

## STILLWATER TOWNSHIP COMMITTEE MEETING

### MINUTES

April 16, 2013

### Regular Meeting

A REGULAR MEETING of the Stillwater Township Committee was called to order by Mayor Gross at 6:33 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 Gross, Committeewoman Chammings, Committeeman Fisher, Committeewoman Straway, Deputy Mayor Scott, Acting Municipal Clerk Lynda Knott, and Attorney Michael Garofalo.

#### Executive Session:

After the reading of the following Resolution to enter into Executive Session, a **motion** was made by Mrs. Straway, seconded by Mr. Fisher and carried by roll call vote to adopt the resolution permitting the Committee to go into Executive Session at 6:34 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 – TACO; Recycling Center
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. Fisher to conclude the Executive Session at 7:16 p.m., unanimously carried by roll call vote.

At this point in the meeting, Pastor Todd Lattig provided a statement on behalf of Pete Mahler and the Harmony Hill United Methodist Church. (**ATTACHMENT**)

Committee members expressed their appreciation for the smooth process in the transfer of the Courthouse Building and welcomed the Samaritan Inn.

#### 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 SEPERATELY ON THE REGULAR AGENDA.**

Minutes: April 2, 2013 Regular/Executive

##### Resolutions:

2013-47 Authorizing Payment of Redemption, Block 1103, Lot 25

2013-48 Authorizing Payment of Redemption, Block 2401, Lot 19.05

2013-49 Authorizing Issuance of Raffle License RA-2013-001

##### Reports:

**Swartswood Fire Department:** January 1 through April 8, 2013

**Building Department:** March 2013

**Environmental Commission:** February 2013 minutes

**Stillwater Emergency Rescue Squad Monthly/Day Calls:** March 2013

Mr. Scott made a **motion** to approve the Consent Agenda, seconded by Ms. Chammings, removing the Executive Session minutes for a separate vote.

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

### **Executive Session Minutes – April 2, 2013:**

Ms. Chammings asked for the minutes to be bifurcated as she was present for only the first portion of the meeting: Personnel; Real Property; Fire/EMS.

Mr. Scott made a **motion** to approve the Executive Session (Part I), seconded by Mr. Fisher.

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

The second portion of the Executive Session minutes included discussion on the Chammings Horse Show and Ms. Chammings was not present. Mr. Scott made a **motion** to approve the Executive Session (Part II), seconded by Mrs. Straway.

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

### **Bill List Cycle #8:** \$114,719.12

Mr. Scott made a **motion** to approve Bill List Cycle #8, seconded by Mr. Fisher, adopting **Resolution 2013-042**.

Ms. Chammings asked for clarification on the following bills: 464 – Grant Writing; 312 – Garage Doors; 147 Professional Government Bankruptcy Seminar

It was clarified that #312 was for garage doors at the DPW; and #147 was a seminar attended by the Tax Collector. Grant Writing #312 was pulled for further discussion. Ms. Chammings explained she was interested in attending that specific seminar but due to the excessive cost chose to look into free grant writing seminars. She questioned how attendance was possible without prior approval. Mrs. Straway stated she attended based on clearance by the CFO and normally attends free training as well.

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

### **PUBLIC HEARING OF THE 2013 MUNICIPAL BUDGET**

**Valerie Dolan, Nisivoccia, LLP** – Municipal Auditor was present. Ms. Dolan introduced herself and reviewed highlights of the budget. Surplus use has decreased and the average increase to the taxpayer will be \$21.89 per the average assessed value of \$123,000. State aid is flat; revenues on the grant side are about \$2,000 and will be amended as grants come in, overall receipts from delinquent taxes has increased this year from \$270,000 to \$300,000, also the overall amount to be raised from taxation is 2.144 which is up from 2.140. In response to questioning, Ms. Dolan indicated the township is a little ahead on the surplus as compared to debt and some of the additional debt has been paid down. Any payments related to the police department are now complete and this item has been removed from the budget. She noted the \$21.89 increase to the taxpayer is less than the township has had in years. Ms. Chammings was concerned that even though essential services have been eliminated, taxes continue to increase. She felt the Committee needed to look at more places to cut to keep taxes level. Ms. Dolan indicated the open space tax remains at .02, or \$12,470, and there is \$66,000 in the Open Space Reserve, unaudited. Mr. Gross spoke briefly about costs related to the emergency services in the township due to OSHA requirements. Mrs. Straway felt although there were requirements that needed to be adhered to, how the funding is invested can be improved, without redundancies, incompatible equipment and unwise spending.

