

**STILLWATER TOWNSHIP COMMITTEE MEETING**  
**MINUTES**  
**March 1, 2011**  
**Regular Meeting**

A REGULAR MEETING of the Stillwater Township Committee was called to order by Mayor Scott at 7:00 p.m. noting the meeting schedule was 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, Committeeman Gross, Committeewoman Straway, Municipal Clerk Judy Fisher and Attorney Larry Cohen.

ABSENT: Committeeman Morrison, Deputy Mayor Fisher

**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.**

**Department Reports:** February Report: Tax Collector; Zoning Board of Adjustment 2010 Annual Report

**Minutes:** Regular Meeting: February 8, 2011; February 15, 2011

Executive Session: February 8, 2011; February 15, 2011, as corrected

**Resignation:** Geraldine Pflugh, Class IV Planning Board

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

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

**Bill List Cycle #3:** \$127,695.09

Mr. Gross made a **motion** to approve Bill Cycle #3 in the amount of \$127,695.09, seconded by Mrs. Straway.

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

**Amendments to the Agenda:** 1) Kittatinny Youth Lacrosse: Requesting permission to serve hot chocolate and coffee at the Recycling Center on

April 2, 2011, from 9 a. m.-2 p.m.

2) Rita Bernstein: Three additional hours main office coverage on Tuesdays

**Kittatinny Youth Lacrosse:** Requesting permission to serve hot chocolate and coffee at the Recycling Center on April 2, 2011, from 9 a. m.-2 p.m.

Mrs. Straway expressed concern and felt it would be dangerous for the lacrosse program to sell anything at the Recycling Center with cars pulling in and out and driving through the center. Mr. Gross agreed. He stated he would consider granting permission if lacrosse held the fundraiser on the road leading towards the Chamings property eliminating interference with the operations of the Recycling Center. Mr. Gross and Mrs. Straway felt the matter should be reviewed by Township Insurance Agent George Morville. Mayor Scott was also concerned with lacrosse participants interfering with traffic and the safety issues. Mrs. Straway noted that lacrosse has agreed to provide a certification of insurance. This matter will be added to the March 15, 2011 agenda.

**Rita Bernstein:** Three additional hours main office coverage on Tuesdays

Mr. Gross explained there is a problem with office coverage on Tuesday mornings as there is only one staff member present on that morning. Mrs. Bernstein would provide additional coverage and also help in the office during the three additional hours.

Mr. Gross made a **motion** to hire Mrs. Bernstein for three additional hours from 8 a.m.-11 a.m. in the main office on Tuesdays at the same hourly rate that she is currently receiving, seconded by Mrs. Straway.

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

### **Committeeperson Reports:**

**Mrs. Straway** reported the Stillwater Board of Education (BOE) met last night. There are four BOE seats available and those interested can contact Kathy Kane at Stillwater School, applications must be submitted no later than March 8, 2011. Mrs. Straway reported the school will be replacing computers using grant funding. The school budget has been completed and has come in at cap. The budget is under review by the County and once approved will be presented to the public. The school hired a new auditor with a cost savings. The TREP\$ program is being held for the third year. It is an entrepreneurial program for students where each student develops a product or provides a service and they create a business plan from start to finish. A culminating marketplace event is held at the end of five weeks and is open to the community. Four students are participating in the youth art month exhibit at the public gallery at the Sussex County Courthouse. A first grader was chosen to display a self portrait in Trenton.

Mrs. Straway reported that at the Zoning Board meeting last night George Lippencott was sworn in as an Alternate #1 member. The following applications were on the agenda:

Cellco Partnership/Verizon: The cell tower application was deemed incomplete, more information is required.

Michael Chaves: The application to amend the original variance approval for an addition and request variance relief for the demolition of a single family dwelling was not heard due to insufficient notice. The application was carried to the 3/28/11 meeting. Nextel of

NY/JCP&L: The cell tower application was deemed incomplete, more information is required. The following resolution was memorialized: William and Beverly Gordon, Block 2201, Lot 16, approval to reconstruct a two-bedroom single family dwelling. An extension of approval was granted to the following: Courtney Pipher, Block 2401, Lots 57, 59.01, and 59.02 – a nine-month extension was granted on approval to construct a single family dwelling. The extension will expire on 11/28/11.

Mrs. Straway reported there is one opening on the Zoning Board.

**Mr. Gross** thanked Mrs. Straway for covering the Zoning Board meeting for him because he was not feeling well. He is waiting for pricing on hard hats for the Recycling Center employees. He will report further on that at the next meeting.

**Mayor Scott** reported the Township is currently looking into installing a closed dumpster at the Recycling Center for electronics. A community service worker will be working at the center for the summer to meet his 180 hours service requirement. The DPW will place QP on the road to the Recycling Center once the water has drained. He reported on repairs to the DPW trucks. The DPW has been working on the drains, and cleaning and maintenance of the trucks, as well as sweeping the intersections. Mr. Scott reported Mrs. Pflugh resigned from the Planning Board.

