

**STILLWATER TOWNSHIP COMMITTEE MEETING
MINUTES
March 1, 2016
Regular Meeting**

A REGULAR MEETING of the Stillwater Township Committee was called to order by Mayor Fisher at 7:09 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: Committeewoman Chamblings, Committeeman Gross, Committeeman Morrison, Deputy Mayor Scott, Mayor Fisher, Municipal Clerk Lynda Knott, Township Attorney Richard Stein.

EXECUTIVE SESSION:

After the reading of the following Resolution to enter into Executive Session, a **motion** was made by Mr. Scott, seconded by Ms. Chamblings and carried by roll call vote to adopt the resolution permitting the Committee to go into Executive Session at 6:05 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: Contract; Litigation/Potential Litigation; Attorney Client
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. Morrison, seconded by Mr. Scott to conclude the Executive Session at 7:02 p.m., unanimously carried by roll call vote.

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 19, February 2, February 16, 2016 – Regular Meeting Minutes

February 2, 2016 – Special Meeting Minutes

REPORTS:

Zoning Board of Adjustment Annual Report 2015

RESOLUTIONS:

2016-042 Appointing Alfia Schemm as Zoning Board of Adjustment Secretary

2016-043 Stillwater Municipal Alliance Grant

2016-044 Appointing Deborah Pfunke, Deputy OEM

2016-045 Authorizing Shared Service of Certified Recycling Professional

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

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

BILLS LIST #4 \$811,883.92

RESOLUTION 2016-046 PAYMENT OF BILLS

Mr. Scott made a **motion** to adopt Resolution 2016-046, seconded by Mr. Gross.

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

AMENDMENTS TO THE AGENDA:

Mr. Scott made a **motion** to authorize payment to Rivara Construction for work on the Municipal Building renovations Phase II up to the amount authorized on the approved change order less payment previously made, seconded by Ms. Chammings.

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

NEW BUSINESS:

ORDINANCE 2016-003 CALENDAR YEAR 2016 ORDINANCE OF THE TOWNSHIP OF STILLWATER, COUNTY OF SUSSEX, NEW JERSEY TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION LIMITS AND TO ESTABLISH A CAP BANK (N.J.S.A. 40A:4-45.14)

Public Hearing/Adoption – March 15, 2016

Mr. Scott made a **motion** to introduce Ordinance 2016-003, seconded by Mr. Morrison.

Roll Call Vote: Ms. Chammings, yes, Mr. Gross, no, Mr. Morrison, yes, Mr. Scott, yes, Mayor Fisher, yes

DISCUSSION ITEMS:

Fairview Lake YMCA Fun Run – June 5, 2016

The run will extend slightly onto Fairview Lake Road and the YMCA is coordinating with the County. Emergency services will be notified of the run.

Mr. Scott made a **motion** authorizing the YMCA Fun Run, pending County approval, seconded by Mr. Morrison.

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

Property Donation Request of Mr. and Mrs. Cartabona

A letter was received from the Cartabonas indicating they would like to donate their property located on a private road to the township. Mr. Stein reviewed the procedure to do so.

Mr. Scott made a **motion** to table this item to obtain additional information from the Tax Assessor and to allow the Committee members time to visit the site, seconded by Ms. Chammings.

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

BUDGET DISCUSSION:

Dana Mooney, CFO, was present. Ms. Mooney provided a salary description to the Committee for their review and asked for a decision on the Capital Plan. She reviewed the items in the proposed plan as follows:

Emergency Services Departments:

Turnout gear for EMS, turnout gear for the fire department, hose replacement plan, SCBA bottle replacement plan, bonding costs and outfitting of 42 Rescue including lettering. Other fire truck items can be funded through left over funds from ordinances designated for fire department equipment and additional monies remaining from 2015 for gear.

Public Works:

-Asphalt paver

-4-wheel drive enclosed cab utility tractor (tractor only)

Infrastructure:

Paving/milling /oil/stone; drainage and road resurfacing on Old Schoolhouse Road; guiderail upgrade program

Buildings and Grounds: Municipal Building parking lot; Recycling Center paving (2014) and Municipal Building heating oil tank replacement (2015).

The Committee agreed the plan was acceptable as presented.

Ms. Mooney reported the approximate budget is \$3,618,653.09, with an increase of 5.2% and she noted the percentage increase is not the levy and is due mainly to the gypsy moth issue.

Surplus has increased by \$300,000 and there is \$2,141,000 in surplus at this time - \$675,000 is proposed to be used toward this budget. The levy increase of .52% will result in an increase in taxes of \$9.32 for a household with a valued assessment of \$204,000.

The Township Committee reviewed a salary increase request from Tammy Leonard, Account Clerk. Following discussion on her responsibilities and job duties, as well as the presentation of a comparison of salaries for similar positions in the County, Mr. Morrison, Ms. Chammings, and Mr. Gross agreed an increase should be granted to \$19.23 per hour (\$4,000 per year), no 2% annual increase. They commended Ms. Leonard on her performance. Mr. Scott felt increases should be granted on a merit basis as there are other employees who also deserve raises. Mr. Fisher agreed with Mr. Scott but was in favor of granting Mrs. Leonard a raise.

The Township Committee reviewed a letter from Lynda Knott, Municipal Clerk, requesting an additional five hours to her normal work week of 35 hours resulting in an increase of approximately \$8,000 per year. She is a one person department with a large workload and the additional time is necessary due to her assisting the public and preparing for her day. She also acts as a manager meeting with department heads and employees who provide updates on their offices and she has to work at home to keep up. Ms. Knott also covers the office when Mrs. Wunder is at lunch. Mr. Scott commended Ms. Knott on doing a great job in her office. Mr. Fisher felt visitors should be limited to fifteen minutes so as not to abuse her time. He suggested a sign in sheet. Ms. Knott explained individuals who need her assistance cannot be turned away. Following the discussion, it was agreed that additional funding would be placed in the budget for 37.5 hours per week, an annual increase of \$4,000. Ms. Knott would also receive the 2% increase.

Attorney Report: No report

There being no further business, Mr. Scott made a **motion** to adjourn the meeting at 8:11 p.m., seconded by Mayor Fisher. In a voice vote, all were in favor.

Respectfully submitted,

Kathy Wunder