

**STILLWATER TOWNSHIP COMMITTEE MEETING**  
**MINUTES**  
**November 20, 2012**  
**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, Committeewoman Chamblings, Committeeman Gross, Committeewoman Straway, Acting Municipal Clerk Lynda Knott, and Attorney Larry Cohen.

**Executive Session:**

After the reading of the following Resolution to enter into Executive Session, a **motion** was made by Mrs. Straway, seconded by Mr. Gross and unanimously carried by roll call vote to adopt the resolution permitting the Committee to go into Executive Session at 6 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; Contract; Real Property; Public Safety
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 Mr. Fisher to conclude the Executive Session at 7:18 p.m., unanimously carried by roll call vote.

**PRESENTATION:** Mayor Scott recognized Anthony Ashley, Assistant Office of Emergency Management Coordinator for his excellent service during Hurricane Sandy and he presented Mr. Ashley with a recognition plaque.

Mayor Scott announced that the fire departments and Emergency Rescue Squad would be recognized at the next Township Committee meeting and he invited all to attend.

A moment of silence was held for those who lost their lives during the storm.

**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.**

**Resolutions:**

2012-103 Authorizing a Transfer of 2012 Appropriations

2012-104 Mayor's Appointment of Rebecca Lynn Dey as Active Member of the Swartswood Fire Department with Committee Concurrence

2012-105 Mayors' Appointment of Michael W. Jablonski as an Active Member of the Swartswood Fire Department with Committee Concurrence

2012-106 Mayor's Appointment of Larissa K. Sutphen as an Active Member of the Stillwater Fire Department with Committee Concurrence

2012-107 Mayor's Acceptance of Resignation of Maureen Block as Stillwater Recreation Commission Secretary with Committee Concurrence

### **Reports:**

October 2012 Building Department

October 2012 Monthly Calls – Stillwater Emergency Rescue Squad

October 2012 Monthly Day Calls – Stillwater Emergency Rescue Squad

October 2012 SC Board of Health Stillwater Township Activity

Treasurer's Report

Mrs. Straway made a **motion** to approve the Consent Agenda, pulling 2012-103; 2012-106 and 2012-107 for further discussion, seconded by Mr. Fisher.

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

### **Discussion:**

**Resolution 2012-103:** Ms. Chamblings asked for clarification of Resolution 2012-103. Ms. Knott reported on the transfer amounts. Mr. Gross was opposed to the transfer of the \$5,000 from the Gypsy Moth line item as those funds have a specific dedication and have been accumulating over the last few years should there be a moth issue in the future. Mrs. Straway explained the line item only contains \$5,000 and the money can be refunded when redoing the budget. She would inform the CFO to do so.

Mrs. Straway made a **motion** to adopt Resolution 2012-103, seconded by Mr. Fisher.

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

**Resolution 2012-106:** Mr. Gross stated the applicant does not reside in Stillwater and is currently a member of two other fire departments.

**Dave VanGorden, Chief, Stillwater Fire Department** explained the applicant is a member of the Highland Lakes Fire Department and EMS, currently living in Stillwater full-time. She has already completed the necessary education and has equipment.

Mr. Fisher made a **motion** to adopt Resolution 2012-106, seconded by Mr. Gross.

All were in favor, none were opposed.

**Resolution 2012-107:** Mrs. Straway stated due to the circumstances of Mrs. Block's resignation, she would like to suggest that the liaison and or Chairperson of the Recreation Commission meet with Mrs. Block to discuss the matter further. The Committee agreed to table this item to 12/4/12.

**Bill List Cycle #21:** \$147,005.07

Mrs. Straway made a **motion** to approve Bill List Cycle #21, pulling PO#1853, seconded by Mr. Fisher.

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

**P.O. #1853:** Mrs. Straway explained PO#1853 is in the amount of \$750.00 for Orr's and was pulled due to incomplete paperwork.

**AMENDMENTS TO THE AGENDA: None**

### **Open Public Session (Agenda Items Only):**

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

**Dave VanGorden, Chief, Stillwater Fire Department** asked for clarification on Resolution 2012-103 with reference to the transfer for Stillwater Fire Department. Mrs. Straway explained a line item had been exceeded for fire truck repairs.

