

**STILLWATER TOWNSHIP COMMITTEE MEETING**  
**MINUTES**  
**May 3, 2016**  
**Regular Meeting**

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

ABSENT: Committeewoman Chamblings

**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:**

April 19, 2016 Regular Meeting; April 19, 2016 Executive Meeting

**RESOLUTIONS:**

2016-066 Authorizing Additional \$2,000.00 to the Municipal Shared Service Defense Agreement

2016-067 Mayor's Acceptance of Resignation of Brian Hendershot as Acting Supervisor

2016-068 Mayor's Appointment of Gerald Leatham as Acting Supervisor of the DPW

**REPORTS:**

Tax Collector April 2016

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

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

**BILLS LIST #8 \$1,420,093.00**

**RESOLUTION 2016-069 PAYMENT OF BILLS**

Mr. Scott made a **motion** to adopt Resolution 2016-069, seconded by Mr. Gross.

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

**AMENDMENTS TO THE AGENDA:** None

**Open Public Session:**

**At this point, this portion of the meeting was opened to the public at 7:05 p.m.**

**Ed Szabo, 978 Route 521** referred to a report written by Bill Gettler regarding the manner in which farmland is assessed. He provided a copy to the Committee for their review.

**Kathy Fobes-Jacoby, 964 Mount Holly Road**, on behalf of the Environmental Commission, Green Team, and Clean Communities, participated in Clean Up Day and it was a very successful event with all seedlings being distributed. She commended all on a job well done with great communication.

**There being no further members of the public wishing to speak, this portion of the meeting was closed at 7:07 p.m.**



The average period of usefulness of said purposes within the limitations of said Local bond Law and taking into consideration the respective amounts of the said obligations authorized for the several purposes, according to the reasonable life thereof computed by this capital ordinance, is five (5) years.

Section 5. The capital budget or temporary capital budget of the Township is hereby amended to conform with the provisions of this ordinance to the extent of any inconsistency herewith and the resolutions promulgated by the Local Finance Board showing all detail of the amended capital budget or temporary capital budget and capital program as approved by the Director, Division of Local Government Services, are on file with the Township Clerk and are available for public inspection.

Section 6. This capital ordinance shall take effect ten (10) days after the publication thereof after final adoption.

Mr. Scott made a **motion** to open the meeting for public comment on Ordinance 2016-005, seconded by Mr. Morrison.

**Roll Call Vote:** Mr. Gross, yes, Mr. Morrison, yes, Mr. Scott, yes, Mayor Fisher, yes  
There being no public comment, this portion of the meeting was closed.

Mr. Scott made a **motion** to adopt Ordinance 2016-005, seconded by Mr. Gross.

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

**ORDINANCE 2016-006 Fixing Salaries and Wages of Officers and Employees of the Township of Stillwater (Public Hearing and Adoption)**

**STILLWATER TOWNSHIP**

**ORDINANCE 2016-006**

**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 2016**

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**

Township Committee Member	\$ 4,028.00
Township Clerk	57,222.00
Township Clerk – Additional 2.5 Hours per week, Pro-rated and effective 3/2/16	\$ 4,086.00
Municipal Registrar	5,306.00
Principal Clerk Typist	46,586.00
Deputy Municipal Registrar	2,601.00
Receptionist	\$11.44 per hour
File Clerk	\$ 8.72 per hour
Chief Financial Officer	32,473.00
Finance Clerk	\$19.23 per hour
Tax Assessor	28,835.00
Tax Collector	31,466.00
Tax Collector – Extra Hours	\$50.43 per hour
Acting Supervisor	As per contract
Recycling Coordinator	1,598.00
DPW Laborers	As per contract
Solid Waste Worker #1	\$11.82 per hour
Solid Waste Worker #2	\$ 9.01 per hour
Solid Waste Cashier	\$ 9.01 per hour
Recycling Worker #1	\$11.45 per hour
Recycling Worker #2	\$ 9.01 per hour

