**STILLWATER TOWNSHIP COMMITTEE**

**MEETING MINUTES**

**Tuesday July 12, 2022**

A REGULAR MEETING of the Stillwater Township Committee was called to order by Mayor Scott at 7:18 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:** June 14, 2022 Regular Meeting Minutes

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

**REPORTS:** Tax Collector Report of Receipts – June 2022

Recreation Commission Fees Report – June 2022

Stillwater CERT/MRC – May 2022

Animal Control Officer Report – April-June 2022

Zoning Report – June 2022

Registrar Reports – June 2022

Board of Health Report – June 2022

Fire Department Report – June 2022

DPW Report – June 2022

Building Permit Report – June 2022

Campground Licensing Report – June 2022

Community Center Report – June 2022

Kennel License Report – June 2022

Liquor License Report – June 2022

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

**BILLS LIST #11: $1,125,711.34**

**RESOLUTION 2022-114** 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 July 12, 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 2022-114,** seconded by Mayor Scott. **Roll Call Vote**: Mr. Barta, yes, Mrs. Rumsey, yes, Mr. Fisher, yes, Ms. Chammings, yes, Mayor Scott, yes.

**COMMITTEE REPORTS:**

Ms. Chammings reported that on June 22, 2022 she attended an OEM meeting at the OEC. There is going to be a change in the mental health dialing system. It is going to be 988 to dial for a mental health call. Swift 911 is now going to be called RAZOR.

Ms. Chammings reported on June 27, 2022 the Zoning Board of Adjustment heard 5 or 6 applications. The Boathouse will be rezoned residential from commercial. The Zoning Board also discussed a 947A Old Schoolhouse Rd memo from Clerk and that the Zoning Officer should have a copy of the memorialized resolution prior to the resident putting a shovel in the ground. They also discussed the Master Plan. There will be a draft copy of the Master Plan Re-Examination report coming by Friday July 15, 2022.

Ms. Chammings reported that Mr. Joe Golden will be moving to VA but hopes to finish out the year.

Ms. Chammings reported that she took a TIMS (Traffic Incident Management System) class on July 8, 2022 at the Fire Academy and is now trained on how to direct traffic during an emergency.

Ms. Chammings reported that Stillwater has been selected as eligible to apply for the 2022 EMMA $10,000.00 grant.

Mr. Fisher reported that there have been 85 Fire calls and 233 EMS calls, to date. Mr. Fisher reported most of the truck fleet is in good order. 42-53 is back and repaired and 42 Engine is getting repaired. The Jaws of Life are a great addition to the tools at the fire department’s disposal. The battery pack unit is a huge game changer and will enable helping saving lives of residents. There are currently five people enrolled in the fire academy, two of which are in a six-week long course. There is an Open House scheduled for Saturday August 13th from 12:00p-4:00p. There will be free food and the whole fleet will be on display.  Demonstrations for extrication, ems, and interactive stations will be available to view.

Mr. Fisher reported on the progress with the DEP for the emergency egress road for Lower Crandon Lakes. Mr. Raff, Mr. Fisher, and Ms. Chammings met at the site. The next step is to complete a request form for the DEP to use their property for the emergency egress road. The Clerk is working with Mr. Raff and the Municipal Engineer to complete the request application.

Mrs. Rumsey reported that the Community Center is doing wonderfully and there are a bunch of activities and private parties being held there. The roof of the Community Center is going to be tested for Asbestos ($910.00). Signs will be put up stating the building is under video surveillance.

Mrs. Rumsey reported that the Recreation Commission’s next meeting is on Monday August 1, 2022, at Stillwater Park. The Recreation Commission is working well with the Historical Society in organizing the Fall Festival. The combined committee hopes to have a large turnout.

Mrs. Rumsey stated the Queen of the Fair contest is being held on Saturday August 6, 2022 and she hopes many Stillwater residents will be there to support Miss Stillwater 2022, Megan Halpin.

Mr. Barta reported that there was no Planning Board meeting held in June.

Mr. Barta reported that the Board of Education is working on rehiring the Paraprofessionals for the coming school year. They accepted two grants from the IPEA for a combined total of $77,902.00. The education syllabus will be ready in July and the parent comment will take place in August. The school has added an archery program for the following school year. The petitions for the school board are due in by July 25, 2022.

**AMENDMENTS TO AGENDA: Flag at Veterans, Nature Conservancy Correspondence, Stormwater re-assignment to Tier A, Swartswood Invitation, Changes to Employee Handbook**

**OPEN PUBLIC SESSION:**

Christine Dunbar, 101 Wagon Wheel Rd, Sparta NJ, came to discuss th River Friendly Farm program which rewards farmers for following good farm management and practices. Farmers can apply online. Mr. Tim Dunn and Mrs. Dunbar visit the property and decided if the farm qualifies for the program. If qualified they get a certification and a sign to put on the property. There is a revisit after 3 years and a reapplication every 5 years. Mrs. Dunbar wants us to get the information to the farmers.

