

STILLWATER TOWNSHIP COMMITTEE MEETING
MINUTES
February 7, 2017
Regular Meeting

A REGULAR MEETING of the Stillwater Township Committee was called to order by Mayor Chamblings 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: Committeeman Morrison, Committeeman Scott, Committeeman Fisher, Deputy Mayor Gross, Mayor Chamblings, Municipal Clerk Lynda Knott, Attorney Angelo Bolcato.

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.

MINUTES:

January 17, 2017 Regular Minutes

December 10, 2017 Budget Meeting Minutes

RESOLUTIONS:

2017-031 Authorizing Payment of Redemption

2017-032 Authorizing Disabled Veteran Tax Exemption for Block 3807, Lot 2.06

2017-033 Authorizing the Issuance of Raffle Licenses RA 17-01 and RA 17-02

2017-034 Authorizing an Appropriation Reserve Transfer for the Year 2016

REPORTS:

2016 Employee Carryover Time

2016 Environmental Commission Annual Report

Mr. Scott made a **motion** to approve the Consent Agenda, removing the regular minutes of January 17, 2017 for separate consideration, seconded by Mr. Gross.

Roll Call Vote: Mr. Gross, yes, Mr. Morrison, yes, Mr. Scott, yes, Mr. Fisher, yes, Mayor Chamblings, yes

MINUTES:

Regular Minutes of January 17, 2017

Mr. Scott made a **motion** to approve the minutes of January 17, 2017, seconded by Mr. Gross.

Roll Call Vote: Mr. Gross, yes, Mr. Morrison, yes, Mr. Scott, yes, Mr. Fisher, abstain, Mayor Chamblings, yes

BILLS LIST #2 \$1,496,006.16

RESOLUTION 2017-035 PAYMENT OF BILLS

Mr. Scott made a **motion** to adopt Resolution 2017-035, seconded by Mr. Fisher.

Roll Call Vote: Mr. Gross, yes, Mr. Morrison, yes, Mr. Scott, yes, Mr. Fisher, yes, Mayor Chamblings, yes

AMENDMENTS TO THE AGENDA: None

Open Public Session:

At this point, this portion of the meeting was opened to the public at 7:06 p.m.

Ed Szabo, 978 Route 521 reported the Stillwater Taxpayers Association received mail for the township in the STTA post office box. He noted this has happened several times in the past.

Marion Gross, 912 Stillwater Road added she and Janet Martin have also had the same experience with their mail delivery. Members of the audience also expressed their concerns with the mail service.

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

OLD BUSINESS:

2017 DOT Grant:

Mr. Vreeland completed the grant application for Ridge Road, including sidewalks from Edgewood Drive to the tennis courts/West End Road making it safer for those utilizing the school bus stop.

Town Hall Parking Lot:

The township parking lot specifications have been completed and following review by Ms. Knott and the Township Attorney, they are ready for advertisement and bid. Ms. Knott provided a brief synopsis of the project.

Mr. Scott made a **motion** authorizing the project for bid, seconded by Mr. Fisher.

Mr. Morrison questioned if the bid would be posted on the website and Ms. Knott stated it would be.

Roll Call Vote: Mr. Gross, yes, Mr. Morrison, yes, Mr. Scott, yes, Mr. Fisher, yes, Mayor Chamblings, yes

Recycling Center Driveway:

Mr. Vreeland is now focusing on the specifications for the driveway, which will be re-milled and reclaimed. The DPW has filled in the potholes.

NEW BUSINESS:

RESOLUTION 2017-036

Authorizing Shared Services Agreement with Sussex County Municipal Utilities Authority for the Provision of Certified Recycling Professional Services to Certify and Submit the 2016 Recycling Tonnage Report to NJDEP

Mr. Fisher made a **motion** to adopt Resolution 2017-036, seconded by Mr. Gross.

