

**STILLWATER TOWNSHIP COMMITTEE MEETING**  
**MINUTES**  
**September 4, 2012**  
**Regular Meeting**

A REGULAR MEETING of the Stillwater Township Committee was called to order by Mayor Scott at 6:04 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: Mayor Scott, Deputy Mayor Fisher, Committeewoman Chammings, Committeeman Gross, Committeewoman Straway, Acting Municipal Clerk Lynda Knott, and Attorney Larry Cohen.

**Executive Session:**

After the reading of the following Resolution to enter into Executive Session, a **motion** was made by Mrs. Straway, seconded by Mr. Gross and unanimously 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: Personnel: CFO; Municipal Clerk – Computer Purchase; Contracts: Possible Shared Services with Hardwick Township
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 Mrs. Straway, seconded by Mr. Gross to conclude the Executive Session at 7:09 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 SEPERATELY ON THE REGULAR AGENDA.**

**Minutes:** Regular Minutes – August 21, 2012  
Executive Minutes – August 21, 2012

**Resolutions:** 2012-084 Cancel Capital Balances  
2012-085 Authorizing Lien Redemption, Block 1101, Lot 47  
2012-086 Authorizing Lien Redemption, block 1601, Lot 8.02  
2012-087 Accepting Resignation of Edmund Saal from the Zoning Board of Adjustment  
2012-088 Accepting Resignation of Tammy Leonard as Recreation Commission Secretary  
2012-089 Appointment of Maureen Block as Recreation Commission Secretary  
2012-090 Appointment of Elizabeth Marchese as Recreation Commission Member  
2012-091 Appointment of Krista Galante as Zoning Board of Adjustment Alternate #2

**Reports:** August 2012 Tax Collector  
July 2012 Sussex County Board of Health

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

**Roll Call Vote:** Ms. Chammings, yes, Deputy Mayor Fisher, yes, Mr. Gross, yes, Mrs. Straway, yes, Mayor Scott, yes

**Bill List Cycle #17:** \$1,123,271.01

Mrs. Straway made a **motion** to approve Bill List Cycle #17, seconded by Mr. Gross.

**Roll Call Vote:** Ms. Chammings, yes, Deputy Mayor Fisher, yes, Mr. Gross, yes, Mrs. Straway, yes, Mayor Scott, yes

**Open Public Session (Agenda Items Only):**

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.

**Dana Mooney, Chief Financial Officer:** Ms. Mooney reviewed the Township's bond anticipation notes, debt, and capital expenditures. She discussed the municipal debt and surplus and felt overall the municipality was in good shape. The capital plan will be revised and debt will be paid off expeditiously, and when balances are cancelled there will be additional surplus. Ms. Mooney clarified that a capital budget is actually a plan and capital expenditures must be approved by the CFO before being made as there are restrictions that must be followed. Expenditures over \$3,000 require 3 quotes and those exceeding \$17,500 must proceed through the formal bid process. She provided examples of capital expenditures such as road projects, emergency services or communications equipment purchases. A full financial analysis will be conducted during September and limitations may be implemented as a result.

The Committee thanked Ms. Mooney for her report.

**Committee Reports:**

**Mr. Gross:** The Zoning Board of Adjustment heard two applications on August 27, 2012, granting approval to one. The Verizon application will be continued in September.

The Recycling Center will be implementing a new receipt system over the next few months.

**Mrs. Straway:** Stillwater School Board met and reviewed their beginning of the year policies and approval of vendors. The Social Studies curriculum is currently being upgraded.

**Mayor Scott:** The Mayor and Mr. Gross met with Hardwick Township representatives to discuss the possibility of shared services for the fire department. The DPW tractor has been delivered and cutting is currently being conducted. The Planning Board meeting for the month of August was cancelled.

Mayor Scott stated an invitation was received from the Greater Blairstown Business Association to a joint meeting of local municipalities to discuss opportunities to strengthen the region's economy. The meeting will be held on September 25, 2012 at 6 p.m. at Blair Academy for those interested.

**DISCUSSION:**

**Best Practices Checklist:** Mrs. Straway reported the State Best Practices Checklist is in the process of being completed by the CFO and Municipal Clerk. Points are awarded based on procedures that are in place and it determines the last five percent of municipal aid. Stillwater has been well over 90 percent over the last few years and there have been no issues.

**Municipal Auditor:** Mayor Scott recommended advertising for professional services for 2013 for Municipal Auditor. The Committee agreed to a proposal deadline at the end of October 2012.

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

**Kathy Draghi, 1016 Route 619** referred to the discussion regarding shared services with Hardwick Township and asked if Stillwater is pursuing additional shared services with that municipality. Mayor Scott explained Hardwick is currently interested in shared services for the fire department as they have no fire department.

**Ed Szabo, 978 Route 521** reported on the Environmental Commission (EC) and the Agenda 21 issue, and he provided a background history. Mr. Szabo compiled an information packet on the issue and after review the EC chose not to forward it to the Township Committee. He stated the Freeholders are currently considering passing a resolution opposing Agenda 21 and Morris County has already done so. Mr. Szabo offered a copy of the packet to those interested.

**Michele Hess, Captain, Stillwater Rescue Squad** thanked the Committee for their help in obtaining the power loads. Ms. Hess reported that long time member Bill Martin is currently in the hospital and following surgery is doing well. She commended the Rescue Squad on their fifth CPR last week and fourth save of the year. Ms. Hess stated she submitted a bid specification packet for a new ambulance and she asked what the procedure is from this point. Mayor Scott stated the purchase of an ambulance was discussed during budget and was placed in the capital plan. He stated it would be further discussed during the budget process next year. Mayor Scott asked for Ms. Hess to attend a meeting scheduled with the two fire departments to discuss the Hardwick shared services and also the First Responders falling under the jurisdiction of the Rescue Squad as opposed to the Fire Department. Ms. Hess had no knowledge of the First Responder issue and noted they would have to become members of the Rescue Squad.

Ms. Knott informed Ms. Hess that the SCARC cleaning group would like to present cookies to the Rescue Squad on Tuesday September 11, 2012 in the morning at the Municipal Building. Ms. Hess indicated she would be in attendance.

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

**Attorney Report:** None

There being no further business, Mr. Fisher made a **motion** to adjourn the meeting at 7:50 p.m., seconded by Ms. Chammings. In a voice vote, all were in favor.

Respectfully submitted,

Kathy Wunder