

**STILLWATER TOWNSHIP COMMITTEE MEETING
MINUTES
July 19, 2011
Regular Meeting**

A REGULAR MEETING of the Stillwater Township Committee was called to order by Deputy Mayor Fisher at 7:03 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, Committeeman Morrison, Committeewoman Straway, Municipal Clerk Judy Fisher and Attorney Howard Vex.

Mayor Scott arrived at 7:50 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 SEPERATELY ON THE REGULAR AGENDA.

Department Reports: June 2011 Building Department

Minutes: Regular Session – July 5, 2011

Executive Session – July 5, 2011

Resolutions:

2011-42 Supporting Participation in Sustainable Jersey Municipal Certification Program and Forming the Green Team Advisory Committee

2011-43 Authorizing Kathy Fobes-Jacoby to Process and Complete the Municipal Registration for the Sustainable Jersey Municipal Certification Program

2011-44 Southwestern Municipal Alliance Request

2011-45 25-Day Grace Period for Tax Bill Mailing

Fundraising Event: Bike to Beat Epilepsy, Epilepsy Foundation of New Jersey, October 1, 2011

NJ Firemen's Association Membership Application: Jonathan E. Sandau

Mrs. Straway made a **motion** to approve the Consent Agenda, amending the regular minutes of July 5, 2011, seconded by Mr. Fisher.

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

Bill List Cycle #12: \$13,006.49

Mr. Fisher made a **motion** to approve Bill Cycle #12 in the amount of \$13,006.49, seconded by Mr. Gross.

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

Amendments to the Agenda: Added Under New Business: Discussion re: Township website; DPW – tarp roller

Committeeperson Reports:

Mrs. Straway reported on the Environmental Commission meeting as follows: The EC is beginning the process toward obtaining Sustainable Jersey certification and two resolutions 2011-42 and 2011-43 were adopted this evening supporting the endeavor. Mrs. Straway and Mr. Fisher attended Congressman Garrett's open house. He was called away on business, however direction and contact information was provided by his staff on two issues: The proposed Learn Act, which is an educational program; and funding for an environmental issue affecting the Swartswood area. Mrs. Straway reported a solar presentation will be provided this evening on a joint venture between the school and the municipality. She also reported that Bill Shelton, CSA, Stillwater School will be retiring. Discussion was held at the last Board of Education meeting regarding combining the Superintendent and Principal positions, and to create and hire for an Assistant Principal position for ten months. It is anticipated that a full-time administration staff member will be retiring next year and will be restaffed on a part-time basis with a teacher in charge helping with the workload. Eight long term teachers will be retiring in the future and will be replaced pending need and with lower salaries. An issue arose when a district meeting was held on shared services for a superintendent and Stillwater chose not to attend as they had a plan in place. There was public discontent with Stillwater not attending the meeting and with the lack of public discussion on the plan. The school will provide a comparison on the cost savings resulting from the plan. The Board of Education hired Chris Bell to fill the Assistant Principal position at an annual salary of \$85,000.

Mr. Gross reported the Zoning Board will meet on July 25, 2011 at the Municipal Building.

Mr. Fisher reported Stillwater Fire Department has eight members starting the First Responder class. The Swartswood Fire Department met to discuss alternate locations on the property for the proposed cell tower. The Rescue Squad had 19 calls during the month of June 2011.

Ordinances 1st Reading

Ordinance Amending Chapter 202 of the Stillwater Township Code Entitle "Flood Damage Prevention" 2011-11

Mrs. Straway made a **motion** to introduce Ordinance 2011-11, seconded by Mr. Gross.

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

The public hearing will be held on August 2, 2011.

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 was closed.

