

**STILLWATER TOWNSHIP COMMITTEE MEETING  
MINUTES**

**September 5, 2017**

**Regular Meeting**

A REGULAR MEETING of the Stillwater Township Committee was called to order by Mayor Chamings at 7:01 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 Scott, Mayor Chamings, Municipal Clerk Lynda Knott, Attorney Angelo Bolcato

ABSENT: Committeeman Morrison

**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:** Executive Session Minutes from August 15, 2017

**RESOLUTIONS:**

2017-095 Authorizing Refund of Summer Camp Registration Fee

2017-096 Authorizing the Issuance of Raffle Licenses

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

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

**MINUTES:** Regular and Executive Minutes from July 18, 2017

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

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

**BILLS LIST #10: \$850,580.86**

**RESOLUTION 2017-097 PAYMENT OF BILLS**

Mr. Scott made a **motion** to adopt Resolution 2017-097, seconded by Mr. Gross.

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

**AMENDMENTS TO THE AGENDA:** None

**DISCUSSION: Valerie Dolan, Nisivoccia LLP and Dana Mooney, CFO**

**Plymouth Lake Dam/Municipal Liens:**

Municipal liens were discussed. Properties can be foreclosed on after six months and offered to adjoining owners or auctioned. County and school taxes are required to be paid until a property is foreclosed on and thus becomes exempt. Several of the properties are located in Plymouth Lake and the town would be responsible for the special assessment for each if in rem foreclosures are not completed. Deed restrictions must be reviewed. The entire list needs to be reviewed and a determination made as to which ones should be addressed first.

Ms. Mooney is going to reach out to the Byram and Andover Township CFOs for information on the Forest Lakes project. The Committee has a copy of their co-borrower agreement, which they will review. The formation of an oversight Committee was discussed, consisting of residents with no financial interest in the Plymouth Lake project. Ms. Dolan stated the Committee needs to determine if the project is going to benefit a small population and can they cover the costs; or is it going to benefit Stillwater as a whole

and if so, it will be considered regular debt. Bonding was discussed and it was not recommended by the Bond Attorney. Ms. Dolan questioned if other grant opportunities are available to defray the cost of the dam project. Mayor Chamblings stated the Nature Conservancy owns a large tract of land in the Plymouth Lake Community and noted she is pursuing the possibility of funding from that organization and the William Penn Foundation.

It was noted the Plymouth Lake property has a standpipe which is of great importance for the township and federal lands. Ms. Knott spoke to the State Engineer who indicated approval of the loan will probably not be confirmed until 2019. The urgency at this point is due to the requirement of a resolution from the Township agreeing to co-sign the loan so the application process can move forward. Ms. Dolan recommended requiring escrow to cover up front costs. Scott Holzhauer has submitted a proposal to determine the special assessments. Mr. Torregrossa has indicated that raising escrow would be difficult. Mr. Bolcato suggested obtaining a ballpark assessment figure from Mr. Holzhauer as it would be more cost effective than having him complete the entire proposal and then the project does not move forward. The Committee has to determine an estimate for professional fees and whether Plymouth Lake can cover those costs. Ms. Dolan would like the opportunity to reach out to Byram to discuss their experience with a special assessment project and any recommendations they may offer. She again recommended obtaining escrow funding to avoid using taxpayer money for administrative and professional costs. Up front work needs to be done and grant funding pursued. If the assessment is too high, the application may not move forward. If the escrow cannot be funded, the Committee may have to build it into the 2018 budget. The Committee agreed the process should not move forward until escrow is provided. An estimate of proposed professional and administrative costs will be provided to Mr. Torregrossa to see if they can raise escrow funding or not. Mr. Gross expressed concern with the impending costs and was not in favor of the township being involved in the project. Ms. Dolan agreed to attend future Committee meetings if needed and she asked to be kept informed.

