleacher would cost. Ms. Chamblings one from BSN would cost \$4600.00, and one small ADA compliant bench from Ben Schaefer would cost \$4415.00. She stated if the Commission went with 2 medium and 2 large bleachers that would save about \$1000.00. The Commission could then look for grants for ADA funding and might get money to put toward the purchase of an ADA compliant bleacher. She suggested a small bleacher might be best as it would be the most moveable. Mr. Kately stated the Commission should buy 4 large bleacher and 4 player benches now and indicate the intention to purchase an ADA compliant bench in the future. He stated to make the whole field compliant would mean adding ADA compliant pathways, restrooms, etc. He stated the Commission should attempt to find funding in the future, but should move forward with purchasing bleachers for the people who go there now. Mrs. Murch, Mrs. Sugar, and Mrs. Franco all agreed. Ms. Chamblings stated she agreed also, as long as the intent to purchase an ADA bleacher in the future is on the record.

Mr. Kately amended his **motion** to state the Commission should purchase 4 team benches and 4 large bleachers from BSN at a cost not to exceed \$8680 with the intent to pursue the purchase of an ADA compliant bleacher in the future, **Mr. Chamblings** seconded.

Roll Call Vote: Ms. Chamblings, yes, Mr. Chamblings, yes, Mr. Kately, yes, Mrs. Murch, yes, Mrs. Sugar, yes, Mrs. Franco, yes

Ms. Chamblings thanked Mrs. Sugar for all her work researching the bleachers.

Stillwater Festival Update: Ms. Chamblings stated the Miss Stillwater contest would be held on June 2 at Stillwater School at 7:00 pm. Lauren Kuefner has 2 judges lined up. If she isn't able to get a third judge, Mr. Kately will serve as the 3rd judge. The prize amounts last year were \$720.00 to \$880.00. This includes the prize money, sash, flowers, an gift bags.

Ms. Chamblings made a **motion** to keep the prize amounts the same as last year, **Mrs. Murch** seconded.

Roll Call Vote: Ms. Chamblings, yes, Mr. Chamblings, yes, Mr. Kately, yes, Mrs. Murch, yes, Mrs. Sugar, yes, Mrs. Franco, yes

Ms. Chamblings stated there had been discussion about moving Stillwater Day to Veterans Park. She stated this really couldn't be done by June 4. She stated that the Historical Society appreciated the partnership with the Commission last year in the fall. Mr. Kately suggested doing Stillwater Day in September with the Historical Society again this year. Ms. Chamblings agreed. Mrs. Murch stated the Commission has done this before and would know what needs to be fixed. **Ms. Chamblings** made a **motion** to partner with the Historical Society for the Stillwater Festival to be held on September 17 or 24, to be determined by the Historical Society, **Mr. Kately** seconded.

Roll Call Vote: Ms. Chamblings, yes, Mr. Chamblings, yes, Mr. Kately, yes, Mrs. Murch, yes, Mrs. Sugar, no, Mrs. Franco, yes
The motion carried.