Mr. Joseph Doherty, 943 Old Schoolhouse Rd, read a letter into regards to an issue with the zoning board. “*I’m here to express my concern regarding the clean-up issue pertaining to the property located at 947A Old Schoolhouse Road. A complaint was made, a hearing was held, and a just cause finding was established. The property owner was ordered to clean-up the site within 10 days or be penalized. The time period has come and gone and the penalty phase has yet to be enforced, for what appears to be a bureaucratic snafu. Please let’s move forward and resolve this long-standing issue without further delay.”*

Mr. Louis Sylvester, 945 Old Schoolhouse Rd, stated his concerns regarding this same clean-up issue. Mr. Sylvester noted he followed the correct process and the Zoning Board of Adjustment ordered the owners of 947A to clean up the property. The Township Committee agreed and had their attorney send Mrs. Powers a ten-day letter stating the Zoning Board’s resolution must be followed but still there is no enforcement agent identified to enforce the ruling. Mr. Sylvester also noted his concern the township is negotiating with an outside person and not the property owner. Mr. Sylvester noted the township’s zoning officer is conflicted and said the township’s engineer should be enforcing. He wanted to know what the township committee planned on doing to resolve this matter.

**OLD BUSINESS:**

**Township’s Tax Lien Update:**

Ms. Chammings noted the tax collector received a redemption of $179,000.00 and the resolution accepting the payment was on the agenda.

Mr. Vex said he is almost finished putting the foreclosure package together for filing.

**ORDINANCE 2022-17** CAPITAL ORDINANCE APPROPRIATING $12,000.00 FOR ELECTRICAL UPGRADES IN THE STILLWATER TOWNSHIP MUNICIPAL BUILDING, DPW GARAGE AND COMMUNITY CENTER **[Public Hearing and Adoption]**

**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 $12,000.00, which has heretofore been set aside for the improvement of purpose 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 $12,000.00 appropriations, the Township will use $12,000.00 from the General Capital Improvement Fund, as described in Section 3.

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:

Electrical Upgrade: Municipal Building $4,800.00 General C.I.F.

Electrical Upgrade: DPW Garage $5,000.00 General C.I.F.

Electrical Upgrade: Community Center $2,200.00 General C.I.F.

All the aforestated 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:

1. 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.
2. 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. This capital ordinance shall take effect ten (10) days after the first publication thereof after final adoption, as provided by said Local Bond Law.

A **motion** was made by Ms. Chammings to **Ordinance 2022-17**, seconded by Mrs. Rumsey. **Roll Call Vote:** Mr. Barta, yes, Mrs. Rumsey, yes, Mr. Fisher, yes, Ms. Chammings, yes, Mayor Scott, yes

**ORDINANCE 2022-08A** Amending Ordinance 2022-08 Providing for Various Improvements or Purposes to be Undertaken by the Township Introduction **[Public Hearing and Adoption]**

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

**SECTION 1**. The appropriations for the improvements or purposes described in Section 2 of this ordinance are hereby amended by the sum of $2,000.00 from the General Capital Improvement Fund.

**SECTION 2.** The increases in the appropriations for the following improvements are hereby authorized by the Township Committee: (a) the acquisition by purchase and installation of signage at various locations ($2,000.00).

**SECTION 3**. Unless specifically amended by this ordinance, all other provisions of Ordinance 2022-08 shall remain in full force and effect.

**SECTION** **4**. When Effective. This ordinance shall be effective immediately upon final passage and publication as required by law.

A **motion** was made by Mr. Barta to **Ordinance 2022-08A**, seconded by Mrs. Rumsey. **Roll Call Vote:** Mr. Barta, yes, Mrs. Rumsey, yes, Mr. Fisher, yes, Ms. Chammings, yes, Mayor Scott, yes

**NEW BUSINESS:**

**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 August 16, 2022]**

**BE IT ORDAINED** by the Township Committee of the Township of Stillwater, County of Sussex, State of New Jersey, that Chapter 69, entitled “Fees”, by amended to provide as follows:

Chapter 45: Building Construction [Amended 5-5-1988 by Ord. No. 5-88; 9-7-1989 by Ord. No. 9-89; 12-7-1989 by Ord. No. 13-89; 10-1-1991 by Ord. No. 6-91; 8-2-1994 by Ord. No. 4-94; 7-2-1996 by Ord No. 5-96]

A. Construction permit fees. Construction permits. The fee for a construction permit shall be the sum of the Sub code applications, plus all administrative and miscellaneous fees listed below. All fees will be rounded to the nearest dollar and shall be paid before the permits are issued, unless otherwise stated. The minimum construction permit fee shall be **$70.00**

