

STILLWATER TOWNSHIP COMMITTEE MEETING
MINUTES
July 18, 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 Morrison, Committeeman Scott, Mayor Chamings, Municipal Clerk Lynda Knott, Attorney Angelo Bolcato

ABSENT: Committeeman Fisher

Committeeman Scott arrived at 6:50 p.m.

EXECUTIVE SESSION:

After the reading of the following Resolution to enter into Executive Session, a **motion** was made by Mr. Morrison, seconded by Mr. Gross and carried by roll call vote to adopt the resolution permitting the Committee to go into Executive Session at 6:04 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. Gross, seconded by Mr. Morrison to conclude the Executive Session at 6:55 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:

June 20, 2017 Regular Minutes and Executive Minutes

Mr. Scott made a **motion** to approve the Regular and Executive Minutes of June 20, 2017, seconded by Mr. Gross.

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

July 5, 2017 Special Meeting Regular and Executive Minutes

Mr. Scott made a **motion** to approve the Special Meeting Regular and Executive Minutes of July 5, 2017, seconded by Mr. Gross.

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

RESOLUTIONS:

2017-086 Mayor's Appointment of Bert Bodensieck as a member of the Stillwater Area Volunteer Fire Department with Committee Concurrence

2017-087 Mayor's Appointment of William R. Oswin Jr. as a member of the Stillwater Area Volunteer Fire Department with Committee Concurrence

REPORTS:

DPW Report for June 2017

Convenience Center Report for June 2017

Tax Collector's Report for June 2017

QPA Report for June 2017

SC Office of Public Health Nursing Activity Report for June 2017

Building Department Report for June 2017

Mr. Gross made a **motion** to approve the Consent Agenda Resolutions and Reports, seconded by Mr. Morrison.

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

BILLS LIST #8: \$831,928.20

RESOLUTION 2017-088 PAYMENT OF BILLS

Mr. Scott made a **motion** to adopt Resolution 2017-088, seconded by Mr. Gross.

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

DISCUSSION: Road Projects – Michael Vreeland, Township Engineer

Mr. Vreeland reviewed the following and provided photos:

Five Points Lane intersection: He discussed the 66' ROW along Stillwater Road and a circular ROW at the intersection – issue is site distance and the massive amount of pavement – stop signs are located so far back there is no line of sight. Options to address the issue – striping or removing pavement – stop bars – make Five Points Lane a t-intersection with striping or creating a triangle. There is a need to delineate the traveled way with striping and a visible stop bar clearly creating point of stop. Advisory signs may also be beneficial.

This portion of the meeting was opened for comment on the Five Points intersection:

Lorraine Mizak, 980 Old Foundry Road travels the intersection daily and is apprehensive each day, with several close calls. The speed limit is too fast and she is in favor of a four-way stop. Cutting back brush would also help.

Bert Bodensieck, 905 Five Points Lane felt striping would not resolve the matter or prevent individuals from going through the stop at the intersection.

Ms. Chammings suggested applying for a Safe Rural Roads grant. Mr. Vreeland would research if this issue would qualify.

Dana Bodensieck, 905 Five Points Lane added there is a bus stop at the intersection of Five Points Lane that complicates the matter and impedes sight further.

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

The Committee discussed addressing the matter by defining the intersection, cutting the brush back, installing several advisory signs – possibly a speed limit study – as well as an increased Sheriff's Department presence. Mr. Vreeland would contact a traffic engineer to obtain a proposal for a speed study.

Mr. Scott, DPW liaison, would contact the DPW to cut back the brush 33' from the center of the road at the intersection.

Municipal Parking Lot: – Mr. Vreeland reported the parking lot is completed; he discussed erosion in grass areas that will be addressed with riprap. Ms. Chammings thanked Mr. Szabo for constructing and installing the rain barrel for the parking lot garden beds.

Recycling Center Driveway: There was no response to the bid advertisement. Following further discussion, the Committee agreed to go to bid a second time. If there is no response the second time, the project can be negotiated as an exception to bidding. The bid opening will be held on September 15, 2017.

Mr. Morrison referred to the County sealing road cracks with liquid asphalt and micropaving and asked Mr. Vreeland if it was effective. Mr. Vreeland stated in his experience it does not seem to last long. Mr. Morrison spoke about how to best address and maintain the roads rather than waiting until a road needs to be completely redone.

Ridge Road: A grant will fund a portion of the road. Mr. Vreeland would like to complete the project design to provide a better cost estimate for the entire project. This will allow for the CFO to review the funding that has been budgeted and received through the grant. He is hoping to go to bid over the winter.

Old Schoolhouse Road: Mr. Vreeland met with the DPW; Mt. Holly to Fairview Lake Road will be done through the Co-op. Drainage issues need to be addressed and will be done by the DPW prior to paving. Mr. Vreeland is working on the plans for the remainder of Old Schoolhouse Road.

Lee Hammond stated Maple Lane needs to be addressed, as well as Hemlock Road which has been torn apart by equipment over the winter.