Construction Code Official	10,404.00
Plumbing Sub-code Official	7,384.00
Electrical Sub-code Official	8,323.00
Fire Sub-code Official	4,480.00
Smoke Detector Certifications	\$20.00 per Cert
Emergency Mgmt Coordinator	1,273.00
Deputy Emergency Mgmt Coordinator	520.00
Animal Control Officer	8,109.00
<b>BOARDS AND COMMISSIONS:</b>	
Zoning Board Secretary	6,194.00
Planning Board Secretary	6,194.00
Environmental Commission Secretary	2,485.00
Recreation Commission Secretary	1,910.00

Section 2. Specific salaries or wages established by this Ordinance shall be made retroactive to January 1, 2016 unless otherwise noted.

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. Mr. Scott made a **motion** to open the meeting for public comment on Ordinance 2016-006, seconded by Mr. Morrison.

**Roll Call Vote:** Mr. Gross, yes, Mr. Morrison, yes, Mr. Scott, yes, Mayor Fisher, yes  
There being no public comment, this portion of the meeting was closed.

Mr. Morrison made a **motion** to adopt Ordinance 2016-006, seconded by Mr. Gross.

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

**ORDINANCE 2016-007 Bond Ordinance Appropriating \$939,200 and Authorizing the Issuance of \$328,475 Bonds or Notes for Various Improvement or Purposes (Public Hearing and Adoption)**  
**STILLWATER TOWNSHIP**

**ORDINANCE 2016-007**  
**BOND ORDINANCE APPROPRIATING \$939,200, AND AUTHORIZING THE ISSUANCE OF \$328,475 BONDS OR NOTES OF THE TOWNSHIP, FOR VARIOUS IMPROVEMENTS OR PURPOSES AUTHORIZED TO BE UNDERTAKEN BY THE TOWNSHIP OF STILLWATER, IN THE COUNTY OF SUSSEX, NEW JERSEY.**

BE IT ORDAINED BY THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF STILLWATER, IN THE COUNTY OF SUSSEX, NEW JERSEY (not less than two-thirds of all the members thereof affirmatively concurring), AS FOLLOWS:

The several improvements described in Section 3 of this bond ordinance are hereby respectively authorized as general improvements to be made or acquired by The Township of Stillwater, in the County of Sussex, New Jersey. For the said several improvements or purposes stated in said Section 3, there are hereby appropriated the respective sums of money therein stated as the appropriations made for said improvements or purposes, said sums being inclusive of all appropriations heretofore made therefor and amounting in the aggregate to \$939,200 including the aggregate sum of \$18,390 as the several down payments for said improvements or purposes required by law and more particularly described in said Section 3 and now available therefor by virtue of provision in a previously adopted budget or budgets of the Township for down payment or for capital improvement purposes and including also, in the case of the improvement or purpose described in paragraph (b) of said Section 3, the sum of \$195,000 received or expected to be received by the Township from the New Jersey Department of Transportation, as a grant-in-aid of financing said improvement or purpose and in the case of the improvements described in

paragraphs (c) and (d) of said Section 3, the aggregate sum of \$397,335 available therefor from various reserves of the Township and identified in more detail in said Section 3.

For the financing of said improvements or purposes and to meet the part of said \$939,200 appropriations not provided for by application hereunder of said down payments, grant and reserves, negotiable bonds of the Township are hereby authorized to be issued in the principal amount of \$328,475 pursuant to the Local Bond Law of New Jersey. In anticipation of the issuance of said bonds and to temporarily finance said improvements or purposes, negotiable notes of the Township in a principal amount not exceeding \$328,475 are hereby authorized to be issued pursuant to and within the limitations prescribed by said Local Bond Law.