B. The building sub code fees are as follows:

1. Fees for new construction shall be based upon the volume of the structure. Volume shall be computed in accordance with N.J.A.C. 5:23-2.28. The new construction fee shall be in the amount of **$0.038** per cubic foot of volume for buildings and structures of all use groups and types of construction as classified and defined in articles 3 & 6 of the building subcode; except that the fee shall be **$0.021** per cubic foot of volume for use groups A-1, A-2, A-3, A-4, A-5, F-1, F-2, S-1 and S-2 and the fee shall be **$0.0011** per cubic foot for structures on farms, including commercial farm building, under N.J.A.C 5:23-3.2(d) with the maximum fee from such structures on farms not to exceed **$1,602.00**
2. Fees for renovations, alterations and repairs or site construction associated with pre-engineered systems of commercial farm buildings, pre-manufactured construction, and the external utility connection for pre-manufactured construction shall be based upon the estimated cost of work. The fee shall be in the amount of $**34.00** per $1,000.00. From $50,001 to and including $100,000, the additional fee shall be in the amount of $**26.00** per $1,000 of estimated cost above $50,000. Above, $100,000, the additional fee shall be in the amount of $**22.00** per $1,000 of estimated cost above $100,000. Fees for additions shall be computed on the same basis for new construction for the added portion in 1 above.
3. The fee for open decks, porches and raised platforms shall be $.**45** per square foot provided that the minimum fee shall be **$70.00**.
4. Fees for combination renovations and additions shall be the sum of the fees computed separately in accordance with (1), (2) and (3) above.
5. Fees for retaining walls shall be as follows:
   1. The fee for a retaining wall with a surface area greater than 550 square feet that is associated with a class 3 residential structure shall be **$210**.
   2. The fee for a retaining wall with a surface area of 550 square feet or less that is associated with a class 3 residential structure shall be **$106.00** other than a class 3 residential structure shall be based upon the cost of construction.
6. The fee for temporary structures and structures for which volume cannot be computed, such as above ground swimming pools and open structural towers, shall be **$125.00**. The fee for an in-ground swimming pool shall be **$175.00**. These fees shall include all required pool enclosures.
7. The fee for fencing exceeding six feet in height shall be **$50.00**.
8. The fee for a permit to construct a sign shall be **$3.00** per square foot computed on one side only for a single or double-faced sign provided that the minimum fee shall be **$65.00**.
9. Reserved.
10. The fee for installation or replacement for storage systems of flammable and combustible liquids shall be **$75.00** per tank up to and including those with a capacity of 1,000 gallons, and **$95.00** per tank for those with capacities exceeding 1,000 gallons.
11. The fee for a permit to demolish a building or structure shall be as follows: Use Groups R-5 shall be **$75.00**; buildings and structures incidental to Use Group R-5 shall be **$25.00** and all other Use Groups shall be **$100.00**.
12. Fees for moving of a building shall be **$100.00**
13. For purposes of estimating cost of work, any part of $1,000.00 shall be rounded up to the next highest thousand-dollar increment.
    * 1. Plumbing subcode fees are as follows:
14. The fee for each fixture, stack or appliance connected to the plumbing system shall be **$18.00**.
15. The fee for each special device including “but not limited to” grease traps, oil separators, air conditioning of refrigeration units, water and sewer connections, flammable and combustible liquid storage tanks, backflow preventers, steam or hot water boilers, gas piping, active solar systems, sewer pumps, interceptors and fuel oil piping shall be **$91.00** for Use Group R-5 and **$91.00** for all other Use Groups.
16. The minimum permit fee for work, including the plumbing subcode, shall be **$70.00**

D. Administrative and Miscellaneous Fees:

1. The fee for plan review shall be **twenty percent (20%)** of the amount to be charged for the construction permit and shall be paid before the plans are reviewed. This fee shall be credited toward the amount of the construction permit fee.
2. The fee to process an application for a variation pursuant to N.J.A.C. 5:23-2.10 shall be as follows:
   1. Class I Structure………………………………………………….$**821.00**

Resubmission…………………………………………………….$**321.00**

* 1. Class II Structure………………………….……………………....$**168.00**

Resubmission………………………………..……………..……..$ **91.00**

* 1. Class III Structure…………….………………………………….$**168.00**

Resubmission……………………………………………………...$**91.00**

1. An administrative surcharge fee of **fifteen percent (15%)** shall be charged on each Subcode application issued by any third-party agency contracted by the Township of Stillwater.
2. The fee for the reinstatement of a lapsed permit shall be **twenty percent (20%)** of the original fee calculated per Subcode application; provided that the minimum fee shall be as per Subcode.
3. The fee for each construction permit and certificate of occupancy issued for an asbestos hazard abatement project shall be as set forth in N.J.A.C. 5:23-8.9 1 and 2.
4. The fee for a permit for lead hazard abatement work shall be **$125.00**. The fee for a lead hazard abatement clearance certificate shall be **$25.00**.
5. The fees for certificates of occupancy are as follows:
   1. Certificate of occupancy for one and two family dwellings……….$ **90.00**
   2. Certificate of occupancy for accessory buildings to one and two family dwellings……………………………………………….$**40.00**
   3. Certificate of occupancy for principal buildings or structures of all other Use Groups…………………………………………….$ **40.00**
   4. Certificate of occupancy for accessory buildings of all other use groups…………………………………………………………$ **40.00**
   5. Multiple Certificates of occupancy for all Use Groups per unit…..$ **40.00**
   6. Certificates of occupancy for Change of Use Group Only……….. $**168.00**
   7. Certificates of Continued Use or Occupancy…………………….. $**168.00**
   8. The fee for first issuance or renewal of a Temporary Certificate of occupancy shall be……………………………………………...$ **40.00**
6. Fees for Certificates of Compliance as required by N.J.A.C. 5:23-2.23 (K) are as follows:
   1. High pressure boilers (12 months)…………………………………$50.00
   2. Refrigeration systems (12 months)………………………………...$50.00
   3. Pressure Vessels (12 months)……………………………………...$50.00
   4. Cross connections and backflow preventers (12 months)…………$50.00
   5. Swimming pools, spas and hot tubs (12 months)………………….$50.00
7. State of New Jersey training fees shall be in the amount of **$0.00371** per cubic foot of volume of all new construction and **$1.90** per $1,000.00 of estimated cost for alterations and repairs or as currently posted in the regulations. These fees are set by and shall be accounted for and forwarded the Bureau of Regulatory Affairs as per N.J.A.C. 5:23-4.19 (C) 1.
8. The fee for a change of contractor shall be………………………………....$20.00