Roll Call Vote: Mr. Gross, yes, Mr. Morrison, yes, Mr. Scott, yes, Mr. Fisher, yes, Mayor Chamblings, yes

ORDINANCE 2017-01

To Exceed the Municipal Budget Appropriation Limits and to Establish a Cap Bank (Public Hearing and Adoption – February 22, 2017)

Mr. Scott made a **motion** to introduce Ordinance 2017-01, seconded by Mr. Fisher.

Roll Call Vote: Mr. Gross, yes, Mr. Morrison, yes, Mr. Scott, yes, Mr. Fisher, yes, Mayor Chamblings, yes

ORDINANCE 2017-02

Amending Chapter 304 Entitled “Registration of Vacant Properties” of the Code of the Township of Stillwater, Subsection 304-4 Fee Schedule (Public Hearing and Adoption – February 22, 2017)

Mr. Scott made a **motion** to introduce Ordinance 2017-02, seconded by Mr. Fisher.

Roll Call Vote: Mr. Gross, yes, Mr. Morrison, yes, Mr. Scott, yes, Mr. Fisher, yes, Mayor Chamblings, yes

DISCUSSION ITEMS

Request for Municipal Employee Hours/Pay for all of County:

This item has been addressed; Mr. Fisher has submitted an OPRA to local municipalities requesting the information and has received almost all back. Mr. Fisher explained that initially information was requested by the Clerk for only the Zoning/Code Enforcement Officer. He thought it was understood that the request should have been for all positions so he proceeded with the OPRA. Ms. Chamings obtained Stillwater employee information from the CFO and also researched neighboring municipal budgets.

Signs for Town Hall and Recycling Center:

Mayor Chamings asked Ms. Knott to obtain quotes for two signs similar to the one located on Route 94 in Fredon (double-sided announcement sign); one for the municipal building and one for the recycling center. Ms. Knott is working on the quotes and noted the signs could be funded through Clean Communities.

SECTV Franchise Renewal:

The SECTV franchise is due to expire. Mr. Bolcato provided a synopsis of the procedure and noted it is normally a two-year in advance process and includes complaints and issues from residents and a public hearing. An ordinance is then drafted either approving or denying the franchise. Mr. Scott noted that in the past the cable company provided a public presentation and one of the biggest complaints was that cable could not be provided to all residents. Ms. Knott checked with BPU and the complaints were minimal, most during storm outages.

Development of Veterans Memorial Park:

Ms. Knott spoke with Donna at JCP&L and she and a foreman would like to meet with Mr. DeLade, Mr. Manser and the DPW Supervisor at the park next week. They feel the project can be completed with two poles.

42-71 Mack Pumper/Fire Department Bays:

Mr. Morrison provided a background on the fire department apparatus, stating the Committee needs to determine how many pieces of equipment they will support. Mayor Chamings expressed concern with there being sufficient storage. She noted there is also a shared service with Hampton and Fredon to assist. Mr. Fisher stated there is storage to house four and the agreement was that once the new tanker arrived, custody of the old one would be taken over by the fire department for nostalgia purposes. If the Committee agrees to keep the old tanker there are costly repairs that need to be done.

Justin Francomacaro, Stillwater Fire Department Chief, stated the initial plan was based on having a second tanker operating at the time, which no longer exists. Whether or not the fire department takes custody of the old tanker, it will still be used at fires. They also acquired an engine after Swartswood closed that they did not plan for but are now using as a rescue truck. The more tankers being used at a fire the better. In response to questioning by Mr. Morrison, Mr. Francomacaro stated that if they had to choose four apparatus it would be two engines and two tankers, but they would prefer to have all five. Mr. Morrison suggested selling the engine (rescue truck) and supporting the second tanker. Mr. Fisher noted the engine is 2005 as opposed to the tanker from 1990. Mr. Francomacaro stated the current plan is to put the tanker and utility vehicle in the bays at the town hall, with a future plan of constructing their own bays. Mr. Morrison recommended supporting five pieces of apparatus through the end of the year and reassessing the matter in 2018.

