

**STILLWATER TOWNSHIP COMMITTEE MEETING**  
**MINUTES**  
**February 22, 2017**  
**Regular Meeting**

A REGULAR MEETING of the Stillwater Township Committee was called to order by Mayor Chamblings at 7:02 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.**

**RESOLUTIONS:**

**2017-037** Authorizing 2017 DOT Grant Application

**2017-038** Mayor's Appointment of Carolyn Sugar as Member of the Stillwater Fire Department with Committee Concurrence

**2017-039** Mayor's Appointment of Kevin P. Young as Member of the Stillwater Fire Department with Committee Concurrence

**2017-040** Authorizing an Appropriation Reserve Transfer for Year 2016

Mr. Fisher made a **motion** to approve the Resolutions as listed on the Consent Agenda, removing Reports for separate consideration, seconded by Mr. Fisher.

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

**REPORTS:**

Building Department – January 2017

Tax Collector – January 2017

Planning Board Minutes – January 2017

Recreation Commission Minutes – Reorganization/Regular – January 2017

Zoning Officer – January 2017

DPW – January 2017

Stillwater EMS

Stillwater Fire Department YTD

Convenience Center – January 2017

Environmental Commission Minutes – Reorganization/Regular – January 2017

Mr. Fisher made a **motion** to approve the Reports as listed on the Consent Agenda, seconded by Mr. Morrison.

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

**BILLS LIST #3** \$792,742.88

**RESOLUTION 2017-041** PAYMENT OF BILLS

Mr. Fisher made a **motion** to adopt Resolution 2017-041, seconded by Mr. Gross.

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

**AMENDMENTS TO THE AGENDA:** Add Under Discussion: Fire Department; Shared Service with the County for Signage

**Open Public Session:**

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

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

**OLD BUSINESS:**

**Fire Department Bays:**

Mayor Chamblings expressed concern with the decrease in parking area at the town hall due to the fire truck needing additional room to make the turn out of the garage bay. Mr. Gross suggested installing blinking warning lights for when the trucks are leaving on a call through the parking lot. Ms. Knott suggested adding signage indicating fire trucks enter the roadway. Ms. Chamblings recommended reviewing egress and ingress for safety issues. This item will remain on the agenda for further consideration.

**Town Hall Parking Lot:**

Bids have been advertised and packets are available. The bid opening will be held on March 9<sup>th</sup>.

**Recycling Center Driveway:**

Mr. Fisher recommended installing cement pads under the dumpsters to prevent the pavement from being damaged. He will meet with Mr. Vreeland to discuss the matter further and this item will be added to the next agenda. The Environmental Commission will also be present at that time to discuss signage at the Recycling Center. Mayor Chamblings reported the aluminum trailer has been removed from the center. Mr. Fisher reported the recycling workers are currently emptying the old bulk container so that can also be removed from the property. Mr. Scott asked about the vehicles at the center. Chief Francomacaro stated the fire department drill is being scheduled and they should be removed some time in March. Following a discussion, Ms. Chamblings made a **motion** to donate the remaining vehicle to the fire department to be used in their drill, seconded by Mr. Fisher.

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

**ORDINANCE 2017-01**

**ORDINANCE 2017-01**

**CALENDAR YEAR 2017 ORDINANCE OF THE TOWNSHIP OF STILLWATER, COUNTY OF SUSSEX, NJ TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION LIMITS AND TO ESTABLISH A CAP BANK**

**(N.J.S.A. 40A: 4-45.14)**

WHEREAS, the Local Government Cap Law, N.J.S. 40A: 4-45.1 et seq., provides that in the preparation of its annual budget, a municipality shall limit any increase in said budget up to .5% unless authorized by ordinance to increase it to 3.5% over the previous year's final appropriations, subject to certain exceptions; and,

WHEREAS, N.J.S.A. 40A: 4-45.15a provides that a municipality may, when authorized by ordinance, appropriate the difference between the amount of its actual final appropriation and the 3.5% percentage rate as an exception to its final appropriations in either of the next two succeeding years; and,