E. Fire Protection subcode fees are as follows:

1. Wet or dry sprinkler suppression systems as per the following numbers of heads:

to 20………………………………………………………………………$ 91.00

21- 100………………………………………………………………..... $168.00

101-200…………………………………………………………………..$321.00

201-400..…………………………………………………………………$831.00

401-1000………….………………………………………………. . . $ 1,150.00

1. Fee for each standpipe…………………………………………………….321.00
2. Fee for each gas or oil fired appliance not connected to the plumbing system………………………………………………………………………65.00
3. Commercial kitchen exhaust system, each…………………………………65.00
4. Pre-engineered suppression systems, each…………………………… …129.00
5. Fuel storage tanks (underground or above ground, installation only) each:

1 to 1000 gallons……………………………………………………………75.00

1001 to 4000 gallons……………………………… …………………….100.00

Over 4000 gallons………………………………………………………....150.00

1. Smoke or heat detectors:

1-20………………………………………………………………………....50.00

21-120…………………………………………………………………..…131.00

121-220……………………………………………………………………216.00

221-320…………………………………………………………………....301.00

321-420..……….………………………………………………………….386.00

421-520……………………………………………………………………471.00

1. Manual or automatic alarm systems……………………………………….............................................50.00
2. Central control system……………………………………………………………………...50.00

The fire protection subcode fee shall be a minimum of $**70**.00 for single-family dwellings; and $**100**.00 for all other structures.

F. Electrical subcode fees are as follows:

1. The fees for electrical receptacles, fixtures and devices are as follows:
   1. For the first block consisting of one to 50 receptacles, fixtures or device……………………………………………………………**50**.00
   2. For each additional block consisting of up to 25 receptacles, fixtures or devices………………………………………………...…9.00
2. The fees for electrical devices, generators, transformers, motors, or air conditioner feeders and disconnects are as follows.
   1. For each electrical device, generator, transformer or motor rated up to 10 kilowatts or 10 hp……………………………………………...................................15.00
   2. For each electrical device, generator, transformer rated over 10 kilowatts to 45 kilowatts; ………………………………………………………………………65.00 For each motor rated over 10 hp to 50 hp; or [For each air conditioner feeder and disconnect, Commercial: 11 to 50 hp, plus unit]
   3. For each electrical device, generator, transformer rated over 45 kilowatts to………………………………………………………….................129.00 112.5 kilowatts; For each motor rated over 50 hp to 100 hp; or For each air conditioner feeder and disconnect, Commercial; 51 hp or over, plus unit
   4. For each electrical device, generator, transformer rated over 112.5 kilowatts……………………………………………………….…….640.00
   5. For each motor over 100 hp………………….……………………...640.00
3. The fees for service panels, service entrances, sub panels are as follows:
   1. For each service panel, service entrance, sub panel from 0 to 225 amps…………………………………………………………………65.00
   2. For each service panel, service entrance, sub panel over 225 to 1,000 amps……………………………………………..……………129.00
   3. For each service panel, service entrance/sub panel over 1,000 amps…………………………………………………………640.00
4. The fee charged for electrical work for each permanently installed private swimming pool, spa, hot tub or fountain as defined in the building subcode shall be a flat fee of **$77.00** which shall include any required bonding, and associated equipment such as filter pumps, motors, disconnecting means, switches, required receptacles and heaters, etc., excepting panel boards and under-water lighting fixtures. For public swimming pools, the fee shall be charged on the basis of number of electrical fixtures and rating of electrical devices involved in accordance with 1 though 3 above.
5. The fees for pool permit, with UW lights……………………………………**77**.00
6. The fees for storable pool, spa, hot tub……………………………………....**77**.00
7. The minimum permit fee for work, including the Electrical sub code shall be **$70.00.**

G. Photovoltaic

1. 0 to 50 KW shall be ……………………………………………………….$ 65.00
2. 51 to 100 KW shall be …………………………………………………….$129.00
3. Above 100 KW shall be …………………………………………………..$640.00

H. Elevator Sub-code Fee

The Elevator Sub-code fees shall be established by the New Jersey Department of Community Affairs in accordance with N.J.A.C. 5:23-4.20

I. The fee for mechanical inspection in a structure of Group R-3 or R-5 by a mechanical inspector shall be $**60.00** for the first device and $15.00 for each additional device. No separate fee shall be charged for gas, fuel oil, or water piping connections associated with the mechanical equipment inspected.

A motion was made by Ms. Chammings to **introduce Ordinance 2022-15,** seconded by Mr. Fisher. **Roll Call Vote**: Mr. Barta, yes, Mrs. Rumsey, yes, Mr. Fisher, yes, Ms. Chammings, yes, Mayor Scott, abstain.

**RESOLUTION 2022-115** RESOLUTION TO AUTHORIZE PAYMENT OF REDEMPTION FOR BLOCK 2911/LOT 3

WHEREAS, on November 27, 2007 Donna Clouse , Collector

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

Block 2911 LOT 3 to STILLWATER TOWNSHIP 964 STILLWATER ROAD NEWTON NEW JERSEY 07860

WHEREAS, the Collector has received redemption of said lien on June 22, 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 **$ 179,503.83 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 Mr. Fisher to **adopt Resolution 2022-115,** seconded by Ms. Chammings. **Roll Call Vote**: Mr. Barta, yes, Mrs. Rumsey, yes, Mr. Fisher, yes, Ms. Chammings, yes, Mayor Scott, yes.

