

# STILLWATER TOWNSHIP COMMITTEE MEETING

## MINUTES

November 10, 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: Committeewoman Chamblings, Deputy Mayor Fisher, Committeeman Gross, Mr. Morrison, Mayor Scott, Municipal Clerk Lynda Knott, Township Attorney Richard Stein.

#### EXECUTIVE SESSION:

After the reading of the following Resolution to enter into Executive Session, a **motion** was made by Mr. Morrison, seconded by Mr. Gross and carried by roll call vote to adopt the resolution permitting the Committee to go into Executive Session at 6:04 p.m.

WHEREAS, Section 8 of the Open Public Meetings Act, Chapter 231, P.L. 1975 permits the exclusion of the public from a meeting under certain circumstances; and

WHEREAS, this public body is of the opinion that such circumstances presently exist.

NOW THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Stillwater, in the County of Sussex and State of New Jersey as follows:

1. The public shall be excluded from that portion of this meeting.
2. The general nature of the subject matter to be discussed is as follows: Personnel; Real Property
3. As nearly as can now be ascertained, the matter or matters to be discussed at this time will be disclosed to the public when such matters are resolved.

There being no further business to attend to, a **motion** was made by Mr. Gross, seconded by Mr. Morrison to conclude the Executive Session at 7:04 p.m., unanimously carried by roll call vote.

#### 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:

**2015-111** Mayor's Acceptance of the resignation of Candala Roslan as Crossing Guard with Committee Concurrence

**2015-112** Township Committee's Appointment of Brandon Morgan as Full Time DPW Laborer

**2015-113** Mayor's Acceptance of the resignation of Robert Huber as Construction Official with Committee Concurrence

**2015-114** Authorizing a Transfer of 2015 Appropriations

**2015-115** Authorizing a Refund of Permit Fee

**REPORTS:** Building Department Report of October 2015

**MINUTES:** October 6 and October 20, 2015 Regular Meeting; October 20, 2015 Executive Session

Mr. Gross made a **motion** to approve the Consent Agenda, amending the minutes of October 20, 2015, seconded by Mr. Fisher.

**Roll Call Vote:** Ms. Chamblings, yes, Mr. Fisher, yes, Mr. Gross, yes, Mr. Morrison, yes, Mayor Scott, yes  
The Committee authorized Ms. Knott to purchase a recognition plaque and draft a letter to be presented to Candala Roslan thanking her for her 39 years of service to the township.

**AMENDMENTS TO THE AGENDA:** None

**BILLS LIST #18 \$321,282.29**

**RESOLUTION 2015-116 PAYMENT OF BILLS**

Ms. Chamblings made a **motion** to adopt Resolution 2015-109, without P.O. 4437, seconded by Mr. Fisher.  
**Roll Call Vote:** Ms. Chamblings, yes, Mr. Fisher, yes, Mr. Gross, yes, Mr. Morrison, yes, Mayor Scott, yes  
Mr. Fisher made a **motion** to approve payment of P.O. 4437, seconded Mayor Scott.  
**Roll Call Vote:** Ms. Chamblings, abstain, Mr. Fisher, yes, Mr. Gross, yes, Mr. Morrison, yes, Mayor Scott, yes

**Open Public Session:**

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

**Lee Hammond, 904 Maple Lane** is currently selling his property located on Stillwater Road, two lots – 10 acres/29 acres, and he would like the township to consider purchasing it for open space and recreation purposes. It is within walking distance of 30 to 60 homes and he offered to walk the property with those interested. The township may consider working in conjunction with the fire department as they have expressed interest in possibly acquiring a portion of it. Ms. Chamblings suggested Mr. Hammond contact the Nature Conservancy, Land Conservancy or the Trust for Public Lands.

Mr. Hammond expressed concern with the excessive grit used on his road during the winter.

**Kathy Fobes-Jacoby, Green Team/Environmental Commission** attended the National Geographic geo-tourism program at Perona Farms. Their project could be valuable to the township and would bring tourism funds to the area. Unique sites and areas of the township can be nominated on their website including existing and new businesses, parks, etc. and descriptions will need to be provided. Anyone can participate and the deadline is January 31<sup>st</sup>; with the tourism site being finalized by May 2016. Ms. Fobes-Jacoby provided information to the Clerk and is awaiting a Power Point presentation she will also forward.

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

**PRESENTATION:** Paulinskill River Watershed Clean-Up Video – Ian Blanchard

Mr. Blanchard provided a background on the Paulinskill River Clean Up grant funded project through Sustainable Jersey/PSE&G. The river clean up portion has been completed and the next phase will include tree planting on state owned property along the river adjacent to Route 610. He is working with Nathaniel Sadjak of the Wallkill River Watershed Management group and other volunteers and has composed a video of the project. Mr. Blanchard presented the video to those present and was commended on his work. Mr. Blanchard suggested placing the video presentation on the website.