Fixed Asset Appraisal:

The Committee discussed preparing a fixed asset appraisal report; once completed, it can be updated in-house. Disposal of a fixed asset will also have to be recorded and will require a resolution. The discussion concluded and the Committee thanked Ms. Dolan and Ms. Mooney for their time.

**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.**

**NEW BUSINESS:**

**ORDINANCE 2017-10 Introduction (Public Hearing and Adoption – September 19, 2017)**

Ordinance Amending Ordinance 2017-03 Fixing the Salary and Wages for Township Employees and Officials

**Stillwater Township**

**Sussex County, New Jersey**

**ORDINANCE 2017-10**

**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:

Zoning Officer – Court Time Reimbursement - Hourly \$54.16 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 2017-10, seconded by Mayor Chamblings.

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

**RESOLUTION 2017-098:** Authorizing Execution of Web Design and Maintenance Agreement  
Between the Township of Stillwater and Curio Electro LLC

**STILLWATER TOWNSHIP  
SUSSEX COUNTY, NEW JERSEY  
RESOLUTION 2017-098**

**RESOLUTION AUTHORIZING EXECUTION OF WEB DESIGN AND MAINTENANCE AGREEMENT BETWEEN THE TOWNSHIP OF STILLWATER AND CURIO ELECTRO LLC**  
WHEREAS, the Township of Stillwater maintains a website for the public's use and convenience; and  
WHEREAS, the Township Committee has heretofore determined to update and enhance the Township's website; and

WHEREAS, the Township Committee solicited various proposals for a web design and maintenance agreement; and

WHEREAS, the Township Committee was of the opinion that the proposal submitted by Curio Electro was the most advantageous to the Township, price and other factors considered; and

WHEREAS, Curio Electro presented a form of agreement; and

WHEREAS, said form of agreement has been reviewed and revised by the Township Attorney and is now in acceptable form;

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Committee of the Township of Stillwater that the Township is hereby authorized to enter into an agreement with Curio Electro for a Web Design and Maintenance Agreement in an amount not to exceed \$8,500.00 for the Township's website; and  
BE IT FURTHER RESOLVED that post-website development and maintenance costs shall be paid by the Township in accordance with the terms of the agreement with Curio Electro.

A copy of this Resolution shall be placed on file with the Clerk of the Township.

If any section, subsection, sentence, clause or phrase in this Resolution is for any reason held to be unconstitutional or invalid, such decision shall not affect or made in portions of this Resolution.

Following a brief discussion, Mr. Gross made a **motion** to adopt Resolution 2017-098, seconded by Mayor Chamblings.

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

**DISCUSSION ITEMS:**

**Revised Fees for Certificate of Habitability:**

This item will be added to the September 19, 2017 meeting agenda.

**Potentially Dangerous Dog Ordinance:**

This item will be added to the September 19, 2017 meeting agenda.

**Fundraiser Event for Epilepsy Foundation of NJ - Bike/Run/Walk October 15, 2017:**

Mr. Fisher made a **motion** to approve the fundraiser event, seconded by Mayor Chamblings.

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

**Office of Emergency Management – Hurricane Irma:**

Mayor Chamblings informed the Committee there may be a need for an emergency meeting next week. If the storm continues on the track predicted it will reach this area between September 11<sup>th</sup> and 13<sup>th</sup>.

**Attorney Report:**

Mr. Bolcato received a list of resident complaints from the office of Service Electric. The public hearing and SECTV presentation for renewal will be held at the Municipal Building on October 16, 2017. The meeting has been advertised and will be placed on the township Facebook page and information board.

**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.**

**Miscellaneous Items:**

Mr. Scott received a request from the Recreation Commission to have the Township Engineer review their capital plan and flooding near the bridge at Veteran's Memorial Park (VMP).

Mayor Chamings mentioned an issue with the County culvert by VMP. Ms. Knott will contact the County to have it addressed.

There being no further business, Mr. Scott made a **motion** to adjourn the meeting at 8:42 p.m., seconded by Mr. Gross. In a voice vote, all were in favor.

Respectfully submitted,

Kathy Wunder