Old Business:

Mountain Shadows Campground: Update

Mrs. Straway reported the inspections have been completed and there are 112 sites that must still comply and 54 sites still have to be noticed. The process is progressing and based on that progress the Committee must decide whether or not to extend the annual license. The following Building Department report was read into the record:

NUMBER OF SITES:	271
SITES WITH NO KNOWN ELECTRICAL VIOLATIONS	109
SITES WITH ONE OR MULTIPLE ELECTRIC VIOLATIONS	162
SITE OWNERS WHO SENT LETTERS STATING THEIR ALL ELECTRICAL ITEMS WERE REMOVED/RE-INSPECTION IS REQUIRED	41
SITES THAT WERE RE-INSPECTED AND HAVE BEEN ABATED	9
PERMITS SECURED BY SITE OWNERS (NOT INCLUDING 3 APPLICATIONS PENDING) FINAL INSPECTION REQUIRED	10
ELECTRICAL INSPECTIONS FOR SERVICE POLES FOR THE ENTIRE CAMPGROUND (ADDITIONAL UPDATE PENDING)	16
NUMBER OF SITES THAT WERE NOT OFFICIALLY NOTIFIED	54

The Committee agreed Mrs. Straway will contact the President of Mountain Shadows Campground Association informing him that all inspections have been completed and there will be a deadline of 14 days from the issuance of the last violation notice for compliance.

Discussion: Building, Courthouse Update

Mr. Fisher reported that Phase I of the project at the Municipal Building has begun with the cleaning of the garage bays. Mr. Fisher asked for a motion to obtain estimates to remove the two end garage bay doors and replace them with siding two windows and a door on each. Phase II of the project will be moving the Zoning and Building Departments and kitchen area to the garage area.

After a brief discussion, Mr. Fisher made a **motion** to obtain estimates to close in the last two garage bay doors, including the specifications, seconded by Mrs. Straway.

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

The deadline for submission of the quotes will be August 23, 2011.

Mr. Gross reported he will be meeting in the near future with two representatives of the State Police at the Courthouse to determine if it would be a suitable location for a temporary satellite office. Mr. Gross will follow-up on the matter.

New Business:

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

Mrs. Fisher reported there are additional stringers that need to be addressed. All the information has been forwarded to Mr. Vreeland and he will report back after his review.

Penny Holenstein, CTA: Attending NJ County Tax Board Association Conference; August 29-September 2, 2011, Cape May, New Jersey, cost of \$425.00

A brief discussion was held on the issue, with Mrs. Straway requesting more notice to be provided when an employee is interested in attending such a conference. Mr. Fisher requested further information on the lodging costs that will be covered by another municipality to see if it is comparable to the costs asked of Stillwater. Mrs. Fisher noted the money has been appropriated in the Tax Assessor's budget. Mrs. Straway requested the receipt for the lodging to compare it with the costs covered by Stillwater.

Following the discussion, Mrs. Straway made a **motion** to allow Mrs. Holenstein, Tax Assessor to attend the NJ County Tax Board Association Conference, August 29-Sept. 2, 2011, at a cost of \$425.00 to be paid for by the Township for registration, seconded by Mr. Gross.

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

Andy Martin: Request to retain position on the DPW on a part-time basis

Mr. Martin is currently on a leave of absence from his position on the DPW and he has submitted a letter requesting to remain an employee on a part-time basis. Following a brief discussion, Mr. Gross made a **motion** to allow Mr. Martin to continue his employment on a part-time basis, two days per week at the same pay rate, seconded by Mrs. Straway.

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

DPW – Tarp Roller:

Mrs. Straway explained there has been an issue with the safety and time associated in taking the trash from the Recycling Center to SCMUA. The DPW has asked for a tarp system for the roll-off. A quote was obtained from Sanchez Ltd. in December 2010, and is still valid at this time, \$5,650.00. Following further discussion, Mrs. Straway made a **motion** to approve the purchase of the tarp roller system at a cost of \$5,650.00 from Sanchez Ltd. of Ledgewood, seconded by Mr. Gross, pending certification of funds by the CFO.

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

Middleville Road Project Pre-Construction Meeting: Mr. Gross reported a pre-construction meeting was held this morning at 10 a.m. The contractor should be able to begin the project at the beginning of August and conclude prior to the start of the school year.