**OLD BUSINESS**

**ORDINANCE 2015-014:** Public Hearing/Adoption

Ms. Chamblings made a **motion** to open the meeting for public comment on Ordinance 2015-014, seconded by Mr. Gross.

**Roll Call Vote:** Ms. Chamblings, yes, Mr. Fisher, yes, Mr. Gross, yes, Mr. Morrison, yes, Mayor Scott, yes  
**Lee Hammond, 904 Maple Lane** questioned the need for the fire truck purchase. Mayor Scott explained it will replace the current tanker that is 25 years old.

**Ian Blanchard, 908 Wall Street** felt the purchase would be a value to the community and possibly lifesaving.

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

**TOWNSHIP OF STILLWATER**

**COUNTY OF SUSSEX**

**ORDINANCE 2015-014**

**BOND ORDINANCE PROVIDING FOR THE PURCHASE OF A FIRE TRUCK BY THE TOWNSHIP OF STILLWATER, APPROPRIATING \$420,000 THEREFOR AND AUTHORIZING THE ISSUANCE OF \$285,000 BONDS OR NOTES OF THE TOWNSHIP TO FINANCE PART OF THE COST THEREOF**

**BE IT ORDAINED BY THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF STILLWATER (not less than two-thirds of all members thereof affirmatively concurring) AS FOLLOWS:**

Section 1. The improvement or purpose described in Section 3 of this bond ordinance is hereby authorized to be undertaken by the Township of Stillwater, a municipal corporation of the State of New Jersey (the “Township”) as a general improvement. For the improvement or purpose described in Section 3 of this bond ordinance, there is hereby appropriated the sum of \$420,000, including the sum of \$120,750 available in the cash reserve account and the sum of \$14,250 as the down payment for the improvement or

purpose required by the Local Bond Law. The down payment is now available by virtue of the provision for a down payment for capital improvement purposes in one or more previously adopted budgets.

Section 2. In order to finance the cost of the improvement or purpose not covered by the application of the funds available in the cash reserve account and the down payment, negotiable bonds are hereby authorized to be issued in the principal amount of \$285,000 pursuant to the Local Bond Law. In anticipation of the issuance of bonds, negotiable bond anticipation notes are hereby authorized to be issued pursuant to and within the limitations prescribed by the Local Bond Law.

Section 3. (a) The improvement or purpose hereby authorized for which bonds or notes are to be issued is the purchase of a fire truck (i.e., a Mack Chassis 3,000 Gallon Elliptical LX Tanker).

(b) The estimated maximum amount of bonds or notes to be issued for the improvement or purpose is as stated in Section 2 of this bond ordinance.

(c) The estimated cost of the improvement or purpose is equal to the amount of the appropriation stated in Section 1 of this bond ordinance.

Section 4. All bond anticipation notes issued hereunder shall mature at such times as may be determined by the Chief Financial Officer; provided that no bond anticipation note shall mature later than one year from its date. The bond anticipation notes shall bear interest at such rate or rates and be in such form as may be determined by the Chief Financial Officer. The Chief Financial Officer shall determine all matters in connection with the bond anticipation notes issued pursuant to this bond ordinance, and the Chief Financial Officer's signature upon the bond anticipation notes shall be conclusive evidence as to all such determinations. All bond anticipation notes issued hereunder may be renewed from time to time subject to the provisions of the Local Bond Law. The Chief Financial Officer is hereby authorized to sell a part, or all, of the bond anticipation notes from time to time at public or private sale, and to deliver them to the purchasers thereof upon receipt of payment of the purchase price plus accrued interest, if any, from their dates to the dates of delivery thereof. The Chief Financial Officer is directed to report in writing to the governing body at the meeting next succeeding the date when any sale of bond anticipation notes issued pursuant to this bond ordinance is made. Such report must include the amount, the description, the interest rate and the maturity schedule of the bond anticipation notes sold, the price obtained and the name of the purchaser.

Section 5. The capital budget of the Township is hereby amended to conform with the provisions of this bond ordinance to the extent of any inconsistency herewith.

Section 6. The following additional matters are hereby determined, declared, recited and stated:

(a) The improvement or purpose described in Section 3 of this bond ordinance is not a current expense. It is an improvement or purpose that the Township may lawfully undertake as a general improvement, and no part of the cost thereof has been or shall be specially assessed on property specially benefited thereby.

(b) The period of usefulness of the improvement or purpose described in Section 3 of this bond ordinance, computed on the basis of the amount of obligations authorized for the improvement or purpose and the reasonable life thereof within the limitations of the Local Bond Law, is 10 years.

