

STILLWATER TOWNSHIP COMMITTEE MEETING
MINUTES
April 16, 2019
Regular Meeting

A REGULAR MEETING of the Stillwater Township Committee was called to order by Mayor Chamblings 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: Committeeman Morrison, Committeeman Gross, Committeeman Fisher, Deputy Mayor Scott, Mayor Chamblings, Municipal Clerk Lynda Knott, Attorney Angelo Bolcato

EXECUTIVE SESSION:

After the reading of the following Resolution to enter into Executive Session, a **motion** was made by Mr. Scott, seconded by Mr. Gross and carried by roll call vote to adopt the resolution permitting the Committee to go into Executive Session at 6:40 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; Contract
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. Scott, seconded by Mr. Fisher to conclude the Executive Session at 7:05 p.m., unanimously carried by roll call vote.

REGULAR SESSION:

MINUTES:

Regular and Executive Session Minutes: April 2, 2019

Mr. Scott made a **motion** to approve the minutes as listed, seconded by Mr. Gross.

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

RESOLUTIONS:

2019-055 Authorizing Compliance with the US EEOC

2019-056 Authorizing Payment of Redemption – Block 602, Lot 4

2019-057 Authorizing a Shared Service Agreement with the Township of Frankford for the Services of a Qualified Purchasing Agent

Mr. Scott made a **motion** to adopt the resolutions as listed, seconded by Mr. Fisher.

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

REPORTS:

Building Department Report of March 2019

DPW Report of March 2019

SCBOH Report of February and March 2019

Mr. Scott made a **motion** to accept the reports as submitted, seconded by Mr. Gross.

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

BILLS LIST #7: \$187,132.46

RESOLUTION 2019-058 PAYMENT OF BILLS

Mr. Scott made a **motion** to adopt Resolution 2019-058, seconded by Mr. Gross.

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

AMENDMENTS TO AGENDA: Add on-line tax payment discussion; remove Committee Reports from the agenda

OPEN PUBLIC SESSION

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

Terry Beshada, 1032 Stillwater Road reported there is a large ditch along the road in the vicinity of 1013 Stillwater Road. She stated it appears to have been filled in with gravel/sand at one time that has washed out. Ms. Knott noted that portion of Stillwater Road is slated for improvements under the 2019 budget.

Tanya Stark, 909 Twin Oaks Road asked if a township map was available for the CERT program. Ms. Knott stated she is in contact with Dan Freed, Sussex County Records Manager, and is awaiting a quote for a township map. Mr. Scott stated he has an extra copy of a past township map he can provide to CERT.

Ed Szabo, 978 Route 521 stated that Stillwater ranked 153 out of 512 best towns to live in. He reported the Freeholder Board is becoming involved in the sanctuary state issue and have voted to have the question placed on the ballot in November. There are currently 17 communities and 5 sanctuary counties in NJ. Mr. Szabo suggested considering a resolution on the matter.

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

OLD BUSINESS:

PUBLIC HEARING OF THE 2019 MUNICIPAL BUDGET

RESOLUTION 2019-059 Self-Examination of Budget

TOWNSHIP OF STILLWATER

COUNTY OF SUSSEX

STATE OF NEW JERSEY

RESOLUTION-#2019-059

SELF-EXAMINATION OF BUDGET RESOLUTION

[as required by DCA]

WHEREAS, N.J.S.A. 40A:4-78b has authorized the Local Finance Board to adopt rules that permit municipalities in sound fiscal condition to assume the responsibility, normally granted to the Director of the Division of Local Government Services, of conducting the annual budget examination; and

WHEREAS, N.J.A.C. 5:30-7 was adopted by the Local Finance Board on February 11, 1997; and

WHEREAS, pursuant to N.J.A.C. 5:30-7.2 through 7.5, the *Township of Stillwater* has been declared eligible to participate in the program by the Division of Local government Services, and the Chief Financial officer has determined that the local government meets the necessary conditions to participate in the program for the 2017 budget year.

