**STILLWATER TOWNSHIP COMMITTEE**

**MEETING MINUTES**

**May 17, 2022**

A REGULAR MEETING of the Stillwater Township Committee was called to order by Mayor Scott at 7:01 p.m. noting the meeting date, time and place were sent the New Jersey Herald and posted at the Town Hall, on the Township’s website and advised those present that this meeting was being held in compliance with provisions of Open Public Meetings Act, Chapter 231 P.L. 1975 P.L. 1975, Chapter 231, Sections 4 & 13.

Roll Call: PRESENT: Mr. Barta, Mrs. Rumsey, Mr. Fisher, Ms. Chammings and Mayor Scott.

The flag was saluted.

**MINUTES:**  April 5 and April 19, 2022 Executive Meeting Minutes

A motion was made by Ms. Chammings to adopt the **minutes as presented**, seconded by Mrs. Rumsey. **Roll Call Vote**: Mr. Barta, yes, Mrs. Rumsey, yes, Mr. Fisher, yes, Ms. Chammings, yes, Mayor Scott, yes.

**MINUTES:** May 3, 2022 Regular Meeting Minutes

A motion was made by Mr. Fisher to adopt the **minutes as presented**, seconded by Mayor Scott. **Roll Call Vote**: Mr. Barta, yes, Mrs. Rumsey, yes, Mr. Fisher, yes, Ms. Chammings, no, Mayor Scott, yes.

**REPORTS:** Tax Collector Report – April 2022

Building Department Report – April 2022

Dog Licensing Report – April 2022

Registrar Reports – April 2022

Board of Health Receipts – April 2022

Campground License Report – April 2022

Recreation Commission Fee Report – April 2022

Convenience Center Report – March 2022

SC Board of Health Inspection Report – March and April 2022

Fire Department Report – April 2022

DPW Report – April 2022

Zoning Officer Report – March and April 2022

A motion was made by Mr. Fisher to adopt the **reports as presented**, seconded by Mayor Scott. **Roll Call Vote**: Mr. Barta, yes, Mrs. Rumsey, yes, Mr. Fisher, yes, Ms. Chammings, no, Mayor Scott, yes.

**BILLS LIST #9: $910,396.39**

Ms. Chammings pulled PO 1168 for the Green Dog Inn in the amount of $3,000 from the bills list for discussion.

**RESOLUTION 2022-098** Authorizing Payment of Bills

**WHEREAS,** the Chief Finance Officer has certified that funds are available in the proper

account; and

**WHEREAS,** the Chief Finance Officer has approved payment upon certification from

the Township Department Heads that the goods and/or services have been rendered to the

Township;

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Committee of the Township of Stillwater that the current bill lists, dated May 17, 2022 and on file and available for public inspection in the Office of the Chief Finance Officer and approved by the Chief Finance Officer for payment, be paid.

A motion was made by Mr. Fisher to adopt the **Resolution 2022-098 minus PO 1168,** seconded by Mrs. Rumsey. **Roll Call Vote**: Mr. Barta, yes, Mrs. Rumsey, yes, Mr. Fisher, yes, Ms. Chammings, yes, Mayor Scott, yes.

PO#1168 Green Dog Inn: The owner of the Green Dog Inn has agreed to reduce the bill from $3,000 to $1,320. A discussion of the circumstances of why the dog named Maxx was there for the extended period of time. The animal will hopefully be going to Father John’s for adoption later this week.

The agreement for the Green Dog Inn will be discussed at the next meeting so the time frame of keeping stray dogs will be amended to put stricter guidelines in place.

A motion was made by Ms. Chammings to pay the **Green Dog Inn the reduced rate of $1,320 for PO 1168,** seconded by Mr. Barta. **Roll Call Vote**: Mr. Barta, yes, Mrs. Rumsey, yes, Mr. Fisher, yes, Ms. Chammings, yes, Mayor Scott, yes.

**AMENDMENTS TO AGENDA –** Mayor Scott added Resolution 2022-102 accepting the resignation of Tim Wistuba in New Business.

Mr. Fisher said he would like to discuss the memo received from the tax collector regarding multiple daily trips to the bank. Mr. Fisher noted he received correspondence from the tax collector stating it was not necessary for more than one bank deposit per day for all statutory obligations to be met. Ms. Chammings and Mrs. Rumsey said they had not received this correspondence and would like the discussion to be tabled until they had reviewed it. Mayor Scott asked the tax collector who was in attendance to discuss. Ms. Rutnik said that she goes to the bank three times a week during tax season and twice a week at other times and the 48 hour rule for bank deposits are met. Ms. Rutnik said the CFO goes daily in the afternoon and feels this additional trip is totally unnecessary especially with gas prices so high. The matter will be further discussed after all township committee members have time to review the correspondence from Ms. Rutnik

Mrs. Rumsey discussed an incident on Mother’s Day when a dog was found wandering in the Township with a Stillwater license. The ACO was called and could not help identify the dog because he did not have the list of registered dogs. Mrs. Rumsey said the 911 Dispatch Supervisor has asked for a copy of the dog list. The clerk said she would make sure the ACO received the dog list and noted that it was not common practice to give the list of dog owners out to non-employees because it has been deemed a public safety issue and exempt from OPRA but if the 911 Center would like the list they would have to OPRA it as law enforcement to receive the list of dogs licensed in Stillwater.