Mr. Francomacaro reported the bays are very close to being ready and the current tanker should be moved there within the next two weeks. The gaps at the bottom of the garage doors need to be addressed and will be checked by the DPW and Mr. VanGorden will determine what is needed. A piece of sheetrock is starting to fall and needs to be removed prior to the truck being placed in the bay.

Attorney Report: No report.

Mr. Morrison reported on the Celtic Creations LLC project on behalf of the Planning Board. He noted there are site items that were not included on the plan. He asked Mr. Bolcato for direction on enforcement. Mr. Bolcato stated a letter should be sent by the Zoning Officer in conjunction with the Planning Board. The Zoning Officer was present and indicated all items were shown on the plan with the exception of one light. Mayor Chamings stated one wall is also missing from the plan. Mr. Bolcato noted minor items can be waived.

Eric VanderHaeghen, Planning Board member felt there was confusion when they provided a septic plan at their first meeting as opposed to an actual site plan. The Board worked off of the septic plan and later an as-built was submitted.

Mrs. Fisher noted the as-built has to be in conformance with the resolution and approved by the Board Engineer prior to a Certificate of Occupancy being issued. If not in compliance they would have return to the Board.

Budget Hearing: Stillwater Board of Recreation Commissioners, Clerk-Typist, Clerk, Receptionist, QPA

Dana Mooney, CFO, joined the meeting.

Stillwater Recreation Commission (RC):

Dave Manser, Chairperson and Tammy Richardson, Secretary of the RC were present. The Township Committee reviewed the Recreation Commission budget by line item. They discussed purchasing picnic tables and changing the contractor for the port-a-johns, resulting in a cost savings. Postage would be eliminated as the newsletter would be mailed with the tax bills. Under the capital plan, Mr. Manser and Ms. Richardson discussed the following:

- Tennis Court: Repair and reconditioning of the tennis court at Stillwater Park at a cost of \$8,800.

The proposal/quote was provided to the Committee for their review. Ms. Mooney would determine if this item met the parameters for the capital plan.

- Playground at VMP: Ms. Richardson noted the state contract was the most complete package at \$72,149.81; others varied greatly.

- Picnic Tables: Average cost - \$8,036.83; under state contract cost may decrease, may be able to utilize the RC budget to fund this item.

- Millings and Oil/Stone VMP Parking Lot: \$8,500 - \$10,000 range

RC is still working on running electric to VMP, no cost is available at this time. Mayor Chamings would like to research the PSE&G funds that remain to see how they can be utilized. Ms. Mooney recommended having Mr. Bolcato do so.

Recreation Commission (RC) Secretary Salary: An increase has been requested from \$1,900 to \$2,400. Mr. Manser explained the increase was based on the workload outside of the RC meetings including Stillwater Day and field usage. Ms. Knott felt that the RC work currently done in town hall needs to revert back to the RC secretary and she needs to be compensated for it – blanket sales, summer recreation registrations, Clean Up Day registrations, garage sale applications, etc. The Committee agreed with the salary increase.

Clerk-Typist:

Mayor Chamings asked for this item to be placed on the agenda as the Clerk Typist had to leave the last budget meeting early. She has since spoke with the Clerk Typist who had no concerns and was in attendance for the overall salary discussion.

Municipal Clerk/QPA:

Ms. Knott briefly discussed the Municipal Clerk budget, which will remain unchanged. A lengthy discussion followed regarding her request for a \$10,000 stipend for the Qualified Purchasing Agent (QPA) position. Ms. Knott provided information on other QPA positions in the County and stated she has

overseen the replacement of the EMS furnace, a water filtration system at town hall, fire department radios and the removal and replacement of two oil tanks; all projects ran smoothly. The QPA eliminated the need to go to bid for the pavilion at Veterans Memorial Park resulting in a cost savings and without a QPA, any project exceeding \$17,500 would need to go to bid. She has maintained the documentation, scheduled the work, walked the projects, obtained the quotes and presented all to the CFO and Township Committee for review. After further consideration, Ms. Knott reduced her request to \$5,000.