NOW THEREFORE BE IT RESOLVED by the governing body of the *Township of Stillwater* that in accordance with N.J.A.C. 5:30-7.6a & 7.6b and based upon the Chief Financial Officer's certification, the governing body has found the budget has met the following requirements:

1. That with reference to the following items, the amounts have been calculated pursuant to law and appropriated as such in the budget:
 - a. Payment of interest and debt redemption charges
 - b. Deferred charges and statutory expenditures
 - c. Cash deficit of preceding year
 - d. Reserve for uncollected taxes
 - e. Other reserves and non-disbursement items
 - f. Any inclusions of amounts required for school purposes.
2. That the provisions relating to limitation on increases of appropriations pursuant to N.J.S.A. 40A:4-45.2 and appropriations for exceptions to limits on appropriations found at N.J.S.A. 40A:4-45.3 et seq., are fully met (complies with CAP law).
3. That the budget is in such form, arrangement, and content as required by the Local Budget Law and N.J.A.C. 5:30-4 and 5:30-5.
4. That pursuant to the Local Budget Law:
 - a. All estimates of revenue are reasonable, accurate and correctly stated,
 - b. Items of appropriation are properly set forth
 - c. In itemization, form, arrangement and content, the budget will permit the exercise of the comptroller function within the municipality.
5. The budget and associated amendments have been introduced and publicly advertised in accordance with the relevant provisions of the Local Budget Law, except that failure to meet the deadlines of N.J.S.A. 40A:4-5 shall not prevent such certification.
6. That all other applicable statutory requirements have been fulfilled.

BE IT FURTHER RESOLVED that a copy of this resolution will be forwarded to the Director of the Division of Local Government Services upon adoption.

It is hereby certified that this is a true and accurate copy of a Resolution adopted by the governing body of the Township of Stillwater at a regular meeting held at the Municipal Building on April 16, 2019.

Mr. Scott made a **motion** to adopt Resolution 2019-059, seconded by Mr. Gross.

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

RESOLUTION 2019-060 Authorizing Reading of the Municipal Budget by Title and Providing for Public Hearing on the Budget Adoption

STILLWATER TOWNSHIP

SUSSEX COUNTY

RESOLUTION 2019-060

RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF STILLWATER AUTHORIZING READING OF THE MUNICIPAL BUDGET BY TITLE AND PROVIDING FOR PUBLIC HEARING ON THE BUDGET ADOPTION

WHEREAS, N.J.S.40A:4-8 provides that the budget may be read by title only at the time of the public hearing if a resolution is passed by not less than a majority of the full Governing Body, provided that at least one (1) week prior to the date of public hearing a complete copy of the approved budget, as advertised, has been posted in the Municipal Building, the Official Municipal web-site and copies have been made available by the Clerk to persons requesting them; and

WHEREAS, these conditions have been met;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Township Committee of the Township of Stillwater, County of Sussex, State of New Jersey, that the 2019 Municipal Budget shall be read by title at this public hearing for same.

Mr. Scott made a **motion** to adopt Resolution 2019-060, seconded by Mr. Morrison.

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

Budget Presentation: Dana Mooney, CFO; Heidi Wohlleb, Nisivoccia LLP

-The 2019 budget is \$3,805,392.23, which is an overall increase over 2018 of 4.57% or \$166,155.15.

-The municipal levy is decreasing by 1.68% or \$34,448.38.

Debt:

-Our total debt is .0442% of the average of the past three years' levies, and is well below the allowable municipal debt level of 3.5% of that average. As of 12/31/18, we have Bond Anticipation Notes in the amount of \$1,988,840 and an interest rate of 2.4451%.

Capital Plan:

-Our Capital Plan for 2019 is \$889,500 and only 55% of that will be financed. Grant funds - \$167,000, and the balance is fully funded from fund balance and reserves.

Surplus:

-Surplus increased by \$332,961 from 12/31/17 to 12/31/18. This is a result of a very good collection rate, unanticipated revenues and cancellations of 2017 reserves.

Tax Collection:

-The rate of collection in 2018 was 97.27%.

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

Kathy Draghi, 1016 Route 619 asked about future revenues from the acquisition of the Swartswood Fire Department. Ms. Mooney stated revenues are unknown at this time and will be handled as they occur.

Stephen Stark, 908 Twin Oaks Road thanked the Committee for their oversight and managing the budget wisely.

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

The Mayor read the following statement:

Be it Resolved by the Governing Body of the Township of Stillwater, County of Sussex that the budget herein before set forth is hereby adopted and shall constitute an appropriation for the purposes stated of the sums therein set forth as appropriations, and authorization of the amount of:

\$2,013,267.20 for municipal purposes and \$12,201.07 for Open Space, Recreation, Farmland and Historic Preservation Trust Fund Levy.

