

STILLWATER TOWNSHIP COMMITTEE MEETING
MINUTES
April 5, 2016
Regular Meeting

A REGULAR MEETING of the Stillwater Township Committee was called to order by Mayor Fisher at 7:02 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: Committeeman Gross, Committeeman Morrison, Deputy Mayor Scott, Committeewoman Chammings, Mayor Fisher, Municipal Clerk Lynda Knott, Township Attorney Richard Stein.

Ms. Chammings arrived at 6:17 p.m

EXECUTIVE SESSION:

After the reading of the following Resolution to enter into Executive Session, a **motion** was made by Mr. Scott, seconded by Mr. Morrison and carried by roll call vote to adopt the resolution permitting the Committee to go into Executive Session at 6:06 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
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. Chammings, seconded by Mr. Scott to conclude the Executive Session at 6:50 p.m., unanimously carried by roll call vote.

PROCLAMATION: April 2016 as Child Abuse Prevention Month

Mr. Scott made a **motion** approving the proclamation, seconded by Mr. Gross.

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

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.

MINUTES:

March 15, 2016 Regular Meeting

RESOLUTIONS:

2016-054 Refund of Permit Fees

2016-055 Self-Examination of Budget

2016-056 Mayor's Acceptance of Resignation of Brandon Morgan as Full-Time DPW Laborer with Committee Concurrence

2016-057 Mayor's Appointment of Stephen Straub as Zoning Board of Adjustment Member with Committee Concurrence

2016-058 In Support of Sussex County CLEAR Program - Community Law Enforcement Addiction Recovery

2016-059 Mayor's Appointment of Daniel J. Tuohy as a Member of the Stillwater Volunteer Fire Department with Committee Concurrence

Mr. Gross made a **motion** to approve the Consent Agenda, seconded by Mr. Scott.

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

BILLS LIST #6 \$887,481.80

RESOLUTION 2016-060 PAYMENT OF BILLS

Mr. Morrison made a **motion** to adopt Resolution 2016-060, seconded by Mr. Gross.

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

AMENDMENTS TO THE AGENDA:

Resolution 2016-061: Garden State Fireworks Contract - Authorizing Signature of the Mayor

Mr. Scott made a **motion** to adopt Resolution 2016-061, seconded by Mr. Gross.

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

Add Under Old Business: Stop Signs at Five Points

Open Public Session:

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

Kathy Fobes-Jacoby, 964 Mt. Holly Road, member of the Green Team and Environmental Commission spoke on her past participation in Sussex County Day. She encouraged Committee participation at the event to be held this year on Sunday, May 1st from 1-4 p.m. at SCCC.

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

OLD BUSINESS:

Stop Sign Installation at Five Points Lane:

Mr. Scott made a **motion** authorizing a request for proposal from the Township Engineer for an engineering survey of the site, seconded by Mr. Morrison.

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

This item would be added to the next agenda.

COMMITTEE REPORTS: None

NEW BUSINESS

ORDINANCE 2016-004 Extending the Township's Open Space Trust Fund through April 4, 2026 (Public Hearing/Adoption – April 19, 2016)

Mr. Scott made a **motion** to introduce Ordinance 2016-004, seconded by Mr. Gross.

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

DISCUSSION ITEMS:

2016 Statewide Insurance Company Grant Program:

Ms. Chammings suggested changing the light in the parking lot to motion lighting. Ms. Knott noted the grant is for \$950 and she will inquire as to the cost to run the current light.

Property Donation Request of Mr. and Mrs. Cartabona:

Ms. Knott will follow up with a letter inquiring if there is an association fee related to the property.

Back Wall of the Municipal Building:

Ms. Knott reported the Rescue Squad would like to hold a contest at KRHS for a mural design to be painted on the back wall of the town hall building which is not aesthetically pleasing. The Committee was in favor of the project.

Mr. Scott asked about the vehicle that has been parked in the EMS parking lot and its removal. Ms. Knott had reached out by email regarding the matter, with no response. She would follow up requesting its removal by the end of the month.

Property Donation Request of Mr. and Mrs. Cartabona:

Mr. Morrison asked for this item to be discussed further. The Committee discussed donation vs. tax sale certificate, noting if it is donated it would become tax exempt.

Building for Fire Trucks:

Following a brief discussion, Mr. Stein stated he will review the matter further and provide his recommendations to the Committee.

Stillwater Township Employee Picnic:

On behalf of the employees, Ms. Knott asked for approval to hold an employee picnic in the summer, possibly at the State Park. Ms. Chammings asked that it be held at the Municipal Building in conjunction with a "grand opening" of the renovated building and parking area. The Committee was in favor of the event.