**RESOLUTION 2022-116 RESOLUTION AUTHORIZING THE TOWNSHIP OF STILLWATER TO AWARD A CONTRACT FOR ONE NEW 2024 FREIGHTLINER 114SD DUMP PLOW TRUCK**

**WHEREAS**, the Township of Stillwater advertised for the receipt of sealed competitive bids for one new 2024 Freightliner 114SD Dump Plow Truck or equivalent; and

**WHEREAS,** the Township accepted sealed, competitive bids on June 23, 2022 for one new 2024 Freightliner 114SD Dump Plow Truck or equivalent; and

**WHEREAS**, the Township received one (1) sealed competitive bid with no exceptions to the specified vehicle and equipment from: Robert H. Hoover & Sons, Inc., in the amount of $210,556.51; and

**WHEREAS**, the Township Attorney and QPA reviewed the bids for compliance with the Local Public Contracts Law and the Township’s bidding requirements; and

**WHEREAS**, Robert H. Hoover & Sons, Inc. is the lowest and only responsive, responsible bidder for the Township’s request for bids on June 23, 2022; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Township Committee of the Township of Stillwater that the Township does hereby award the contract to Robert H. Hoover & Sons, Inc. in an amount not to exceed $210,556.51 for one new 2024 Freightliner 114SD Dump Plow Truck or equivalent; and

**BE IT FURTHER RESOLVED** that the award of this bid is subject to certification of the availability of funds by the Township’s Chief Financial Officer; and

**BE IT FURTHER RESOLVED** that the Township Clerk shall notify all bidders of the award of the bid to Robert H. Hoover & Sons, Inc.; and

A motion was made by Mrs. Rumsey to **adopt Resolution 2022-1116,** seconded by Mr. Fisher. **Roll Call Vote**: Mr. Barta, yes, Mrs. Rumsey, yes, Mr. Fisher, yes, Ms. Chammings, yes, Mayor Scott, yes.

**RESOLUTION 2022-117 APPROVAL TO SUBMIT A GRANT APPLICATION AND EXECUTE A GRANT CONTRACT WITH THE NEW JERSEY DEPARTMENT OF TRANSPORTATION FOR THE MOUNT BENEVOLENCE ROAD SECTION 2 PROJECT**

NOW, THEREFORE BE IT RESOLVED that Council of Township of Stillwater formally approves the grant application for the above stated project.

BE IT FURTHER RESOLVED that the Mayor and Clerk are hereby authorized to submit an electronic grant application identified as MA-2023-Mt. Benevolence Road Section 2-00451 to the New Jersey Department of Transportation on behalf of Township of Stillwater.

BE IT FURTHER RESOLVED that Mayor and Clerk are hereby authorized to sign the grant agreement on behalf of Township of Stillwater and that their signature constitutes acceptance of the terms and conditions of the grant agreement and approves the execution of the grant agreement.

A **motion** was made by Mr. Fisher to **adopt Resolution 2022-117,** seconded by Mrs. Rumsey. **Roll Call Vote**: Mr. Barta, yes, Mrs. Rumsey, yes, Mr. Fisher, yes, Ms. Chammings, yes, Mayor Scott, yes

**RESOLUTION 2022-118 RESOLUTION OF THE TOWNSHIP COMMITTEE OF STILLWATER APPROVING APPOINTMENT TO THE STILLWATER ENVIRONMENTAL COMMISSION**

**BE IT RESOLVED** by the Township Committee that they do hereby concur with the Mayor’s Appointments to the Stillwater Environmental Commission Members for the year 2022 as follows:

**ENVIRONMENTAL COMMISSION**

Name Term Term Expires

Amanda Coriston – Member 3 years 12/31/2024

Greg Dvorsky – 2nd Alternate 3 years 12/31/2022

A **motion** was made by Ms. Chammings to **adopt** **Resolution 2022-118,** seconded by Mr. Barta. **Roll Call Vote**: Mr. Barta, yes, Mrs. Rumsey, yes, Mr. Fisher, yes, Ms. Chammings, yes, Mayor Scott, yes

**RESOLUTION 2022-119 “APPROVING THE SALE OF FOUR (4) LOTS FROM THE TOWNSHIP OF STILLWATER’S PROPERTY SALE ON JUNE 14, 2022”**

**WHEREAS,** the Township of Stillwater conducted a sale of undersized lots owned by the Township of Stillwater and no longer needed for public use on June 14, 2022, pursuant to Ordinance 2022-13. The purpose of the sale was to sell the undersized lots to contiguous property owners in order that the lot being sold by the Township would merge with the property owner’s existing property; and

**WHEREAS**, the Township received bids for four (4) properties as follows:

Block 1201, Lot 29, bid by Jacob Swartout and Stacey Norman - $250

Block 1201, Lot 30, bid by Jacob Swartout and Stacey Norman - $250

Block 310, Lot 3, bid by Carl and Deborah Wood - $250

Block 4002, Lot 21, bid by Karen Felix - $250

**NOW, THEREFORE BE IT RESOLVED,** by the Stillwater Township Committee that the following property sales are hereby approved:

Block 1201, Lot 29, bid by Jacob Swartout and Stacey Norman - $250

Block 1201, Lot 30, bid by Jacob Swartout and Stacey Norman - $250

Block 310, Lot 3, bid by Carl and Deborah Wood - $250

Block 4002, Lot 21, bid by Karen Felix - $250

**BE IT FURTHER RESOLVED** upon each bidder’s payment of the balance of the purchase price along with the fees and costs provided for in Ordinance 2022-13, as applicable, and their compliance with all requirements of Ordinance 2022-13, as applicable, the Mayor or Deputy Mayor, as appropriate, and the Township Clerk are authorized to sign the Quit Claim Deeds and such other documents, if any, for the four (4) properties being sold.