(c) An aggregate amount not exceeding \$21,000 for items of expense listed in and permitted under N.J.S.A. 40A:2-20 is included in the estimated cost of the improvement or purpose set forth in Section 3 of this bond ordinance.

(d) The Supplemental Debt Statement required by the Local Bond Law has been duly prepared and filed in the office of the Clerk, and submitted to the office of the Director of the Division of Local Government Services in the Department of Community Affairs of the State of New Jersey. Such statement shows that the gross debt of the Township is increased by \$285,000 (the amount of the authorization of the obligations provided for in this bond ordinance). The obligations authorized herein will be within all debt limitations prescribed by the Local Bond Law.

Section 7. The full faith and credit of the Township are hereby pledged to the punctual payment of the principal of and the interest on the obligations authorized by this bond ordinance. The obligations shall be direct, unlimited obligations of the Township, and the Township shall be obligated to levy ad valorem taxes upon all the taxable real property within the Township for the payment of the obligations and the interest thereon without limitation of rate or amount.

Section 8. This bond ordinance shall take effect 20 days after the first publication thereof after final adoption, as provided by the Local Bond Law.

Mr. Morrison made a **motion** to adopt Ordinance 2015-014, seconded by Mr. Gross.

Ms. Chamblings explained the breakdown of the cost to the taxpayer, indicating it would be \$15 per \$100,000 assessed.

**Roll Call Vote:** Ms. Chamblings, yes, Mr. Fisher, yes, Mr. Gross, yes, Mr. Morrison, yes, Mayor Scott, yes

### **NEW BUSINESS**

Ms. Chamblings made a **motion** to adopt Resolution 2015-117, seconded by Mr. Morrison.

**STILLWATER TOWNSHIP  
SUSSEX COUNTY, NEW JERSEY  
RESOLUTION 2015-117**

**RESOLUTION AUTHORIZING CHANGE ORDER FOR  
RENOVATIONS TO MUNICIPAL BUILDING - PHASE II**

**WHEREAS**, the Township of Stillwater heretofore awarded a contract to Rivara Construction for renovations to the Municipal Building - Phase II in an amount not to exceed \$160,576.00 pursuant to its bid; and

**WHEREAS**, the Township has determined to increase the scope of work to include the extension of the roof line over the meeting room and entranceway portion of the Municipal Building; and

**WHEREAS**, the Township Committee is of the opinion that the Township should upgrade the Municipal Building renovation; and

**WHEREAS**, Rivara Construction has provided a written proposal in the amount of \$28,000.00 for said work; and

**WHEREAS**, said proposal by Rivara Construction for a change order complies with the provisions of N.J.A.C. 5:30-11 et seq.;

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Stillwater that the Township does hereby approved a change order to Rivara Construction in accordance with its proposal in an amount not to exceed \$28,000.00; and

**BE IT FURTHER RESOLVED** that this change order is subject to certification of the availability of funds by the Chief Financial Officer.

**Roll Call Vote:** Ms. Chamblings, yes, Mr. Fisher, yes, Mr. Gross, yes, Mr. Morrison, yes, Mayor Scott, yes

### **DISCUSSION ITEMS:**

**Planning/ZBA or Land Use Board:** Mr. Stein summarized the procedure for combining the Zoning Board/ Planning boards into a Land Use Board. The Zoning Board would be abolished and the Planning Board would continue as is, assuming all the powers of the Zoning Board. Following a discussion, it was agreed a joint meeting would be scheduled between the Township Committee, Zoning Board and Planning Board in January 2016 allowing for their input.

**Construction Official:** Following a brief discussion, Ms. Chamblings made a **motion** to hire Richard Bizik, provisional, as the Construction Official/Building Subcode/Inspector, at a rate of \$10,400 per year for six hours per week, effective as soon as Mr. Bizik is able to start, seconded by Mr. Gross.

**Roll Call Vote:** Ms. Chamblings, yes, Mr. Fisher, no, Mr. Gross, yes, Mr. Morrison, yes, Mayor Scott, yes

### **Open Public Session:**

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

**Lee Hammond, 904 Maple Lane** felt the Zoning/Planning boards should remain separate. He noted although the boards have been slow this year, in the past they have been very active and this could pose a problem if there is only one board.

**Jack Branagan, 961 Old Schoolhouse Road** asked if a land use board could be reversed. Mr. Stein indicated each board could be re-established by ordinance.

**Kathleen Draghi, 1016 Route 619** noted the Zoning Board budget has decreased for the last two years and to this point they have only spent a small portion of their budget. She expressed concern with the Zoning Board having no knowledge that this matter is being considered and she felt there would not be a cost savings as expected.

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

**Attorney Report:** No report

There being no further business, Mr. Morrison made a **motion** to adjourn the meeting at 8:02 p.m., seconded by Mr. Gross. In a voice vote, all were in favor.

Respectfully submitted,

Kathy Wunder