

STILLWATER TOWNSHIP COMMITTEE MEETING

MINUTES

July 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: Deputy Mayor Fisher, Committeewoman Chamblings, Committeeman Gross, Committeewoman Straway, Municipal Clerk Lynda Knott, Township Attorney Richard Stein.
Mayor Scott arrived at 7:45 p.m.

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:

2015-082 Renewal of Multiple Liquor Licenses

REPORTS: Tax Collector Report – June 2015

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

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

AMENDMENTS TO THE AGENDA: Alternate Deputy Registrar Appointment by Registrar

Mrs. Straway made a **motion** authorizing the appointment of Dawn Tighe as Alternate Deputy Registrar, seconded by Mr. Gross. Ms. Tighe will replace Mrs. Wunder as Deputy Registrar at the end of 2015.

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

Mrs. Straway asked for LOSAP to be added to the discussion items.

RESOLUTION 2015-080

Bills List #11: \$869,438.90

Resolution 2015-080: Payment of Bills

Mrs. Straway made a **motion** to approve Bill List #11, Resolution 2015-080, removing purchase order #4437, seconded by Mr. Gross.

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

Mrs. Straway made a **motion** to approve payment of P.O. #4437, seconded by Mr. Gross.

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

PRESENTATION: Marty Theys – Ticks and Lyme Disease

Mr. Theys and Mikki Weiss provided an informative presentation on Lyme disease. A task force has been established in Pike County; including plans for a future support network between Pike, Sussex and Orange counties. Ms. Weiss provided a background on her tick borne disease and illness, and the formation of the task force and their mission to get information to the public. Mr. Theys asked the Committee for their support in providing community awareness. Mrs. Straway recommended using the Recreation Commission events to do so. She suggested Mr. Theys attend a Recreation Commission and Environmental Commission meeting and to contact the County Freeholder Board if they wish to establish a task force in Sussex County. A member of the public suggested providing a presentation to the local schools to encourage their involvement. Ms. Weiss and Mr. Theys distributed information packets and Mr. Fisher will speak to the Recreation Commission about scheduling a presentation in the near future.

Open Public Session:

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

Ed Szabo, 978 Route 521 offered to help with the Lyme disease task force and felt the Committee should support their efforts.

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

OLD BUSINESS

ORDINANCE 2015-007

BOND ORDINANCE PROVIDING FOR VARIOUS CAPITAL IMPROVEMENTS BY THE TOWNSHIP OF STILLWATER, APPROPRIATING THE AGGREGATE AMOUNT OF \$373,000 THEREFOR AND AUTHORIZING THE ISSUANCE OF \$353,000 BONDS OR NOTES OF THE TOWNSHIP TO FINANCE PART OF THE COST THEREOF – Public Hearing/Adoption STILLWATER TOWNSHIP, SUSSEX COUNTY

ORDINANCE 2015-007

BE IT ORDAINED BY THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF STILLWATER (not less than two-thirds of all members thereof affirmatively concurring) AS FOLLOWS:

Section 1. The improvements or purposes described in Section 3 of this bond ordinance are hereby authorized to be undertaken by the Township of Stillwater, a municipal corporation of the State of New Jersey (the “Township”) as general improvements. For the improvements or purposes described in Section 3 of this bond ordinance, there is hereby appropriated the sum of \$373,000 (which is the aggregate amount of the sums of money appropriated for each respective improvement or purpose), and the sum of \$20,000 as the down payment for the improvements or purposes required by the Local Bond Law. The down payment is now available by virtue of the provision for a down payment for capital improvement purposes in one or more previously adopted budgets.

Section 2. In order to finance the cost of the improvements or purposes not covered by the application of the down payment, negotiable bonds are hereby authorized to be issued in the principal amount of \$353,000 pursuant to the Local Bond Law. In anticipation of the issuance of the bonds, negotiable bond anticipation notes are hereby authorized to be issued pursuant to and within the limitations prescribed by the Local Bond Law.