Mayor Chamblings noted after speaking with Ms. Knott, it appears she puts in between three to five hours per project and there is a cost savings as opposed to having the work done by the attorney.

Documentation for the road projects can also be prepared by the QPA with the exception of any technical specifications. Upcoming projects include the Recycling Center, Ridge Road and Old Schoolhouse Road. Any project over \$40,000 must go to bid with or without a QPA; however, all associated documentation can be prepared by Ms. Knott.

Mr. Fisher expressed concern with Ms. Knott needing and being provided an additional half hour per day in 2016 in order to complete her daily work, resulting in an increase of \$4,168.00. He noted when requesting to attend the QPA classes, Ms. Knott indicated it was part of the Municipal Clerk position and she had already completed a portion of it. Ms. Knott explained that she had completed municipal finance as part of the Municipal Clerk requirements, resulting in having to take only three QPA courses for certification. Mr. Fisher was concerned with a full-time position needing additional time and felt the time afforded could be used for the QPA responsibilities. Ms. Knott disagreed, stating the additional time is separate and used to catch up on her work, phone calls, filing, meeting with the Mayor, etc. She also has to do work normally done in other municipalities by the DPW. According to Mr. Fisher, he did his own research and found that no other clerk in the County works more than 35 hours per week. Ms. Knott stated almost all have a deputy and/or an administrator, she does not. Mr. Fisher felt the receptionist and clerk typist could be utilized to assist her. Ms. Knott indicated the clerk typist is busy with her work and they are the only two full-time employees. Mr. Fisher disagreed with the additional time that was provided to the Clerk. Mr. Morrison felt that since prior full time positions were replaced with part-time employees, the receptionist was hired to assist everyone in the office. He felt Ms. Knott should be fairly compensated for the work and asked if QPA took away from her time as Clerk. Ms. Knott indicated it did not. Mr. Morrison suggested 100 hours per year at Ms. Knott's current rate of \$35/hour for QPA purposes. Mr. Gross is at the town hall on a daily basis and commended the employees for running the office so efficiently. Mr. Scott agreed. Mayor Chamblings and Ms. Knott reviewed the upcoming projects – Old Schoolhouse Road, Recycling Center, parking lot, Veterans Park improvements, signs, Aquatic Analysts, etc. Mr. Fisher researched the QPA position and expressed further concern. Mr. Gross questioned the validity of information provided by Mr. Fisher. Following further discussion, Ms. Chamblings recommended an increase of \$3,500. Mr. Morrison agreed. Mr. Gross suggested drafting an agreement for \$4,000 and Mr. Fisher recommended \$2,500. Mr. Morrison asked for the Clerk to keep a log of her QPA time. Ms. Mooney asked what the final increase would be and Mayor Chamblings indicated \$3,500.

Receptionist:

Following discussion, the Committee agreed to increase the hourly salary of the receptionist position by \$1.00 per hour. She is responsible for the Municipal Alliance Grant and is considering being the Clean Communities Coordinator, as well as assisting all employees. This will also bring her more in line with other employees. Mayor Chamblings suggested appointing her as the Clean Communities Coordinator and using those funds to supplement the increase. Ms. Mooney agreed.

Employee Percentage Increase:

Following discussion, Mr. Fisher made a **motion** to grant a 3% raise to all employees, (non-contracted), seconded by Mr. Morrison. Mayor Chamblings noted the increase would equate to \$3748 overall.

Roll Call Vote: Mr. Gross, yes, Mr. Morrison, yes, Mr. Scott, yes, Mr. Fisher, abstain, Mayor Chamblings, yes

Mr. Scott stated he voted no to stay in line with the percentage increase received by the DPW.

