

**STILLWATER TOWNSHIP COMMITTEE MEETING**  
**MINUTES**  
**January 27, 2016**  
**Budget Meeting #1**

A SPECIAL BUDGET MEETING of the Stillwater Township Committee was called to order by Mayor Fisher at 6:35 p.m. noting the meeting date, time and place were sent the New Jersey Herald and posted at the Town Hall, on the Township's website and advised those present that this meeting was being held in compliance with provisions of P.L. 1975, Chapter 231, Sections 4 & 13.

Roll Call:       PRESENT: Mayor Fisher, Committeeman Gross, Committeewoman Chamblings, Committeeman Scott, Committeeman Morrison, Municipal Clerk Lynda Knott, CFO Dana Mooney, Finance Clerk Tammy Leonard   ABSENT: None

Mayor Fisher asked all present to join him in saluting the flag.

Ms. Mooney noted that in the Local Finance Notice 2015-27 the budget deadlines have been extended and the municipal budget must be adopted by April 22, 2016 or at the next regular meeting of the governing body.

The discussions began with the section of general administration. Ms. Mooney said she included a two (2%) percent raise for all employees across the board unless the governing body decides to do something different. Ms. Mooney said the budget for 2016 has actually gone down. Line items were realigned to what was actually spent in 2015. Mr. Morrison asked if the Township Committee's stipend also increased by two percent (2%). Ms. Mooney said yes. Mr. Morrison wants the public to know the governing body also receives the two percent (2%) increase. Ms. Mooney said that could be discussed at the public hearing.

Ms. Mooney stated the Clerk's budget has decreased as well. Ms. Chamblings inquired why there was so much money spent in education and training for the clerk. Ms. Knott replied the additional funds were used for her to complete the Qualified Purchasing Agents courses.

Mr. Morrison commended the CFO for the budget binders. He noted it was presented very professionally.

The next section was Financial Administration. The CFO said she was cutting their education and training requests from \$2663.00 to \$500.00 because their professional organization will be absorbing more costs of their required continuing education credits. Mr. Morrison asked to discuss Mrs. Leonard's request for an increase in pay so that she will be compensated for her expanded work load. Ms. Mooney stated Mrs. Leonard's rate of pay was substantially less than other similar positions in Sussex County. Mrs. Leonard is asking for a three dollar (\$3) an hour pay increase to \$19.23 to be more in line with her job duties. Ms. Chamblings stated she feels Mrs. Leonard is invested in Stillwater Township and is enhancing her investment by taking classes to strengthen her skills and learn additional information. Mr. Morrison said the Township has a great group of people working in Town Hall and the Township Committee should cultivate these individuals. Ms. Mooney noted that if her salary and Mrs. Leonard's salary were added together it would be the about the right salary for a full-time CFO. Mayor Fisher asked if the committee would wait to make a decision regarding Mrs. Leonard's raise to see what was going to happen with other financial increases such as gypsy moth spraying and potential litigation. The Clerk said Mr. Gross had her call civil service and ask for a desk audit of Mrs. Leonard's duties to make sure

Mrs. Leonard has the correct title and salary. Mr. Gross feels the desk audit is fair and would result in an increase for Mrs. Leonard.

Mr. Morrison asked if there was confirmation from the State if the cost of gypsy moth spraying was inside or outside the levy cap. Ms. Mooney answered the grant funds are outside the appropriation cap but the local match the Township is responsible for is inside the levy cap which is included in the two percent increase ceiling imposed by the State. Ms. Mooney said Stillwater has banked levy funds (\$168,000.00 from 2014 and \$69,000 from 2015) so there is no danger of exceeding the cap from the matching funds.

The next area of discussion is computers. The Clerk updated the Township Committee on the ongoing saga with Century Link and poor internet service. The Clerk will be calling Penn-Tel Data and find out the cost of internet service with their partnership with Service Electric Cable TV. The Clerk will call Penn-Tel Data and find out the cost of their service with Service Electric Cable TV to see how much more the services would be than Century Link. The CFO stated the Township's new server is ready to be installed. The Clerk noted two computers in the building department are extremely old and experience failure screens and must be replaced. The CFO recommended taking an assessment of all computers and come up with a replacement scenario for computers. The line for computer hardware was increased from \$1500 to \$2,000. The cost for MSI services did not go up in 2016.

The tax collection budget and tax assessment budgets remained the same as 2015. The Clerk will find out where new zoning maps would be listed in the budget.

The Municipal Attorney asked for an increase of \$10.00 per hour. Engineering hourly costs remain the same as 2015.

The Planning Board and Zoning Board of Adjustment budgets were not discussed because the Township Committee and both boards will have a special meeting to discuss the possibility of becoming a Land Use Board on February 2, 2016.

The Zoning Officer has not requested any increase in the budget for 2016. The Building Department pulled vacation coverage from the budget because Mr. Cutler has all certifications and will be able to cover any inspector on vacation. Those funds will be transferred to mileage reimbursement line.

The figures for insurance premiums have not been received for 2016. The Clerk will contact Mr. Morville/Statewide Insurance Fund to provide the costs. The CFO will revisit the budget after figures are provided. An employee has requested to waive health insurance benefits in return for a stipend of \$5,000. The CFO said this is a yearly cost but the health insurance costs far exceed the stipend.

The Crossing Guard has retired and the Township will not replace her. The Clerk polled surrounding municipalities and they no longer provide crossing guards. The Interlocal Service Agreement went up two percent (2%) to \$12,240.00.

The last discussion was regarding gypsy moth spraying. The amount the Township will have to match to the State grant is \$63,500.00.

The Environmental Commission has asked for a new line item in its budget for \$1500.00 for Green Team activities. Ms. Chamings feels the figure is high but needs more information from the Green Team. The Clerk will ask the Green Team Chairperson for a breakdown of their request.

The Recreation Commission has field maintenance back in their budget from building and grounds. Otherwise they kept their budget at the two percent (2%). Their only addition is \$1,000 more for Stillwater Day.

The next budget meeting will be at 6:30 p.m. on February 10, 2016 with Mr. Hendershot in attendance to present the DPW budget.

The third budget meeting will be at 6:30 p.m. prior to the Planning Board Meeting with Emergency Rescue Squad.

The meeting adjourned at 9:00 p.m. with a majority voice vote.

Respectfully submitted,

Lynda Knott, Township Clerk