**Peter Massardo, 1060 Owassa Road** stated he visited the fire department shelter for information during the storm and everyone was very helpful. He noted Mrs. Straway was the face of Stillwater during this time and he appreciated her service as well as Anthony Ashley and all the volunteers. Mr. Massardo asked about utilizing a 9-1-1 outbound service for Stillwater residents and he felt it should have been done for the change in polling place for the election. Mayor Scott explained roads were closed and trees were down all over the township and assessment teams from the fire departments were addressing all situations relating to the storm. Mr. Massardo felt there was a lack of information available to the residents. Ms. Knott stated there was no

power at town hall and the change in the polling place was noticed in the newspaper and radio daily, and notices were posted and it was also posted on the fire department notice board. Ms. Knott indicated the township would also be setting up a Facebook page. Mr. Massardo felt there was also a lack of information regarding Stillwater on the website and Ms. Knott explained the site could not be updated due to the power outage. Mr. Massardo stated communications were provided by Fredon Township with helpful hints prior to the storm and updated throughout and following the storm. Mrs. Straway noted the Fredon communications were done through email and utilizing social media is something this township is interested in pursuing. Mr. Massardo stated the Sheriff's Department indicated there would be an after action report county wide with the municipalities to see where improvements could be made. Mr. Massardo asked about brush removal and Mayor Scott indicated brush could be brought to the Recycling Center. Mr. Massardo expressed disappointment in the lack of visibility of the local legislators and lack of mention of Sussex County by the Governor.

**Denise Current, 955 Fairview Lake Road** thanked the Mayor and Clerk for calling her and she asked if the OEM was a paid position. The Mayor indicated it was not. Mrs. Current felt there was no communication with the school districts providing road closing information. She felt a meeting needs to be scheduled between all necessary parties so this does not happen in the future. She noted Kittatinny services four districts and the only problem was Stillwater. She has asked Kittatinny to provide a list of roads that the buses traverse so that they can be informed if a road is closed. Ms. Knott stated she was in contact with the Assistant Principal at Stillwater School on a daily basis. Ms. Current indicated there was not a problem with Stillwater School and buses were rerouted appropriately; Kittatinny did not do the same. She noted Mr. Ashley made every effort to provide updated information but it needs to be taken a step further with improved communication. Mr. Fisher stated Mr. Ashley checked each road daily and updated the schools with road closings.

**Anthony Ashley, Chief, Swartswood Fire Department** stated he spent hours driving all the roads, private, township, and County composing a list of all roads that were closed, which he then provided to Mike Steffey, Mrs. Current's son, Anna Memmelaar, Mr. Hutchinson, and Mary Jo Van Kirk the night before the schools re-opened. When a road was opened he updated all parties, including Mrs. Current. He felt the communication failure was in the school transportation department.

**Marion Gross, 912 Stillwater Road** as a former Board of Education member stated in the past the Chief School Administrator and the DPW Foreman were in contact and if a road was closed the Administrator would be notified, it worked quite well.

Mrs. Gross asked how much the Township is appropriating toward a future gypsy moth infestation. Mr. Fisher indicated \$5,000 is appropriated each year.

**Jack Branagan, 961 Old Schoolhouse Road** informed the Committee that the gypsy moth infestation runs on a nine-year cycle. He asked if the Township could put funding aside for dead tree removal along the roadsides. Mr. Fisher indicated funds are appropriated to do so, removal is determined by the DPW Foreman and if Mr. Branagan notices a tree that needs to be removed he should contact the Clerk to report it. Mr. Branagan asked for an update on the playground progression at Veteran's Memorial Park. Mr. Fisher stated that Mr. Nothstine is currently obtaining quotes.

**Dave Van Gorden, Chief, Stillwater Fire Department** asked for those who know senior citizens to please provide their contact information to the fire department so they can be checked on during future storms.

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

### **Committee Reports:**

**Mr. Fisher:** Mr. Fisher thanked Deputy OEM Mr. Ashley and Tammy Richardson for their excellent service during and throughout the storm. He reported the Recreation Commission (RC) meeting was canceled due to the storm. He was later informed by the RC Chairperson that Ms. Chamings was pushing to hold the meeting so the RC could conduct their budget review.

Mr. Fisher spoke to the architect regarding the building renovations and there was some concern with the location of the new bathrooms and the effect on the size of the breakroom. The architect suggested renovating the two existing bathrooms, bringing them up to code. The breakroom would also be used for Executive Sessions.

**Ms. Chamings:** Ms. Chamings explained she was in the Municipal Building when Mr. Nothstine called to inquire if an RC meeting would be held. At the same time the RC Chairperson came into the building and

Ms. Chammings asked her to contact the secretary to poll the members to see if a quorum would be available. Mr. Fisher stated that was not the way it was explained to him and he should have been contacted as he is the RC liaison.

**Mr. Gross:** The Zoning Board granted variance and preliminary/final site plan approval for a Verizon cell tower, and there was no public objection. An application for an accessory structure on a horse farm will be held on November 26, 2012 at 7:30 p.m. at the Municipal Building.