**At this point, this portion of the meeting was opened for public comment on the 2013 Municipal Budget.**

**Diane Schlecter, 901 Hardwick Road/1010 Route 521, Stillwater** asked if the auditor had a total number of expenditures for each fire department. Ms. Dolan explained there is a contribution of \$30,000 for each fire department, a total of \$60,000; there is also a LOSAP contribution of \$56,000, and \$29,600 for equipment. The capital budget includes a proposed ordinance for the fire department for gear and specific equipment for approximately \$500,000, noting this is a proposed capital plan if an ordinance is passed for funding.

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

### **Resolution 2013-043 Resolution of the Mayor and Township Committee of the Township of Stillwater Authorizing Reading of the Municipal Budget by Title**

Mr. Scott made a **motion** to adopt **Resolution 2013-043**, seconded by Mr. Fisher.

**STILLWATER TOWNSHIP**

**SUSSEX COUNTY**

**RESOLUTION 2013-043**

**RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF STILLWATER  
AUTHORIZING READING OF THE MUNICIPAL BUDGET BY TITLE**

**WHEREAS**, N.J.S.40A:4-8 provides that the budget may be read by title only at the time of the public hearing if a resolution is passed by not less than a majority of the full Governing Body, provided that at least one (1) week prior to the date of public hearing a complete copy of the approved budget, as advertised, has been posted in the Municipal Building, the Official Municipal web-site and copies have been made available by the Clerk to persons requesting them; and

**WHEREAS**, these conditions have been met;

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Township Committee of the Township of Stillwater, County of Sussex, State of New Jersey, that the 2013 Municipal Budget shall be read by title at this public hearing for same.

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

**Resolution 2013-044: Resolution of the Township Committee of the Township of Stillwater Adopting the 2013 Municipal Budget**

Mr. Scott made a **motion** to adopt **Resolution 2013-044**, seconded by Mr. Fisher.

**STILLWATER TOWNSHIP**

**SUSSEX COUNTY**

**RESOLUTION 2013-044**

**RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF STILLWATER ADOPTING  
THE 2013 MUNICIPAL BUDGET**

**BE IT RESOLVED** by the Governing Body of the Township of Stillwater, County of Sussex, that the budget herein before set forth is hereby adopted and shall constitute an appropriation for the purposes stated of the sums therein set forth as appropriations, and authorization of the amount of \$3,516,151 for municipal purposes. DISCUSSION: Mrs. Straway felt spending practices could be improved. Mr. Fisher and Mr. Scott were in support of the budget. Mr. Gross commended the employees on their hard work, noting there are only two full-time employees at the Municipal Building and five at the DPW. Ms. Chammings stated the final figures are not in from the County or schools and she wished more cuts could have been made. She asked for clarification on our grant funding compared to other municipalities. Ms. Dolan stated most municipalities are at the same point and are searching for grant funding.

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

**AMENDMENTS TO THE AGENDA:** Add Under New Business: TACO position; Recycling Worker position

**Open Public Session:**

**At this point, this portion of the meeting was opened to the public on agenda items only.**

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

**COMMITTEE REPORTS:**

**Mr. Scott:** Planning Board will meet on April 17<sup>th</sup>. The DPW is repairing potholes; plows have been removed from the vehicles.

**Mrs. Straway:** Sussex County League of Municipalities met at the Stillwater Fire Department last Wednesday, including speakers Joe Inga and Howie Meyers. Referring to the grant seminar she attended, Mrs. Straway reported federal grant research and documentation can take approximately 120 hours for one grant and it can take up to 80 hours for a private grant. The federal grant cycle is posted in July and is subject to change. There are three types of grants: federal, corporate, and 501(3)(c). Mrs. Straway stated she obtained a wealth of grant information, contacts and resources at the seminar and noted that as a result of Super Storm Sandy, funding is being diverted from government grant programs to other factions.

**Mr. Fisher:** Mr. Fisher reported he received two recommendations, one to appoint a Recycling Worker and one recommending the hiring of a third person at the Recycling Center. Mr. Fisher met with Mr. Phlegar to discuss the drainage on Duck Pond Road and West End, a future meeting will be set to address the matter.

**Ms. Chammings:** Water Quality Management PAC met on April 11<sup>th</sup>, the sewer service map is moving forward and a discussion was held on the Rocket composter with a presentation by SWAC. A demonstration of the composter will be held in May in Morris County for those interested. PAC will be sending information to municipal mayors encouraging PAC participation.

Planning Board will hold their meeting on April 17<sup>th</sup>, with a representative from the YMCA appearing to discuss their plan.