WHEREAS, the Township Committee of the Township of Stillwater in the County of Sussex finds it advisable and necessary to increase its CY 2017 budget by up to 3.5% over the previous year's final appropriations, in the interest of promoting the health, safety and welfare of the citizens; and, WHEREAS, the Township Committee hereby determines that a 3.0% increase in the budget for said year, amounting to \$69,523.40 in excess of the increase in final appropriations otherwise permitted by the Local Government Cap Law, is advisable and necessary; and, WHEREAS the Township Committee hereby determines that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years. NOW THEREFORE BE IT ORDAINED, by the Township Committee of the Township of Stillwater, in the County of Sussex, a majority of the full authorized membership of this governing body affirmatively concurring, that, in the CY 2017 budget year, the final appropriations of the Township of Stillwater shall, in accordance with this ordinance and N.J.S.A. 40A: 4-45.14, be increased by 3.5%, amounting to \$81,110.63, and that the CY 2017 municipal budget for the Township of Stillwater be approved and adopted in accordance with this ordinance; and, BE IT FURTHER ORDAINED, that any that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years; and, BE IT FURTHER ORDAINED, that a certified copy of this ordinance as introduced be filed with the Director of the Division of Local Government Services within 5 days of introduction; and, BE IT FURTHER ORDAINED, that a certified copy of this ordinance upon adoption, with the recorded vote included thereon, be filed with said Director within 5 days after such adoption. Mr. Scott made a **motion** to open the meeting for public comment on Ordinance 2017-01, seconded by Mr. Fisher. There being none, this portion of the meeting was closed. Mr. Scott made a **motion** to adopt 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**

### **ORDINANCE #2017-02 AN ORDINANCE OF THE TOWNSHIP OF STILLWATER COUNTY OF SUSSEX, NEW JERSEY AMENDING CHAPTER 304 ENTITLED "REGISTRATION OF VACANT PROPERTIES" OF THE CODE OF THE TOWNSHIP OF STILLWATER SUBSECTION 304-4 - FEE SCHEDULE**

BE IT ORDAINED by the Township Committee of the Township of Stillwater, Sussex County, New Jersey that existing Section 304-4 of the Code of the Township of Stillwater, the "Fee Schedule" for the registration of vacant properties is amended as follows:

Section 1.

Section 304-2 "General Requirements" is amended as follows:

A. The last sentence is repealed and replaced as follows: "The property owner may request in writing that the current year's renewal fee be prorated and/or a prorated refund issued for the year in which the property becomes legally occupied in compliance with all applicable ordinances and state statutes".

Section 2.

Section 304-4 "Fee Schedule" is hereby repealed and replaced with the following:

The initial registration fee for each building shall be \$250 for the period from the date of registration through December 31<sup>st</sup> of the initial registration year and shall not be refundable in the event that the property should subsequently becomes legally occupied during the initial registration year. The fee for the first renewal is \$500. The fee for any subsequent renewal is \$1,000. After five years, the registration fee shall be \$5,000. After the initial registration year or any subsequent renewal year, the owner may

apply, in writing, for a prorated refund of the current year's registration fee based upon the date of legal occupancy of the registered property in the event that any property shall become legally occupied.

#### Vacant and Abandoned Property Registration Fee Schedule

<u>Registration</u>	<u>Fee</u>
Initial registration	\$250
First renewal	\$500

Any subsequent renewal up to five years \$1,000

After five years \$5,000

#### Section 3 - When Effective

This ordinance shall take effect upon passage and publication as required by law.

Mr. Scott made a **motion** to open the meeting for public comment on Ordinance 2017-02, seconded by Mr. Fisher. There being none, this portion of the meeting was closed.

Mr. Scott made a **motion** to adopt 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

Mayor Chamblings thanked the Zoning Officer for her work on the ordinance, noting it has generated \$16,000 in revenue to date.

#### **COMMITTEE REPORTS:**

**Mr. Gross** reported on the Rescue Squad installation dinner, it was a very nice evening. The next Zoning Board meeting will be held on February 27<sup>th</sup>.

**Mr. Morrison** reported the Planning Board heard an application for the general store on Main Street, including a handicap ramp, bathroom, etc. The application brought to light the need to look at current ordinances for those trying to improve their properties.

**Mayor Chamblings** reported a three-year extension of approval was granted to Wings Adventure. There has been discussion between the restaurant next door, the Zoning Officer and the Construction Official toward site plan resolution.

**Mr. Fisher** reported further on the concrete pads for the Recycling Center. Concrete curbing/base will be installed under the waste oil. The AMVET and co-mingle containers will be moved to better locations. Recreation Commission (RC): Applications for field use were reviewed, bids for tennis courts were discussed, the DPW will move the bicycle rack at the park, the RC agreed to green lettering on the park signs, they advertised for a secretary and applications were received. Questions about the donated property were discussed and solar lighting on the flag poles needs to be repaired again, the RC is currently looking for improved lighting options.

**Mr. Scott** reported the DPW generator will be repaired; anyone with pothole issues should report them to the DPW so they can be addressed. Intersections will be cleaned. Mr. Scott commended the DPW on the road maintenance this winter.

