

STILLWATER TOWNSHIP COMMITTEE MEETING
MINUTES
May 16, 2017
Regular Meeting

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

ALSO PRESENT: Howard Vex, Esq., Executive Session

EXECUTIVE SESSION:

After the reading of the following Resolution to enter into Executive Session, a **motion** was made by Mayor Chamings, seconded by Mr. Fisher and carried by roll call vote to adopt the resolution permitting the Committee to go into Executive Session at 6:12 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: Personnel
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. Scott, seconded by Mayor Chamings 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:

April 25, 2017 Executive Minutes

RESOLUTIONS:

2017-065 Authorizing Payment of Redemption – Block 3206, Lot 7

2017-066 Authorizing the Mayor to Execute Agreement with Fun Services

2017-067 Awarding Lawn Maintenance Contract

REPORTS:

QPA Report for April 2017

SC Office of Public Health Nursing Activity Report for April 2017

Building Department Report for April 2017

Stillwater Rescue Squad Report of April 2017

Environmental Commission Minutes of April 2017

Zoning Officer Report of February and March 2017

Convenience Center Monthly Report for April 2017

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

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

BILLS LIST #6 \$882,715.60

RESOLUTION 2017-068 PAYMENT OF BILLS w/o PO #6843

Mr. Scott made a **motion** to adopt Resolution 2017-068, seconded by Mr. Fisher.

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

Mr. Scott made a **motion** to pay PO #6843, seconded by Mr. Fisher.

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

PRESENTATION: 2016 Audit – Valerie Dolan, CPA – Nisivoccia LLP

Ms. Dolan reviewed the 2016 Audit:

- Fund balance \$2,920,345, an increase from last year
- \$723,000 in support of the 2017 budget
- Tax collection rate – 97.19%, increased from last year
- Snow reserve/Storm recovery – \$262,000
- Open Space Trust - \$101,000
- Compensated absences or sick leave trust - \$64,000

Debt:

\$1,876,475.00 - debt ratio is .415%

Audit Comments:

- Segregation of duties
- Fixed assets appraisal
- Minor error made in calculation of health benefits claims
- Tax title liens

Recommendations:

- Accounting standard change
- Payroll – overtime calculations; misinterpretation of contract
- Residents courtesy fee waiver – must be done by Township Committee resolution, amending fee schedule

Township is financially stable and is being run very well.

The audit will be available on the township website and in hard copy at town hall.

Resolution 2017-069 Governing Body Certification of the 2016 Audit

STILLWATER TOWNSHIP

SUSSEX COUNTY

RESOLUTION 2017-069

GOVERNING BODY CERTIFICATION OF THE ANNUAL AUDIT

WHEREAS, N.J.S.A. 40A:5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions, and

WHEREAS, The Annual Report of Audit for the year 2016 has been filed by a Registered Municipal Accountant with the Municipal Clerk as per the requirements of N.J.S. 40A:5-6, and a copy has been received by each member of the governing body, and

WHEREAS, The Local Finance Board has promulgated a regulation requiring that the governing body of each municipality shall by resolution certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, as a minimum, the sections of the annual audit entitled “General Comments” and “Recommendations”, and

WHEREAS, The members of the governing body have personally reviewed as a minimum the Annual Report of Audit, and specifically the sections of the Annual Audit entitled “General Comments” and “Recommendations”, as evidenced by the group affidavit form of the governing body, and

WHEREAS, such resolution of certification shall be adopted by the Governing Body no later than forty-five days after the receipt of the annual audit, as per the regulations of the Local Finance Board, and

WHEREAS, all members of the governing body have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board, and

WHEREAS, failure to comply with the promulgations of the Local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of R.S. 52:27BB-52 – to wit:

R.S. 52:27BB-52 – “A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office.”

