

STILLWATER TOWNSHIP COMMITTEE MEETING

MINUTES

March 5, 2013

Regular Meeting

A REGULAR MEETING of the Stillwater Township Committee was called to order by Deputy Mayor Scott at 7:00 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, Committeewoman Straway, Deputy Mayor Scott, and Acting Municipal Clerk Lynda Knott.

ABSENT: Mayor Gross; Committeeman 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.

Minutes: Executive Session – February 5, 2013; February 19, 2013

Reports: Zoning Board of Adjustment Annual Report 2012

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

Roll Call Vote: Ms. Chamblings, yes, Mrs. Straway, yes, Deputy Mayor Scott, yes

Bill List Cycle #5: \$714,546.95

Mrs. Straway made a **motion** to approve Bill List Cycle #5, seconded by Mr. Scott.

Roll Call Vote: Ms. Chamblings, yes, Mrs. Straway, yes, Deputy Mayor Scott, yes

AMENDMENTS TO THE AGENDA: Add: Self-Examination Resolution 2013-34

Open Public Session:

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

Denise Current, 955 Fairview Lake Road asked if the auditors would be conducting the self-examination and Ms. Knott indicated they would be.

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

COMMITTEE REPORTS:

Ms. Chamblings: The Recreation Commission (RC) meeting was held on March 4, 2013 including the following items: Secretary vacancy – possibility of a member filling the position, transcribing minutes only; election of Rick Nothstine as Chairperson; approval of field use forms; and approval of a recommendation to purchase clay for the baseball field at a cost of \$2,200 for 2 truck loads, not including delivery from Partac Peat, pending availability of funds. Clean Up Day: Saturday, April 20, 2013; Stillwater Day: Saturday, June 15, 2013; Garage Sale Day: Saturday, July 20, 2013. RC has two vacancies on the board.

Planning Board meeting: Elected Dave Emmons as Chairperson; Cathy Feenstra as Vice-Chairperson

Mrs. Straway: Stillwater School Board met having prepared their budget pending release of the Governor's figures. The public hearing will be held at their next meeting.

Mr. Scott: A memo was received from Acting DPW Supervisor, re: tractor and dump truck. The DPW is preparing for the upcoming storm.

OLD BUSINESS:

Safe in Meeting Room:

Two quotes were obtained ranging from \$400 to \$1,000. Mr. Scott made a **motion** authorizing the Clerk to hire a company to open the safe in the meeting room, not to exceed \$1,000, seconded by Mrs. Straway.

Roll Call Vote: Ms. Chamblings, yes, Mrs. Straway, yes, Deputy Mayor Scott, yes
Ms. Chamblings explained there may be old minute books and information in the safe that need to be accessed.

NEW BUSINESS:

2013 Budget Introduction (Public Hearing: April 2, 2013, 7 p.m. at the Municipal Building)

Resolution 2013-034 Introduction and Adoption of 2013 Budget

Mr. Scott made a **motion** to introduce the 2013 Budget, by Resolution 2013-034, seconded by Ms. Chamblings.

Roll Call Vote: Ms. Chamblings, yes, Mrs. Straway, yes, Deputy Mayor Scott, yes

The budget is available for review on the township website.

Resolution 2013-34

Mr. Scott made a **motion** to adopt Resolution 2013-34, seconded by Mrs. Straway.

**TOWNSHIP OF STILLWATER
COUNTY OF SUSSEX
STATE OF NEW JERSEY
RESOLUTION-#2013-034
SELF-EXAMINATION OF BUDGET RESOLUTION
[as required by DCA]**

WHEREAS, N.J.S.A. 40A:4-78b has authorized the Local Finance Board to adopt rules that permit municipalities in sound fiscal condition to assume the responsibility, normally granted to the Director of the Division of Local Government Services, of conducting the annual budget examination; and

WHEREAS, N.J.A.C. 5:30-7 was adopted by the Local Finance Board on February 11, 1997; and

WHEREAS, pursuant to N.J.A.C. 5:30-7.2 through 7.5, the *Township of Stillwater* has been declared eligible to participate in the program by the Division of Local government Services, and the Chief Financial officer has determined that the local government meets the necessary conditions to participate in the program for the 2013 budget year.