**Mrs. Straway:** As discussed at the last Committee meeting, a letter was sent to the fire departments and Rescue Squad requesting an accounting of their radios. The deadline for a response has been delayed to December 15<sup>th</sup>. Mrs. Straway reported as liaison to JCP&L; permission was granted by JCP&L allowing the township to report problems by cell phone as normal methods were not available due to the power outages. She commended all the volunteers for their service. She noted that during a conference call with the Governor, Sussex County was not even mentioned. She participated in JCP&L conference calls daily with representatives from other municipalities and the frustration was statewide. There will be a municipal meeting scheduled in the near future to discuss the impact to the local communities. She did note the assemblymen and local legislators were out in the district and were making calls on behalf of the area.

**Ms. Chammings:** The Environmental Commission (EC) met last night and the Open Space Brochure is complete and will be printed shortly. They are obtaining pricing for the no littering signs and a tree cutting ordinance was presented for review and discussion. The EC will inquire if ANJEC has a model tree ordinance available for comparison. Stream water testing has been completed. The EC members made a personal donation to CentraState Medical Center Critical Care Unit in Mrs. Wunder's father's memory. The EC Annual Report for 2012 has been drafted and is currently under review. The budget worksheet for 2013 has been reviewed and submitted to the CFO. They would like to pursue the completion of the Environmental Resource Inventory during 2013 and have added a line item for community outreach/events for the community.

The Planning Board meeting has been rescheduled to December 3<sup>rd</sup>.

Ms. Chammings reported she and the Mayor met with three Harmony Hill Methodist Church representatives at the Court House to do a walk through to see if they are interested in having the building returned to their ownership. Quotes will be obtained for winterizing the building.

Ms. Chammings commended Mr. Ashley on his service during the storm, checking the road conditions and providing a written report. She currently has the OEM computer and is trying to upload all current documents as well as the communications from the County OEM.

**Mayor Scott** commended the DPW on their service during the storm. Clean up is currently being done and brush is being accepted at the Recycling Center. If an individual cannot transport brush to the center they may contact the DPW Foreman and it can be picked up. The DPW has installed sanders and plows on the trucks. A Safety Meeting was held including all emergency services prior to the storm to discuss preparedness. Wind was the major problem and fire department crews were dispatched with chainsaws to address tree issues and obtain pole numbers and information on outages. The fire departments were also open as shelters. The final report on the number of emergency calls will be available shortly. Ms. Chammings coordinated the sandbags and 525 of them were filled and available at the DPW garage. Mrs. Straway acted as liaison for public relations and updating the newspapers, and Deputy Mayor Fisher filled in for Mayor Scott while he was away during the storm. Mayor Scott felt JCP&L needs to upgrade and improve their system and he has been in contact with them. Mrs. Straway reported that JCP&L had a plan in place according to priority, hospitals, dispatch centers, fire stations, schools, municipal buildings, etc., and the plan did not work. Outages were not addressed accordingly and communication was lacking between JCP&L representatives. Ms. Chammings discussed the outage by the Presbyterian Church, noting that the County addressed detours and also pursued JCP&L regarding the problem which was a main line. Workers from Virginia came out the next day and started clearing the pole and two foremen with them as well as the crews were phenomenal and informative. They explained the delay with addressing the issue was due to this side of Stillwater originating out of Knowlton which is out of date and was badly damaged. Ms. Chammings asked the Committee to consider sending a letter to the companies from Missouri, Michigan and Virginia to thank them for their work, and she noted although there was frustration with JCP&L, these companies went above and beyond to address the outages.

**Mayor Scott** reported contract negotiations are ongoing with the DPW. The office Christmas party will be held on December 13<sup>th</sup> and the offices will close at 2 p.m. Mayor Scott and Mr. Ashley will be in attendance at the Taxpayer's Association meeting on December 20<sup>th</sup>.

## **OLD BUSINESS**

### **DISCUSSION:**

**Pinnacle Wireless – Swartwood Fire Department Paging Tones:** Ms. Knott reported she has scheduled Pinnacle Wireless for next Monday, November 26<sup>th</sup>.

### **ORDINANCE 2012-008 for Public Hearing and Adoption**

Ordinance To Amend and Supplement the Land Development Chapter of the Stillwater Township Code to Amend the Requirements for Barns and Silos

Mr. Fisher made a **motion** to open Ordinance 2012-008 for public comment, seconded by Mrs. Straway.

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

There being no public comment on Ordinance 2012-008, this portion of the meeting was closed.

Mr. Fisher made a **motion** to table Ordinance 2012-008 to December 4<sup>th</sup> to allow the Planning Board a comment period, seconded by Mrs. Straway.

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

## **NEW BUSINESS**

### **DISCUSSION:**

**Municipal Alliance Grant:** Following a background history on the grant and the Committee's vote to discontinue with the grant, Mrs. Straway explained the Committee does have the option to continue with the Alliance Grant on its own, keeping a portion of the funding for just Stillwater to help fund school projects and programs. She would be willing to coordinate the grant as cooperation between the town and the school is good and it would help build the township's grant portfolio. Mrs. Straway made a **motion** to sign the contract with the Stillwater Municipal Alliance for 2013, seconded by Mr. Fisher.