**BE IT FURTHER RESOLVED** that all terms and conditions contained in Ordinance 2022-13, authorizing the sale are hereby incorporated into this resolution by reference.

This resolution shall take effect immediately.

A motion was made by Mr. Fisher to **adopt** **Resolution 2022-119,** seconded by Mrs. Rumsey. **Roll Call Vote**: Mr. Barta, yes, Mrs. Rumsey, yes, Mr. Fisher, yes, Ms. Chammings, yes, Mayor Scott, yes

**RESOLUTION 2022-****120 MAYOR’S APPOINTMENT OF WADE C. BARTA AS A MEMBER OF THE STILLWATER AREA VOLUNTEER FIRE DEPARTMENT 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 Wade C. Barta. as a Member of the Stillwater Area Volunteer Fire Department.

BE IT FURTHER RESOLVED that this appointment was made at a meeting of the Township Committee on Tuesday, July 12, 2022..

A **motion** was made by Mr. Fisher to **adopt** **Resolution 2022-120,** seconded by Mrs. Rumsey. **Roll Call Vote**: Mr. Barta, abstain, Mrs. Rumsey, yes, Mr. Fisher, yes, Ms. Chammings, yes, Mayor Scott, yes

**RESOLUTION 2022-121** **RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF STILLWATER AUTHORIZING THE APPOINTMENT OF NICHOLAS SUGAR**

**AS FULL-TIME DPW LABORER**

THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Stillwater appoint of Nicholas J. Sugar as a Full-Time DPW Laborer pursuant to the Collective Bargaining Agreement. Mr. Nicholas Sugar’s employment is effective August 1, 2022.

BE IT FURTHER RESOLVED that this appointment was made at a meeting of the Township Committee on Tuesday, July 12, 2022.

A **motion** was made by Mr. Fisher to **adopt** **Resolution 2022-121,** seconded by Mrs. Rumsey. **Roll Call Vote**: Mr. Barta, yes, Mrs. Rumsey, yes, Mr. Fisher, yes, Ms. Chammings, yes, Mayor Scott, yes

**RESOLUTION 2022-122** Resolution of the Township Committee of the Township of Stillwater Approving the Appointment of Beth Martin as Alternate-Deputy Registrar

THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Stillwater approves the Local Registrar’s appointment of Beth Martin as Alternate Deputy Registrar as per N.J.S.A. 26:8-17.

A **motion** was made by Mr. Fisher to **adopt** **Resolution 2022-122,** seconded by Mrs. Rumsey. **Roll Call Vote**: Mr. Barta, yes, Mrs. Rumsey, yes, Mr. Fisher, yes, Ms. Chammings, yes, Mayor Scott, yes

**RESOLUTION 2022-123** AUTHORIZING THE CANCELLATION

OF GENERAL CAPITAL BALANCES

WHEREAS, certain Capital Improvement appropriation balances remain dedicated to projects now completed and/or cancelled; and

WHEREAS, the Finance Officer certifies that it is necessary to formally cancel said balances so that the unexpended balances may be returned to either Capital Improvement Fund or Surplus or Reserves, and unused debt authorizations and grant receivables may be canceled;

NOW THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Stillwater, County of Sussex, State of New Jersey, that the following unexpended and dedicated balances of General Capital Appropriations be canceled:

General Capital Amount Cancelled Ord. # Project Description Funded Unfunded

2016-007 Road Resurfacing-Old Schoolhouse – $1,231.85

Soft Costs

2018-06 Old Schoolhouse Drainage/Overlay $8,412.06

To be canceled to General Capital Fund Balance: $9,643.91

A **motion** was made by Mr. Fisher to **adopt** **Resolution 2022-123,** seconded by Mrs. Rumsey. **Roll Call Vote**: Mr. Barta, yes, Mrs. Rumsey, yes, Mr. Fisher, yes, Ms. Chammings, yes, Mayor Scott, yes

**RESOLUTION 2022-126** MAYOR’S ACCEPTANCE OF THE RESIGNATION OF TERRY BESHADA AS A MEMBER OF STILLWATER RECREATION COMMISSION 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 Terry Beshada as a member of the Stillwater Recreation Commission effective July 31, 2022.

A **motion** was made by Ms. Chammings to **adopt** **Resolution 2022-126 with regrets and thanks for her service,** seconded by Mrs. Rumsey. **Roll Call Vote**: Mr. Barta, yes, Mrs. Rumsey, yes, Mr. Fisher, yes, Ms. Chammings, yes, Mayor Scott, yes

**RESOLUTION 2022-126A RESOLUTION OF THE TOWNSHIP OF STILLWATER APPROVING APPOINTMENTS OF TOWNSHIP BOARD AND COMMISSIONS**

**BE IT RESOLVED** by the Township Committee that they do hereby concur with the Mayor’s Appointments and Committee appointments to Board and Commission Members for the year 2022 as follows:

**RECREATION COMMISSION**

Name Term Term Expires

Jennifer Minervino – 3 years 12/31/2025

(filling the unexpired term of Terry Beshada)

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Stillwater, County of Sussex, State of New Jersey that they do hereby concur with the appointments herein for the year 2022.