Section 3. The improvements or purposes hereby authorized for which bonds or notes are to be issued, the estimated cost of each improvement or purpose and the appropriation therefore, the estimated maximum amount of bonds or notes to be issued for each improvement or purpose, and the period of usefulness of each improvement or purpose are as follows:

(a) Road milling/paving improvements to Potters Road, Mt. Holly Road, Old Tannery Road, and Possum Hill Road in the Township, including all work and materials necessary therefore or incidental thereto.

<u>APPROPRIATION</u>	<u>BOND AUTHORIZATION</u>	<u>PERIOD OF USEFULNESS</u>
\$76,000	\$72,000	10 years

(b) Road resurfacing improvements to Hardwick Road in the Township, including all work and materials necessary therefore or incidental thereto.

<u>APPROPRIATION</u>	<u>BOND AUTHORIZATION</u>	<u>PERIOD OF USEFULNESS</u>
\$150,000	\$142,000	10 years

(c) Road crack sealing improvements throughout the Township, including all work and materials necessary therefore or incidental thereto.

<u>APPROPRIATION</u>	<u>BOND AUTHORIZATION</u>	<u>PERIOD OF USEFULNESS</u>
\$13,000	\$12,000	5 years

(d) Road guardrail improvements throughout the Township, including all work and materials necessary therefore or incidental thereto.

<u>APPROPRIATION</u>	<u>BOND AUTHORIZATION</u>	<u>PERIOD OF USEFULNESS</u>
\$20,000	\$19,000	5 years

(e) Phase 3 Municipal Building improvements, including renovations to the meeting room, outside façade, front porch and parking lot, including all work and materials necessary therefore or incidental thereto.

<u>APPROPRIATION</u>	<u>BOND AUTHORIZATION</u>	<u>PERIOD OF USEFULNESS</u>
\$104,000	\$99,000	15 years

(f) The draining, cleaning and filling with stone of an underground storage tank and installation of two new above ground storage tanks at the Municipal Building, including all work and materials necessary therefore or incidental thereto.

<u>APPROPRIATION</u>	<u>BOND AUTHORIZATION</u>	<u>PERIOD OF USEFULNESS</u>
\$10,000	\$9,000	5 years

<u>TOTAL APPROPRIATION</u>	<u>TOTAL BOND AUTHORIZATION</u>	<u>AVERAGE PERIOD OF USEFULNESS</u>
\$373,000	\$353,000	10.88 years

Section 4. All bond anticipation notes issued hereunder shall mature at such times as may be determined by the Chief Financial Officer; provided that no bond anticipation note shall mature later than one year from its date. The bond anticipation 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 bond anticipation notes issued pursuant to this bond ordinance, and the Chief Financial Officer's signature upon the bond anticipation notes shall be conclusive evidence as to all such determinations. All bond anticipation notes issued hereunder may be renewed from time to time subject to the provisions of the Local Bond Law. The Chief Financial Officer is hereby authorized to sell a part, or all, of the bond anticipation 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, if any, from their dates to the dates of delivery thereof. The Chief Financial Officer is directed to report in writing to the governing body at the meeting next succeeding the date when any sale of bond anticipation notes issued pursuant to this bond ordinance is made. Such report must include the amount, the description, the interest rate and the maturity schedule of the bond anticipation notes sold, the price obtained and the name of the purchaser.

Section 5. The capital budget of the Township is hereby amended to conform with the provisions of this bond ordinance to the extent of any inconsistency herewith.

Section 6. The following additional matters are hereby determined, declared, recited and stated:

(a) The improvements or purposes described in Section 3 of this bond ordinance are not current expenses. They are all improvements or purposes that the Township may lawfully undertake as general

improvements, and no part of the costs thereof has been or shall be specially assessed on property specially benefited thereby.

(b) The average period of usefulness of the improvements or purposes described in Section 3 of this bond ordinance, computed on the basis of the amounts of obligations authorized for each improvement or purpose and the reasonable life thereof within the limitations of the Local Bond Law, is 10.88 years.