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

Mr. Gross commended Mrs. Straway for her work on the Alliance grant project.

**Extension of Property Tax Grace Period:** Following a brief discussion, Mayor Scott made a **motion** to extend the payment deadline for the fourth quarter to November 30, 2012, seconded by Mr. Fisher.

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

**Application to Preserve Farmland – Block 3302, Lot 20:** This item was tabled to December 4, 2012.

**Jack Branagan – Request for Deer Removal Contract for 2013:** Mr. Gross did not want Mr. Branagan to remove deer from the County roads as that would fall under the jurisdiction of the County. Mr. Branagan would be removing deer from township and private roads only. Mayor Scott indicated the contract would be considered on December 4, 2012.

**Generator for Municipal Building:** Mrs. Straway obtained quotes for a generator. The Electrical Inspector has indicated a 20KW generator would be most suitable. Mr. Vreeland will forward State Co-op information and the CFO has provided a Local Finance Notice indicating the State has signed an emergency contract with Lowe's for supplies and equipment. The CFO will sign up with Lowe's and the municipality will receive a five percent discount. She will obtain further quotes and this item will be discussed at the December 4, 2012 meeting. A 20KW generator falls within the \$4,000 range.

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

**Carol Drace, 937 West End Drive** commended the township on their work during the storm and Lisa Chamblings for her Facebook updates on the storm, power outages and voting. Ms. Drace was concerned the Municipal Building was not open. Although she understood there was no power, she felt someone should have been at the building at least a few hours a day to answer phones once Ms. Chamblings had a generator installed. Mrs. Straway explained municipal government rules regarding employees and PEOSHA and although there were best intentions, rules have to be followed. She noted emergency shelters were provided and there was a designated OEM with a land line. Updates were provided by radio and through the newspaper daily. The polling place change was posted in several places and the County also posted the information. Rules had to be followed and the building could not be opened. It was also difficult to obtain gas and propane deliveries and Sussex County did not receive an emergency designation until the second week. Mrs. Wunder was able to work at home, Ms. Knott was updating the County, Ms. Boltzer and Mrs. Mooney were trying to arrange shared services but software was different between municipalities and many had power issues. Ms. Chamblings expressed dismay and indicated to Ms. Drace that she did install the generator and the Committee was not happy with it. She believed the town hall should have been open. Mrs. Straway stated rules have to be followed. Ms. Chamblings thanked Ms. Drace for her comments.

**A member of the public** suggested an email blast, newspaper notice, website, radio, etc. to inform the public that brush can be dropped off or picked up.

**Jack Branagan, EC Chairperson** reported the stream water testing was conducted today, and at the site in Swartswood there was a large log and debris collecting under the bridge. Mayor Scott indicated the issue falls under jurisdiction of the County. Mrs. Straway would have the Zoning Officer address the matter with the NJDEP.

**Tammy Richardson, Swartswood Fire Department** thanked everyone for their service during the storm and stated the fire departments began preparing for the storm on October 25<sup>th</sup>-28<sup>th</sup>. The hurricane hit on October 29<sup>th</sup> and the shelters were open from October 30<sup>th</sup> through November 11<sup>th</sup>. The fire departments responded to 119 calls; 83 the first day. Stillwater First Responders responded to five calls; Stillwater Fire Department provided water to 69 residents. Stillwater Fire Department provided shelter/showering to 138 residents and spent approximately \$1200 for food. Swartswood Fire Department provided water to 79 residents. Swartswood Fire Department provided shelter, warming, and charging to 44 residents and spent approximately \$550 on food. She thanked Surburban Propane, Waste Management, American Red Cross, Stillwater Fire Department, Rob Losey, Stillwater Rescue Squad, Stillwater DPW, Lisa Chamblings for sleeping bags, Tim and Arlene Fisher for cots, Carol and Randy Sprague for a cot, and others for monetary donations, as well as food donations from the Hannum family, Carol Fredericks, Carol and Randy Sprague, Michele and Paul Adamski and two anonymous donations.

**Ms. Chamblings** thanked Ms. Richardson for fielding so many calls.

**Dave Van Gorden, Chief, Stillwater Fire Department** thanked the Masonic Lodge of Blairstown for cots, blankets, pillows, food, etc. He asked the Committee to please write a letter thanking them.

**Marion Gross, 912 Stillwater Road** thanked the Stillwater and Swartswood fire departments for providing shelter, warmth and food.

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

**Attorney Report:** No Report.

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

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

Respectfully submitted,

Kathy Wunder