

**STILLWATER TOWNSHIP COMMITTEE MEETING
MINUTES**

**September 19, 2017
Regular Meeting**

A REGULAR MEETING of the Stillwater Township Committee was called to order by Mayor Chamblings at 7:02 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 Chamblings, Municipal Clerk Lynda Knott, Attorney Angelo Bolcato

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: Regular Minutes of August 15, 2017

REPORTS:

Convenience Center Reports for June, July and August 2017

Environmental Commission Minutes of August 14, 2017

SC Public Health Nursing Report for August 2017

Building Department Report for August 2017

QPA Report for August 2017

Recreation Commission Minutes from July 10, July 31 and August 7, 2017

DPW Report for August 2017

Tax Collector Report for August 2017

Zoning Officer Report for August 2017

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

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

BILLS LIST #11: \$115,214.88

RESOLUTION 2017-099 PAYMENT OF BILLS

Mr. Fisher made a **motion** to adopt Resolution 2017-099, removing PO #6843 for separate consideration, seconded by Mr. Gross.

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

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

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

AMENDMENTS TO THE AGENDA:

Under New Business: Letter of Resignation; Resolution 2017-101

Pesticide Licensing – DPW Supervisor

DPW Generator

School Superintendent Consolidation

Under Attorney Report: Plymouth Lake; OPRA

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.

OLD BUSINESS:

ORDINANCE 2017-10 Public Hearing and Adoption

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 open the meeting for public comment on Ordinance 2017-10, seconded by Mr. Morrison.

There being no public comment on Ordinance 2017-10, this portion of the meeting was closed.

Mr. Scott made a **motion** to adopt Ordinance 2017-10, seconded by Mr. Morrison.

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

RESOLUTION 2017-100:

STILLWATER TOWNSHIP
COUNTY OF SUSSEX
RESOLUTION 2017-100

**RESOLUTION AUTHORIZING COMPENSATION FOR HOURLY COURT TIME FOR
THE ZONING OFFICER OUTSIDE OF THE SET WORK HOURS**

WHEREAS, the Township Committee of the Township of Stillwater adopted Ordinance 2017-10 amending the 2017 Salary Ordinance to include an additional form of compensation for the Zoning Officer,

THEREFORE, BE IT RESOLVED that the following salary and wage compensation for the Zoning Officer outside of set work hours will be:

Arlene Fisher Zoning Officer – Court Time Reimbursement \$54.16 per hour

Mr. Scott made a **motion** to adopt Resolution 2017-100, seconded by Mr. Morrison.

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

NEW BUSINESS

RESOLUTION 2017-101:

Letter of Resignation – Rachel Gullette

Mayor Chamblings read the resignation letter into the record as per the request of Ms. Gullette.

***SEE ATTACHMENT**

**STILLWATER TOWNSHIP
COUNTY OF SUSSEX
RESOLUTION 2017-101
MAYOR'S ACCEPTANCE OF RESIGNATION OF
RACHAEL GULLETTE AS RECREATION COMMISSIONER
WITH COMMITTEE CONCURRENCE**

THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Stillwater do hereby concur with the Mayor's acceptance of Rachael Gullette's resignation as Recreation Commissioner effective September 18, 2017.

Mr. Gross made a **motion** to adopt Resolution 2017-101, seconded by Mayor Chamming.

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

A letter thanking Ms. Gullette for her service will be sent and a copy of the resignation letter will be forwarded to the Recreation Commission.

RESOLUTION 2017-102:

**STILLWATER TOWNSHIP
COUNTY OF SUSSEX
RESOLUTION 2017-102
MAYOR'S APPOINTMENT OF AMANDA CONNELLY
AS MEMBER OF THE RECREATION COMMISSION WITH COMMITTEE
CONCURRENCE**

THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Stillwater do hereby concur with the Mayor's appointment of Amanda Connelly as a member of the Recreation Commission.

Mr. Scott made a **motion** to appoint Amanda Connelly as a Regular Member of the Recreation Commission filling the unexpired term of Rachel Gullette, adopting Resolution 2017-102, seconded by Mr. Morrison.