NOW, THEREFORE, BE IT RESOLVED That the Township Committee of the Township of Stillwater does hereby state that it has complied with N.J.A.C. 5:30-6.5 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

Mr. Scott made a **motion** to adopt Resolution 2017-069, seconded by Mr. Gross.

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

DISCUSSION: Lake Plymouth Community Association – John Torregrossa, President

Mr. Torregrossa provided the original Upper Plymouth Lake developer’s map. Mr. Torregrossa reviewed the documentation requested by Mr. Bolcato as follows:

-No master deed was drafted

-No one is required to join the association as there is no verbiage included in the deeds.

-Membership is obtained using the tax list. (2016-2017 list provided) – Note: *Block 1201, Lot 51 (Reynolds) is not included in the lake community.

-Members signing voting list (vote taken in 1982) - Property was sold to Plymouth Lake for \$1 from Fred Rosenberg Jr. who obtained the study from the Army Corps. of Engineers. Letter and signatures cannot be located. Deed for Lake Plymouth Community Association was provided.

-Costs will be covered under the Dam Safety loan – requesting \$600,000 but will not be spending that amount. The lowest estimate to date is \$377,000, more proposals to be obtained.

-No pending litigation against the association.

-A map was provided to the Committee (from Snook and Harding records)

Mr. Bolcato thanked Mr. Torregrossa for the information and will review it and report to the Committee.

Mr. Fisher stated the NJDEP has information on dam funding; Mayor Chamblings also suggested contacting COLA.

Mr. Torregrossa indicated the USDA loan for up to 15 percent of the dam cost is pre-approved, pending Township Committee approval/signature and the application deadline is May 31st, with an additional 90 days for Committee signature.

Mr. Morrison questioned if a second opinion was obtained regarding the condition of the dam. Mr. Torregrossa stated the association engineer has provided confirmation.

The next Committee meeting will be held on June 20th. Mr. Morrison recommended a larger venue for further discussion on the tiers and assessment process. Ms. Knott will check the availability of Stillwater School. Mr. Torregrossa indicated there are 90 homes in addition to vacant properties.

Mayor Chamming made a **motion** to open the meeting for public comment on the dam at Lake Plymouth, seconded by Mr. Scott. All were in favor.

Ed Szabo, 978 Route 521 questioned if the township were to co-sign for the loan and it went into default, would the taxpayers be responsible. Mr. Morrison stated special assessments would be placed on specific Plymouth Lake property owners and if they defaulted it would be placed on their tax bills for payment. Mr. Szabo expressed concern with properties affected that are already delinquent on their tax payments. Mr. Morrison stated if a property is foreclosed on, the bank is then responsible for payment of the assessment.

Kathy Draghi, 1016 Route 619 asked for clarification on borrowing more than is necessary, \$600,000 as opposed to the estimate of \$377,000. Mr. Torregrossa stated Dam Safety recommended borrowing more should additional costs be incurred. The assessment would be based only on the amount that is contracted. Upon further questioning, Mr. Torregrossa indicated Dam Safety will pay the contractor directly.

Diane Apostola, 916 Five Points Lane asked for clarification on payment of the special assessment. Mr. Morrison reviewed the payment process. Mr. Torregrossa stated it would be similar to taxes not being paid, a tax lien is placed on the property.

Susan Smith, 919 Upper Drive explained the association is asking the township to co-sign the loan and collect the special assessment through tax payments only for those who are part of the lake community.

There being no further members of the public wishing to comment on this subject, Mr. Scott made a motion to close this portion of the meeting, seconded by Mayor Chammings. All were in favor.

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.