Bus Trip Update: Mrs. Murch stated the price for the Martz bus trip is now \$871.00 for a 55 passenger bus. The give-backs are \$50.00 to the group leader, \$25.00 coin vouchers and \$10.00 food vouchers per passenger. The cost would be approximately \$15.00 per person for the bus. The pick-up time would be 9:45 am and return would be at 6:00 pm. She stated a \$100.00 deposit would be needed once the trip was booked. Ms. Chamblings asked if there has been any advertising. Mrs. Murch stated she couldn't advertise until there was a vote to approve the trip. Ms. Chamblings asked what if the Commission didn't get 55 people for the trip. Mr. Kately stated we would need 35 people at a price of \$25.00 per person to cover the cost of the trip. Ms. Chamblings asked if we would be able to get 35 people in one month's time. Mrs. Murch stated the trip could be bumped to July. She also stated she didn't think 35 people was an unreasonable number. She stated Martz wants the deposit within one week of booking. Ms. Chamblings asked Mrs. Murch to call Gerry Pflugh to find out if she can issue a check quickly. If she can't the bus trip can't be on June 12. Mr. Kately suggested moving the trip to July because this would give more lead time. Mrs. Murch suggested July 24 as the trip date. She stated DeCamp charges \$895.00 for a 6 hr. trip with a \$100.00 charge for weekends and Martz charges \$871.00 for an 8 hr. trip. Ms. Chamblings stated Current Advantage charges \$472.50 for a 25 passenger bus. Mrs. Murch suggested charging \$25.00 per person. Ms. Chamblings stated if 35 people sign up by July 11 the Commission can authorize payment of the \$100.00 deposit. Mrs. Murch pointed out the \$100.00 deposit has to be paid within one week of booking the trip. The Commission can't wait to get people to sign up. Mr. Kately stated he didn't think getting enough people for the trip would be a problem. Mr. Fisher stated he didn't think it would be a problem either. Mrs. Murch stated the people would be getting more than \$25.00 back. She stated she would find out how long it would take to get a payment. Ms. Chamblings stated she should advertise before the June 6 meeting and see how many people sign up. Mr. Kately stated we need to book now and make the deposit now. Mrs. Straway stated she didn't think it would be a problem to get the payment from the CFO.

Mr. Kately made a **motion** to schedule the bus trip for July 24 and to authorize the \$100.00 deposit to Martz now as the vendor, **Mrs. Sugar** seconded.

Roll Call Vote: Ms. Chamblings, abstain, Mr. Chamblings, yes, Mr. Kately, yes, Mrs. Murch, yes, Mrs. Sugar, yes, Mrs. Franco, yes

Open Public Session: Ms. Chamblings made a **motion** to open the meeting to the public at 6:28, **Mrs. Sugar** seconded.

Tim Fisher asked if the cost of the bus trip would be \$25.00 per person. Ms. Chamblings answered yes.

Bob Fritsch asked if there was going to be a garage sale day. Ms. Chamblings answered yes, July 16.

There being no further discussion, **Ms. Chamblings** made a motion to close OPS at 6:29, **Mrs. Murch** seconded.

NEW BUSINESS

Field Use Forms: There were 3 field use forms: 1) Morris County S Soccer A: Requesting use of Volunteer Field from June 1 to July 30, Mondays and Wednesdays 6:00 pm to dark, excluding June 8 and June 16. They will send a new insurance certificate. Ms. Chamblings recommended granting permission with provision of new insurance certificate received by June 1. Mr. Kately asked if there are any conflicts. Ms. Chamblings stated no.

Mr. Kately made a **motion** to approve request with new insurance, **Mrs. Sugar** seconded.

Roll Call Vote: Ms. Chamblings, yes, Mr. Chamblings, yes, Mr. Kately, yes, Mrs. Murch, yes, Mrs. Sugar, yes, Mrs. Franco, yes

2) Sussex County Women's Softball: Requesting use of Stillwater Park from June 20 to August 10, Monday to Wednesday 5:30 – 8:30 pm. They will communicate with baseball to avoid conflicts.

Mr. Kately made a **motion** to approve, **Mrs. Murch** seconded.

Roll Call Vote: Ms. Chamblings, abstain, Mr. Chamblings, yes, Mr. Kately, yes, Mrs. Murch, yes, Mrs. Sugar, yes, Mrs. Franco, yes

3) Kittatinny Youth Lacrosse: Requesting use of Veterans Field for May 21 from 6:00 am to 8:00 pm. There will be games all day and will be serving food. They have a current insurance certificate. They do have someone with food handling experience.

Mrs. Murch made a **motion** to approve, **Mrs. Sugar** seconded.

Roll Call Vote: Ms. Chamblings, yes, Mr. Chamblings, yes, Mr. Kately, yes, Mrs. Murch, yes, Mrs. Sugar, yes, Mrs. Franco, yes

The approval is pending compliance with the Sussex County Board of Health. Ms. Chamblings will contact lacrosse to inform them about the necessary compliance.

