

STILLWATER TOWNSHIP COMMITTEE MEETING
MINUTES
April 4, 2017
Regular Meeting

A REGULAR MEETING of the Stillwater Township Committee was called to order by Mayor Chamblings at 7:04 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: Deputy Mayor Gross, Committeeman Morrison, Committeeman Scott, Mayor Chamblings, Municipal Clerk Lynda Knott, Attorney Angelo Bolcato

ABSENT: Committeeman Fisher

REGULAR SESSION:

DISCUSSION: Michael Vreeland, Township Engineer

Road Projects, Recycling Center Driveway, Stormwater Sewer System Permit Renewal

Mr. Vreeland reported the following:

Recycling Center: The technical specifications are completed; reclamation on the existing asphalt will be supplemented with millings from the County road projects along with an application of oil and stone. Cost projection: \$6.50-\$8.50 a square yard – estimated 4,700-6,100 square yards

Mr. Vreeland displayed a map depicting the access drive, indicating the DPW will install one inlet and pipe in the ditch – allowing for future water pick up and piping. The hatched area is approximately 6,100 square yards - \$40,000 for the entire facility. He recommended doing a base bid for a single application and an alternate for double application. Mr. Morrison noted the project can be supplemented through the Recycling Trust if it should come in a little higher than expected. Ms. Chamblings stated the dumpster concrete pads could be formed and poured by the DPW.

Mr. Morrison made a **motion** authorizing the bid process for the Recycling Center driveway improvements, seconded by Mr. Gross.

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

Municipal Building Parking Lot: A preconstruction meeting will be scheduled and the timeline for the project will be determined. Municipal Building hours and keeping the building open during the project will also be discussed.

Road Projects:

Old Schoolhouse Road: Survey work on the hill has been done; specifications for drainage improvements and repaving of the hill need to be completed. Paving will be done through the co-op and they will be contacted for a schedule. Mr. Morrison questioned why some roads seem to wear faster than others. Mr. Vreeland referenced road locations, drainage and sub-base as possible reasons.

Ridge Road: Filed for grant funding; survey work has been completed.

Five Points: Mr. Scott expressed concern with the dangerous intersection. Mr. Morrison agreed stating anything located within the road right-of-way (ROW) will need to be removed as it is affecting the site distance. The ROW will need to be determined and letters will be sent to those property owners affected. Mr. Scott made a **motion** authorizing Mr. Bolcato to conduct a deed search to determine the location of the ROW for Five Points, seconded by Mr. Morrison. Speed limit and site distance research will be conducted to determine the block and lots that will be involved.

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

PSE&G – Saddleback Road/Route 521:

Mayor Chamblings reported that resident Mark Tully has expressed concern with water ponding at the PSE&G access road near the intersection of Saddleback Road and Route 521.

Mr. Vreeland and Mr. Hendershot reviewed the matter and recommend installing an open bottom inlet on a gravel base or a seepage pit at the intersection. The edge on a portion of Saddleback Road will be graded and riprap installed.

Storm Sewer System (MS4) Permit – Tier B Renewal:

Mr. Vreeland reported the State is in the process of renewing stormwater sewer system permits and there are requirements that need to be complied with. He agreed a Stormwater Coordinator should be appointed. Mayor Chamblings volunteered to do so. The Mayor and Mr. Vreeland would work together to assure the requirements are met.

Mr. Gross made a **motion** to appoint Mayor Chamblings as the Stormwater Coordinator, seconded by Mr. Morrison.

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

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:

2017-054 Authorizing the Mayor to Execute Agreement with Garden State Fireworks

2017-055 Mayor's Appointment of Leiha Jaretsky as a Junior Member of the Stillwater Area Volunteer Fire Department with Committee Concurrence

REPORTS:

Planning Board Minutes of February 15, 2017

Zoning Board of Adjustment Minutes of February 27, 2017

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

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

MINUTES:

March 7, 2017 - Regular Meeting Minutes

Mr. Scott made a **motion** to approve the minutes of March 7, 2017, seconded by Mr. Morrison.