A **motion** was made by Ms. Chammings to **adopt** **Resolution 2022-126A,** seconded by Mrs. Rumsey. **Roll Call Vote**: Mr. Barta, yes, Mrs. Rumsey, yes, Mr. Fisher, yes, Ms. Chammings, yes, Mayor Scott, yes

**RESOLUTION 2022-127** MAYOR’S ACCEPTANCE OF THE RESIGNATION OF BETH RAFF FROM THE ENVIRONMENTAL COMMISSION AND PLANNING BAORD

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 Beth Raff from the Environmental Commission and the Planning Board effective July 7, 2022.

A **motion** was made by Mrs. Rumsey to **adopt** **Resolution 2022-127with regrets and thanks for her service,** seconded by Ms. Chammings. **Roll Call Vote**: Mr. Barta, yes, Mrs. Rumsey, yes, Mr. Fisher, yes, Ms. Chammings, yes, Mayor Scott, yes

**RESOLUTION 2022-128** TO AMEND THE 2022 BUDGET ACCEPTING ARPA FUNDS

WHEREAS, N.J.S. 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget, and

WHEREAS, said Director may also approve the insertion of an item of appropriation for an equal amount, and

WHEREAS, the Township of Stillwater has received a total of $202,533.66 from the State of New Jersey Department of the Treasury, Community Affairs Division for the American Rescue Plan Act of 2021, and

WHEREAS, the Township of Stillwater now wishes to amend its 2022 budget to include the additional grant funds approved of $202,533.66 as a revenue.

NOW THEREFORE, BE IT RESOLVED that the Committee of the Township of Stillwater does hereby request the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the year 2022 in the sum of $202,533.66, which will be available as a revenue from:

Miscellaneous Revenues

Special Items of General Revenue Anticipated with Prior Written

Consent of the Director of Local Government Services – Public

And Private Revenues Offset with Appropriations: American Rescue Plan Act of 2021, and

BE IT FURTHER RESOLVED that a like sum of…………………………$202,533.66

be and the same is hereby appropriated under the caption of:

General Appropriations

1. Public and Private Programs Offset by Revenues:

American Rescue Plan Act of 2021, and

BE IT FURTHER RESOLVED that the Chief Financial Officer submit one copy of the Chapter 159 certification form to the Director of Local Government Services.

A **motion** was made by Mr. Barta to **adopt** **Resolution 2022-128,** seconded by Ms. Chammings. **Roll Call Vote**: Mr. Barta, yes, Mrs. Rumsey, yes, Mr. Fisher, yes, Ms. Chammings, yes, Mayor Scott, yes

**DISCUSSION ITEMS:**

**FUND POLICY:** The Township Committee discussed the resolutions benefits and decided to act on Resolution 2022-124

**RESOLUTION 2022-124** RESOLUTION ADOPTING A FUND BALANCE POLICY

**WHEREAS**, the Township of Stillwater wishes to adopt a Fund Balance Policy in order to protect against anticipated and unanticipated events that would adversely impact the overall financial condition of the Township; and

**WHEREAS**, the Chief Financial Officer recommends adopting a Fund Balance Policy to help ensure the current and future financial stability of the Township;

**NOW, THEREFORE, BE IT RESOLVED** that the Township Committee of the Township of Stillwater, New Jersey does hereby adopt the Fund Balance Policy annexed hereto.

A **motion** was made by Mr. Fisher to **adopt Resolution 2022-124** seconded by Mrs. Rumsey. **Roll Call Vote**: Mr. Barta, yes, Mrs. Rumsey, yes, Mr. Fisher, yes, Ms. Chammings, yes, Mayor Scott, yes

**EMPLOYEE EDUCATION REIMBURSEMENT**

Mr. Barta discussed his feelings that employees who desire to train for their position be reimbursed for their efforts with a passing grade. Mrs. Rumsey said the township already has that policy. Mayor Scott noted employees who leave shortly after being educated must pay back that education budget. Ms. Chammings said she did not look closely enough at the bills list and Mrs. Martin was reimbursed without proper procedures in place and now the paperwork has been submitted.

**CAMP COUNSELORS BACKGROUND CHECK 18+ Older**

**The CFO asked if camp counselors who are 18 or older have a background check. All agreed and** a motion was made by Mrs. Rumsey to **BACKGROUND CHECK all counselors 18 and older** seconded by Mr. Fisher. **Roll Call Vote**: Mr. Barta, yes, Mrs. Rumsey, yes, Mr. Fisher, yes, Ms. Chammings, yes, Mayor Scott, yes

**COMMUNITY CENTER ROOF TEST FOR ASBESTOS - $910.00**

A brief discussion about the suggestion from the architect to have the community center’s roof tested for asbestos prior to ripping it off to be replaced ended with a unanimous decision it is the best way to proceed.

**RESOLUTION 2022-125 RESOLUTION COMMUNITY CENTER ROOF TEST FOR ASBESTOS - $910.00**

**WHEREAS**, the Township of Stillwater desires to test the roof of the Stillwater Community Center located at 931 Newton Swartswood Road for the presence of asbestos; and

**WHEREAS**, the Township Committee wishes to contract Iris Environmental Laboratories to complete the asbestos testing;

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Stillwater, New Jersey as follows:

1. The asbestos testing of the roof of the Stillwater Community Center as quoted in the email dated June 17, 2022 in an amount not to exceed $1,000.00 is hereby approved.