**OPEN PUBLIC SESSION:**

Dawn Delaney, Chair of the Recreation Commission spoke about the Miss, Little Miss and Little Mister Stillwater Pageant held on Friday, May 13, 2022 at the Stillwater Community Center. The event was a great success with Ms. Megan Halpin being named Miss Stillwater 2022. The first runner up is Ms. Milla Hornung. Little Miss Stillwater is Teodora Mondrone and Little Mr. Stillwater is Dean Schneider. Many thanks to those who participated in and worked on making this event a success.

There being no one else who wished to speak this portion of the meeting was closed.

**OLD BUSINESS:**

**Township’s Tax Lien Update:** Mr. Vex reported he would be coming to townhall on Tuesday, May 24, 2022 to work with the tax collector in obtaining all pertinent materials to begin In Rem Foreclosure on the fifteen designated properties.

Mr. Barta discussed the employee evaluation form sent to the township committee by Mr. Vex. The township committee agreed it was a simple form and a good place to start. Mr. Barta suggested each townhall employee be evaluated by the entire committee. A few October dates – possibly prior to regular township committee meetings were discussed for the evaluations.

Ms. Chammings discussed an emergency call on Swartswood Lake. Emergency Responders and residents worked together to bring the incident to a wonderful conclusion and the person is doing well. Mrs. Rumsey would like the clerk to prepare a proclamation recognizing the volunteers and residents whose actions directly affected the outcome.

Mr. Vex said he had previously scheduled time off for the dates of both the June 21st and July 19th meetings but he would be available via zoom. It was decided the dates would change to June 14 and July 12th to accommodate Mr. Vex since he was not the attorney at the time the schedule was created. The clerk will advertise the changes.

Mr. Vex also said the zoning officer asked if the Bed and Breakfast ordinance currently in the Stillwater Code covered Air BNBs. Mr. Vex asked if the township committee would like him to review. Mr. Fisher said yes but he would like the findings to be brought to the next meeting for discussion before anything is done in writing.

**NEW BUSINESS:**

ORDINANCE 2022-16 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 2022 **Introduction [Public Hearing and Adoption 6/14/22]**

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

Section1. 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: SALARY RANGE:

Deputy Municipal Clerk $18.00 - $25.00 per hour

Section 2. Specific salaries or wages established by the Ordinance shall be made retroactive to January 1, 2022 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 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.

A motion was made by Mr. Fisher to **Introduce Ordinance 2022-16**, seconded by Mrs. Rumsey. **Roll Call Vote:** Mr. Barta, yes, Mrs. Rumsey, yes, Mr. Fisher, yes, Ms. Chammings, yes, Mayor Scott, yes

**RESOLUTION 2022-099** Appointment of Beth Martin as Deputy Clerk

**WHEREAS**, the Township Committee of Stillwater desire to hire Beth Martin as Deputy Municipal clerk; and

**WHEREAS**, the Township Committee of Stillwater has set the hourly rate at $18.00 per hours; and  
**WHEREAS**, the position of Deputy Clerk has recently been adopted and the 2022 Salary Ordinance is currently being amended to include Deputy Clerk; and

**THEREFORE, BE IT RESOLVED** that the Township Committee of the Township of Stillwater do hereby concur with the appointment of the of Beth Martin as Deputy Municipal Clerk effective May 23, 2022 for 29 hours per week at the rate of $18.00 per hour.

A motion was made by Mr. Fisher to **adopt Resolution 2022-99**, seconded by Ms. Chammings. Ms. Chammings discussed her opinion that Mrs. Martin’s hours be limited to 24 hours until the open DPW positions are filled and the township is not paying additional overtime to the employees covering the unoccupied positions and then re-visit the additional 5 hours. Mrs. Rumsey agreed to the temporary limited hours. Mayor Scott said he did not feel the open DPW positions were tied to the Deputy Clerk position and called for a vote. **Roll Call Vote:** Mr. Barta, yes, Mrs. Rumsey, yes, Mr. Fisher, yes, Ms. Chammings, no but with her support in hiring Mrs. Martin, Mayor Scott, yes.

**RESOLUTION 2022-100** Authorizing Payment of Redemption Block 3504 Lot 11

WHEREAS, on November 23, 2015 Gisela Rutnik , Collector

Of Taxes sold at public sale Tax Lien for delinquent municipal lien on premises known as

Block 3504 LOT 11 to STILLWATER TOWNSHIP 964 STILLWATER ROAD NEWTON NEW JERSEY 07860

WHEREAS, the Collector has received redemption of said lien on May 17, 2022,

And has deposited said sum in the current account of the Township of STILLWATER, TOWNSHIP

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Committee of the Township of STILLWATER

1. As soon thereafter as the redemption funds have cleared the current account, in the amount of

**$ 120,067.10 ISSUED TO TOWNSHIP the surrender of the certificate shall be issued to the owner of record**

There was also a Premium paid in the amount of $.00 to be added to the certificate holder,

Provided the holder shall surrender the Certificate of Sale and comply with all laws relating thereto

A motion was made by Ms. Chammings to **adopt Resolution 2022-100**, seconded by Mr. Fisher. **Roll Call Vote:** Mr. Barta, yes, Mrs. Rumsey, yes, Mr. Fisher, yes, Ms. Chammings, yes, Mayor Scott, yes.