**Mayor Chamblings** reported the Environmental Commission met on February 16th. Mr. Whitehead provided updated recycling information, including figures on trash collected in Stillwater by haulers as follows: Sanico – 326 tons; Waste Management - 330 tons; and Stillwater – 330 tons. There was discussion on a Clean Communities Coordinator; EC will provide a presentation on Recycling Center signs at the March 7<sup>th</sup> Committee meeting, and will host an ANJEC presentation in April. Mr. Szabo provided a presentation on trout sustainability at Swartswood Lake.

#### **DISCUSSION ITEMS**

##### **Generator at DPW:**

Mr. Morrison reported the generator at the DPW has not been working since October and this is an issue should there be a power outage. He asked that the DPW Supervisor obtain quotes for a transfer switch to be used if the generator is out in the future, a portable one can be used as a back-up. Mr. Morrison recommended reviewing follow-up procedures on the matter. The Clerk will send a memo to the DPW Supervisor requesting he obtain three quotes for the transfer switch.

### **Signs for Town Hall and Recycling Center:**

Ms. Knott reported she is working on a quote with Mr. Frisbie. Ms. Knott and Mayor Chammings will hold a conference call with Mr. Frisbie to provide the specifications.

The signs would be similar to the one located on Route 94 in Fredon (double-sided announcement sign – 6'H x 4'W); one at the municipal building for community events (depicting “Clean Community”) at the edge of the parking lot near the mailbox and one at the recycling center. The signs could be funded through Clean Communities. Mr. Morrison asked if there were provisions for a conduit included in the parking lot specifications. Ms. Knott stated an addendum could be added to the bid; she will contact Mr. Vreeland.

### **Development of Veterans Memorial Park:**

Mr. Manser, the DPW, JCP&L and Mr. DeLade met at VMP to discuss running electric to the park where the pavilion is located. There are two options: 1) running it along the driveway; 2) running it off of the existing poles. The second option is the best and most cost effective if there is a JCP&L utility right of way (ROW). Ms. Knott stated the pole is on private property but if there is an aerial ROW that would be adequate. Ms. Knott is reviewing records to see if a ROW exists.

### **Former Swartswood Fire Department Building:**

Mayor Chammings asked the Committee for their thoughts on approaching the former fire department about future plans for their building as there is a space issue with the use of the bays at town hall. Mr. Fisher stated the ISO rating has gone from a four to a ten due to the dissolution of the Swartswood Fire Department, resulting in an increased insurance rate for his neighbor. He suggested bringing the fire department back. Mr. Morrison questioned if the township wanted to maintain another building and the related costs. Mr. Gross agreed and suggested leasing the bay area only. Following further discussion, Mr. Fisher made a **motion** to forward a letter to the former Swartswood Fire Department, inquiring what their plans are for the building, seconded by Mr. Morrison.

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

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

**Marcia Bradley, 913 Hillcrest Road** asked if it would be possible to reinstate the Swartswood Fire Department. Mayor Chammings felt the first step was to make the building viable for fire activity. She added that Stillwater Fire Department has entered into a mutual aid agreement with Fredon and Hampton and they are both toned out at the same time as Stillwater.

**Rachel Gullette, 1014 Route 619** expressed concern with the lack of fire service on the Swartswood side of the township. The building is well-maintained and should be utilized as a fire department.

**Justin Francomacaro, Stillwater Fire Department Fire Chief,** indicated that any household located more than five miles from a fire department receives a rating of 10. The automatic aid agreement between Stillwater, Hampton and Fredon will provide full-time coverage as of March 1<sup>st</sup>, and if a resident is within five miles of any of those fire departments their rating will benefit. Mr. Fisher asked for that information to be forwarded to him, copied to the Clerk.

**Arlene Fisher, 1059 Mt. Benevolence Road** received a phone call from a resident indicating her rating went from a four to a ten. She noted the township has always had mutual aid, and mutual aid or not, the township has lost a fire department and their service to the other half of the township.

**Justin Francomacaro, Stillwater Fire Department Fire Chief** clarified that ISO does not consider “mutual” aid as help; they do recognize “automatic” aid as such. He explained for mutual aid the initial department is called out and then request other resources; automatic aid the call goes out to all departments to respond.