The improvements hereby authorized and the several purposes for the financing of which said obligations are to be issued, the appropriation made for and estimated cost of each such purpose, and the estimated maximum amount of bonds or notes to be issued for each such purpose, are respectively as follows:

IMPROVEMENT OR PURPOSE	APPROPRIATION AND ESTIMATED COST	ESTIMATED MAXIMUM AMOUNT OF BONDS AND NOTES
(a) Acquisition, by purchase, of new and additional equipment, including without limitation, turnout gear for use by the First Aid Squad of the Township and turnout gear, hoses and self-contained breathing apparatus bottles for use by the Fire Department of the Township, together with all appurtenances, apparatus and accessories necessary therefor or incidental thereto, all as shown on and in accordance with the specifications therefor on file or to be filed in the office of the Township Clerk and hereby approved	\$27,600	\$26,000
(b) Improvement of Ridge Road in and by the Township from West End Drive to the boundary line of the Township of Hampton by the construction or reconstruction therein of a roadway pavement at least equal in useful life or durability to a roadway pavement of Class B construction (as used or referred to in Section 40A:2-22 of said Local Bond Law), together with all sidewalks, curbing, structures, appurtenances, milling, drainage improvements, equipment, work and materials necessary therefor or incidental thereto, all as shown on and in accordance with the plans and specifications therefor on file or to be filed in the office of the Township Clerk and hereby approved, the \$370,600 appropriation hereby made therefor being inclusive of the amount of \$195,000 received or expected to be received by the Township from the New Jersey Department of Transportation as a grant-in-aid of financing said improvement	370,600	166,800
(c) Improvement of various roads and locations in and by the Township by the construction or reconstruction therein of roadway pavements at least equal in useful life or durability to a roadway pavement of Class B construction (as such term is used or referred to in Section 40A:2-22 of said Local Bond Law) including, without limitation, Old Schoolhouse Road from Mt. Holly to Hardwick Lane and the Municipal Building Parking Lot,	325,000	120,675

including also the upgrade of guiderails along various roads, together with for all the aforesaid all structures, appurtenances, milling, curb and sidewalk reconstruction, drainage improvements, retaining walls, equipment, work and materials necessary therefor or incidental thereto, all as shown on and in accordance with the plans and specifications therefor on file or to be filed in the office of the Township Clerk and hereby approved, the \$325,000 hereby appropriated therefor being inclusive of the sums of (i) \$7,435 from the Capital Reserve for Road Construction of the Township, (ii) \$162,000 from the PSE&G Reserve for Infrastructure Repair of the Township, (iii) \$6,000 from Ordinance #2015-007 of the Township and (iv) \$21,900 from the Capital Reserve for Courtroom Improvements of the Township

(d) Improvement of the storm water drainage system in and the Township, including without limitation, storm water drainage facilities in and along Old Schoolhouse Road from Mt. Holly to Hardwick Lane, together with all landscaping, equipment, site work, work and materials necessary therefor or incidental thereto, all as shown on and in accordance with the plans and specifications therefor on file or to be filed in the office of the Township Clerk and hereby approved, the \$216,000 hereby appropriated therefor being inclusive of the sum of \$200,000 from the Reserve PSE&G Mitigation Fund of the Township

216,000

15,000

Totals

\$939,200

\$328,475

Except as otherwise stated in paragraph (b) above with respect to the said \$195,000 grant-in-aid of financing the purpose described in said paragraph and in paragraphs (c) and (d) above with respect to the said aggregate sum of \$397,335 from reserves of the Township for financing the purposes described in said paragraphs, the excess of the appropriation made for each of the improvements or purposes aforesaid over the estimated maximum amount of bonds or notes to be issued therefor, as above stated, is the amount of the said down payment for said purpose.

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

The said purposes described in Section 3 of this bond ordinance are not current expenses and each is a property or improvement which the Township may lawfully acquire or make as a general improvement, and no part of the cost thereof has been or shall be specially assessed on property specially benefited thereby.

The average period of usefulness of said purposes within the limitations of said Local Bond Law and taking into consideration the respective amounts of the said obligations authorized for the several purposes, according to the reasonable life thereof computed from the date of the said bonds authorized by this bond ordinance, is 16.69 years.