Stillwater Clean Up Day – April 23, 2016

The following events will be held in conjunction with Clean Up Day: A "Shred It" truck will be at the Recycling Center on Saturday, April 23rd from 10 a.m.-1 p.m. to provide "FREE" shredding; a tire drop-off will be held on Saturday, April 23rd and Sunday April 24th, limit of 4 tires, auto and light truck tires only will be accepted; and "FREE" tree seedlings will be handed out on both days. This will be advertised at the Center, on the website and Facebook page with Committee concurrence.

Recycling Report:

Following a brief discussion, Ms. Knott will ask for a monthly Recycling Center report to be submitted to the Committee for their review.

Resignation of DPW Laborer:

Ms. Knott asked if the Committee is considering filling the position vacated by the resignation. She noted overtime will have to be paid to the DPW workers providing coverage in the interim. Mr. Morrison would like to wait until the DPW contract is settled and Mr. Gross suggested hiring a part-time employee. Ms. Knott noted there has been little interest in the part-time position in the past and it has been very difficult to fill. Mr. Fisher suggested contacting the other individual considered during the last hiring process. Ms. Chammings felt Mr. Whitehead and Mr. Hendershot should be involved in the discussion to provide their input on the matter. Mr. Scott would contact Mr. Hendershot and report back to the Committee.

Zoning Officer:

Mayor Fisher stepped down at this point in the meeting. Ms. Knott explained that when the Zoning Officer has to appear in court for violations in Stillwater while she is working in another municipality she is required to use vacation or personal time. Ms. Knott suggested providing the Zoning Officer comp time for the periods of time she is using to address Stillwater matters. Ms. Chammings suggested asking the court to schedule the cases during her work hours in Stillwater and she asked for an estimate of the number of hours the Zoning Officer was required to appear in court over the past few years. Ms. Knott would obtain the information and report back to the Committee. Mayor Fisher rejoined the Committee at this time.

Open Public Session:

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

Justin Francomacaro, Stillwater Fire Department Chief reported the SVFD Truck Committee attended a pre-build meeting and tour at the KME plant facility. Within 180 days of receiving the chassis the truck should be completed, and at this point it should be prior to the end of the year.

Jan Bonavita, 918 Dove Island Road addressed the topic of the fire truck and asked if the Swartswood Fire Department building was available would it negate having to build another building and imposing the cost on the taxpayers. She asked the Committee to consider the matter before addressing it up again. Mr. Scott stated the Fire Chief was asked for a report on the matter. Mr. Francomacaro reported areas were researched and separating the equipment would hamper the response, having to travel across town to obtain it. In the best interest of the township he felt closer to the fire department would be better but they are willing to work with the Committee. Mr. Morrison requested a written report on the matter and Mr. Francomacaro indicated it is in the process of being completed.

Joe Sugar, OEM Coordinator asked for the ambulance that is not being used and is stored in the garage bay to be moved. This would allow for the operating ambulance to be stored in the bay. He also asked the Committee if the documents and other items being kept in the bay could be stored in a Conex box. He asked the Committee to move on this matter as soon as possible.

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

Attorney Report:

Mayor Fisher stepped down at this point in the meeting. The Committee discussed appointing outside counsel to handle the tax appeal filed by Mayor Fisher resulting from an error on his assessment card, as it is a conflict for Mr. Stein. Appraisal Systems will handle the documentation as the Tax Assessor is also in conflict.

Mr. Scott made a **motion** to appoint special counsel for the tax appeal of Mayor Fisher, seconded by Mr. Gross.

Roll Call Vote: Mr. Gross, yes, Mr. Morrison, yes, Mr. Scott, yes, Ms. Chammings, yes
Mayor Fisher rejoined the Committee at this point.

Mr. Stein reported we are well into the judicial substantive approval process for COAH. The plan has been completed and submitted to the judge for a ruling. A letter has been received from the joint defense committee the township participated in, requesting an additional \$2,000 contribution toward the overall cost for the experts that were hired to assist statewide.

Mr. Scott made a **motion** authorizing a \$2,000 contribution to the joint defense group, seconded by Mr. Gross.

Roll Call Vote: Mr. Gross, yes, Mr. Morrison, no, Mr. Scott, yes, Ms. Chammings, no, Mr. Fisher, yes

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There being no further business to attend to, a **motion** was made by Ms. Chammings, seconded by Mr. Scott to conclude the Executive Session, unanimously carried by roll call vote.

There being no further business, Mr. Scott made a **motion** to adjourn the meeting, seconded by Mr. Morrison. In a voice vote, all were in favor.

Respectfully submitted,

Kathy Wunder