Environmental Commission (EC) met on April 8<sup>th</sup>, holding a discussion on the ERI, which has been included in the 2013 budget. Ms. Chammings explained the importance of an updated ERI and reported the EC would like to authorize the Land Conservancy to review the ERI and provide recommendations on updating the document for a fee of \$300. The EC has included funding in their budget to be used for the ERI. Mayor Gross stated if the funds were appropriated in the budget, it is up to the EC to approve the expenditure. Ms. Chammings explained the ERI would be drafted by the EC and passed onto the Planning Board for their review and Township Committee for final approval. She briefly discussed a notice from PSE&G – EcolSciences, re: tower on Pompey Lane, noting an updated ERI would be useful in this case. Sustainable Jersey would also award 20 points toward certification for an updated ERI.

The EC also discussed the following items: anti-littering signs, tree cutting ordinance amendment, Nathaniel Sadjak, Paulinskill Watershed, will be the guest speaker at the May 13<sup>th</sup> meeting; amphibian crossing, anti-idling, Sustainable Jersey, having a guest speaker on Lyme disease in the future, concerns were expressed about two 55 gallon drums on Route 521, and the possible resignation of an EC member.

Ms. Chammings inquired if a Recreation Commission Secretary had been hired. Mr. Fisher indicated the position has been advertised. Mr. Scott reported he had contacted the County regarding the 55 gallon drums.

**Mr. Gross:** The Zoning Board meeting will be held on April 22, 2013, hearing the application of Peter Tanis for affordable housing units.

**OLD BUSINESS:**

**ORDINANCE 2013-02 FIXING SALARIES FOR 2013 - Public Hearing/Adoption**

Mr. Scott made a **motion** to open the meeting for public comment, seconded by Ms. Chammings. There being no public comment, the meeting was closed.

Mr. Fisher made a **motion** to adopt Ordinance 2013-02, seconded by Mr. Scott.

**TOWNSHIP OF STILLWATER**

**Sussex County, New Jersey**

**ORDINANCE #2013-02**

**AN ORDINANCE FIXING SALARIES AND WAGES OF OFFICERS AND EMPLOYEES OF THE TOWNSHIP OF STILLWATER, COUNTY OF SUSSEX AND STATE OF NEW JERSEY, FOR THE YEAR 2013**

**BE IT ORDAINED** by the Township Committee of the Township of Stillwater

in the County of Sussex, New Jersey as follows:

Section 1. The Township of Stillwater shall pay its municipal officers and employees for services rendered as shown below. Figures shown represent annual salary, unless otherwise noted.

POSITION	SALARIES & WAGES
Township Committee Member	\$ 3,796.00
Acting Township Clerk	\$39,536.00
Principal Clerk/Typist	\$43,899.00
Local Registrar	\$ 5,000.00
Deputy Registrar	\$ 2,500.00
Chief Financial Officer	\$30,600.00
Finance Clerk	\$ 15.30/hour
Tax Assessor	\$27,173.00
Tax Collector	\$29,651.00
Construction Official	\$13,104.00
Electrical Inspector	\$ 36.41/hour
Fire Sub-Code Official	\$ 4,306.00
Fire Prevention Official	\$ 6,123.00
Plumbing Inspector	\$ 6,958.00
Technical Assistant to CO	\$ 17.00/hour
Crossing Guard	\$ 11.76/hour
SWR Worker	\$ 8.49/hour

Recycling Worker #1	\$ 10.79/hour
Recycling Worker #2	\$ 8.66/hour
Secretary-Recreation Commission	\$ 1,200.00
Secretary-Environmental Commission	\$ 2,341.00
Secretary-Planning Board	\$ 5,837.00
Secretary-Zoning Board	\$ 5,837.00
Zoning Officer	\$ 33,497.00
Acting DPW Supervisor	\$ as per contract
DPW Laborer #3	\$ as per contract
DPW Laborer #4	\$ as per contract
DPW Laborer #5	\$ as per contract
Recycling Coordinator	\$ 1,506.00
Emergency Management Coordinator	\$ 1,200.00
Deputy Emergency Management Coordinator	\$ 500.00
Animal Control Officer	\$ 7,641.00

**Section 2.** Specific salaries or wages established by this Ordinance shall be made retroactive to January 1, 2013 unless otherwise notes.

**Section 3.** Nothing in this ordinance shall be construed as making mandatory the payment of annual salary increments to any officer or employees of the Township of Stillwater. Salary or wage increases shall be contingent upon availability of the funds.

**Section 4.** All former ordinances or parts thereof conflicting or inconsistent with the provisions of this ordinance are hereby repealed.