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

MINUTES:

March 21, 2017 - Regular Meeting Minutes

Mr. Scott made a **motion** to approve the minutes of March 21, 2017, seconded by Mr. Gross.

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

PROCLAMATION: April is Child Abuse Prevention Month

CHILD ABUSE PREVENTION MONTH

PROCLAMATION

WHEREAS, child abuse and neglect is a complex and ongoing problem in our society, affecting many children in Sussex County, and

WHEREAS, every child is entitled to be love, cared for, nurtured, feel secure and be free from verbal, sexual, emotional and physical abuse and neglect; and

WHEREAS, child abuse and neglect not only directly harms children, but also increases the likelihood of criminal behavior, substance abuse, health problems, and risky behavior; and

WHEREAS, the effects of child abuse are felt by communities as a whole and need to be addressed by the entire community; and

WHEREAS effective child abuse prevention programs succeed because of partnerships among families, social service agencies, schools, religious and civic organizations, law enforcement agencies and the business community.

NOW, THEREFORE, BE IT RESOLVED THAT, the Township Committee of the Township of Stillwater does hereby proclaim April 2017 as

Child Abuse Prevention Month

And calls upon all citizens, community agencies, faith groups, medical facilities, and businesses to increase their participation in our efforts to support families, thereby preventing child abuse and strengthening the communities in which we live.

BILLS LIST #5: \$104,746.00

RESOLUTION 2017-056 PAYMENT OF BILLS

Mr. Scott made a **motion** to adopt Resolution 2017-056, removing PO #6843 for separate consideration, seconded by Mr. Gross.

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

Mr. Scott made a **motion** to approve payment of PO #6843, seconded by Mr. Morrison.

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

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:

Signs for Town Hall and Recycling Center:

This item will be addressed once the 2017 budget has been adopted.

Development of Veterans Memorial Park (VMP):

Mr. Scott reported the following:

-Fill is needed around the pavilion

-The gate needs to be repaired

-Four generators are available for Stillwater Day

-Bleachers at the park need to be retrofitted with a top railing

Mayor Chamblings mentioned the outfield fencing is down and needs to be addressed.

Former Swartswood Fire Department Building:

Mr. Bolcato reported he was contacted by Mr. Kornmeyer acknowledging that he has received the letter from the Township and would be sending a formal response.

NEW BUSINESS:

Ordinance 2017-03: Introduction (Public Hearing/Adoption – April 25, 2017)

FIXING THE SALARIES AND WAGES OF OFFICERS AND EMPLOYEES OF THE TOWNSHIP OF STILLWATER FOR THE YEAR 2017

Stillwater Township

Sussex County, New Jersey

ORDINANCE 2017-03

AN ORDINANCE FIXING SALARIES AND WAGES OF OFFICERS AND EMPLOYEES OF THE TOWNSHIP OF STILLWATER, COUNTY OF SUSSEX AND STATE OF NEW JERSEY, FOR THE YEAR 2017

BE IT ORDAINED by the Township Committee of the Township of Stillwater in the County of Sussex, New Jersey as follows:

Section 1. The Township of Stillwater shall pay its municipal officers and employees for services rendered as shown below. Figures shown represent annual salary, unless otherwise noted.

POSITION

Township Committee Member	\$ 4,149.00
Township Clerk	\$ 58,939.00
Township Clerk – Additional 2.5 Hours per week	\$ 4,208.58
Municipal Registrar	5,465.00
Principal Clerk Typist	47,984.00
Deputy Municipal Registrar	2,679.00
Receptionist	\$12.44 per hour
File Clerk	\$ 8.98 per hour
Chief Financial Officer	33,447.00
Finance Clerk	\$19.81 per hour
QPA – Stipend	\$ 3,000.00
Tax Assessor	29,700.00
Tax Collector	32,410.00
Tax Collector – Extra Hours	\$51.94 per hour
Zoning Officer/Code Enforcement	\$36,613.00
Acting Supervisor	As per contract
Recycling Coordinator	1,646.00
DPW Laborers	As per contract
Solid Waste Worker #1	\$ 11.82 per hour
Solid Waste Worker #2	\$ 10.50 per hour
Solid Waste Cashier	\$ 10.50 per hour
Recycling Worker #1	\$ 11.82 per hour
Recycling Worker #2	\$ 10.50 per hour
Construction Code Official	10,716.00
Plumbing Sub-code Official	8,490.00
Electrical Sub-code Official	8,323.00
Fire Sub-code Official	4,614.00
Smoke Detector Certifications	\$20.00 per Cert
Emergency Mgmt Coordinator	1,311.00
Deputy Emergency Mgmt Coordinator	536.00
Animal Control Officer	8,352.00
BOARDS AND COMMISSIONS:	
Zoning Board Secretary	6,380.00
Planning Board Secretary	6,380.00
Environmental Commission Secretary	2,560.00
Recreation Commission Secretary	1,967.00
Crossing Guard	\$12.61 per hour