NOW THEREFORE BE IT RESOLVED by the governing body of the *[insert name of municipality]* that in accordance with N.J.A.C. 5:30-7.6a & 7.6b and based upon the Chief Financial Officer's certification, the governing body has found the budget has met the following requirements:

1. That with reference to the following items, the amounts have been calculated pursuant to law and appropriated as such in the budget:
 - a. Payment of interest and debt redemption charges
 - b. Deferred charges and statutory expenditures
 - c. Cash deficit of preceding year
 - d. Reserve for uncollected taxes
 - e. Other reserves and non-disbursement items
 - f. Any inclusions of amounts required for school purposes.
2. That the provisions relating to limitation on increases of appropriations pursuant to N.J.S.A. 40A:4-45.2 and appropriations for exceptions to limits on appropriations found at N.J.S.A. 40A:4-45.3 et seq., are fully met (complies with CAP law).
3. That the budget is in such form, arrangement, and content as required by the Local Budget Law and N.J.A.C. 5:30-4 and 5:30-5.
4. That pursuant to the Local Budget Law:
 - a. All estimates of revenue are reasonable, accurate and correctly stated,
 - b. Items of appropriation are properly set forth
 - c. In itemization, form, arrangement and content, the budget will permit the exercise of the comptroller function within the municipality.
5. The budget and associated amendments have been introduced and publicly advertised in accordance with the relevant provisions of the Local Budget Law, except that failure to meet the deadlines of N.J.S.A. 40A:4-5 shall not prevent such certification.
6. That all other applicable statutory requirements have been fulfilled.

BE IT FURTHER RESOLVED that a copy of this resolution will be forwarded to the Director of the Division of Local Government Services upon adoption.

Roll Call Vote: Ms. Chamblings, yes, Mrs. Straway, yes, Deputy Mayor Scott, yes

DISCUSSION ITEMS

Water District No. 1 – Levy:

This matter will be discussed at the next Township Committee meeting to be held on March 19, 2013, when Attorney Garofalo is present.

Social Media Policy:

Mrs. Straway provided a background on the policy which was addressed at a recent Statewide Insurance seminar recommending that municipalities review the issue pertaining to their personnel policies. Mrs. Straway provided a copy of Neptune’s social media policy, including guidelines for employees.

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

Kathy Draghi, 1016 Route 619 asked if a hiring policy will be addressed by Mrs. Straway and Ms. Chammings as the Personnel Policy Review Committee. Ms. Chammings indicated the item would be addressed. Ms. Draghi stated her place of employment requires employees to sign off on a social media policy and she also noted that only two employees are designated to make public statements to the press.

Pete Mahler, 905 Old Tannery Road provided an update on the courthouse building, reporting the church council met passing a resolution to initiate the process needed to take the property back, and they also recommended the donation of the building to the Samaritan Inn for use as office space and a food pantry, subject to a church special charge conference as set by the United Methodist Church. They have also entered into an agreement with Samaritan Inn. An inspection, survey and title search will be shared by both parties and the hope is to have both transfers done within 30 days.

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

Ms. Chammings reported that Kittatinny Regional High School is working on a Strategic Plan involving the staff and the community and both she and Mrs. Straway have been invited to participate. Ms. Chammings provided a handout available for anyone interested. Mrs. Straway stated the event will be held on Friday and Saturday night, 3/22/13 and 3/23/13. She noted it is an opportunity for the municipalities, school and public to work together and she encouraged the public to participate.

Mr. Scott explained he determined it would not be necessary for the attorney to attend tonight’s meeting due to the light agenda as well as the financial savings. He stated the budget has now been introduced and he encouraged the public to review it.

Kathy Draghi, 1016 Route 619 asked what the fee would have been for the attorney to be attendance and expressed concern with him not being available if an issue arose that required his assistance. Mrs. Straway indicated the fee would have been \$160 per hour.

Ms. Chammings expressed her disappointment with the attorney not being present. She asked if she would be permitted to contact Mr. Garofalo between now and the next meeting for clarification on questions she was going to ask tonight. Mr. Scott indicated she may do so.

Ms. Chammings asked for the following items to be included on the next agenda: farmland preservation letter to the State; town hall renovations; the courthouse building; and reviewing/releasing executive session minutes.

The County bridge project and road closing on Middleville Road was mentioned and Denise Current, Stocker Bus Co., asked if the schools were notified of the road closing as the bus company was not informed. Ms. Knott stated the engineer indicated both schools were notified.

Attorney Report: None

Correspondence: Mayors’ Advisory Correspondence is available in the Correspondence Binder at the Municipal Building.

There being no further business, Mr. Scott made a **motion** to adjourn the meeting, seconded by Mrs. Straway. In a voice vote, all were in favor.

Respectfully submitted,

Kathy Wunder