**Section 5.** This ordinance shall take effect after publication and passage according to law.

**Roll Call Vote:** Ms. Chamblings, no, Mr. Fisher, yes, Deputy Mayor Scott, yes, Mrs. Straway, yes, Mayor Gross, yes  
Ms. Chamblings voted no on the salary ordinance due to the lack of performance reviews.

**Resolution 2013-045 Fixing the 2013 Salaries of Township Employees**

Mr. Scott made a **motion** to adopt Resolution 2013-045, seconded by Mrs. Straway.

**Stillwater Township  
Sussex County, New Jersey  
Resolution 2013-045**

**RESOLUTION OF THE TOWNSHIP COMMITTEE  
OF THE TOWNSHIP OF STILLWATER  
FIXING THE 2013 SALARIES OF TOWNSHIP EMPLOYEES**

**WHEREAS**, the Township Committee adopted Ordinance #2013-002 on April 16, 2013; and

**WHEREAS**, the Township Committee of the Township of Stillwater desires to set the specific salaries for full-time and part-time non-contract Borough employees for the year 2013,

**NOW, THEREFORE, BE IT RESOLVED** that the following salaries are retroactive to January 1, 2013:

- Charlie Gross Mayor \$3,796.00
- George Scott Deputy Mayor \$3,796.00
- Timmy Fisher Committeeman \$3,796.00
- Anita Straway Committeewoman \$3,796.00
- Lisa Chamblings Committeewoman \$3,796.00
- Lynda Knott Acting Township Clerk \$39,536.00
- Lynda Knott Municipal Registrar \$5,000.00
- Kathy Wunder, Principal Clerk Typist \$43,899.00
- Municipal Deputy Register \$2,500.00
- Dana Mooney Chief Financial Officer \$30,600.00
- Tammy Leonard Finance Clerk \$15.30 per hour
- Penny Holenstein Tax Assessor \$27,173.00
- Gisele Boltzer Tax Collector \$29,651.00

**DEPARTMENT OF PUBLIC WORKS**

- Brian Hendershot Acting Supervisor as per contract
- Keith Whitehead Recycling Coordinator \$1,506.00
- Equipment Operator as per contract
- Truck Driver Heavy/Road Repairer as per contract
- Solid Waste Worker \$8.49 per hour
- Recycling Worker #1 \$10.79 per hour
- Recycling Worker #2 \$8.66 per hour

**CONSTRUCTION DEPARTMENT**

- John deJager Construction Official and Building Sub-Code \$13,104.00
- Technical Assistant to CO \$17.00 per hour

Greg Chontow Electrical Sub-Code Official \$36.41 per hour  
Walter VanKirk Fire Sub-Code Official \$4,306.00  
Walter VanKirk Fire Prevention Official \$6,123.00  
Robert Huber Plumbing Sub-Code Official \$6,958.00  
Arlene Fisher Zoning Officer \$33,497.00

**PUBLIC SAFETY**

Anthony Ashley Emergency Management Coordinator \$1,200.00  
Robert Losey Deputy Emergency Management Coordinator \$500.00  
Alan DeCarolis Animal Control Officer \$7,641.00  
Candala Roslan Crossing Guard \$11.76 per hour

**BOARDS AND COMMISSIONS**

Kathy Wunder Zoning Board Secretary \$5,837.00  
Alfia Schemm Planning Board Secretary \$5,837.00  
Kathy Wunder Environmental Commission Secretary \$2,341.00  
Recreation Commission Secretary \$1,200.00

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

**NEW BUSINESS:**

**ORDINANCE 2013-03 AMENDING CHAPTER 69 OF THE GENERAL CODE OF THE TOWNSHIP OF STILLWATER ENTITLED "FEES" (Public Hearing/Adoption – May 7, 2013)**

Mr. Scott made a **motion** to introduce Ordinance 2013-03, seconded by Mrs. Straway.

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

**ORDINANCE 2013-04 VACATING BLOSSOM TRAIL AND A PORTION OF WINDING WAY (Public Hearing/Adoption – May 7, 2013)**

Mr. Scott made a **motion** to introduce Ordinance 2013-04, seconded by Mr. Fisher.

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

**Resolution 2013-046: Supporting S-1896/A-1503 Sharing the Burden of the Property Assessment Appeal Refunds**

Mr. Scott made a **motion** to adopt Resolution 2013-046, seconded by Mrs. Straway.