OLD BUSINESS:

ORDINANCE 2017-04 Public Hearing and Adoption

THE TOWNSHIP OF STILLWATER

SUSSEX COUNTY, NEW JERSEY

ORDINANCE NO. 2017-04

CAPITAL ORDINANCE APPROPRIATING \$53,800 FOR

PURPOSES AUTHORIZED TO BE UNDERTAKEN BY

THE TOWNSHIP OF STILLWATER, IN THE COUNTY OF SUSSEX, NEW JERSEY

BE IT ORDAINED by the Township Committee of the Township of Stillwater, in the County of Sussex, New Jersey, AS FOLLOWS;

Section 1. The several improvements described in Section 3 of this capital ordinance are hereby respectively authorized as general improvements to be made or acquired by the Township of Stillwater, New Jersey. For the said several improvements or purposes stated in said Section 3, there are hereby appropriated the respective sums of money therein stated as the appropriations made for said improvements or purposes, said sums being inclusive of all appropriations heretofore made therefore and amounting in the aggregate to \$53,800, which has heretofore been set aside for the improvements or purposes stated in Section 3 and now available therefore by virtue of provision in a previously adopted budget or budgets of the Township for capital improvement purposes.

Section 2. For the financing of said improvements or purposes and to meet the part of said \$53,800 appropriations, the Township will use \$42,965 from the General Capital Improvement Fund, \$7,435.00 from Reserve for PEOSHA gear, and \$3,400.00 from excess funds in Ordinance 2016-005..

Section 3. The improvements hereby authorized and the several purposes for the allocation of which said obligations are to be spent, the appropriation made for an estimated cost of each such purpose, and the estimated maximum amount of funds to be spent for each such purpose, are respectively as follows:

Finance Department:

Purchase of Requisition System and all related costs to

Set up the system and related computers \$ 5,000.00 General C.I.F.

Emergency Services Departments:

Turnout Gear for First Aid Squad & Stillwater F.D., Fire Dept Equipment & Gear, including but not limited to Hose, Pagers and Flashlights	\$22,565.00	General C.I.F.
	7,435.00	Reserve for PEOSHA

Emergency Services – Vehicles:

Equipment needed to outfit New Fire Truck	\$ 6,600.00	General C.I.F.
	3,400.00	Ord. 2016-005

Recreation Department:

Tennis Court – Materials & Labor Necessary for Repair & Repainting court	\$ 8,800.00	General C.I.F.
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All the aforesaid improvements or purposes where applicable, are in accordance with specifications on file in the office of the Township Clerk, which specifications are hereby approved.

Section 4. The following additional matters are hereby determined, declared, recited and stated:

The said purposes described in Section 3 of this capital ordinance are capital expenses and are each a property or improvement which the Township may lawfully acquire or make as a general improvement, and no part of the cost thereof has been or shall be specifically assessed on property specially benefited thereby.

The average period of usefulness of said purposes within the limitations of said Local bond Law and taking into consideration the respective amounts of the said obligations authorized for the several purposes, according to the reasonable life thereof computed by this capital ordinance, is five (5) years.

Section 5. The capital budget or temporary capital budget of the Township is hereby amended to conform with the provisions of this ordinance to the extent of any inconsistency herewith and the resolutions promulgated by the Local Finance Board showing all detail of the amended capital budget or temporary capital budget and capital program as approved by the Director, Division of Local Government Services, are on file with the Township Clerk and are available for public inspection.

Section 6. This capital ordinance shall take effect ten (10) days after the publication thereof after final adoption.

Mr. Fisher made a **motion** to open the meeting for public comment on Ordinance 2017-04, seconded by Mr. Morrison. All were in favor.

There being no public comment on Ordinance 2017-04, this portion of the meeting was closed.

Mr. Scott made a **motion** to adopt Ordinance 2017-04, seconded by Mr. Fisher.

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

ORDINANCE 2017-05 Public Hearing and Adoption

ORDINANCE #2017-05

BOND ORDINANCE APPROPRIATING \$175,100, AND AUTHORIZING THE ISSUANCE OF \$119,825 BONDS OR NOTES OF THE TOWNSHIP, FOR VARIOUS IMPROVEMENTS OR PURPOSES AUTHORIZED TO BE UNDERTAKEN BY THE TOWNSHIP OF STILLWATER, IN THE COUNTY OF SUSSEX, NEW JERSEY.