The Chief Financial Officer has certified that funds are available for the testing in an amount not to exceed **$1,000.00 from American Rescue Plan funding.**

A **motion** was made by Mrs. Rumsey to **adopt Resolution 2022-125 to test the Community Center Roof for Asbestos for $910.00** **to be paid from the American Rescue Plan funds**, seconded by Ms. Chammings. **Roll Call Vote**: Mr. Barta, yes, Mrs. Rumsey, yes, Mr. Fisher, yes, Ms. Chammings, yes, Mayor Scott, yes

**VETERANS PROPERTY TAX EXEMPTION – FIGUEROA**

The Tax Assessor asked the Township Committee to approve a fully disabled veteran’s property tax deduction back to January 1, 2022. A resolution will be on the August 16, 2022 agenda for action.

A **motion** was made by Mr. Fisher to **Approve the Tax Exemption back to January 1, 2022** seconded by Mrs. Rumsey. **Roll Call Vote**: Mr. Barta, yes, Mrs. Rumsey, yes, Mr. Fisher, yes, Ms. Chammings, yes, Mayor Scott, yes

**FLAG FLOWN SWARTSWOOD STATION 2**

Ms. Chammings received a call from a resident who requested Mr. Sliker’s military flag be flown at the Swartswood Station 2 Fire House in honor of Jeffrey A. Sliker, Commander Master Chief, who has retired from the U.S. Navy after 32 years.

A motion was made by Mayor Scott **to approve Commander Master Chief Sliker’s flag be flown at the Stillwater Swartswood Station 2 Fire Department,** seconded by Mrs. Rumsey. **Roll Call Vote**: Mr. Barta, yes, Mrs. Rumsey, yes, Mr. Fisher, yes, Ms. Chammings, yes, Mayor Scott, yes

**NATURE CONSERVANCY**

Ms. Chammings said she received a call from the Nature Conservancy because they have made an offer to Andy Fairclough to purchase 39 acres and would like to discuss with township professionals for township planning. Ms. Chammings will provide them with Mr. Haggerty, Esq. and Mr. Vreeland, Township Engineer’s contact information.

**EMPLOYEE COMPLAINTS AND JOB DESCRIPTION**

Mr. Barta discussed the process for employees to voice their workplace concerns should be addressed. Now all concerns must go through the clerk or department head. Mr. Barta feels the first contact for employee concerns should be the personnel committee. All agree the handbook is a work in progress and needs to be updated and addressed.

Mr. Barta also had the clerk prepare an acknowledgement of receipt and acceptance for the job duties the employees worked with Mrs. Carter to produce. Mr. Barta feels the employees should be comfortable with their job descriptions since they participated in the process. Mr. Vex will have a resolution to add these items to the employee handbook on the agenda for August 16, 2022. Mr. Barta really would like the employees have this information prior to the evaluations in October 2022. Mrs. Rumsey noted she was pleased the suggestions Mrs. Carter made were being implemented.

Mrs. Rumsey also voiced her concerns with committee persons having the attorney prepare items not agreed on by the committee that never go forward and are a waste of money. Mrs. Rumsey asked Mayor Scott to uphold the process that only the mayor and clerk call the attorney unless approved by the mayor.

**OPEN PUBLIC SESSION**

Heidi Mountford, a member of the Zoning Board of Adjustment expressed her concerns that the Zoning Board of Adjustment heard an application regarding 947A Old Schoolhouse Road, examined evidence, rendered its opinion that stumps and brush on the property should be removed and memorialized their findings by resolution. The resolution was published and the Township Committee agreed with their decision and had the Township Attorney send a letter directing the property owner to clean up the property. Mrs. Mountford noted the property owner was noticed but had not attended the hearing and therefore their concerns were not heard. Mayor Scott asked if anyone from the Zoning Board of Adjustment actually walked the property. Mrs. Mountford said she and Mr. Kochenal did walk the perimeter of the property but could not see anything. They were not allowed on the property itself. The only item left in the decision was to clean up the property and if the Zoning Officer will not enforce perhaps the Township Engineer would enforce the board’s decision.

Mrs. Arlene Fisher, the former Stillwater Township Zoning Officer, stated the township engineer could not enforce the board’s decision and only the zoning officer could do so. Mrs. Fisher said the zoning officer should send the property owner a notice of violation giving them a written time frame for the clean up and if the property is not cleaned up as directed the zoning officer would send the owner a summons.

The clerk noted the property owner’s cousin had called numerous times to find out exactly what the township wanted them to do. Mr. Lou Sylvester said no one should be discussing the situation with the cousin because he was not the property owner and the property owner has not notified the township in writing to speak to her cousin on her behalf. Mr. Sylvester noted the stumps and brush should have been cleaned up by the prior owner but the Zoning Board’s resolution is legally binding and the new owners must clean up the property.

Committeewoman Rumsey asked Mayor Scott to speak with the Zoning Officer and tell him to issue a notice of violation and if the property is not cleaned up to send a summons. Mrs. Rumsey also said the clerk should not speak to the owner’s cousin at all and just transfer him to the zoning officer.

**ATTORNEY’S REPORT:** Ms. Chammings asked Mr. Vex about the new stormwater management regulations handed down from the State and if there was any way for Stillwater to avoid becoming a Tier A municipality for stormwater management. After a brief discussion it was decided the clerk will call the State and see what if anything Stillwater could do not to be included with Tier A regulations.

There being no further business, Mayor Scott made a motion to adjourn the meeting at 9:18 p.m., seconded by Mr. Barta. In a voice vote, all were in favor.

Respectfully submitted,

Lynda Knott, RMC