

STILLWATER TOWNSHIP COMMITTEE MEETING
MINUTES
April 7, 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: Mayor Scott, Committeewoman Chamblings, Deputy Mayor Fisher, Committeewoman Straway, Municipal Clerk Lynda Knott, Township Attorney Richard Stein.

ABSENT: Committeeman Gross

Regular Session:

PROCLAMATION: Proclaiming April "Child Abuse Prevention Month"

Mrs. Straway made a **motion** approving the proclamation, seconded by Mr. Fisher.

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

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: Regular - February 17, March 9 and March 17, 2015

Resolutions: 2015-045 Authorizing Refund of Zoning Variance Escrow - Bach
2015-046 Authorizing Refund of Engineering Escrow - McGeehan
2015-047 Approving Submission of Corrective Action Plan for the Year Ended December 31, 2013

Mrs. Straway made a **motion** to approve the Consent Agenda, seconded by Ms. Chamblings.

Roll Call Vote: Ms. Chamblings, yes, Mr. Fisher, yes - with the exception of the March 9th minutes on which he abstained, Mrs. Straway, yes, Mayor Scott, yes

AMENDMENTS TO THE AGENDA: None

Resolution 2015-048:

Contract Extension to Robert H. Hoover and Sons, Inc. for a Bid Awarded on July 1, 2014
Ms. Chamblings made a **motion** to adopt Resolution 2015-048, seconded by Mrs. Straway.

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

Resolution 2015-049:

Resolution Seeking Reinstatement of Section 8002 Federal Impact Aid Funding

Mrs. Straway made a **motion** to adopt Resolution 2015-049, seconded by Mr. Fisher.

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

Bills List #6: \$203,822.78

Resolution 2015-050: Payment of Bills

Mrs. Straway made a **motion** to approve Bill List #6, Resolution 2015-050, removing P.O. #4437, seconded by Mr. Fisher.

Roll Call Vote: Ms. Chamblings, yes, Mr. Fisher, yes, Mrs. Straway, yes, Mayor Scott, yes
Mr. Fisher made a **motion** to approve P.O. #4437, seconded by Mrs. Straway.

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

Open Public Session:

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

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

Committee Reports:

Mrs. Straway volunteered for Meals on Wheels, which is run by volunteers and funded through donations. She stated there is a need to publicize the Meals on Wheels information and asked for it to be placed on the municipal website.

Mrs. Straway reported on the League of Municipalities meeting with respect to a discussion regarding the County solar project. She noted Freeholders Gail Phoebus and George Graham were present to field questions and the settlement process has been completed.

The Sussex County Chamber of Commerce is sponsoring a Sussex County Day in May at the college, including a five on five tug of war contest for the fire departments and she encouraged our departments to participate. The Chamber is seeking active municipal participation during the day.

A subcommittee was formed consisting of Mrs. Straway and Mr. Gross to meet with the fire departments to discuss their visions, goals and any issues they may have. Stillwater Fire Department will meet with the whole Committee at the next meeting. Swartwood Fire Department needs to set a date to meet with either the subcommittee or entire Committee. Ms. Richardson will have more information on a date by next Monday. The membership of each department is invited. The Rescue Squad will also set a date for discussion.

Mayor Scott commended Mrs. Straway on her participation in Meals on Wheels.

Mr. Fisher reported the Recreation Commission met and Clean Up Day will be held on April 25th; free seedlings will be distributed by Green Team member Kathy Fobes-Jacoby and she will provide education on their planting. The first back stop at Veteran's Memorial Park is in need of repair. An aluminum bench has been vandalized and another bench needs the wood board seating to be replaced. Ms. Knott will contact the DPW to address the items.

Ms. Chamblings reported the ERI update has been completed at a cost of \$70. The Syberg Farm is up for farmland preservation approval at the Freeholder's Meeting tomorrow night. Stillwater has already provided their approval.

Mayor Scott commended the DPW on their work over the winter. He asked anyone with potholes on their road to please notify the town hall. The potholes at the Recycling Center have been repaired.

Mayor Scott referred to the County solar project issue and suggested considering a resolution in order to provide answers to the taxpayers. Mrs. Straway stated Freeholder Phil Crabb has offered to meet with the governing body; and she reiterated that the settlement agreement has been signed. Mrs. Straway suggested asking Mr. Crabb to attend a public meeting. Mr. Fisher felt a resolution should be drafted stating the Committee is in disagreement of the settlement, did not benefit from the solar project and should not have to pay for it.

Mayor Scott felt a resolution would express the township's concern with the issue and show the Committee is taking an action. Mrs. Straway noted Stillwater did benefit from the Kittatinny High School portion of the solar project. Ms. Chamblings asked if it would be possible to get a list of questions asked by Hopatcong and answers provided by County Administrator John Eskilson. Mrs. Straway suggested asking Mr. Eskilson to meet with the governing body, and felt the Committee should seek information prior to considering a resolution. She also suggested emailing Mr. Eskilson and asking for a list of questions he has been asked and the answers.

Mrs. Straway reported Anna Memmelaar is retiring as Superintendent, the school board is discussing a shared service and now is the time for those interested to provide their input. Hampton currently has a shared service with the Kittatinny Superintendent. Mayor Scott and Mr. Fisher were in favor of a shared

service. Mrs. Straway suggested placing information on the township Facebook informing the residents so they can provide their input.

Ed Szabo reported on several issues that he and others from the Taxpayers Association addressed with the school board including having three full time administrators for a few hundred students, five year plans and future plans for the building. He also felt public input should be provided prior to the Committee considering a resolution for the County solar matter, noting many communities have demanded an audit so it does not happen again.