BE IT ORDAINED BY THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF STILLWATER, IN THE COUNTY OF SUSSEX, NEW JERSEY (not less than two-thirds of all the members thereof affirmatively concurring), AS FOLLOWS:

The several improvements described in Section 3 of this bond ordinance are hereby respectively authorized as general improvements to be made or acquired by The Township of Stillwater, in the County of Sussex, New Jersey. For the said several improvements or purposes stated in said Section 3, there are hereby appropriated the respective sums of money therein stated as the appropriations made for said improvements or purposes, said sums being inclusive of all appropriations heretofore made therefor and amounting in the aggregate to \$175,100 including the aggregate sum of \$6,287 as the several down payments for said improvements or purposes required by law and more particularly described in said Section 3 and now available therefor by virtue of provision in a previously adopted budget or budgets of

the Township for down payment or for capital improvement purposes and including also, in the case of the improvement or purpose described in paragraph (c) of said Section 3, the sum of \$48,988 available therefor from the Reserve for Road Construction of the Township.

For the financing of said improvements or purposes and to meet the part of said \$175,100 appropriations not provided for by application hereunder of said down payments and reserve, negotiable bonds of the Township are hereby authorized to be issued in the principal amount of \$119,825 pursuant to the Local Bond Law of New Jersey. In anticipation of the issuance of said bonds and to temporarily finance said improvements or purposes, negotiable notes of the Township in a principal amount not exceeding \$119,825 are hereby authorized to be issued pursuant to and within the limitations prescribed by said Local Bond Law.

The improvements hereby authorized and the several purposes for the financing of which said obligations are to be issued, the appropriation made for and estimated cost of each such purpose, and the estimated maximum amount of bonds or notes to be issued for each such purpose, are respectively as follows:

<u>IMPROVEMENT OR PURPOSE</u>	<u>APPROPRIATION AND ESTIMATED COST</u>	<u>ESTIMATED MAXIMUM AMOUNT OF BONDS AND NOTES</u>
(a) Acquisition, by purchase, of new and additional equipment, including without limitation, a remote repeater for use by the First Aid Squad and the Fire Department of the Township, radios and pagers for use by the First Aid Squad of the Township and self-contained breathing apparatus bottles for use by the Fire Department of the Township, together with all appurtenances, apparatus and accessories necessary therefor or incidental thereto, all as shown on and in accordance with the specifications therefor on file or to be filed in the office of the Township Clerk and hereby approved	\$43,100	\$40,945
(b) Acquisition, by purchase, of new and additional vehicular equipment for use by the Department of Public Works of the Township, including one (1) asphalt paver, together with all appurtenances, apparatus and accessories necessary therefor or incidental thereto, all as shown on and in accordance with the specifications therefor on file or to be filed in the office of the Township Clerk and hereby approved	75,000	71,250
(c) Improvement of various roads and locations in and by the Township by the construction or reconstruction therein of roadway pavements at least equal in useful life or durability to a roadway pavement of Class B construction (as such term is used or referred to in Section 40A:2-22 of said Local Bond Law) including, without limitation, Duck Pond Road, Dove Island Road, Twin Oaks Road, Baldwin		

Gate, Hampton Road, Lilac Trail, Marigold Way and Carnation Terrace, together with for all the aforesaid all structures, appurtenances, milling, curb and sidewalk reconstruction, drainage improvements, retaining walls, equipment, work and materials necessary therefor or incidental thereto, all as shown on and in accordance with the plans and specifications therefor on file or to be filed in the office of the Township Clerk and hereby approved, the \$57,000 hereby appropriated therefor being inclusive of the sum of \$48,988 from the Capital Reserve for Road Construction of the Township

57,000

7,630

Totals \$175,100 \$119,825

Except as otherwise stated in paragraph (c) above with respect to the said \$48,988 Reserve for Road Construction of the Township for financing the purpose described in said paragraph, the excess of the appropriation made for each of the improvements or purposes aforesaid over the estimated maximum amount of bonds or notes to be issued therefor, as above stated, is the amount of the said down payment for said purpose.