(c) An aggregate amount not exceeding \$50,000 for items of expense listed in and permitted under N.J.S.A. 40A:2-20 is included in the estimated cost of the improvements or purposes set forth in Section 3 of this bond ordinance.

(d) The Supplemental Debt Statement required by the Local Bond Law has been duly prepared and filed in the office of the Clerk, and submitted to the office of the Director of the Division of Local Government Services in the Department of Community Affairs of the State of New Jersey. Such statement shows that the gross debt of the Township is increased by \$353,000 (the amount of the authorization of the obligations provided for in this bond ordinance). The obligations authorized herein will be within all debt limitations prescribed by the Local Bond Law.

Section 7. The full faith and credit of the Township are hereby pledged to the punctual payment of the principal of and the interest on the obligations authorized by this bond ordinance. The obligations shall be direct, unlimited obligations of the Township, and the Township shall be obligated to levy *ad valorem* taxes upon all the taxable real property within the Township for the payment of the obligations and the interest thereon without limitation of rate or amount.

Section 8. This bond ordinance shall take effect 20 days after the first publication thereof after final adoption, as provided by the Local Bond Law.

Mr. Gross made a **motion** to open the meeting for public comment on Ordinance 2015-007, seconded by Mrs. Straway.

There being no public comment, the meeting was closed.

Mr. Gross made a **motion** to adopt Ordinance 2015-007, seconded by Mrs. Straway.

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

NEW BUSINESS

ORDINANCE 2015-008

AN ORDINANCE AMENDING THE CODE OF THE TOWNSHIP OF STILLWATER BY THE ADDITION OF A NEW CHAPTER TO BE ENTITLED "VACANT AND ABANDONED PROPERTIES" PROVIDING FOR REGISTRATION OF VACANT AND ABANDONED PROPERTIES, CREDITOR RESPONSIBILITIES AND MUNICIPAL POWERS TO REHABILITATE (Public Hearing/Adoption – July 21, 2015)

Mrs. Straway made a **motion** to introduce Ordinance 2015-08, seconded by Mr. Gross.

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

RESOLUTION 2015-081

AUTHORIZING STILLWATER TOWNSHIP TO PROVIDE NON-PROFIT ACQUISITION PAYMENT FORM TO THE NATURE CONSERVANCY FOR THE PURCHASE AND PRESERVATION OF BLOCK 2702, LOT 2

Mr. Gross made a **motion** to adopt Resolution 2015-081, seconded by Mr. Fisher.

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

DISCUSSION ITEMS

Feenstra Drainage: This item was carried to the 7/21/15 agenda.

In-Rem Foreclosure: The CFO has asked the Committee to review the list which has grown substantially since last year. Mr. Stein reviewed the process required, including composing a list of properties to foreclose and a title search on each property costing approximately \$125 -\$150 per property. A tax foreclosure list is prepared and presented to the Committee for adopting resolution authorizing foreclosure action and complaint. Affidavits are then filed, a foreclosure notice is published and certified notice provided to owner/lien holder of each property. Following 45 days the township can move for final judgment which is then recorded with the County Clerk. Budget funding would need to be determined prior to composing a list of properties.

Credit Cards/Electronic Checks for Municipal Fees:

The Committee reviewed and discussed a letter from Mr. Stein regarding accepting credit card/electronic check payments for municipal fees. Credit card payments would have to be done in person and would not be accepted over the phone. Credit cards would be accepted in any department receiving payments – building, dog licensing, taxes, etc. The Committee would research the matter further and this item will be added to the next agenda.

Security Cameras for DPW Building/Recycling Center:

Mr. Hendershot has requested the installation of security cameras at both sites. Concern has been expressed with the accessibility to the temporary shed at the DPW and illegal dumping at the Recycling Center. There would be full disclosure of the security measures. The Committee asked that proposals be submitted for their review.

Recycling and Convenience Center Entrance Road:

Mrs. Straway recommended Mr. Hendershot contact Mr. Vreeland to review the options and budget to determine how to address the entrance road condition, and if necessary to contact the CFO for funding availability.