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

Pesticide Licensing for DPW Supervisor:

Mr. Scott explained Mr. Raff has requested to obtain his pesticide license to treat the ballfields and roadsides. Mayor Chamming stated the pesticide use would be limited and proper notice to residents and sports organizations as well as posting of signs would be required prior to doing so. Following further discussion, it was agreed the spraying would not be done along the roadways. The Committee was in favor of the certification and asked for more information on the course to be submitted by Mr. Raff.

DPW Generator:

Mayor Chamming suggested pursuing grant opportunities through FEMA. A load test would need to be conducted on the DPW building. She asked Mr. Raff to obtain three quotes for a generator equivalent to the one they currently own.

Consolidated School System:

A letter was received from Newton Mayor Levante asking the Committee to consider a resolution supporting a County-wide Superintendent position. Resolutions have been passed by several municipalities. Mr. Fisher suggested having Mr. Levante attend a future Committee meeting to provide additional information. Ms. Knott will obtain an audio from Franklin of a presentation provided at their Committee meeting. She will also schedule to have Mr. Levante attend the October 17th Committee meeting. Stillwater School and Kittatinny will be notified of the meeting and residents will be provided the opportunity to voice their concerns.

OPRA:

Ms. Knott asked the Committee to review a resolution regarding OPRA and it will be added to the next agenda for discussion.

Ordinances:

This item will be added to the next agenda to review and update certain ordinances. The Committee will review five at a time and Ms. Knott will provide a packet of the ordinances prior to the next meeting.

DISCUSSION ITEMS:

Revised Fees for Certificate of Habitability:

Following review of the revisions, the Committee determined the ordinance will be amended to \$50 for the initial inspection and \$40 for each reinspection. An ordinance will be drafted and added to the next agenda for introduction.

Shared Service with Stillwater BOE for Gas:

The school has purchased a lawn mower and has requested a shared service agreement with the township for the mower fuel only. The DPW Supervisor has no issue and can program a key in for them. Mr. Bolcato will draft a brief shared service agreement including payment requirements and this item will be added to the next agenda.

Shared Service with Montague for QPA:

The Committee discussed a proposal for a shared service QPA agreement with Montague. Montague will pay \$100 per hour as needed; which will include \$35 per hour for the services of the Stillwater QPA. Mr. Bolcato will draft a resolution for the October 17th meeting.

Field Use Form and Regulations:

The Committee discussed outside entities holding sports camps in Stillwater where the participants are charged a fee to attend; and whether or not the person running the camp should be charged a fee to do so. The Recreation Commission has approved a field use form for a Soccer Camp to be held at Veteran's Memorial Park.

Mr. Scott and Mr. Manser met with Mr. Raff, DPW Supervisor, regarding taking a more active role in the maintenance of the parks. Mr. Raff is more than willing to assist them. A good example is the roof at the concession stand at Stillwater Park, which is leaking and needs to be addressed. Estimates have been provided for its repair and the Committee will review them for a decision at the October 3rd meeting. Ms. Chamings suggested having the full-time recycling worker/DPW laborer oversee the maintenance of the parks and addressing any issues. Mr. Fisher suggested hiring summer help to address such items. The Committee agreed to hold a discussion with Mr. Raff to determine the upkeep of the recreational facilities in 2018.

Property Owners Affidavit:

A draft affidavit was provided by Mr. Bolcato to address single family homes with two kitchens. The affidavit is to be signed by the property owner, acknowledging that the dwelling is only approved as a single family residence and in the event of a sale or transfer of the property, all realtors, attorneys, interested parties and buyers will be informed of such. If the owner or buyer wish to change the use of the property, an application will need to be filed with the Stillwater Township Zoning or Planning Board, whichever is applicable.

Mr. Scott made a motion authorizing the affidavit as an official form, seconded by Mr. Fisher.

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

Website Update:

Ms. Knott provided an update on the progress of the new website. A second meeting will be held with the web designer this week. A page will be added for each of the lake communities to post their information. A site map was reviewed and information is now being added and updated. Department pages will be updated and boards/commissions will be asked for their input. Ms. Knott has been taking photos throughout the township to be uploaded to the site and residents have also provided their photos. The website will be mobile with a google maps application. Ms. Knott asked for input from the Committee for their page.