Mr. Scott made a **motion** to adopt the 2019 Budget, seconded by Mr. Morrison.

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

On-line Tax Payments:

Ms. Mooney discussed the option of using MuniPAY for electronic tax payments. The company has often worked with Municipal Software and Stanhope is currently moving forward with MuniPAY. Once it is completed in Stanhope, Ms. Mooney would like to work with Mr. Bolcato to bring it to Stillwater. The system would allow property owners to pay on line and a determination will need to be made as to whether or not the township would like a card reader in the office; cost of \$85. In Stanhope, only tax and utility payments will be accepted at this time. Ms. Mooney described the program and associated fees. Training would be provided and she suggested having the Tax Collector attend a demonstration. Information can be provided to the public in the tax bill mailing, website, information board, etc. There is no cost to the township with the exception of the card reader. Other payment fees (building, dog licensing, etc.) could be added in the future. Ms. Mooney will share promotional information with the Committee and will be in contact with Mr. Bolcato moving forward.

NEW BUSINESS:

ORDINANCE 2019-04 Introduction (Public Hearing and Adoption – May 7, 2019):

**THE TOWNSHIP OF STILLWATER
SUSSEX COUNTY, NEW JERSEY**

ORDINANCE NO. 2019-04
CAPITAL ORDINANCE APPROPRIATING \$130,200.00 FOR
PURPOSES AUTHORIZED TO BE UNDERTAKEN BY
THE TOWNSHIP OF STILLWATER, IN THE COUNTY OF SUSSEX, NEW JERSEY

BE IT ORDAINED by the Township Committee of the Township of Stillwater, in the County of Sussex, New Jersey, AS FOLLOWS;

Section 1. The several improvements described in Section 3 of this capital ordinance are hereby respectively authorized as general improvements to be made or acquired by the Township of Stillwater, New Jersey. For the said several improvements or purposes stated in said Section 3, there are hereby appropriated the respective sums of money therein stated as the appropriations made for said improvements or purposes, said sums being inclusive of all appropriations heretofore made therefore and amounting in the aggregate to \$130,200.00, which has heretofore been set aside for the improvements or purposes stated in Section 3 and now available therefore by virtue of provision in a previously adopted budget or budgets of the Township for capital improvement purposes.

Section 2. For the financing of said improvements or purposes and to meet the part of said \$130,200.00 appropriations, the Township will use \$84,200.00 from the General Capital Improvement Fund, \$40,000.00 from the Open Space Trust Fund, and \$5,500.00 from the Recycling Trust Fund.

Section 3. The improvements hereby authorized and the several purposes for the allocation of which said obligations are to be spent, the appropriation made for an estimated cost of each such purpose, and the estimated maximum amount of funds to be spent for each such purpose, are respectively as follows:

Emergency Services Departments:

Rehab Trailer, Turnout Gear, Radios & Pagers, Extrication Suits & Duty Shirts & Medical Equip For First Aid Squad; Turnout Gear, Pagers & SCBA Bottles for Fire Dept	\$ 57,200.00	General C.I.F.
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Emergency Services Vehicle:

Kubota RTV & Equipment Necessary for Proper Operation	\$ 21,000.00	General C.I.F.
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Infrastructure Repair/Maintenance:

Five Points Intersection – Phase I incl'd Eng'g	\$ 6,500.00	General C.I.F.
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Recreation:

Playground Phase II Stillwater Parks	\$ 40,000.00	Open Space Trust
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Public Works – Equipment

30 Yard Open Top Roll off Container	\$ 5,500.00	Recycling Trust
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All the aforesated improvements or purposes where applicable, are in accordance with specifications on file in the office of the Township Clerk, which specifications are hereby approved.

Section 4. The following additional matters are hereby determined, declared, recited and stated:

- (a) The said purposes described in Section 3 of this capital ordinance are capital expenses and are each a property or improvement which the Township may lawfully acquire or make as a general improvement, and no part of the cost thereof has been or shall be specifically assessed on property specially benefited thereby.
- (b) The average period of usefulness of said purposes within the limitations of said Local bond Law and taking into consideration the respective amounts of the said obligations authorized for the several purposes, according to the reasonable life thereof computed by this capital ordinance, is five (5) years.

