

STILLWATER TOWNSHIP COMMITTEE MEETING

MINUTES

September 1, 2015

Regular Meeting

A REGULAR MEETING of the Stillwater Township Committee was called to order by Mayor Scott at 7 p.m. noting the meeting date, time and place were duly published in the New Jersey Herald and posted at the Town Hall 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 was taken and the flag was saluted.

PRESENT: Deputy Mayor Fisher, Committeewoman Chamblings, Committeeman Gross, Committeewoman Straway, Mayor Scott, Municipal Clerk Lynda Knott, Township Attorney Richard Stein.

Regular Session:

CONSENT AGENDA:

ALL MATTERS LISTED BELOW ARE CONSIDERED ROUTINE IN NATURE AND WILL BE ENACTED BY ONE MOTION. THERE WILL BE NO SEPARATE DISCUSSION OF THE ITEMS. IF ANY DISCUSSION IS DESIRED, THAT PARTICULAR ITEM WILL BE REMOVED FROM THE CONSENT AGENDA AND WILL BE CONSIDERED SEPARATELY ON THE REGULAR AGENDA.

RESOLUTIONS:

2015-094 Mayor's Appointment of Liam Morrison as Junior Member of the Stillwater Area Volunteer Fire Department with Committee concurrence

MINUTES: July 21, 2015 Regular Meeting

Ms. Chamblings made a **motion** to approve the Consent Agenda, seconded by Mr. Fisher.

Roll Call Vote: Ms. Chamblings, yes, Mr. Fisher, yes, Mr. Gross, yes, Mrs. Straway, yes, Mayor Scott, yes

BILLS LIST #14 \$826,499.60

RESOLUTION 2015-095 PAYMENT OF BILLS

Mrs. Straway made a **motion** to adopt Resolution 2015-095, removing P.O. 3347, seconded by Mr. Fisher.

Roll Call Vote: Ms. Chamblings, yes, Mr. Fisher, yes, Mr. Gross, yes, Mrs. Straway, yes, Mayor Scott, yes

Mrs. Straway made a **motion** to approve payment of P.O. 3347, seconded by Mr. Fisher.

Roll Call Vote: Ms. Chamblings, abstain, Mr. Fisher, yes, Mr. Gross, yes, Mrs. Straway, yes, Mayor Scott, yes

Open Public Session:

At this point, this portion of the meeting was opened to the public.

Stuart Feenstra, 920 West End Drive asked for an update on the stormwater issue at his property. Mr. Fisher explained Mr. Hendershot is looking at alternatives for addressing the matter.

Dan Rivara, referred to the COAH discussion on the agenda and he asked for clarification on the COAH fee being charged for a cabin he is demolishing and reconstructing. There is no potable water and it is not a year round residence. Mr. Stein provided a brief background on the creation of the COAH mandates, and explained that according to the ordinance the fee would apply to the property in question. Mr. Fisher added that once the structure is demolished and rebuilt, it is considered a new dwelling initiating the COAH fee requirement.

A brief discussion was held on the start date for the Municipal Building renovations and Mr. Rivara indicated he would begin sometime in October and would require a 45-day extension.

Mr. Fisher made a **motion** to grant the 45-day extension, seconded by Mrs. Straway.

Roll Call Vote: Ms. Chamblings, yes, Mr. Fisher, yes, Mr. Gross, yes, Mrs. Straway, yes, Mayor Scott, yes

There being no further members of the public wishing to speak, this portion of the meeting was closed.

NEW BUSINESS

ORDINANCE 2015-011

AN ORDINANCE AMENDING SECTION 370-7 OF THE CODE OF THE TOWNSHIP OF STILLWATER ENTITLED "PARKING PROHIBITED AT ALL TIMES ON CERTAIN STREETS" BY PROVIDING FOR NO PARKING ON SECTIONS OF MIDDLEVILLE AND STILLWATER ROADS

Mrs. Straway made a **motion** to introduce Ordinance 2015-011, seconded by Mr. Fisher.

Roll Call Vote: Ms. Chamblings, no, Mr. Fisher, yes, Mr. Gross, no, Mrs. Straway, yes, Mayor Scott, yes

ORDINANCE 2015-012

AN ORDINANCE FOR ADOPTION OF THE TOWNSHIP OF STILLWATER PURCHASING MANUAL, AND AS MAY BE FURTHER REVISED BY RESOLUTION

Mr. Fisher made a **motion** to introduce Ordinance 2015-012, seconded by Mrs. Straway.

Roll Call Vote: Ms. Chamblings, yes, Mr. Fisher, yes, Mr. Gross, yes, Mrs. Straway, yes, Mayor Scott, yes

DISCUSSION ITEMS:

COAH – Consent Order: Mr. Vreeland will work with Mr. Morgenstern and Mrs. Fisher to update the vacant land analysis and Housing Element and Fair Share Plan. The deadline for a final number is early October and the deadline for the Housing Element and Fair Share Plan is in January.

Ms. Chamblings suggested asking for Mr. Golden's assistance as well.

Keith Whitehead – Firemen's Convention: Mrs. Straway made a **motion** to approve Mr. Whitehead's attendance at the Firemen's Convention on September 18th and 19th; Mr. Whitehead will not be charged sick/vacation time and he will be paid in full for the two days, seconded by Mr. Fisher.