The following additional matters are hereby determined, declared, recited and stated:

The said purposes described in Section 3 of this bond ordinance are not current expenses and each is a property or improvement which the Township may lawfully acquire or make as a general improvement, and no part of the cost thereof has been or shall be specially assessed on property specially benefited thereby.

The average period of usefulness of said purposes within the limitations of said Local Bond Law and taking into consideration the respective amounts of the said obligations authorized for the several purposes, according to the reasonable life thereof computed from the date of the said bonds authorized by this bond ordinance, is 8.73 years.

The supplemental debt statement required by said Local Bond Law has been duly made and filed in the office of the Township Clerk and a complete executed duplicate thereof has been filed in the office of the Director of the Division of Local Government Services in the Department of Community Affairs of the State of New Jersey, and such statement shows that the gross debt of the Township as defined in said Local Bond Law is increased by the authorization of the bonds and notes provided for in this bond ordinance by \$119,825, and the said obligations authorized by this bond ordinance will be within all debt limitations prescribed by said Local Bond Law.

Amounts not exceeding \$20,000 in the aggregate for interest on said obligations, costs of issuing said obligations, engineering costs and other items of expense listed in and permitted under Section 40A:2-20 of said Local Bond Law may be included as part of the costs of said improvements and are included in the foregoing estimate thereof.

All bond anticipation notes issued hereunder shall mature at such times as may be determined by the Chief Financial Officer, provided that no note shall mature later than one year from its date. The notes shall bear interest at such rate or rates and be in such form as may be determined by the Chief Financial Officer. The Chief Financial Officer shall determine all matters in connection with the notes issued pursuant to this bond ordinance, and the Chief Financial Officer's signature upon the notes shall be conclusive evidence as to all such determinations. All notes issued hereunder may be renewed from time to time subject to the provisions of N.J.S.A. 40A:2-8. The Chief Financial Officer is hereby authorized to sell part or all of the notes from time to time at public or private sale and to deliver them to the purchasers thereof upon receipt of payment of the purchase price plus accrued interest from their dates to the dates of delivery thereof. The Chief Financial Officer is directed to report in writing to the governing body of the

Township at the meeting next succeeding the date when any sale or delivery of the notes pursuant to this bond ordinance is made. Such report must include the principal amount, interest rate and maturities of the notes sold, the price obtained and the name of the purchaser.

The full faith and credit of the Township are hereby pledged to the punctual payment of the principal of and interest on the said obligations authorized by this bond ordinance. Said obligations shall be direct, unlimited obligations of the Township, and the Township shall be obligated to levy ad valorem taxes upon all the taxable property within the Township for the payment of said obligations and interest thereon without limitation of rate or amount.

The capital budget or temporary capital budget of the Township is hereby amended to conform with the provisions of this ordinance to the extent of any inconsistency herewith and the resolutions promulgated by the Local Finance Board showing all detail of the amended capital budget or temporary capital budget and capital program as approved by the Director, Division of Local Government Services, are on file with the Township Clerk and are available for public inspection.

This bond ordinance shall take effect twenty (20) days after the first publication thereof after final adoption, as provided by said Local Bond Law.

Mr. Fisher made a **motion** to open the meeting for public comment on Ordinance 2017-05, seconded by Mr. Gross. All were in favor.

Rebecca Dey 907 Marigold Way stated her road is in good condition and asked why it was on the list to be addressed. Mayor Chamblings indicated it was for oil and stone to keep it maintained.

There being no further members of the public wishing to comment on Ordinance 2017-05, this portion of the meeting was closed.