Section 5. The capital budget or temporary capital budget of the Township is hereby amended to conform with the provisions of this ordinance to the extent of any inconsistency herewith and the resolutions promulgated by the Local Finance Board showing all detail of the amended capital budget or temporary capital budget and capital program as approved by the Director, Division of Local Government Services, are on file with the Township Clerk and are available for public inspection.

Section 6. This capital ordinance shall take effect ten (10) days after the publication thereof after final adoption.

Mr. Scott made a **motion** to introduce Ordinance 2019-04, seconded by Mr. Gross.

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

ORDINANCE 2019-05 Introduction (Public Hearing and Adoption – May 7, 2019):
ORDINANCE 2019-05

BOND ORDINANCE APPROPRIATING \$675,000, AND AUTHORIZING THE ISSUANCE OF \$482,750 BONDS OR NOTES OF THE TOWNSHIP, FOR VARIOUS IMPROVEMENTS OR PURPOSES AUTHORIZED TO BE UNDERTAKEN BY THE TOWNSHIP OF STILLWATER, IN THE COUNTY OF SUSSEX, NEW JERSEY.

BE IT ORDAINED BY THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF STILLWATER, IN THE COUNTY OF SUSSEX, NEW JERSEY (not less than two-thirds of all the members thereof affirmatively concurring), **AS FOLLOWS:**

Section 1. The several improvements described in Section 3 of this bond ordinance are hereby respectively authorized as general improvements to be made or acquired by The Township of Stillwater, in the County of Sussex, New Jersey. For the said several improvements or purposes stated in said Section 3, there are hereby appropriated the respective sums of money therein stated as the appropriations made for said improvements or purposes, said sums, except as described in paragraph (c) of said Section 3, being inclusive of all appropriations heretofore made therefor and amounting in the aggregate to \$675,000 including the aggregate sum of \$25,250 as the several down payments for said improvements or purposes required by law and more particularly described in said Section 3 and now available therefor by virtue of provision in a previously adopted budget or budgets of the Township for down payment or for capital improvement purposes and including also, in the case of the improvement or purpose described in paragraph (b) of said Section 3, the sum of \$167,000 received or expected to be

received by the Township from the New Jersey Department of Transportation, as a grant-in-aid of financing said improvement or purpose.

Section 2. For the financing of said improvements or purposes and to meet the part of said \$675,000 appropriations not provided for by application hereunder of said down payments and grant, negotiable bonds of the Township are hereby authorized to be issued in the principal amount of \$482,750 pursuant to the Local Bond Law of New Jersey. In anticipation of the issuance of said bonds and to temporarily finance said improvements or purposes, negotiable notes of the Township in a principal amount not exceeding \$482,750 are hereby authorized to be issued pursuant to and within the limitations prescribed by said Local Bond Law.

Section 3. The improvements hereby authorized and the several purposes for the financing of which said obligations are to be issued, the appropriation made for and estimated cost of each such purpose, and the estimated maximum amount of bonds or notes to be issued for each such purpose, are respectively as follows:

<u>IMPROVEMENT OR PURPOSE</u>	<u>APPROPRIATION AND ESTIMATED COST</u>	<u>ESTIMATED MAXIMUM AMOUNT OF BONDS AND NOTES</u>
(a) Acquisition, by purchase, of new and additional equipment for use by the Department of Public Works of the Township, including one (1) front end loader, together with all appurtenances, apparatus and accessories necessary therefor or incidental thereto, all as shown on and in accordance with the specifications therefor on file or to be filed in the office of the Township Clerk and hereby approved	150,000	142,500
(b) Improvement of West End Drive (Phase II) in and by the Township by the construction or reconstruction therein of a roadway pavement at least equal in useful life or durability to a roadway pavement of Class B construction (as		

used or referred to in Section 40A:2-22 of said Local Bond Law), together with all sidewalks, curbing, structures, appurtenances, milling, drainage improvements, equipment, work and materials necessary therefor or incidental thereto, all as shown on and in accordance with the plans and specifications therefor on file or to be filed in the office of the Township Clerk and hereby approved, the \$260,000 appropriation hereby made therefor being inclusive of the amount of \$167,000 received or expected to be received by the Township from the New Jersey Department of Transportation as a grant-in-aid of financing said improvement