Miscellaneous Items:

Ms. Chamblings informed the public that the Stillwater Taxpayers Association was dissolving and she acknowledged the oversight of the association throughout the years and commended them on keeping the public informed.

OEM: Mayor Chamblings and Mr. Fisher met with the OEM Coordinator and Deputy. Their webpage will be updated with information and new phone number.

Committee Reports:

Mr. Fisher reviewed a quote obtained by Mr. Vreeland for the Five Points intersection, divided into four sections as follows:

Section I – Scope of Services

Section II – Business Terms and Conditions

Section III – Technical Staff Hourly Rate Schedule and Reimbursable Expenses

Section IV – Client Contract Authorization

The project will be divided into seven phases for a total cost of \$3,500.

The Committee would like the input of the CFO to determine if the project can be completed this year or in the spring. Mr. Bolcato would like a few items under terms and conditions to be amended. He will have the changes made once funds are deemed available.

Ms. Chamblings reported Mr. Vreeland met with Mr. Raff and Mr. Hendershot to file an NJDOT grant application for West End Drive connecting Ridge Road and Route 619. 2018 – Ridge Road to Duck Pond Road; 2019 – Duck Pond Road to Route 619.

Ms. Chamblings also reported no bids were received for the Recycling Center driveway project. Mr. Fisher suggested using QP as opposed to asphalt and having the DPW scrape, add to it where necessary and roll it. It would be easier to maintain and would address the ground settling. Ms. Chamblings agreed. If the project is done in the spring and oil and stoned at a later date, it would allow for salting in the winter, otherwise only grit could be used. Mr. Fisher noted concrete pads should still be installed under the containers. Mr. Scott would meet with Mr. Raff to discuss the project and related costs.

Attorney Report:

Mr. Bolcato discussed in-rem foreclosures. The CFO or Tax Collector will need to provide a list of 15 properties; first priority being the Lake Plymouth properties; second priority being high income ones. There are also adjoining property owners interested in some of the properties.

He provided his proposal for the Plymouth Lake dam project, approximately \$25,000, excluding any litigation. The Committee estimated the escrow needed from Plymouth Lake at \$40,000. Ms. Knott will confer with Mr. Torregrossa to tentatively schedule a meeting for Wednesday, September 27th after 2:30 p.m., with Mr. Morrison, Mayor Chamblings, and Mr. Bolcato.

Mr. Bolcato stated recent amendments to the Personnel Policy would need to be addressed under Executive Session either tonight or at the October 3rd meeting.

Mr. Bolcato discussed the potentially dangerous dog ordinance and setting a fee for the license to cover monitoring costs for the Animal Control Officer. He also proposed an ordinance amendment for cell tower collocation.

Open Public Session:

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

Jack Branagan, 961 Old Schoolhouse Road commended the Committee on the work that has been completed on his road. Mr. Branagan reported the Environmental Commission (EC) was awarded a \$1,500 ANJEC grant and will be using the funding to install signs. Informative signs will be installed along the passive side at VMP and along the Paulinskill River south of LC Service in the area of the tree restoration – “Paulinkskill Floodplain Reforestation.” Tree restoration will continue along the river in the coming years. He described a sign that the EC would like to place over the bridge to the active side of the park. The sign would identify Trout Brook and welcome all to the park. The reverse side, leaving the park, would thank everyone for recycling. The Committee discussed emergency access and felt it was not a concern as there is emergency access directly to the fields from Pond Brook Road. The Committee had no issue with the project.

Mr. Branagan provided information and hotline number for sightings of rattlesnakes and copperheads. Rattlesnakes are on the threatened species list.

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

Mayor Chamings reported the flag pole has been purchased and will be installed at the Municipal Building with appropriate lighting. The Committee reviewed the location of the flagpole and placement of a Christmas tree at the front corner of the building.

Ms. Knott reported mums would be planted in the front garden beds, with cornstalks and pumpkins to decorate the building for the season.

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

Respectfully submitted,

Kathy Wunder