Mr. Scott made a **motion** to adopt Ordinance 2017-05, seconded by Mr. Fisher.

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

DISCUSSION ITEMS:

Town Hall Parking Lot Update:

Mayor Chamblings reported an underground fuel tank was found during the project. Soil testing has to be done and NJDEP regulations followed. ADR Environmental Company was hired to address the matter. Paving is on hold until it is determined how much soil has to be removed. Full grant funding should be available to address related costs. The remaining parking lot was checked for additional underground tanks and none were found; an old well was located and capped.

Recycling Center Driveway:

The bid opening will be held on May 17, 2017 at 10 a.m.

Signs for Town Hall and Recycling Center:

Funding for the project is included in Ordinance 2017-06, which will be introduced tonight.

Development of Veterans Memorial Park:

No planter will be installed at the pavilion, the area will be graded prior to Stillwater Day.

Former Swartswood Fire Department Building:

Ms. Chamblings read a letter dated April 18, 2017 from Vicent Kornmeyer into the record.

The letter is attached as an **ADDENDUM** to the minutes.

Mr. Fisher felt it could have happened differently and they should have been given more time to obtain an audit.

Five Points Intersection:

Further discussion to be held at the June 20, 2017 Committee meeting with Mr. Vreeland, Township Engineer

Employee Handbook Update:

A hard copy of the updated handbook was provided to the Committee for their review. Added was compensation time (pgs. 37-38); job descriptions would not be included in the handbook; three sections will have to be signed by employees – including compensation and education. Ms. Knott noted no department heads would be eligible for comp time and it would only apply to three employees. Mayor Chamings asked for this item to be placed on the agenda for approval by resolution for June 20th.

DPW position additions/job descriptions:

This item is ongoing.

NEW BUSINESS:

ORDINANCE 2017-06 INTRODUCTION (Public Hearing and Adoption – June 20, 2017):

THE TOWNSHIP OF STILLWATER

SUSSEX COUNTY, NEW JERSEY

Ordinance No. 2017-06

CAPITAL ORDINANCE APPROPRIATING \$15,000 FOR PURPOSES AUTHORIZED TO BE UNDERTAKEN BY THE TOWNSHIP OF STILLWATER, IN THE COUNTY OF SUSSEX, NEW JERSEY

BE IT ORDAINED by the Township Committee of the Township of Stillwater, in the County of Sussex, New Jersey, AS FOLLOWS;

Section 1. The several improvements described in Section 3 of this capital ordinance are hereby respectively authorized as general improvements to be made or acquired by the Township of Stillwater, New Jersey. For the said several improvements or purposes stated in said Section 3, there are hereby appropriated the respective sums of money therein stated as the appropriations made for said improvements or purposes, said sums being inclusive of all appropriations heretofore made therefore and amounting in the aggregate to \$15,000, which has heretofore been set aside for the improvements or purposes stated in Section 3 and now available therefore by virtue of provision in a previously adopted budget or budgets of the Township for capital improvement purposes.

Section 2. For the financing of said improvements or purposes and to meet the part of said \$15,000 appropriations, the Township will use \$15,000 from General Capital Fund Balance.

Section 3. The improvements hereby authorized and the several purposes for the allocation of which said obligations are to be spent, the appropriation made for an estimated cost of each such purpose, and the estimated maximum amount of funds to be spent for each such purpose, are respectively as follows:

Building & Grounds

Municipal Building Improvements, including parking lot, signage, and all related costs.....\$15,000.00 Capital Fund Balance

All the aforestated improvements or purposes where applicable, are in accordance with specifications on file in the office of the Township Clerk, which specifications are hereby approved.

Section 4. The following additional matters are hereby determined, declared, recited and stated: The said purposes described in Section 3 of this capital ordinance are capital expenses and are each a property or improvement which the Township may lawfully acquire or make as a general improvement, and no part of the cost thereof has been or shall be specifically assessed on property specially benefited thereby.