260,000

88,500

(c) Improvement of various roads in and by the Township by the construction or reconstruction therein of a roadway pavement at least equal in useful life or durability to a roadway pavement of Class B construction (as such term is used or referred to in Section 40A:2-22 of said Local Bond Law), including all striping, structures, appurtenances, milling, drainage improvements, equipment, work and materials necessary therefor or incidental thereto, all as shown on and in accordance with the plans and specifications therefor on file or to be filed in the office of the Township Clerk and hereby approved

265,000

251,750

Totals

\$675,000

\$482,750

Except as otherwise stated in paragraph (b) above with respect to the said \$167,000 grant-in-aid of financing the purpose described in said paragraph, the excess of the appropriation made for each of the improvements or purposes aforesaid over the estimated maximum amount of bonds or notes to be issued therefor, as above stated, is the amount of the said down payment for said purpose.

Section 4. The following additional matters are hereby determined, declared, recited and stated:

(a) The said purposes described in Section 3 of this bond ordinance are not current expenses and each is a property or improvement which the Township may lawfully acquire or make as a general improvement, and no part of the cost thereof has been or shall be specially assessed on property specially benefited thereby.

(b) The average period of usefulness of said purposes within the limitations of said Local Bond Law and taking into consideration the respective amounts of the said obligations authorized for the several purposes, according to the reasonable life thereof computed from the date of the said bonds authorized by this bond ordinance, is 11.47 years.

(c) The supplemental debt statement required by said Local Bond Law has been duly made and filed in the office of the Township Clerk and a complete executed duplicate thereof has been filed in the office of the Director of the Division of Local Government Services in the Department of Community Affairs of the State of New Jersey, and such statement shows that the gross debt of the Township as defined in said Local Bond Law is increased by the authorization of the bonds and notes provided for in this bond ordinance by \$482,750, and the said obligations authorized by this bond ordinance will be within all debt limitations prescribed by said Local Bond Law.

(d) Amounts not exceeding \$70,000 in the aggregate for interest on said obligations, costs of issuing said obligations, engineering costs and other items of expense listed in and permitted under Section 40A:2-20 of said Local Bond Law may be included as part of the costs of said improvements and are included in the foregoing estimate thereof.

Section 5. The funds from time to time received by the Township on account of the \$167,000 grant referred to in Section 1 of this bond ordinance shall be used for financing the improvements or purposes described in paragraph (b) of Section 3 of this bond ordinance by application thereof either to direct payment of the costs of said improvements or purposes, or to payment or reduction of the authorization of the obligations of the Township authorized therefor by this bond ordinance. Any such funds so received may, and all such funds so received which are not required for direct payment of

the costs of said improvements or purposes shall, be held and applied by the Township as funds applicable only to the payment of obligations of the Township authorized by this bond ordinance.

Section 6. All bond anticipation notes issued hereunder shall mature at such times as may be determined by the Chief Financial Officer, provided that no note shall mature later than one year from its date. The notes shall bear interest at such rate or rates and be in such form as may be determined by the Chief Financial Officer. The Chief Financial Officer shall determine all matters in connection with the notes issued pursuant to this bond ordinance, and the Chief Financial Officer's signature upon the notes shall be conclusive evidence as to all such determinations. All notes issued hereunder may be renewed from time to time subject to the provisions of N.J.S.A. 40A:2-8. The Chief Financial Officer is hereby authorized to sell part or all of the notes from time to time at public or private sale and to deliver them to the purchasers thereof upon receipt of payment of the purchase price plus accrued interest from their dates to the dates of delivery thereof. The Chief Financial Officer is directed to report in writing to the governing body of the Township at the meeting next succeeding the date when any sale or delivery of the notes pursuant to this bond ordinance is made. Such report must include the principal amount, interest rate and maturities of the notes sold, the price obtained and the name of the purchaser.

Section 7. The full faith and credit of the Township are hereby pledged to the punctual payment of the principal of and interest on the said obligations authorized by this bond ordinance. Said obligations shall be direct, unlimited obligations of the Township, and the Township shall be obligated to levy ad valorem taxes upon all the taxable property within the Township for the payment of said obligations and interest thereon without limitation of rate or amount.

