

STILLWATER TOWNSHIP COMMITTEE MEETING

MINUTES

August 16, 2011

Regular Meeting

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

Mr. Fisher arrived at 6:05 p.m.

ABSENT: Committeeman Morrison

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 unanimously carried by roll call vote to adopt the resolution permitting the Committee to go into Executive Session at 6:05 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 – CFO Review; Possible litigation**
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 Mr. Gross, seconded by Mrs. Straway to conclude the Executive Session at 6:55 p.m., unanimously carried by roll call vote. Mayor Scott introduced the new Acting Municipal Clerk Lynda Knott.

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.

Reports: Emergency Rescue Squad: July 2011

Tax Collector: July 2011

Minutes: Special: July 26, 2011; Regular: August 2, 2011; Executive: August 2, 2011

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

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

Bill List Cycle #14: \$673,965.47

Mr. Fisher made a **motion** to approve Bill Cycle #14 in the amount of \$673,965.47, seconded by Mrs. Straway.

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

Amendments to the Agenda: New Business: 1) Resolution 2011-46 – Tax Refund; 2) CFO hours
Old Business: 1) State Disability Insurance discussion

Committeeperson Reports:

Mr. Fisher reported the Recreation Commission received 2nd place for their fair display. He reported the Rescue Squad had a total of 31 calls during July 2011, 26 in town and 5 municipal aid; and there were 17 First Responder calls.

Mrs. Straway reported the Environmental Commission is still researching the Sustainable Jersey program and working on open space acquisitions. She reported adjustments were made to the air conditioning in the Municipal Building to reduce the humidity. The Construction Official has indicated the system must be balanced and no payment will be provided until it has been done.

Mr. Gross reported the Zoning Board meeting will be held at Stillwater School on August 22, 2011; NJ State Police coverage will be provided and chairs will be utilized as opposed to the bleachers to establish aisle ways to allow only one person at a time to speak during the public session. Additional microphones will also be available for the meeting. The DPW will help with the setup and removal of the chairs and equipment.

Mayor Scott reported the Middleville Road project will begin August 22nd. He reported the Recreation Commission heard a request for an additional 4H ring to be constructed on the donated property. He noted the property is township owned and as such the ring should be open to all residents and not limited to 4H. He felt the subject should be opened for public comment prior to a decision on the matter. The RC also asked for a salary increase for their secretary and the Mayor indicated the increase would have to be made during the 2012 budget review process.

Discussion: Ordinance 2011-12 Possible Introduction/1st Reading

2011-12 An Ordinance Establishing That a Business Entity Which Makes Political Contributions To Municipal Candidates and Municipal and County Political Parties in Excess of Certain Thresholds Shall be Limited in its Ability To Receive Public Contracts From The Township of Stillwater in the County of Sussex

Mrs. Straway explained this is a model ordinance. It was included on the 2011 Best Practices Checklist and Stillwater currently does not have one. Attorney Cohen will have the ordinance drafted for introduction at the next meeting.

Open Public Session (agenda items only):

This portion of the meeting was opened for public comment on agenda items only.

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

Old Business:

Middleville Road Project: Update (email from Engineer Vreeland) – project to start 8/22/11

Sussex County Engineering: Baldwin Gate Drive over Lower Crandon Dam (Bridge #1920-S33)

Mrs. Straway reported that Mr. Morrison is working on this item with Engineer Vreeland and it may have to be placed for bid.

Mountain Shadows Campground: Update

Mrs. Straway reported the final group of site owners have been noticed and are addressing their violations. The process is approximately three-quarters completed and the electrical inspector is currently conducting re-inspections. At this point, only life-safety issues are being addressed.

Municipal Building, Courthouse: Update

Mr. Fisher presented drawings of the proposed garage bay renovation and he will obtain three quotes for the project.

2011 Best Practices Checklist due September 1: Update

Mrs. Straway reported the checklist is almost completed and many of the checklist items are currently implemented in Stillwater.

Tarp Roller Order: Recycling Trust

Mrs. Straway reported the funding is available through the Recycling Trust. Mr. Gross requested a Certificate of Availability of Funds from the CFO.

Discussion: T.A. Mountford Company: New Copier (Municipal Building) – this item was tabled.

State Disability Insurance (SDI): Mrs. Straway reported that State Disability Insurance has been established for the township employees, however the Township Committee is not eligible to receive SDI as they are not entitled to receive benefits.

Mrs. Straway made a **motion** that the Township Committee members will not be included in the State Disability Insurance, seconded by Mr. Gross.

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

New Business:

SCMUA: Account Balance

Mrs. Straway is reviewing this issue involving a back tonnage charge of \$5,451.29. She will be addressing the matter with the County Freeholders as there is a lack of information available from the SCMUA on what the charge is for, when it occurred, or how long the charge has been due. She noted that all current SCMUA fees are up to date at this time.

Resolution 2011-47

RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF STILLWATER ADJUSTING 2011 PROPERTY TAXES FOR BLOCK 1501, LOT 7

Mrs. Straway made a **motion** to adopt Resolution 2011-47, seconded by Mr. Fisher.

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

Open Public Session:

Denise Current, 955 Fairview Lake Road asked who was responsible for taking the minutes of the last meeting. Mayor Scott stated that he did and an audio recording was utilized. In response to questioning regarding the tarp roller, Mrs. Straway stated the quote for the tarp roller was approximately \$5,200 and she explained several vendors were contacted, two did not fabricate and one could only manufacture the tarp itself. Sanchez Ltd. is the only manufacturer with the ability to do both the fabrication and the tarp. Mrs. Current asked for clarification on the recent shredding of documents at the Municipal Building. Mrs. Straway explained that boxes of documents were taken to the SCMUA, were receipted, and prior State authorization was obtained. Shredding that was done in the office consisted of outdated tax forms that cannot be utilized using the new software. Mrs. Current asked why Mrs. Straway was doing the shredding. Mrs. Straway stated due to part-time staffing and the abundance of shredding that had accumulated, she helped out. Mrs. Current referred to an incident when she was paying her tax bill where she was asked by the Tax Collector to return home to get her tax stubs. She understood the part-time staffing but did not appreciate being treated in the manner in which she was by the Tax Collector. She felt the employees are paid to service the community and there is plenty of time to do so during the hours provided. Mayor Scott stated he would follow-up on the matter.

Bill Steckowich, 907 Hardwick Road referred to the vendor history reports he obtained from the township. He felt there may be a problem with the printer or the user as the report indicated numerous printer errors. He also noted that duplicate payments were made and there were discrepancies in some of the totals. Mayor Scott would review the report.

Carol Fredericks, 913 Middleville Road asked when the Middleville Road project would be completed. Mayor Scott stated it would begin August 22nd and would be completed as quickly as possible to avoid any inconvenience.

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

Attorney Report: Attorney Cohen reported on a claim filed by Mr. Wolosky against the township regarding an OPRA request. The claim was contested on behalf of the township and was successful. A copy of the decision was provided to the Committee.

Correspondence:

•Mayor's Advisory Correspondence is available for review in the Correspondence Binder.

Chief Financial Officer (CFO) – Extended Hours:

Mr. Fisher made a **motion** to extend the office hours of the CFO effective 8/22/11 through 9/6/11 to work on the software conversion only, seconded by Mrs. Straway.

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

Mayor Scott announced that a Board of Health meeting would be held immediately following the regular Township Committee meeting.

There being no further business, Mr. Fisher made a **motion** to adjourn the meeting at 7:40 p.m., seconded by Mrs. Straway. In a voice vote, all were in favor.

Respectfully submitted,

Kathy Wunder