**DISCUSSION ITEMS:**

Building Department Fees

**ORDINANCE 2022-15** Amending Chapter 69 of the General Code of the Township of Stillwater, County of Sussex, State of New Jersey, Entitled “Fees” **Introduction [Public Hearing and Adoption June 14, 2022]**

A motion was made by Mayor Scott to **Introduce Ordinance 2022-15**, seconded by Mr. Fisher.

Mr. Fisher discussed he would like to have additional discussions with Mr. Bizik, Construction Official, before the ordinance is introduced and asked that the ordinance be tabled until the June 14, 2022 meeting. The motion to Introduce was pulled and replaced by a motion of Mr. Fisher to **table until the June 14, 2022 meeting,** seconded by Mr. Scott**. Roll Call Vote:** Mr. Barta, yes, Mrs. Rumsey, yes, Mr. Fisher, yes, Ms. Chammings, yes, Mayor Scott, yes.

Energy Audit Utility Rebates & Facility Operations (Savings Analysis & Review)

The clerk discussed that finally the proposals were received for the upgrades suggested by the energy audit. The upgrades will cost a total of $16,837.00 (for all three buildings combined) less an incentive of $6,626.06 for a total cost to the township of $10,220.95. The clerk noted the CFO said the upgrades could either be paid from a fully funded ordinance or ARPA funding. The township committee preferred using funds already available and not the ARPA funds.

**RESOLUTION 2022-101** Authorizing the Mayor to Execute Agreement with Wildan Direct Install

WHEREAS, Stillwater Township applied to the Sustainable Jersey 2021 EDF Climate Corps Program to take advantage of New Jersey’s Clean Energy Program and utility incentives; and

WHEREAS, Stillwater Township employees worked with Sustainable Jersey staff to identify funding resources to implement energy projects to make their facility more energy efficient; and

WHEREAS, Stillwater Township has received its on-site assessment, energy usage analysis and upgrade proposal with incentives; and

WHEREAS, The LED energy savings lighting upgrades proposed for the Townhall, DPW building and Stillwater Community Center will be $16,616.06 minus Utility Incentives of $6,616.06 for a total cost to Stillwater Township of $10,220.95; and

THEREFORE, BE IT RESOLVED that the Mayor is authorized to execute the Direct Install Agreements for the Townhall, DPW and Community Center.

A motion was made by Mr. Fisher to **adopt Resolution 2022-101**, seconded by Mr. Barta. **Roll Call Vote:** Mr. Barta, yes, Mrs. Rumsey, yes, Mr. Fisher, yes, Ms. Chammings, yes, Mayor Scott, yes.

**RESOLUTION 2022-102** MAYOR’S ACCEPTANCE OF THE RESIGNATION OF TIM WISTUBA AS FULL-TIME DPW LABORER WITH COMMITTEE CONCURRENCE

THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Stillwater they do hereby concur with the Mayor’s acceptance of the resignation of Tim Wistuba as Full-time Laborer effective May 30, 2022.

A motion was made by Mr. Fisher to **adopt Resolution 2022-102 with regrets**, seconded by Mr. Barta. **Roll Call Vote:** Mr. Barta, yes, Mrs. Rumsey, yes, Mr. Fisher, yes, Ms. Chammings, yes, Mayor Scott, yes.

**OPEN PUBLIC SESSION:**

Heidi Mountford, 921 Mt. Benevolence Road, asked about the Air BNB ordinance. Mr. Vex said it was just a question by the zoning officer and he will look into whether or not the ordinance covers Air BNBs.

Steven Sugar, 999A Stillwater Road, asked about notification to the Sheriff’s department regarding the weight limits on Stillwater Road. The clerk said as soon as the signs are received and installed she will gladly contact both the State Police and Sussex County Sheriff’s Department and let them know the ordinance is ready to be enforced.

The clerk also asked the township committee what type of schedule they wished to have the SC Sherriff’s patrols. The township committee would like to have them totally random so the clerk will notify Sgt. Gray.

Kathy Draghi, County Route 619, noted the bags the township gave to their residents were really nice.

Seeing no one else who wished to speak this portion of the meeting was closed.

**ATTORNEY’S REPORT:**

Mr. Vex had no report this evening.

There being no further business, Ms. Chammings made a motion to adjourn the meeting at 8:15 p.m., seconded by Mr. Fisher. In a voice vote, all were in favor.

Respectfully submitted,

Lynda Knott, RMC