Section 8. The capital budget or temporary capital budget of the Township is hereby amended to conform with the provisions of this ordinance to the extent of any inconsistency herewith and the resolutions promulgated by the Local Finance Board showing all detail of the amended capital budget or temporary capital budget and capital program as approved by the Director, Division of Local Government Services, are on file with the Township Clerk and are available for public inspection.

This bond ordinance shall take effect twenty (20) days after the first publication thereof after final adoption, as provided by said Local Bond Law.

Mr. Scott made a **motion** to introduce Ordinance 2019-05, seconded by Mr. Gross.

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

ORDINANCE 2019-06 Introduction (Public Hearing and Adoption – May 7, 2019):

**Stillwater Township
Sussex County, New Jersey
April 16, 2019**

ORDINANCE 2019-06

AN ORDINANCE FIXING SALARIES AND WAGES OF OFFICERS AND EMPLOYEES OF THE TOWNSHIP OF STILLWATER, COUNTY OF SUSSEX AND STATE OF NEW JERSEY, FOR THE YEAR 2019

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

Section 1. The Township of Stillwater shall pay its municipal officers and employees for services rendered as shown below. Figures shown represent annual salary, unless otherwise noted.

POSITION

Township Committee Member	\$ 4,401.00
Township Clerk	66,993.00
Municipal Registrar	5,798.00
Principal Clerk Typist	50,907.00
Deputy Municipal Registrar	2,842.00
Receptionist	\$13.20 per hour
File Clerk – Effective 1/1/19	\$ 9.25 per hour
File Clerk – Effective 7/1/19	\$10.00 per hour
Chief Financial Officer	35,484.00
Finance Clerk	\$25.55 per hour
Clean Communities Coordinator – Stipend	1,000.00
Qualified Purchasing Agent – Stipend	3,000.00
Tax Assessor	31,509.00
Tax Collector	34,383.00
Tax Collector – Extra Hours	\$55.11 per hour
DPW Supervisor	As per contract
Recycling Coordinator	1,746.00
DPW Laborers	As per contract
Solid Waste Worker #1	\$12.54 per hour
Solid Waste Worker #2	\$11.14 per hour
Solid Waste Cashier	\$11.14 per hour
Recycling Worker #1	\$12.54 per hour
Recycling Worker #2	\$11.14 per hour
Construction Code Official	11,368.00
Plumbing Sub-code Official	9,007.00
Electrical Sub-code Official	8,830.00
Fire Sub-code Official	4,895.00
Smoke Detector Certifications	\$25.00 per Cert
Smoke Detector Re-Certifications	\$20.00 per Cert
Electrical Inspector/Subcode Official – Vacation Coverage	\$35.00 per hour
Emergency Mgmt Coordinator	1,391.00
Deputy Emergency Mgmt Coordinator	569.00

Animal Control Officer	8,861.00
BOARDS AND COMMISSIONS:	
Zoning Board Secretary	6,768.00
Planning Board Secretary	6,768.00
Environmental Commission Secretary	2,716.00
Recreation Commission Secretary	2,087.00
Crossing Guard	\$13.38 per hour

Section 2. Specific salaries or wages established by this Ordinance shall be made retroactive to January 1, 2019 unless otherwise noted.

Section 3. Nothing in this ordinance shall be construed as making mandatory the payment of annual salary increments to any officer or employees of the Township of Stillwater. Salary or wage increases shall be contingent upon availability of the funds.

Section 4. All former ordinances or parts thereof conflicting or inconsistent with the provisions of this ordinance are hereby repealed.

Section 5. This ordinance shall take effect after publication and passage according to law.

Mr. Scott made a **motion** to introduce Ordinance 2019-06, seconded by Mr. Gross.

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

ORDINANCE 2019-06A Introduction (Public Hearing and Adoption – May 7, 2019):

**Stillwater Township
Sussex County, New Jersey
April 16, 2019**

ORDINANCE 2019-06A

AN ORDINANCE FIXING SALARIES AND WAGES OF OFFICERS AND EMPLOYEES OF THE TOWNSHIP OF STILLWATER, COUNTY OF SUSSEX AND STATE OF NEW JERSEY, FOR THE YEAR 2019

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

Section 1. The Township of Stillwater shall pay its municipal officers and employees for services rendered as shown below. Figures shown represent annual salary, unless otherwise noted.