Section 2. Specific salaries or wages established by this Ordinance shall be made retroactive to January 1, 2017 unless otherwise noted.

Section 3. Nothing in this ordinance shall be construed as making mandatory the payment of annual salary increments to any officer or employees of the Township of Stillwater. Salary or wage increases shall be contingent upon availability of the funds.

Section 4. All former ordinances or parts thereof conflicting or inconsistent with the provisions of this ordinance are hereby repealed.

Section 5. This ordinance shall take effect after publication and passage according to law.

Mr. Scott made a **motion** to introduce Ordinance 2017-03, seconded by Mr. Gross.

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

DISCUSSION ITEMS

Stillwater School – 6th Grade Recognition Party:

Mayor Chamings made a **motion** to contribute \$200.00 (or amount normally contributed) to the 6th Grade Recognition Party, seconded by Mr. Gross.

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

Buildings and Grounds:

Mayor Chamings suggested having a Supervisor of Buildings and Grounds and asked for input from the Committee. The responsibilities of the new position would include Veteran's Park, the pavilion and fields; Stillwater Park, fields, concession stand, playground, tennis courts, batting cages; Municipal Building, etc. Mr. Morrison asked for clarification on whether there would be an assistant supervisor who would oversee only buildings and grounds or if there would be an assistant and a supervisor who would oversee all aspects of the department together. The Committee further discussed developing an Assistant Supervisor position and if it would concentrate on specific responsibilities and if it would require a stipend. Mayor Chamings asked for the Committee to consider the proposal and provide their thoughts. She and Mr. Scott, DPW liaison, could meet with the DPW for their input. Mr. Morrison recommended reviewing the ordinance to see who is responsible for buildings and grounds and specific items that fall under that area. Mayor Morrison asked about the appropriate train of command for issues at the park. Mayor Chamings stated there has been a problem with that and it has been partly addressed by requiring monthly reports and appointing Mr. Scott liaison to both the Recreation Commission and the DPW. After further discussion, it was determined that Ms. Knott will provide job descriptions and titles under Civil Service for Committee review and will also contact similar municipalities for a comparison on the structure of their DPW and including salaries or stipends.

Beaver Dams – Crandon Lakes:

There is debris buildup on the Lower Crandon Lake bridge due to the beaver dams. Ms. Knott will contact Kerry Pflugh of the NJDEP regarding a continued trapping permit for offseason. The DPW will remove the debris from the culvert.

Mr. Gross provided the Fire Department and First Aid Squad reports for March.

Attorney Report:

Mr. Bolcato is working with Ms. Knott to review the bonds and insurance for the paving project at the Municipal Building and it should be completed this week. A date will be set for the preconstruction meeting.

Mr. Scott provided the following report on Clean Up Day:

-17 organizations participated, clean up was conducted along 14 township roads

-148.8 miles of roadway and 187 participants

-Collected 927 pounds of trash; 1,174 pounds of recyclables; and 14 tires

Mr. Scott thanked Ms. Richardson for her report at the Recreation Commission meeting and the comparison to 2016, as well as coordination of the event overall. The Recreation Commission is considering holding another Clean Up Day in the fall.

Ms. Knott stated she will obtain the weight amount of the items from Shred-It.

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 8:29 p.m., seconded by Mr. Gross. In a voice vote, all were in favor.

Respectfully submitted,

Kathy Wunder