NEW BUSINESS

Public Hearing of the 2015 Municipal Budget:

Resolution 2015-051: Resolution of the Mayor and Township Committee of the Township of Stillwater Authorizing Reading of the Municipal Budget by Title and providing for public hearing on the budget adoption

Mr. Fisher made a **motion** to open the meeting for public comment on Resolution 2015-051, seconded by Mrs. Straway. All were in favor.

There being no public comment, this portion of the meeting was closed.

Valerie Dolan, Auditor, explained that the adoption could not be voted on at this time due to an amendment, however the public hearing could be held. The amendment would be introduced tonight and if it passes on April 21st, the budget can then be adopted.

2015 Amended Budget Introduction (Public Hearing April 21, 2015):

Resolution 2015-052: Introduction of the 2015 Amended Budget

Mr. Fisher made a **motion** to introduce Resolution 2015-052, seconded by Mrs. Straway.

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

Ms. Chamblings explained the amendment was to hire a part-time DPW employee to assist at the Recycling Center.

Presentation: 2014 Audit – Valerie Dolan, CPA, RMA, PSA Nisivoccia LLP

Ms. Dolan reviewed key points in the audit as follows: the fund balance is \$2.5 million, an increase of \$386,000 from the prior year and of that amount, \$650,000 is being appropriated into the 2015 budget. The tax collection rate increased from 96.7 % to 97.1%. Trust reserves: snow removal \$237,000; sick leave appropriation \$64,000; open space \$85,000; and capital – notes outstanding \$1,405,000.

Comments and recommendations: 1) segregation of duties; 2) fixed assets report; 3) tax title liens – 80 properties – large increase from last year – two main reasons: 1) timing of tax sale - December 29th, during holiday season, no one is purchasing third party liens at this time of the year - \$62,000 worth of revenue the township did not collect due to those liens. 2) township needs to push collection and foreclose on the liens. Dana Mooney, CFO, felt October is the best time to hold the tax sale. Mrs. Straway suggested following up with the Tax Collector and choosing a set date in October. Ms. Knott will do so. Ms. Knott noted most of the properties in question are vacant lands that cannot be developed. Mr. Stein agreed noting foreclosure is the best option for such properties.

Resolution 2015-053: Approving Submission of the Corrective Action Plan for the Year Ended December 31, 2014 to the State of New Jersey, Division of Local Government Services

Mrs. Straway made a **motion** to adopt Resolution 2015-053, seconded by Ms. Chamblings.

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

Discussion Items:

6th Grade Recognition Program Donation: Ms. Chamblings made a **motion** to donate \$200 to the 6th Grade Recognition Program, seconded by Mrs. Straway.

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

Part-time DPW Employee Position:

Following a discussion, the Committee determined the position would be part-time, Saturday – 6 hours, Sunday – 6 hours, and Monday – 8 hours, would require a CDL, and would be responsible for overseeing the Recycling Center operations and assist with DPW duties as determined by Mr. Hendershot based on need. Additional hours may be available at times, not to exceed the part-time requirements. Ms. Knott will advertise and review the requirements with Civil Service.

OPEN PUBLIC SESSION

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

John Nelson, Crandon Lakes referred to the possibility of a shared superintendent at the school noting another option is to have an interim superintendent. An interim would be paid by the day and the costs are significantly less than hiring someone permanently. The appointment can only be for a two year period and another interim can be hired at that time.

Tammy Richardson, Stillwater Recreation Commission asked for an update on the banner engineering plan. Ms. Knott stated Mr. Vreeland is working on the plan and she would contact him for an update. Ms. Richardson reported she is researching the open space trail grant for the RC, the deadline is the end of April and she asked if anyone had more information. Mrs. Straway stated Mr. Klimek, former member of the Environmental Commission, had done research on the grant in the past and she believed we did not meet the criteria. Ms. Chammings has been in contact with Cliff Lundin of the Soil Conservation District who oversees some of the trail grant applications for Sussex County and she would follow up with Ms. Richardson when she had more information.

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

Town Hall Renovation Plan:

Following their review of the plans, the Committee indicated they had no changes. Ms. Knott would contact Mr. Boshart to inform him they could be finalized.

Attorney Report:

Mr. Stein reported sixteen tax appeals were filed this year. One person appealing taxes is a relative of a committee person and an outside conflict counsel would have to be appointed for that appeal. He suggested Tom Collins, who also works with Ms. Holenstein in Byram.

Mr. Fisher made a **motion** to authorize conflict counsel for the one appeal, seconded by Mrs. Straway.

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

Purchasing Manual: Ms. Knott prepared a purchasing manual for the town as part of her final for her QPA class and she asked Mr. Stein to review it. The manual will be a reference and educating tool.

Hazard Mitigation Kickoff: Ms. Knott reported the town was unfortunately not represented at the Countywide Hazard Mitigation Kickoff held last Wednesday. She received a call from Mark Vogel indicating another meeting would be scheduled and asking if Stillwater was still interested in participating. The original meeting was cancelled due to inclement weather and no one notified Ms. Knott of the rescheduled meeting. Mrs. Straway stated that in the future all notifications should be directed to the Municipal Clerk, the OEM Coordinator and Deputy OEM Coordinator. Ms. Knott will inform Mr. Vogel. Ms. Chammings would like our OEM to explain why he did not attend the meeting and why no one was notified.

Ms. Knott, Ms. Mooney, Mr. Hendershot, and Ms. Chammings are interested in attending and representation would be needed from our emergency services and OEM.

Mayor Scott asked Ms. Knott to schedule a meeting with Sheriff Strada and Mr. Vogel. Ms. Chammings asked to be included.

Resolution - Supporting S-1896/A-1503 Sharing the Burden of Property Assessment Appeal Refunds:

Mr. Stein will review the draft resolution and the item would be added to the next agenda.

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

Respectfully submitted,

Kathy Wunder