Ms. Chamings spoke with Mr. Whitehead and Mr. Hendershot regarding the entrance road and the road is supposed to be reclaimed and then oil and stoned. Mr. Vreeland would need to finalize the plan.

Mr. Fisher reported the dumpsters have been moved and the metal dumpster has been opened.

Ms. Chamings asked the Committee to consider opening the Recycling Center for an additional hour on Sunday following a Saturday holiday.

Pass It Along Bike Tour – September 12, 2015:

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

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

Gypsy Moth – CFO Trust:

Ms. Knott reported the State will conduct an inspection in the fall. It is expected to be an issue next year. She will speak with the CFO about funding options.

LOSAP:

Mrs. Straway expressed concern with the LOSAP recordkeeping procedures. She noted there is no supporting information when a record is submitted. She referred to an article on LOSAP and volunteers abusing the system throughout New Jersey, receiving the benefit when they are not entitled to it. Mrs. Straway would forward the article to Ms. Knott for Committee distribution.

Open Public Session:

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

John Nelson, Crandon Lakes Country Club invited the Committee to their pig roast on July 18th at the East Beach Pavilion. He mentioned that spraying for gypsy moths may also eliminate ticks depending on the type of spray.

Jack Branagan, Old Schoolhouse Road thanked the following individuals for their assistance with the recycling shed at Veteran's Memorial Park:

Ed Szabo, Josh Danesi, Ian Blanchard, Sara Branagan, and Cindy Tracey – including Mr. Branagan, they combined for a total of 84 hours to complete the shed in time for Stillwater Day. Additional assistance was provided by Castner's Sawmill - donated wood, Billy Oswin, Mike Danesi, Eric VanderHaeghen and the DPW. Mr. Branagan has checked the shed and proper disposal is being done with no trash mixed in. The project is working nicely and is a success.

Mr. Branagan asked the Committee to consider mixed rigid plastic collection and to educate the residents regarding its disposal using signage. He suggested charging .15 cents/lb and offered to bring the MRPs to SCMUA free of charge for three months; SCMUA charges .06 cents for 80 lbs. or more. He noted styrofoam is not to be accepted with cardboard recycling.

The Environmental Commission had signs made for the Recycling Center to indicate appropriate disposal and the signs were placed on the wrong side of the container doors and are not visible. Mr. Branagan asked if

he could mount them on a post and place them into buckets filled with either sand or cement so they can be properly displayed.

Mr. Fisher indicated he and Mr. Whitehead are working on MRP disposal and addressing issues such as water collection in the container. DPW manpower is a problem at this point. Mrs. Straway suggested posting signs indicating MRPs are not accepted and must go to SCMUA. Mr. Fisher will contact Mr. Whitehead to discuss Mr. Branagan's concerns and to have the DPW address the signage.

Ed Szabo, 978 Route 521 asked if a cost benefit analysis has been conducted on the Recycling Center. Mr. Gross indicated money is being lost. Mrs. Straway will follow up with the CFO as the Recycling Center has always been a profit and high source of revenue. She will ask the CFO to provide the actual figures.

Tammy Richardson, Swartswood Fire Department will hold their London Broil BBQ on Saturday, July 11th, 4-7 p.m.

Ms. Richardson then spoke as a member of the Recreation Commission. She expressed concern with the beer sold at Stillwater Day, the lack of a catering permit for off premise sale and the area not being fenced in. She felt strongly that it was not handled properly and it is a risk to the township. She noted the permit is required to be posted the day of the event. Mrs. Straway asked for a policy to be put into place when such events are held and alcohol is sold. The Recreation Commission will have a set of rules and regulations in place for next year that must be followed by all vendors involved.

Garage Sale Day will be held on Saturday, July 18th. Ms. Chammings provided the communications regarding the shed to the Recreation Commission.

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

Attorney Report: Richard Stein

The Hopkins OPRA matter has been resolved. MicroSystems will provide the tax assessment data to the township in the future at no charge in the format he requested it in, and the township will pay a \$300 attorney fee.

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

Respectfully submitted,

Kathy Wunder