The average period of usefulness of said purposes within the limitations of said Local bond Law and taking into consideration the respective amounts of the said obligations authorized for the several purposes, according to the reasonable life thereof computed by this capital ordinance, is five (5) years.

Section 5. The capital budget or temporary capital budget of the Township is hereby amended to conform with the provisions of this ordinance to the extent of any inconsistency herewith and the resolutions promulgated by the Local Finance Board showing all detail of the amended capital budget or temporary capital budget and capital program as approved by the Director, Division of Local Government Services, are on file with the Township Clerk and are available for public inspection.

Section 6. This capital ordinance shall take effect ten (10) days after the publication thereof after final adoption.

Mr. Fisher made a **motion** to introduce Ordinance 2017-06, seconded by Mr. Morrison.

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

DISCUSSION ITEMS:

Tour de Blairstown Bike Ride – August 5, 2017

Mr. Scott made a **motion** to approve the Tour de Blairstown Bike Ride, pending certificate of insurance, seconded by Mr. Fisher.

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

SAVFCO Mountain Bike Fundraiser – September 24, 2017

Mr. Scott made a **motion** to approve the SAVFCO Mountain Bike Ride, pending certificate of insurance, seconded by Mr. Fisher.

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

COMMITTEE REPORTS:

-Planning Board meeting was cancelled.

-Stillwater Day: June 17, 2017

-Stillwater Fire Department: Wet Down to be held on June 10th

Mayor Chammings reported the Environmental Commission (EC) met on May 8th and received an ANJEC grant for \$1,500. Mr. Dvorsky attended a webinar on Green Infrastructure. Renewable Energy resolution to be discussed at their June meeting. EC newsletter has been completed and will be posted on the website and available at town hall. The EC will create a Facebook page. The fishing line receptacles have been full. They are looking at obtaining 100 trees for planting on the passive side of Veteran's Memorial Park. They discussed handicap access to the passive side of the park.

Attorney Report: No report.

Open Public Session:

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

Lee Hammond, 904 Maple Lane asked if the driveway to the Recycling Center could be filled in prior to opening each Saturday. He asked about the status of taxes for the Swartswood Fire Department.

Mayor Chammings indicated taxes are being paid on the property.

Diane Apostola, 916 Five Points Lane referred to the letter from the Swartswood Fire Department. She was saddened that such a letter was written and felt the township had just cause for their action. She is concerned with four members having control over the entity and felt all past volunteers should have input.

Kathy Draghi, 1016 Route 619 stated the individual who wrote the letter does not reside in Stillwater. She stated the letter indicated they are still a non-profit organization and she asked why there is no information available on their non-profit status. Ms. Draghi questioned the non-profit plates on the former fire department vehicle and how that is allowed.

Rebecca Dey, 907 Marigold Way referred to the part of the letter that indicated they met with a subcommittee and submitted documents. She asked if there were any documents, other than those she was aware of through her OPRA requests. Mayor Chammings stated not to her recollection. Ms. Dey felt

there was no harassment on the Committee's part and no false allegations, and she noted two of their members did admit to sexual harassment. She questioned what the property is being used for, and where the tax dollars and volunteer hours have gone.

Lee Hammond, 904 Maple Lane thanked everyone for participating and being in attendance.

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

EXECUTIVE SESSION:

After the reading of the following Resolution to enter into Executive Session, a **motion** was made by Mr. Scott, seconded by Mr. Fisher and carried by roll call vote to adopt the resolution permitting the Committee to go into Executive Session at 8:40 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: Personnel
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. Scott, seconded by Mr. Fisher to conclude the Executive Session at 9:07 p.m., unanimously carried by roll call vote.

Temporary DPW Supervisor:

Mr. Scott made a **motion** to appoint Josh Raff as the Temporary DPW Supervisor, seconded by Mr. Fisher.

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

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

Respectfully submitted,

Kathy Wunder