POSITION

Zoning Officer	41,830.00
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Section 2. Specific salaries or wages established by this Ordinance shall be made retroactive to January 1, 2019 unless otherwise noted.

Section 3. Nothing in this ordinance shall be construed as making mandatory the payment of annual salary increments to any officer or employees of the Township of Stillwater. Salary or wage increases shall be contingent upon availability of the funds.

Section 4. All former ordinances or parts thereof conflicting or inconsistent with the provisions of this ordinance are hereby repealed.

Section 5. This ordinance shall take effect after publication and passage according to law.

Mr. Scott made a **motion** to introduce Ordinance 2019-06A, seconded by Mr. Morrison.

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

RESOLUTOIN 2019-061

**STILLWATER TOWNSHIP
SUSSEX COUNTY, NEW JERSEY
RESOLUTION 2019-061
RESOLUTION REGARDING MUNICIPAL CLERK’S HOURS**

WHEREAS, the Township Committee desires to establish the number of hours that the Township Clerk is required to work for the year 2019 on a weekly basis, subject to her ability to take paid time off; and

BE IT RESOLVED that the Township Clerk's work week shall consist of no less than 37½ hours per week.

Mr. Fisher made a **motion** to adopt Resolution 2019-061, seconded by Mr. Gross.

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

RESOLUTION 2019-062:

**STILLWATER TOWNSHIP
SUSSEX COUNTY, NEW JERSEY
RESOLUTION 2019-062**

RESOLUTION CONFIRMING THE INCREASE IN WEEKLY WORK HOURS FOR TAMMY LEONARD

WHEREAS, the Stillwater Township Committee at its meeting on March 5, 2019 approved an increase in the number of weekly hours that Tammy Leonard will work for the year 2019; and

BE IT RESOLVED that this resolution confirms the verbal resolution adopted by the Township Committee on March 5, 2019, whereby Ms. Leonard's weekly work hours for 2019 were increased from 25 hours per week to 29 hours per week.

Mr. Scott made a **motion** to adopt Resolution 2019-062, seconded by Mr. Gross.

Mr. Fisher asked for the specific day and hours to be included in the resolution. The Committee could not recall this being done in prior resolutions. Ms. Knott noted if the CFO needs the Finance Clerk to come in at night then the day may change. Mr. Morrison expressed concern with the specific day and hours being recorded in the resolution as it may cause an issue with the public if she is working at night and the Friday hours are posted. It would also be in violation of the resolution. Mayor Chamblings and Mr. Morrison were inclined to pass the resolution as is and he will meet with the CFO to clarify the matter.

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

ATTORNEY REPORT: No report.

DISCUSSION ITEMS:

9-1-1 Shared Service with Sussex County:

The Committee and Mr. Bolcato reviewed the agreement. Mr. Bolcato provided eight concerns he had with the contract and would confer with the County regarding necessary changes.

JCP&L:

Mayor Chamblings reported JCP&L will be trimming trees beginning on June 3rd, including Edgewood Drive and Ridge Road.

Street Sweeper:

Ms. Knott reported Mr. Raff was approached by the DPW Supervisor of Blairstown, offering their street sweeper and an operator and laborer to sweep the Maple Lane area in exchange for the use of our paver, a laborer and an operator for their minor projects There would be a cost savings to both municipalities. Mr. Raff is in favor of the proposal and would like Committee approval. The Committee had no issue with the proposal.

Open Public Session:

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

Kathy Draghi, 1016 Route 619 expressed concern with the Tax Collector having additional hours as listed on the salary ordinance and being paid \$55 per hour for those hours. She felt the Tax Collector should be able to do her job during her regular 12 hours now that she has an assistant. Mr. Fisher noted the State has instituted changes that have increased the workload. Ms. Chammings explained that the additional hours were provided (20 hours total over a one-year period) when the township decreased the Tax Collector position from full-time to part-time. Mrs. Draghi felt based on the salary, there should be more efficiency, noting in-person payments require more time. Mr. Morrison stated decreasing the hours to part-time makes it more difficult during tax quarter payment periods. Mayor Chammings hoped the electronic payments would help ease in-person payments.

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

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

Respectfully submitted,

Kathy Wunder