

STILLWATER TOWNSHIP COMMITTEE MEETING
MINUTES
December 3, 2013
Regular Meeting

A REGULAR MEETING of the Stillwater Township Committee was called to order by Mayor Gross 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: Mayor Gross, Committeewoman Chammings, Committeeman Fisher, Committeewoman Straway, Acting Municipal Clerk Lynda Knott, and Attorney Mike Garofalo.

ABSENT: Deputy Mayor Scott

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.

Resolutions:

2013-120 Authorizing Payment of Redemption – Block 3401 Lot 21

Reports:

Stillwater Township Zoning Board of Adjustment October 28, 2013 Minutes

Stillwater Tax Collector Report for November 2013

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

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

2013-119 Mayor's Appointment of Leigh-Ann Konecke as an Active Member of the Swartwood Fire Department with Committee Concurrence

Mr. Fisher made a **motion** to table the appointment, seconded by **Ms. Chammings**.

Roll Call Vote: Ms. Chammings, no, Mr. Fisher, yes, Mrs. Straway, yes, Mayor Gross, yes

Mrs. Straway asked when the safety meeting is being held in order to prepare the list of concerns regarding inconsistencies in the two fire departments procedures.

Resolution 2013-121: Bill List Cycle #20: \$1,491,445.49

Mr. Fisher made a motion to approve Bill List Cycle #20, seconded by **Mrs. Straway**.

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

Amendments to the Agenda: Update on the Municipal Building Renovations

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.

COMMITTEE REPORTS:

Mr. Fisher: The Recreation Commission meeting was held on December 2. The budget was discussed. Clay was delivered to the softball field at Veterans Field and was spread by SLAP.

Ms. Chammings: none

Mrs. Straway: none

Mayor Gross: none

OLD BUSINESS:

Update on Renovations to Municipal Building: The kitchen cabinets and countertop have been installed. The carpet and tile have also been installed. Plywood has been delivered for placement under the file cabinets in the archive room. The zoning and building departments can move to the new offices to allow for demolition of the old zoning and building departments and the bathrooms. Mrs. Knott stated metal shelving is necessary for the old records to be stored on. Mr. Fisher suggested heavy metal shelving with plywood shelves available at Home Depot. There was discussion about the timetable of moving files to the archive room.

Mr. Fisher made a **motion** giving Mrs. Knott the authority to organize the move from the old offices to the new offices, coordinating with the DPW, seconded by **Mrs. Straway**.

Roll Call Vote: Ms. Chammings, yes, Mr. Fisher, yes, Mrs. Straway, yes, Mayor Gross, yes
Ms. Chammings would like Mr. Scott to be informed.

NEW BUSINESS:

ORDINANCE# 2013-011 Introduction [Public Hearing and Adoption December 17,2013]

Ordinance Repealing and Replacing Township Ordinance 2001-1 regarding paid Medical Benefits for Retirees and Confirming the Limited Continuation of Paid Single Benefits for Certain Township Retirees and Long Term Employees

Mr. Fisher made a **motion** to introduce Ordinance# 2013-011, seconded by **Mrs. Straway**.

Ms. Chammings had some concerns about the introduction of the ordinance.

Roll Call Vote: Ms. Chammings, no, Mr. Fisher, yes, Mrs. Straway, yes, Mayor Gross, yes

ORDINANCE# 2013-012 Introduction [Public Hearing and Adoption December 17, 2013]

An ordinance to Amend Chapter 429-6 of the General Code of the Township of Stillwater, County of Sussex, State of New Jersey, entitled "Licensing Provisions".

Mrs. Straway made a **motion** to introduce Ordinance# 2013-012, seconded by **Mr. Fisher**.

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

ORDINANCE# 2013-013 Introduction [Public Hearing and Adoption December 17, 2013]

An ordinance providing for the vacation of a portion of a public street known as Kill Drive.

Mr. Fisher made a **motion** to introduce Ordinance# 2013-013, seconded by **Mrs. Straway**.

Roll Call Vote: Ms. Chammings, abstain, Mr. Fisher, yes, Mrs. Straway, yes, Mayor Gross, yes

DISCUSSION ITEMS:

Harold Pellow & Associates Proposal for Emergency Generator Load Rating: The Committee had approved \$2500 to be used toward the application of the Hazard Mitigation Grant at the November 26, 2013 meeting. Cory Stoner was contacted by both Ms. Chammings and Mrs. Knott and gave the following quotes: \$2000 would go to Strunk Albert Engineering, who have sent Ms. Chammings excellent references; and the remaining \$500 would go to Pellow & Associates to complete the paperwork necessary to be submitted by the December 17 deadline.

Ms. Chammings made a **motion** to have Harold Pellow & Associates proceed, seconded by **Mr. Fisher**.

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

Personnel Policy: Ms. Chammings stated she had come for the workshop at 6:00 pm, but the workshop didn't happen. Mrs. Knott stated Jessica Jansyn, of Laddey, Clark & Ryan, didn't realize the DPW was a

union member. That change will be made in the policy. Mr. Garofalo asked if they have a collective bargaining agreement. Yes they do with the Teamsters.

Developers Agreement – Castner/Verizon Wireless: Mr. Garofalo presented a developers agreement which was prepared by Mr. Morganstern with the recommendation that the mayor sign it. Mr. Garofalo also recommended the mayor sign the agreement.

Ms. Chammings made a **motion** to have Mayor Gross sign the developers agreement, seconded by **Mr. Fisher**.

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

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

Tami Richardson, Swartswood Fire Department, thanked Ms. Chammings for seeing Leigh Ann Konecke's application as an ongoing application. She also thought Mrs. Straway was to have a list of her concerns prepared for tonight's meeting to be brought to the next safety meeting. Mrs. Straway stated it was to be prepared for the safety meeting. She would also like to be included in the safety meeting. There was discussion about Ms. Konecke's application, the application process, and risk management of the town with the current policies in place.

Marian Gross, 912 Stillwater Road, asked if the fire departments can go to the State Police with their applications for the background checks. She also stated she knows of many fire fighters who live in Stillwater and work for departments outside of town. She stated there is value to having fire fighters who live out of town. Mrs. Straway stated if the fire departments are looking at members who live outside of Stillwater, distance and response time should be considered. Discussion continued about risk management. Mr. Fisher stated the current agenda is to have the applications for both fire departments to be the same, and background checks be done. Any further issues, concerning drills and insurance questions, can be addressed in the future.

Kathy Draghi, 1016 Rte 619, asked if the renovations will affect meetings. Meetings will continue as usual.

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

Attorney Garofalo left the meeting as discussion about the 2014 budget began.

2014 Budget: Dana Mooney, CFO, gave a brief overview of the 2014 budget. All department budgets have been submitted. Revenue figures are very preliminary, and the exact surplus cannot be determined until the financial statements are completed in January. Final tax collection figures will not be available until after the tax collector holds the tax sale. Mrs. Mooney would like the tax collector to hold her tax sale earlier in the year and gave reasons why. The appropriations cap for the upcoming year will be 2.5%. Revenue figures were quickly reviewed. Budget meeting schedules were discussed. Mrs. Mooney explained what a capital budget/plan is and how that affects the budget. Hiring a part-time clerical employee was discussed.

Attorney Report: None

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

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

Respectfully submitted,

Tammy Leonard