Township Website: Mrs. Straway reported there have been problems with loading the township minutes onto the website. She has researched shared services with the schools and has also contacted other municipalities. One municipal website in particular was extremely user friendly. In speaking with them, she found out it is done in-house using a specific software and they offered to help Stillwater get the website up and running if we choose to use the same software package. Mrs. Straway stated she will also be looking into a paid service to compare all options available. She will provide a report following further research.

Discussion: Ordinance Recommendations from Planning Board – Outdoor Wood Furnace

The Committee agreed the ordinance chapter and sections affected need to be provided by the Planning Board. Once that information is received, the ordinance can be considered for introduction.

Mayor Scott arrived at this point in the meeting.

Open Public Session:

Ed Szabo, 978 Route 521 reported that the Stillwater Taxpayers Association will have Rich Matrisciano as their guest speaker, representing the Sussex County Tea Party. He invited all to attend.

Ken Bradley, 10 East Side Drive, Hampton asked for clarification on who participated in the meeting with the Swartswood Fire Department regarding relocating the cell tower. Mr. Fisher stated the President of the Fire Department and some members were in attendance.

Bill Steckowich, 907 Hardwick Road asked for clarification on the plans for garage bays and if funding was available. Mr. Fisher stated he has drawings drafted and will obtain estimates, funding is available. Mr. Steckowich asked about the online 2011 Budget and the reference to the appropriation for police vehicles in the amount of \$15,300. The Mayor indicated he would follow up and provide an answer to Mr. Steckowich. Mr. Steckowich questioned the \$1.3 million listed under Other Expenses. Mrs. Straway asked Mr. Steckowich to provide his questions regarding the budget in writing so that they may be answered appropriately.

Tom Tosti, 910 Owassa Road asked if the Committee received the letter he delivered to the Tax Collector and he asked if the issue would be resolved as it has been ongoing for 5 ½ months. Mr. Gross stated the Township Auditor is currently working on the matter.

Lisa Chamings, 928 Mt. Holly Road commented on the reappointment of the Municipal Clerk. She commended Mrs. Fisher on her work for the Township, noting she was always professional, and she thanked her for codifying the ordinances and having them placed on the website. Ms. Chamings hoped Mrs. Fisher would be reappointed as she is a great mentor for Mrs. Wunder and it would be nice to have a smooth transition into the future. She thanked Mayor Scott and Mr. Morrison for the initial appointment of Mrs. Fisher.

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

*****PRESENTATION***:** 8 P.M. – HQW Architects, LLC

Representatives of HQW Architects, LLC provided a presentation on the Stillwater Board of Education and Stillwater Township shared services solar panel opportunities. Questions were answered throughout the presentation. A handout was offered including the following points:

-Financial Options for Funding the Solar Panel Project

1. Own the system outright using capital funds or bonds
2. Power Purchase Agreement (PPA)

-How Do Investors Recoup their Investment?

1. Governmental Incentives
2. Sale of Renewable Energy Credits (REC's)
3. Sale of electric produced by the system to the district at a discounted rate included in the PPA

-What is Power Purchase Agreement (PPA)?

1. Long term contract to buy power from a specific energy provider.

-How Does Solar Work?

1. Solar panels covert sun rays into Direct Current (DC) Electricity
2. Investor coverts the electricity form DC to AC (Alternating Current)
3. A bi-directional meter displays net power usage
4. Electrical panel supplies power for the facility

-Educational Benefits of Solar

1. A whole new curriculum
2. Education the public/school community
3. Communicate district efforts to reduce costs
4. Goodwill and positive public image

Where Do You Go From Here?

1. Authorization to solicit RFP for Solar System PPA
2. Authorize HWQ Architects LLC to prepare an RFP for Solar System PPA

The presentation concluded and the Committee thanked the representatives of HQW Architects, LLC.

Attorney Report: No report.

Correspondence:

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

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 9 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; Pending & 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 Mr. Fisher to conclude the Executive Session at 10:32 p.m., unanimously carried by roll call vote.

There being no further business, Mr. Gross made a **motion** to adjourn the meeting at 10:32 p.m., seconded by Mr. Fisher. In a voice vote, all were in favor.

Respectfully submitted,

Kathy Wunder