Roll Call Vote: Ms. Chamblings, yes, Mr. Fisher, yes, Mr. Gross, yes, Mrs. Straway, yes, Mayor Scott, yes

Brook Falls Farm – Event 10/3/15: An event application dated 7/28/15 and a parking plan dated 8/21/15 were received from Deb D'Andrea with respect to an event she is holding at her residence on 10/3/15 and 10/4/15. Ms. D'Andrea was present and indicated she would host approximately 100 people and 20 cars. She would use the Municipal Building lot and Volunteer Field for overflow parking. Mayor Scott expressed concern with other activities being held at Volunteer Field and there being no additional parking available. Mr. Fisher explained the Township Engineer reviewed the intersection of Middleville Road and Stillwater Road and parking availability on each. He felt due to limited site distances it was unsafe to park on either road. Mrs. Straway expressed concern with the event being a private taxpayer held fundraiser for the town park pavilion. After conferring with Mr. Stein, Mrs. Straway indicated private funds could be donated for such a project and acceptance would have to be voted on by the Committee.

Following further discussion, Mrs. Straway made a **motion** to allow the event, with no street parking permitted, seconded by Ms. Chamblings.

Roll Call Vote: Ms. Chamblings, yes, Mr. Fisher, yes, Mr. Gross, no, Mrs. Straway, yes, Mayor Scott, yes
Ms. D'Andrea submitted an application to the Zoning Officer, pending Committee approval.

Open Public Session:

At this point, this portion of the meeting was opened to the public.

Betty English, 928 Millbrook Road appeared on behalf of the Historical Society regarding free beer being served at their fall festival. The Committee reviewed a letter received from Ernest Hemschot of the Historical Society. Mr. Stein advised that a social affair permit would be required to sell a glass to be used for free beer. Ms. English clarified that many of the glasses sold are not used for beer, they also make plastic cups available and all beer would remain on the property owned by the Historical Society. Ms. Knott indicated she was advised by the State that a social affair permit would be required. Ms. English noted their attorney would be in contact.

Justin Francomacaro, Chief, Stillwater Fire Department discussed a proposal from KME Fire Apparatus/HGAC contract purchase of a new tanker.

Greg Matthews, representative, KME Fire Apparatus, reviewed the proposal indicating the \$409,885 includes a payment for the chassis upon arrival in the amount of \$4,136.16. If the township chooses not to make that down payment upon arrival, then that amount would be added to the \$409,885 which would increase the overall cost. Ms. Knott explained the municipality would need to bond for

\$110,000 and the balance would be covered by the PSE&G funding. Mr. Stein advised that HGAC/Houston Galveston is an out of state co-op and according to New Jersey regulations several steps must be taken in order to be able to use them. He explained the procedure, and this item would be added to the October 6th agenda following further review by Mr. Stein for compliance with the required regulations.

Michael Grace, 942 Maple Avenue, asked for Committee approval to use the Municipal Building for an open public forum on property taxes and solutions. Mr. Grace indicated he is a candidate running for office but would not be using the forum for such. He would advertise through the internet and on the community bulletin board. Mayor Scott expressed concern with the town hall renovations interfering with the event. Mrs. Straway noted the 50 person maximum occupancy. Mr. Grace understood it would be based on the availability of the meeting room and he would attend the Committee meeting on September 15th to confirm the date.

Ed Szabo, 978 Route 521 asked about the Recycling Center cost analysis results. Mrs. Straway asked the Clerk to follow-up with the CFO.

Tammy Richardson, Recreation Commission asked for clarification on accepting donations. She noted the Recreation Commission had no knowledge about the proposed donations for the pavilion. Swartswood Fire Department will hold their Chicken BBQ on Saturday, September 5th from 4-7 p.m. at the fire house.

There being no further members of the public wishing to speak, this portion of the meeting was closed.

Attorney Report:

Mr. Stein reported the owner of Block 2301, Lot 45.01 is currently in the process of refinancing and there are two affordable housing rehabilitation loans on the property: 1)1998 in the amount of \$5,300, and 2)2010 in the amount of \$12,500; both issued to the same individual. Following further discussion on a request from the lending bank to consolidate the loans, it was determined the township could not do so but would subordinate the \$5300.00 loan and the \$12,500 would remain the first lien.

Mr. Fisher made a **motion** to subordinate the \$5,300 affordable housing rehabilitation loan for Block 2301, Lot 45.01, seconded by Mrs. Straway.

Roll Call Vote: Ms. Chamblings, yes, Mr. Fisher, yes, Mr. Gross, yes, Mrs. Straway, yes, Mayor Scott, yes

Other Items:

Interviews were conducted for the DPW position. Selected applicants would be scheduled for the Executive Session at the September 15th meeting based on recommendations by Mr. Hendershot and Mr. Fisher. Mr. Fisher suggested requiring a driving test for the operation of the roll off truck.

Mrs. Straway referred to a memo from the CFO regarding a large purchase that was made without requisition approval resulting in an over expenditure of \$918.60 because proper procedure was not followed. Mrs. Straway recommended removing the \$918.60 from the entity's contribution amount. Mayor Scott asked for this item to be added to the agenda of September 15th.

Ms. Chamblings asked for a discussion regarding the funding for the pavilion to be added to the October 6th meeting.

There being no further business, Ms. Chamblings made a **motion** to adjourn the meeting, seconded by Mrs. Straway. In a voice vote, all were in favor.

Respectfully submitted,

Kathy Wunder