AMENDMENTS TO THE AGENDA: Add under New Business – Rescue Squad Shed and Parking

OPEN PUBLIC SESSION

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

John Nelson, Crandon Lakes Association for Property Owners invited all to their Steak Bust BBQ to be held on Saturday on July 22nd at 3 p.m. He thanked the Committee for their assistance with the grits over the last couple of years. Mr. Nelson questioned the formula sent to CLAPO by the CFO. They submitted for \$17,900+ for the last snowfall season according to the Kelly Act. The township voucher they received was for \$15,700 or 89% of the amount requested. He asked for the amount to be clarified and requested the difference of \$2,200. Ms. Knott would email Mr. Nelson a memo from the CFO clarifying the numbers.

Bert Bodensieck, 905 Five Points Lane asked if the Township could install “EMT Parking Only” signs in the four parking spaces located in front of the Rescue Squad Building as there has been an issue getting the ambulance in and out. Ms. Knott noted the employees parked there when the front parking lot was being paved otherwise there would normally be no one parking in that location. The Committee would contact Mr. Vreeland regarding required parking spaces for the town hall.

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

OLD BUSINESS:

RESOLUTION 2017-089 Amending Employee Handbook Policies and Procedure Manual

Mr. Scott made a **motion** to adopt Resolution 2017-089, seconded by Mr. Morrison.

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

NEW BUSINESS:

ORDINANCE 2017-08 INTRODUCTION (Public Hearing and Adoption – August 15, 2017)

Stillwater Township

Sussex County, New Jersey

ORDINANCE 2017-08

AN ORDINANCE OF THE TOWNSHIP OF STILLWATER, COUNTY OF SUSSEX AND STATE OF NEW JERSEY, AMENDING ORDINANCE 2017-03 FIXING THE SALARY AND WAGES FOR TOWNSHIP EMPLOYEES AND OFFICIALS

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

Section 1. The annual salary, wage and compensation to be paid to Township Employees and -Officials as contained in Section 1 of Ordinance 2017-03 is hereby amended to add the position(s) as follows:

Electrical Inspector/Subcode Official – Vacation Coverage \$35.00 per hour

Section 2. This ordinance shall become effective immediately upon final adoption and publication as required by law, and shall be retroactive to the date of appointment.

Section 3. This ordinance shall take effect after publication and passage according to law.

Mr. Scott made a **motion** to introduce Ordinance 2017-08, seconded by Mr. Gross.

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

ORDINANCE 2017-09 INTRODUCTION (Public Hearing and Adoption – August 15, 2017)

STILLWATER TOWNSHIP ORDINANCE

ORDINANCE #2017-09

AN ORDINANCE OF THE TOWNSHIP OF STILLWATER COUNTY OF SUSSEX, NEW JERSEY AMENDING CHAPTER 67 ENTITLED “RECORDS, PUBLIC ACCESS TO” OF THE CODE OF THE TOWNSHIP OF STILLWATER SUBSECTION 67-2-A(2) – FEES FOR COPIES

BE IT ORDAINED by the Township Committee of the Township of Stillwater, Sussex County, New Jersey that existing Section 67-2-A(2) of the Code of the Township of Stillwater, the “Fee for copies” for the certified or certification copy of marriage, civil union or domestic partnership certificate is amended as follows:

Section 1.

Section 67-2A is amended as follows:

- (2). The sentence is repealed and replaced as follows: “Certified or certification copy of marriage or domestic partnership certificate: \$10 per copy with the exception of the first copy for Stillwater Township residents who marry in Stillwater Township is issued at no charge.”

Section 2 - When Effective

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

Mr. Scott made a **motion** to introduce Ordinance 2017-09, seconded by Mr. Gross.

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

COMMITTEE REPORTS:

Mayor Chamblings reported the Environmental Commission acquired signs for the containers at the Recycling Center indicating the appropriate disposal. The signs are yellow and black and were purchased through the County shared service agreement, costing a minimal \$120.00. She commended Mr. and Mrs. Branagan for their work on the project and installation of the signage.

Mayor Chamblings also commended the Recreation Commission for a successful Garage Sale Days.

DISCUSSION ITEMS:

Security Cameras for Town Hall:

Mayor Chamblings, Ms. Knott and Mrs. Leonard will meet with a representative of the Co-op regarding the purchase of security cameras for the Municipal Building.

Shed for EMS:

An email was received from Mr. Bodensieck regarding the installation of a shed for the Rescue Squad. Mayor Chamblings recommended he meet with the Zoning Officer. Ms. Knott will provide a copy of the request to the Zoning Officer for her review.

Attorney Report:

Mr. Bolcato spoke with the attorney for Plymouth Lake and provided the list of Committee concerns for her to address.

Miscellaneous Item:

Ms. Knott discussed a free service available to municipalities that will research and provide the current owners of foreclosed and vacant properties. She will reach out to participating municipalities for references and will register for the service if it is reputable. This will allow the township to follow-up on maintenance issues.

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, seconded by Mr. Gross. In a voice vote, all were in favor.

Respectfully submitted,

Kathy Wunder