The following budget items were reviewed:

-Reconstruction of various roads: The line item is at \$0; Mr. Morrison asked for clarification. Ms. Mooney indicated it was now under the Current Fund, a capital item where the funding is raised in full.
-Remote Requisition System: This item was included in the plan but could be postponed if it is cost prohibitive. The fire department and rescue squad would each need a computer and scanner capability. Balances could be viewed on the system and budgets completed. The purchase of the software is a \$4,000 one-time cost; \$1,260 per year following the first year. Mayor Chamming asked for \$1,000 to be added to cover the cost of the computer systems.

Fire Department:

-Turnout Gear (5)
-Hose Replacement Plan
-SCBA Bottle Replacement: (8)
-Fire Pagers: (5)
-Flash Lights
-Outfitting New Fire Truck

Mr. Gross questioned the \$8,800 in funding for the old tanker truck. The Committee explained they had agreed to fund the truck through 2017 and readdress the matter during the 2018 budget. Mr. Gross expressed concern and was not in favor of maintaining the truck. After further discussion, the Committee agreed to decrease the amount to \$7,000.

Rescue Squad:

-Turnout Gear (5)
-High Band Radios: (10)
-High Band Pagers: (10)
-Remote Repeater: Divided between fire and rescue

Additional Items Reviewed:

-Asphalt Paver: Ms. Mooney will ask Mr. Bolcato to review a co-op (NFPA) out of Texas to see if joining it would be useful for this purchase.
-Oil and Stone
-Road Construction Reserve
-Tennis Court Repairs: Mayor Chamming felt Recreation Commission capital requests should be funded through the Open Space Trust. Ms. Mooney would meet with the auditor to determine which items would meet the requirements to do so.

Ms. Mooney discussed two budget scenarios:

-Plan A uses \$740,000 of surplus – levy increase of .83%
-Plan B uses \$730,000 of surplus – levy increase of 1.33%

Mr. Morrison asked Ms. Mooney to determine a budget figure for a 0% levy increase. He noted the spending has decreased but taxes are increasing and he was concerned with depending on surplus.

Capital Spending Plan:

Mr. Morrison made a **motion** requesting all departments with capital expenditures to submit a five-year capital spending plan by August 1, 2017, for Committee review in September 2017, seconded by Ms. Chamming.

Roll Call: Mr. Gross, yes, Mr. Morrison, yes, Mr. Scott, yes, Mr. Fisher, yes, Mayor Chamming, yes

Budget Meeting Date:

Following a brief discussion on scheduling an additional budget meeting if needed, the Committee agreed to reschedule the February 21st Committee meeting to Wednesday, February 22nd at 7 p.m., notice to be provided.

Open Public Session:

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

Diane Apostola, 916 Five Points Lane expressed concern with the cost to install a playground at VMP and cautioned the Committee on their spending. Ms. Apostola stated if the Committee paid for the QPA courses for Ms. Knott, this issue should have been discussed at that time and they should have determined if there was going to be a cost savings.

Marion Gross, 912 Stillwater Road referred to the past recall of a Committee member.

Kathy Draghi, 1016 Route 619 asked for clarification on the percentage increase proposed for non-DPW employees. Ms. Chamings stated it would be approximately \$3,700. Ms. Draghi expressed her dismay with the Committee discussions concerning the salary increase for the Clerk and a percentage increase for employees, feeling it was very inconsistent.

Ms. Draghi withdrew her application for the position of Recreation Commission due to the workload discussed.

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

Mayor Chamings informed the public that Mr. Steckowich, a former resident who was involved in the township and attended many meetings, passed away. She asked that condolences be sent to his wife.

There being no further business, Mayor Chamings made a **motion** to adjourn the meeting at 10:55 p.m., seconded by Mr. Scott.

In a voice vote, all were in favor.

Respectfully submitted,

Kathy Wunder