Reports: Mr. Chamblings request from 4H for the horse-ring will be added to the next agenda. Mrs. Franco had no report.

Mrs. Sugar was concerned about the dirty portapotties at Veterans Field.

Ms. Chamblings made a **motion** to place a second portapotty at Veterans Field, **Mrs. Murch** seconded.

Roll Call Vote: Ms. Chamblings, yes, Mr. Chamblings, yes, Mr. Kately, yes, Mrs. Murch, yes, Mrs. Sugar, yes, Mrs. Franco, yes

Mrs. Sugar will check to see if they are cleaned. Mr. Kately suggested Mrs. Sugar call Lovenberg's if they aren't cleaned. Mrs. Sugar stated she would do that.

Mr. Kately had no report.

Mrs. Murch had no report.

Ms. Chamblings gave the totals for Clean-Up Day: 347 lbs. of metal, 66 lbs. of aluminum, 811 lbs. of recycling, and about 1 ton of garbage were collected. She stated she would chat with Mr. Fisher following the meeting about Clean Communities. She also stated she had just received the Soil Erosion and Sediment Control Plan for Volunteer Field phase 2, also known as the donated property, was completed. The certification is effective 4/27/2011 through 10/26/2014. The donated property will be placed on the next meeting's agenda.

At the last meeting Ms. Chamblings had spoken about a changeable letter sign to place outside instead of doing a newsletter. It would be placed over the currently existing sign in front of the Town Hall. She stated it may not be the best location, but would avoid needing a sign ordinance. She asked if the other members thought this was a good idea. Mrs. Sugar stated she thought it was a good idea. Ms. Chamblings also stated she had spoken with Kathy Wunder about the website. Things occasionally disappear from the website, because there is too much information on one page. Ms. Chamblings thought maybe the website could be redesigned to have pages instead of all on one page. She stated that could then be a place to post the newsletter. Mr. Kately thought it

might be better to spend money to fix the web page than to spend the money on a sign or newsletter. Mrs. Murch stated her only concern with the sign is that not many people would see it. Mrs. Sugar thinks fixing the website would be more beneficial. She thought that maybe there would be someone with computer skills in town who would be willing to fix the website for the Commission, and the Commission could still get the sign. Ms. Chammings stated she thinks updating the website is something the Town Committee would have to do because it is their website. She stated she would do research about the cost of revamping the website versus the cost of a sign.

Executive Session: none

Liaison Report: Mr. Fisher stated he had brought the ideas about the sign and updating the website to the Town Committee. The Committee would like more information about the sign. The Committee said “no problem” about the website. He also stated all the permits have been filed for the donated property and the Committee is ready to proceed as soon as the Rec. Commission is. Ms. Chammings asked about the DEP permit extension. Mr. Fisher stated that is the only thing they are still waiting to hear about.

Open Public Session: The second OPS was opened at 6:49.

Mr. Chammings asked about the flagpole at Veterans Field. Ms. Chammings stated she, Mr. Chammings, Mrs. Straway, Mr. Fisher, and Mrs. Fisher found a good spot for the flagpole. Mr. Manser has a drawing to give to the Town Committee showing the location. She asked if anyone had any objection to another flagpole at Veterans Field. Mrs. Sugar stated she had seen the proposed location and thought it was a great location. Mrs. Straway asked if each organization would have it's own flag that would be raised and lowered. Ms. Chammings stated she would communicate to all the organizations that they would need to have their own flag to be raised and lowered so there wouldn't be any violation of the light respect for the flag.

Committee Member Comments: none

There being no further business, **Ms. Chammings** made a **motion** to adjourn the meeting at 6:52 pm, seconded by **Mr. Kately**. In a voice vote, all were in favor. The next meeting will be held on Monday, June 6, 2011 at the Municipal Building.

Respectfully submitted,

Tammy Leonard, Secretary

Lisa Chammings, Chairperson