

**STILLWATER TOWNSHIP COMMITTEE MEETING**  
**MINUTES**  
**April 1, 2014**  
**Regular Meeting**

A REGULAR MEETING of the Stillwater Township Committee was called to order by Mayor Scott at 7:00 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: Mayor Scott, Committeewoman Chamblings, Committeeman Fisher, Committeeman Gross, Committeewoman Straway, Acting Municipal Clerk Lynda Knott

**Executive Session:**

After the reading of the following Resolution to enter into Executive Session, a **motion** was made by **Mr. Fisher**, seconded by **Mr. Gross** and carried by roll call vote to adopt the resolution permitting the Committee to go into Executive Session at 6:05 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, Contract, Litigation/Potential Litigation
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 **Ms. Chamblings**, seconded by **Mr. Fisher** to conclude the Executive Session at 6:58 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:**

2014-039 Rescinding and Replacing Resolutions 2014-05 and 2014-11 property tax interest

2014-040 Rescinding and Replacing Resolution 2014-033 Lien Redemption

**Mr. Fisher** made a **motion** to approve the Consent Agenda as amended, seconded by **Mr. Gross**.

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

**Resolution 2014-041: Bill List Cycle #5:** \$847,411.33

**Mrs. Straway** made a **motion** to approve Bill List Cycle #5, seconded by **Mr. Fisher**.

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

**Amendments to the Agenda:** None

**Open Public Session:**

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

**Melissa Johnson, 912 Laurel Drive** inquired about purchasing Block 401, Lot 12.

Following a discussion, Mr. Fisher made a **motion** approving the purchase of Block 401, Lot 12 by Ms. Johnson; buyer to be responsible for all fees related to the purchase, seconded by Ms. Chammings. It was noted the assessed value has been obtained from the Tax Assessor.

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

**Robert Ernst, 907 Thoenig Road** inquired about purchasing Block 602, Lot 2.

Following a discussion, it was determined that Ms. Knott will obtain the assessed value of the property from the Tax Assessor.

**Rebecca Dey, 907 Marigold Way** expressed concern with the weight limit posted at the Baldwin Gate bridge entering Crandon Lakes. Ms. Knott will contact Township Engineer Vreeland to determine the accuracy of the signage and if the limit has been increased following past repairs.

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

**COMMITTEE REPORTS:**

**Mr. Fisher/Ms. Chammings:** Mr. Fisher reported on the need of a new shed at the Recycling Center due to the disrepair of the existing one. The new shed would be 6' x 6' and would be used to house the scale. The following three quotes were obtained:

Brodheckers:	\$1,770.12
Sheds Unlimited:	\$1,950.00
Home Depot:	\$1,789.00

Following further discussion, Mr. Fisher made a **motion** to purchase the 6' x 6' shed for the Recycling Center from Brodheckers at a price of \$1,770.12, seconded by Mrs. Straway.

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

**Ms. Chammings** reported on the removal of the aluminum trailer from the Recycling Center. She noted Mr. Whitehead was very helpful when meeting with her and Mr. Fisher at the Center to discuss placement of the shed and other issues. Ms. Chammings reported that in 2003 an auction was held at the Center and the aluminum compactor was sold but never picked up. She recommended disposal of the compactor. Mr. Fisher made a **motion** to scrap the aluminum baler, seconded by Ms. Chammings.

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

Ms. Chammings discussed repairs to the road entering the Recycling Center, noting the Engineer met with Mr. Hendershot and recommended milling the existing and reclaiming it; this would become the base for future overlay. Mr. Fisher stated installation of speed bumps was also suggested.

Ms. Chammings noted the County will be milling Pond Brook and Stillwater Fredon Road and she asked for a letter to be sent requesting their leftover millings to be used for the parking lot at Veteran's Memorial Park. Mr. Fisher briefly discussed installing concrete bases under the dumpsters at the Recycling Center so illegal dumping could be easily seen from the shed.

Ms. Chammings reported the Clerk will contact Attorney Vex regarding the DPW contract.