**Kathy Draghi, 1016 Route 619** noted she changed all of her insurance policies a year ago December and the ISO ratings were never questioned. She stated that Swartswood Fire Department was not

decommissioned based on their service, it was their failure to provide an acceptable audit. The building is now valued at \$612,040. She asked if funds were shown to be available on the audit they did submit because at this point they have paid approximately \$19,000 in taxes. Ms. Chamblings stated their spreadsheet specified the expenditures of township contributions, which was the only requirement and she believed all were disbursed. In response to further questioning by Mrs. Draghi, Ms. Chamming indicated the cell tower revenue is not public information and following the department closing, they are required to donate their assets. Mrs. Draghi expressed frustration with the unknown aspects of the matter. Ms. Chamblings hoped to have more information as a result of the letter to be sent.

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

**At this point in the meeting, a five-minute recess was taken.**

**Budget Discussion:** Dana Mooney, CFO, joined the meeting.

Ms. Mooney reported the proposed budget is \$3,572,862.97; down 2 percent overall from last year.

She reviewed the following budget scenarios:

A - Using \$730,000 in surplus; average increase to a household would be five cents based on a value of \$204,487 - a .31 percent levy increase; budget decrease of 2 percent

B – Using \$720,000 in surplus; average increase to a household would be five dollars based on a value of \$204,487 – a .81 percent levy increase; budget decrease of 2 percent

C – Using \$710,000 in surplus; average increase to a household would be \$10.11 based on a value of \$204,487 – a 1.31 percent levy increase; budge decrease of 2 percent

Ms. Mooney suggested cutting \$20,000 from the budget and using \$710,000 in surplus.

She reviewed the following items where she felt changes could be made:

-Planning Board/Zoning Board – legal fees could be reduced; Ms. Chamblings recommended reducing Planning legal/engineering by \$2,000 and Zoning legal by \$1,000. The Committee agreed.

-Office of Emergency Management -\$2,200 budgeted and only \$40 was expended

-Streets and Roads salt budget – average expenditure per year is \$60,000 over the past five years; there is currently a reserve of \$262,000 which is well over the State recommendation of three times the average year. Ms. Mooney noted \$100,000 is budgeted for salt. She felt this budget item could be decreased and the reserve used to cover years when it is necessary. The Committee agreed to reduce the item to \$80,000. Ms. Mooney suggested reducing the budget by \$10,000 and using the remaining \$10,000 toward capital funding.

-Recreation Commission: Ms. Mooney asked for clarification on funding the picnic tables; it was determined it would be under capital. Playground – \$75,000 – this number could be reduced if it is done in phases. Upon further discussion, the Committee determined this item would be removed and placed in a future year.

DPW budgeted \$233,900 last year; as of today \$144,000 remains under Other Expenses. The asphalt paver was discussed and it was determined this item would remain in the Capital Plan.

Ms. Mooney discussed projecting equipment and repair costs for the future; Mr. Morrison suggested a DPW preventative maintenance program for budgeting purposes. An emergency appropriation or transfer could be done if necessary for unforeseen equipment replacement.

Ms. Mooney and the Committee reviewed the Capital Reserves for the following items:

-Emergency vehicles

-Open Space Trust

-Pond Brook Ordinance

-Road Construction

-Oil and Stone

**LOSAP:** Totals: 2012 - \$51,250; 2013 - \$52,000; 2014- \$54,000; 2015- \$46,000; 2016- \$45,000

Ms. Mooney recommended reducing the fire department to \$40,000 and first aid to \$14,000. The Committee agreed.

Ms. Chamblings questioned the DPW Supervisor stipend included in the budget. She suggested sending a blanket RICE notice to all employees as salaries may be discussed at the next meeting, Mr. Bolcato agreed.

Following the lengthy budget discussion, Ms. Mooney recommended scenario “B” – reducing the budget by \$20,000; using \$710, 000 in surplus, an average five dollar per household increase, and tax levy of .81. She will provide an updated budget for Committee review prior to the March 7<sup>th</sup> meeting and if all agree the budget can be introduced on March 21<sup>st</sup>.

**Attorney Report:**

Mr. Bolcato reviewed the signage agreement with the County and sent it to the Clerk for Committee input. Ms. Knott forwarded a copy to the County for their review.

Ms. Chamblings reported the Committee has asked Mr. Bolcato to review the Personnel Policy for updates, including department responsibilities and social media.

Ms. Chamblings made a **motion** authorizing Mr. Bolcato to review the Personnel Policy, seconded by Mr. Fisher.

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

**Open Public Session:**

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

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

There being no further business, Mr. Scott made a **motion** to adjourn the meeting at 9:30 p.m., seconded by Mr. Fisher.

In a voice vote, all were in favor.

Respectfully submitted,

Kathy Wunder