**Planning Board:** Class IV, term expires 12/2014 (Mayoral Appointment)

Mayor Scott appointed Elizabeth English as a Class IV member of the Planning Board, expiration of term 12/31/14. Mrs. English was moved from the Alternate #1 position to the Class IV position. Mayor Scott appointed Rick Nothstine from the Alternate #2 position to fill the Alternate #1 position, expiration of term 12/31/11. The Alternate #2 position is currently vacant. He stated a new Board Engineer has been appointed to the Planning Board.

**Mr. Gross** reported the Zoning Board 2010 Annual Summary Report was submitted and is listed under the Consent Agenda.

**Ordinance:** Second Reading/Public Hearing

**2011-3 An Ordinance Fixing the Salaries and Wages of Several of the Employees of the Township of Stillwater, County of Sussex and State of New Jersey**

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

**Lisa Chamings, 928 Mt. Holly Road** asked if the ordinance moved the Recycling Worker from \$8.00 to \$10.25 per hour. Mayor Scott stated Josh Raff will be getting \$10.25 per hour as opposed to \$8.00 per hour because he will be operating equipment and due to his experience. Ms. Chamings asked if Mr. Raff has a CDL. Mayor Scott indicated he did not. Mrs. Straway explained Mr. Raff was hired to temporarily fill the position previously held by Andy Martin who is on a leave of absence at this time.

There being no further public wishing to speak, this portion of the meeting was closed for comment on the ordinance.

Mr. Gross made a **motion** to adopt Ordinance 2011-3, seconded by Mrs. Straway.

TOWNSHIP OF STILLWATER  
SUSSEX COUNTY, NEW JERSEY  
ORDINANCE #2011-03

AN ORDINANCE FIXING SALARIES AND WAGES OF SEVERAL OF THE EMPLOYEES OF THE TOWNSHIP OF STILLWATER, COUNTY OF SUSSEX AND STATE OF NEW JERSEY, FOR THE YEAR 2011

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	SALARY & WAGES
Electrical Sub Code Official	\$ 35.00/hour
Certified Tax Collector	\$28,500.00
Chief Financial Officer/Treasurer/Account Clerk	\$39,000.00
Stillwater Recycling Worker (SWR Worker)	\$ 10.25/hour

Section 2. 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 3. All former ordinances or parts thereof conflicting or inconsistent with the provisions of this ordinance are hereby repealed.

Section 4. This ordinance shall take effect after publication and passage according to law.

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

**Open Public Session (agenda items only)**

**Bill Steckowich**, 907 Hardwick Road referred to Mrs. Straway's report on the replacement of computers at the school. He stated he has attended BOE meetings and he expressed concern with the number of new computers the school has been purchasing over the past few years. Mrs. Straway stated the school policy is to purchase new computers after five years. She noted the funding is provided through a grant, and the purchase included a three year warranty and next day service. The computer upgrades are made so the latest technology can be accessed and is never behind what it should be. If the computers are still usable, they are refurbished and used elsewhere in the school. Mayor Scott suggested Mr. Steckowich attend the next BOE meeting for more information.

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

**Old Business:**

**Board of Adjustment:** Alternate #2, expiration of term 12/31/12 (Committee Appointment) – next agenda

**Environmental Commission:** Alternate #2, expiration of term 12/31/11 (Mayoral Appointment) – next agenda

**New Business:**

**Printer for Tax Collector/CFO:**

Mrs. Straway stated a new printer has to be purchased for the Tax Collector and CFO offices to meet the requirements of the new MSI software that has been installed. The tax bills will now be printed in the office. The cost which is \$750.00 will be divided between the two offices at \$375.00 each and the printer will be purchased at Staples. She noted there is sufficient funding in each budget for the purchase.

Mrs. Straway made **motion** to purchase the new printer at a cost of \$750.00, seconded by Mr. Gross.

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

Mrs. Straway noted it would have cost \$920.00 plus \$40.00 shipping and handling if ordered through MSI.

**Appointment to Department of Public Works (DPW):** This item will be tabled for further budget review.

**Open Public Session:**

**Kathleen Draghi**, 1016 Route 619 asked if the printer model was the same whether purchased at Staples or through MSI. Mrs. Straway replied yes and explained the printer is specific to the needs of the offices and the software. The software conversion was done in three offices: CFO, Tax Collector and Tax Assessor. The Tax Assessor has already purchased a compatible printer for her software program. Ms. Draghi stated in her place of employment three bids are required prior to such a purchase being made. Mr. Gross stated for items such as this quotes are obtained. Attorney Cohen stated the bid threshold is now \$22,000; verbal quotes are required over \$1,500. Mrs. Straway noted that there are line items for each department for equipment purchases.

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

**Attorney Report:** None

**Correspondence:**

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

There being no further business, Mrs. Straway made a **motion** to adjourn the meeting at 7:38 p.m., seconded by Mr. Gross. In a voice vote, all were in favor.

Respectfully submitted,

Kathy Wunder