**STILLWATER TOWNSHIP  
SUSSEX COUNTY, NEW JERSEY  
RESOLUTION 2013-046**

**RESOLUTION SUPPORTING S-1896/A-1503 SHARING THE BURDEN OF PROPERTY ASSESSMENT APPEAL REFUNDS**

**WHEREAS**, when County Tax Board appeals are successful, the municipality must reimburse the property taxpayer 100% of the appealed tax levy, which includes the municipal, school, county and any special districts tax; and

**WHEREAS**, the municipal tax collector must then adjust the taxpayer's fourth quarter tax bill, resulting in the municipality's fund balance for the preceding year being diminished, if not completely depleted; and

**WHEREAS**, in recent years, municipalities have experienced a large spike in tax appeals caused by the economic down-turn, which lowered property values and placed increased stress on the income of homeowners all around our Garden State; and

**WHEREAS**, successful tax appeals have a four-fold negative impact on municipal budgets; first by requiring the municipality, as the collector of taxes for the School district, county and special districts, to fund the full cost of the legal defense of the assessment; and

**WHEREAS**, the second negative impact on municipal budgets results from State law, which guarantees to the county and the school district 100% of their levies, hence forcing the municipality to bear the full cost of any reimbursements resulting from the appeal, as well as the full burden for any uncollected taxes; and

**WHEREAS**, the third negative impact on municipal budgets ensues because the refunds and credits negatively impact the municipality's tax collection rate, resulting in a State required increase in the appropriation for the Reserve for Uncollected Taxes (a non-exempt from cap budget expenditure); and

**WHEREAS**, fourth, the end result is a further decline in the property tax base used to support municipalities, county governments, school systems and any fire or other special purpose districts, which will necessitate tax rate increases to raise the same amount of revenue; and

**WHEREAS**, in light of the revenue limitations that have been placed on all levels of local government by the Legislature (2% cap), such declining values will compound and add additional stress to local public officials, as they grapple with the issues confronting the taxpaying public.

**WHEREAS**, Senator Anthony R. Bucco, Assemblyman Michael Patrick Carroll and Assemblyman Anthony M. Bucco have recently introduced Senate Bill S-1896/Assembly Bill A-1503, which requires fire districts, school districts, and county governments to share in burden of property assessment appeal refunds;

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Stillwater hereby urge the swift passage and signing of S-1896/A-1503; and

**BE IT FURTHER RESOLVED**, that copies of this Resolution be forwarded to New Jersey Governor Christopher Christie, to Senate President Stephen Sweeney, to Assembly Speaker Sheila Oliver, to our State Senator, to our two Representatives in the General Assembly, and to the New Jersey League of Municipalities.

Mayor Gross provided a brief explanation of S-1896/A-1503, noting it is in the beginning stages and it is important to provide our support.

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

**Technical Assistant to the Construction Official (TACO):** Ms. Chammings made a **motion** to hire Inga Schwarz at \$18.50 per hour for 20 hours per week in the position of TACO, seconded by Mrs. Straway. Mr. Gross noted Ms. Schwarz has both experience and certification as a TACO.

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

**Recycling Worker:** Mr. Fisher made a **motion** to hire Robert Losey to fill the Recycling Worker position, based on a recommendation by Mr. Hendershot and Mr. Whitehead, seconded by Mrs. Straway.

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

#### **DISCUSSION ITEMS**

**Personnel Policy:** Ms. Chammings and Mrs. Straway reviewed a portion of the personnel policy, still needing to address social media and evaluations. They are also reviewing and comparing other municipal personnel policies. Ms. Chammings obtained a computer usage policy from the County which ties in with the social media aspect. Ms. Chammings asked the Committee for an Executive Session policy and the release of Executive Session minutes. She provided a copy of a resolution adopted by Vernon as a result of a lawsuit, re: Executive Session minutes release. She asked for this item to be added to the next agenda.

**Recreation Secretary:** Mr. Fisher asked if a Recreation Commission member could also serve as the secretary. Mr. Garofalo indicated it is permitted, noting the minutes only have to be a brief synopsis of what occurred.

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

**Kathy Fobes-Jacoby, Environmental Commission/Green Team** provided information on an e-waste provider for the Recycling Center.

**Michelle Hess, 902 Cedar Tree Road** commended the Committee on the budget. She asked for an update on her prior request for the installation of a light in the Rescue Squad parking lot as she fell recently due to the lack of lighting and she expressed concern with someone getting hurt. Ms. Chammings expressed concern with the front parking lot and asked if it would be possible to obtain quotes to pave the area prior to the renovations. Mr. Scott would have the DPW review the parking lot matter and also obtain quotes for the installation of lighting for the Rescue Squad.

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

**Attorney Report:** None

**Correspondence:** Mayors' Advisory Correspondence is available in the Correspondence Binder at the Municipal Building.

There being no further business, Mr. Scott made a **motion** to adjourn the meeting at 9 p.m., seconded by Mrs. Straway. In a voice vote, all were in favor.

Respectfully submitted,

Kathy Wunder