The supplemental debt statement required by said Local Bond Law has been duly made and filed in the office of the Township Clerk and a complete executed duplicate thereof has been filed in the office of the Director of the Division of Local Government Services in the Department of Community Affairs of the State of New Jersey, and such statement shows that the gross debt of the Township as defined in said

Local Bond Law is increased by the authorization of the bonds and notes provided for in this bond ordinance by \$328,475, and the said obligations authorized by this bond ordinance will be within all debt limitations prescribed by said Local Bond Law.

Amounts not exceeding \$100,000 in the aggregate for interest on said obligations, costs of issuing said obligations, engineering costs and other items of expense listed in and permitted under Section 40A:2-20 of said Local Bond Law may be included as part of the costs of said improvements and are included in the foregoing estimate thereof.

The funds from time to time received by the Township on account of the \$195,000 grant referred to in Section 1 of this bond ordinance shall be used for financing the improvements or purposes described in paragraph (b) of Section 3 of this bond ordinance by application thereof either to direct payment of the costs of said improvements or purposes, or to payment or reduction of the authorization of the obligations of the Township authorized therefor by this bond ordinance. Any such funds so received may, and all such funds so received which are not required for direct payment of the costs of said improvements or purposes shall, be held and applied by the Township as funds applicable only to the payment of obligations of the Township authorized by this bond ordinance.

All bond anticipation notes issued hereunder shall mature at such times as may be determined by the Chief Financial Officer, provided that no note shall mature later than one year from its date. The 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 notes issued pursuant to this bond ordinance, and the Chief Financial Officer's signature upon the notes shall be conclusive evidence as to all such determinations. All notes issued hereunder may be renewed from time to time subject to the provisions of N.J.S.A. 40A:2-8. The Chief Financial Officer is hereby authorized to sell part or all of the 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 from their dates to the dates of delivery thereof. The Chief Financial Officer is directed to report in writing to the governing body of the Township at the meeting next succeeding the date when any sale or delivery of the notes pursuant to this bond ordinance is made. Such report must include the principal amount, interest rate and maturities of the notes sold, the price obtained and the name of the purchaser.

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

The capital budget or temporary capital budget of the Township is hereby amended to conform with the provisions of this ordinance to the extent of any inconsistency herewith and the resolutions promulgated by the Local Finance Board showing all detail of the amended capital budget or temporary capital budget and capital program as approved by the Director, Division of Local Government Services, are on file with the Township Clerk and are available for public inspection.

This bond ordinance shall take effect twenty (20) days after the first publication thereof after final adoption, as provided by said Local Bond Law.

Mr. Scott made a **motion** to open the meeting for public comment on Ordinance 2016-007, seconded by Mr. Morrison.

**Roll Call Vote:** Mr. Gross, yes, Mr. Morrison, yes, Mr. Scott, yes, Mayor Fisher, yes  
There being no public comment, this portion of the meeting was closed.

Mr. Scott made a **motion** to adopt Ordinance 2016-007, seconded by Mr. Morrison.

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

## **NEW BUSINESS**

**RESOLUTION 2016-070 AWARDING ALTERNATE BID FOR MUNICIPAL BUILDING RENOVATIONS – PHASE II**

Mr. Morrison made a **motion** to adopt Resolution 2016-070, seconded by Mr. Gross.

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

**ORDINANCE 2016-008 AMENDING THE CODE OF THE TOWNSHIP OF STILLWATER BY THE ADDITION OF A NEW CHAPTER TO BE ENTITLED, “ FIRE INSURANCE CLAIMS” TO IMPLEMENT THE PROVISIONS OF N.J.S.A. 17:36-8 TO 17:36-13 (PUBLIC HEARING AND ADOPTION - MAY 17, 2016)**

Mr. Scott made a **motion** to introduce Ordinance 2016-008, seconded by Mr. Gross.