**Mr. Gross:** Zoning Board met on March 24<sup>th</sup>; there were no applications on the agenda.

**Mrs. Straway:** Mrs. Straway and Mr. Gross attended a SC League of Municipalities informative ethics seminar.

The Environmental Commission and Green Team are applying for a grant for riparian repair to be used in conjunction with the Watershed project grant. She commended the Green Team, Ian Blanchard and Jack Branagan for their work.

**Mayor Scott:** Mayor Scott and Mr. Fisher attended the Safety Meeting at which Mr. Morville, Risk Manager, was present.

The Planning Board reviewed a solar ordinance. The State installed cameras in Stillwater to address dumping issues. Mr. Scott appointed Karen Puccio to the Planning Board. There are two alternate positions still vacant. The Camp Hoover application was tabled to the next meeting pending proper notification of a landowner. A subcommittee was formed for solar ordinance review consisting of Betty English, Ms. Chamblings, and Jack Branagan.

**Legislative Bulletin:** Mr. Gross briefly discussed the recent Legislative Bulletin including new regulations the fire department should be made aware of, one of which requires anyone with a solar installation to notify the fire department.

**Ginnie's House:** Mayor Scott reported an Open House will be held at Ginnie's House in Newton on April 16<sup>th</sup> at 10 a.m.

Mr. Gross made a **motion** to add a Mayor's Proclamation to the next agenda, proclaiming April as Child Abuse Prevention month, seconded by Mrs. Straway.

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

#### **PUBLIC HEARING OF THE 2014 MUNICIPAL BUDGET**

#### **Resolution 2014-042 Resolution of the Mayor and Township Committee of the Township of Stillwater Authorizing Reading of the Municipal Budget by Title**

Mrs. Straway made a **motion** to adopt Resolution 2014-042, seconded by Mr. Fisher.

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

**John Mooney, CPA of Nisivoccia LLP and Dana Mooney, CFO** were present. Mr. Mooney reviewed the budget and noted the tax rate this year would decrease by 2.83 cents with \$72,000 less to be raised by taxes than last year. He commended the Committee and CFO for maintaining costs and increasing surplus. Ms. Mooney indicated the township is in excellent financial shape and is increasing debt payment. The building department has been restructured at a savings of \$31,000 overall. Ms. Mooney reviewed other areas of savings and thanked the Committee for their help during the budget review. Mr. Gross commended Ms. Mooney on the budget and the procedures she has put into place. Mrs. Straway felt the Committee was like-minded in the budget direction and worked well together in the process. Mr. Gross also noted the Municipal Building renovations were cost efficient and have turned out very well. Putting a three-year capital plan in place in the future was discussed. Mr. Mooney recommended having a three-year plan and updating it annually. Over the next year the CFO and Tax Collector would also be working toward completing foreclosures on property with township liens.

**Motion** was made by Mr. Fisher, seconded by Mrs. Straway opening the meeting for public comment.

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

**Ed Szabo, 978 Route 521** commended the Committee on the budget.

**Michele Hess, Stillwater Rescue Squad Captain,** commended the Committee on the budget meeting process, which was very smooth and easy.

**Kathy Fobes-Jacoby, 954 Mt. Holly Road** asked about the three year plan process, the township's future vision, and whether departments, boards and commissions would be involved. Mrs. Straway indicated the Committee liaisons would work with their designated boards and commissions and would bring back any requests for consideration. Ms. Chamblings noted that improvements to the Recycling Center are being envisioned and are presently being made such as the shed, road, etc. The Committee indicated if Ms. Fobes-Jacoby had any ideas she would like to be considered for inclusion in the plan she could present them to the appropriate liaison.

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

**Resolution 2014-043 Resolution of the Township Committee of the Township of Stillwater Adopting the 2014 Municipal Budget**

Mr. Gross made a **motion** to adopt Resolution 2014-043, seconded by Mrs. Straway.

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

Mayor Scott commended the Committee on the budget.