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

**ORDINANCE 2016-009 AMENDING ORDINANCE 2016-006 FIXING SALARY AND WAGES FOR THE TOWNSHIP EMPLOYEES AND OFFICIALS (PUBLIC HEARING AND ADOPTION - MAY 17, 2016)**

Mr. Scott made a **motion** to introduce Ordinance 2016-009, seconded by Mr. Gross.

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

**DISCUSSION ITEMS:**

**Stillwater Fire Department Mountain Bike Ride Fundraiser – October 2, 2016**

The Committee reviewed the information and plan submitted.

Mr. Fisher made a **motion** to approve the Mountain Bike Ride Fundraiser, seconded by Mr. Gross.

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

**Stillwater Township BOE – Crossing Guard**

Mr. Scott explained the Stillwater School Superintendent had contacted him regarding the replacement of the crossing guard at Paulinskill Lake. The former guard retired after 30+ years of service. The school board is concerned with the safety of the intersection without a crossing guard.

**Shannon Nothstine, 966 Stillwater Road**, spoke as a member of the Stillwater Board of Education. She noted there are approximately 25 children using the crossing twice a day and parents have expressed concern. She asked for a copy of any advertisement for the position to be forwarded to the board so they could pass it on. Vice Principal Robinson and Superintendent Dr. Petty visited the intersection to evaluate the issue, noting the crosswalk lines are difficult to see and need to be repainted and the location has a blind spot from both sides of the road. They investigated adding extra stops to eliminate the crossing but found it only initiated other dangerous situations. The State Police and Sheriff’s Office suggested installation of a flashing sign that would be activated by a timer. Ms. Nothstine asked for the DPW to assess the matter. Ms. Knott suggested posting an ad in the school newsletter. Mr. Morrison suggested the installation of traffic calming devices such as speed bumps. The Committee would follow-up on the matter.

**Radar Sign at the Corner of Old Foundry Road and Fairview Lake Road**

An email was received from a resident requesting a radar sign at the intersection due to excessive speeding. Ms. Knott would contact the Sheriff’s Department regarding the matter.

**Water Treatment for Town Hall**

Ms. Knott explained that when the well pump was installed the water treatment system was bypassed. The system has not been maintained and a water softener and separate pump/filter for excess iron is necessary. Mr. Fisher made a **motion** authorizing the Municipal Clerk to obtain quotes for the water filtration system, seconded by Mr. Gross.

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

**Attorney Report: None**

**Open Public Session:**

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

**Ed Szabo, 978 Route 521** questioned if lead in the water was an issue. Ms. Knott indicated it was not.

**Diane Apostola, 916 Five Points Lane** read a letter of suggestion into the record as follows:

*For the residents of Stillwater I am requesting that the Stillwater Township comprise a letter to the organization that represents the Swartswood Fire Dept. This letter is to represent to the organization of the Swartswood Fire Dept. why it would be beneficial to give the building and cell tower property and its supporting funds to Stillwater Twp. and its residents.*

*1) This building bay garage area would act as a hub station for the housing of additional fire trucks and equipment for our town and surrounding towns. This allowable space will be occupied by the Stillwater Fire dept.*

*2) It may also be used as a designated voting facility.*

*3) This facility may also be used for a recreational facility for the residents of Stillwater twp.*

*a. Children sport or activity meeting hall.*

*b. Resident special events and/or activities*

*c. Etc.*

*4) This building will be governed by Stillwater twp. for the residents of Stillwater.*

*5) The cell tower funds: will be placed in an account governed by the Stillwater twp. for a. thru d. usage stated below, but not limited to upon approval of the town committee and/or by special election votes, by the residents of Stillwater.*

*a. for the use of repairs to building and its surrounding property*

*b. repairs or replacement of items for additional items needed for building to function for the needs of resident events.*

*c. For the use of additional recreational needs and repairs to our parks building and grounds to allow our residential full enjoyment of these entities.*

*d. Etc.*

*Diane Apostola 5-3-16*

Ms. Apostola submitted the letter to the Committee.

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

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

Respectfully submitted,

Kathy Wunder