**ORDINANCE 2014-006 FIXING SALARIES FOR 2014 - Public Hearing**

Ordinance for adoption of the Township of Stillwater fixing salaries for 2014

**Motion** was made by Mr. Fisher, seconded by Ms. Chamblings, opening the meeting for public comment.

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

**Kathy Draghi, 1016 Route 619** had questions regarding the Tax Collector software. Ms. Knott indicated the CFO is very familiar with the software and can assist the Tax Collector with any issues.

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

Mr. Gross made a **motion** to adopt Ordinance 2014-006, seconded by Mr. Fisher.

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

**Resolution 2014-044 Resolution of the Township Committee of the Township of Stillwater fixing the 2014 salaries of Township Employees**

Mr. Gross made a **motion** to adopt Resolution 2014-044, seconded by Mr. Fisher, and amending the Resolution to include Michele Hess as Recreation Secretary.

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

**NEW BUSINESS:**

**ORDINANCE 2014-007 REVISING CHAPTER 382 OF THE CODE OF THE TOWNSHIP OF STILLWATER ENTITLED "TREES" – Introduction (Public Hearing: April 15, 2014)**

Ordinance prohibiting the indiscriminate, uncontrolled and excessive destruction, removal and cutting of trees within the Township.

Ms. Chamblings made a **motion** to introduce Ordinance 2014-007, seconded by Mr. Fisher.

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

**DISCUSSION ITEMS:**

**Fairview Lake YMCA Tree Cutting:**

YMCA submitted a letter including their tree cutting plan information. The Mayor explained the YMCA is currently having trees harvested and the Zoning Officer is in contact with the County and State to make sure the YMCA is in compliance. Mr. Fisher reported the State will be inspecting the property. Ms. Chamblings questioned the date of the plan and Ms. Knott will follow-up.

**Stillwater Fire Department Invoice:**

The CFO has requested approval by the Committee as the invoice for attendance at fire school is eight months old. Mr. Fisher provided a brief history on the matter indicating the course had to be taken in another County, followed by a **motion** for payment of \$275.00, seconded by Mrs. Straway. Following a discussion, roll call was taken.

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

**Municipal Building Renovations:**

Mr. Fisher reported the architect will be visiting the building to view the completed renovations and provide his input on the proposed meeting room renovation.

Mr. Scott reported he will obtain a quote for the Township seal to be placed over the dais and for signs for each individual office.

Mr. Gross expressed concern with not getting proposals from several architects and the current architect being absent during the renovations. Mr. Fisher indicated the architect was available and accessible to the builder whenever needed. Ms. Chammings asked the Committee to consider installation of a projector during the renovation. Mr. Fisher presented photos of a dais in Stanhope and would like the installation of a similar one to be considered during the renovation.

Mrs. Straway reported that the renovation did not exceed what was budgeted; the change orders were minimal and adequate funding has been appropriated in the 2014 budget to complete the building.

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

**Michele Hess, Rescue Squad Captain**, indicated she has been in construction for over 35 years and she has never had an architect on site every day. In response to questioning by Ms. Hess, the Committee indicated the Rescue Squad memorial could still be located in the original proposed location outside the meeting room and the municipal and squad parking lot would be paved.

Ms. Hess reported a blood drive would be held on Sunday, April 4<sup>th</sup> from 11 a.m.-4 p.m.. Clean Up Day would be held on Saturday, April 26<sup>th</sup>, rain date of April 27<sup>th</sup>; and the Tree Lighting would be held the first Saturday in December. No date has been set yet for Stillwater Day as the date for Project Graduation has not been confirmed. The Fall Festival will be held on October 4<sup>th</sup>.

**Tami Richardson** asked for clarification on the fire academy invoice. She indicated the fee for Firefighter I at the Sussex County Academy is \$60.00 compared to the out of County cost of \$275.00

**Ed Szabo, 978 Route 521** spoke on the Kittatinny Regional High School 5-year plan.

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

**Attorney Report:** None

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

Respectfully submitted,

Kathy Wunder