



**STILLWATER TOWNSHIP  
TOWNSHIP COMMITTEE MEETING  
AGENDA**

**TUESDAY, March 7, 2023**

**Executive Session: 6:00 P.M.**

**Regular Meeting: 7:00 P.M.**

**Zoom Link: <https://us02web.zoom.us/j/86954793920>**

**OPENING STATEMENT:** Adequate notice of this meeting has been provided according to the Open Public Meetings Act, notice of this meeting was included in the Annual Meeting Notice to the public and sent to the press on January 4, 2023 and placed on the Official Bulletin Board at the Municipal Building, posted on the official Stillwater Website and Face Book page.

**ROLL CALL:** Delaney ☐ Barta ☐ Rumsey ☐ Scott ☐ Chammings ☐

**EXECUTIVE SESSION:**

WHEREAS, Section 8 of the Open Public Meetings Act, Chapter 231 permits the exclusion of the public from a meeting in 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, County of Sussex, New Jersey as follows:

1. The public shall be excluded from discussion of and action upon the hereinafter-specified subject matter(s).
2. The general nature of the subject matter(s) to be discussed is as follows:  
\_\_\_\_ Personnel \_\_\_\_ Contract \_\_\_\_ Real Property \_\_\_\_ Litigation/Potential Litigation  
\_\_\_\_ Attorney Client \_\_\_\_ Public Safety
3. It is anticipated at this time that the above stated subject matter(s) will be made public at the conclusion of each individual specified subject matter.
4. This resolution shall take effect immediately. Time \_\_\_\_\_ Motion/2<sup>nd</sup> \_\_\_\_\_ / \_\_\_\_\_

**ROLL CALL:** Delaney ☐ Barta ☐ Rumsey ☐ Scott ☐ Chammings ☐

**RETURN TO OPEN SESSION** Time \_\_\_\_\_ Motion/2<sup>nd</sup> \_\_\_\_\_ / \_\_\_\_\_

**ROLL CALL:** Delaney ☐ Barta ☐ Rumsey ☐ Scott ☐ Chammings ☐

**FLAG SALUTE**

**BUDGET PRESENTATION – Tammy Leonard, CFO**

**MINUTES:** Budget Meeting Minutes February 4, 2023  
Motion/2<sup>nd</sup> \_\_\_\_\_ / \_\_\_\_\_

**ROLL CALL:** Delaney ☐ Barta ☐ Rumsey ☐ Scott ☐ Chammings ☐

**MINUTES:** February 21, 2023 Executive and Regular Meeting Minutes

Motion/2<sup>nd</sup> \_\_\_\_\_ / \_\_\_\_\_

**ROLL CALL:** Delaney ☐ Barta ☐ Rumsey ☐ Scott ☐ Chammings ☐

**BILLS LIST #04** \$923,723.79

**RESOLUTION 2023-62** Authorizing Payment of Bills

Motion/2<sup>nd</sup> \_\_\_\_\_ / \_\_\_\_\_

**ROLL CALL:** Delaney ☐ Barta ☐ Rumsey ☐ Scott ☐ Chammings ☐

**COMMITTEE REPORTS:**

- **Committeewoman Delaney**
  - Recreation
  - Zoning Board of Adjustment
- **Committeeman Barta**
  - Planning Board
  - Board of Education
- **Committeewoman Rumsey**
  - Emergency Services
  - Community Center
  - Architect
  - Personnel
- **Committeeman Scott**
  - DPW
  - Engineering
- **Mayor Chammings**
  - Environmental Commission
  - Legal
  - Engineering
  - CERT
  - Personnel

**AMENDMENTS TO AGENDA**

**OPEN PUBLIC SESSION (Agenda items only – 3 min time limit)**

**OLD BUSINESS:**

**TAX IN REM FORECLOSURE UPDATE**

**ORDINANCE 2023-04**

AN ORDINANCE TO AMEND THE TOWNSHIP NOISE  
ORDINANCE TO CLARIFY PROHIBITED ACTS AND  
CONFIRM ENFORCEMENT AUTHORITY – **Public Hearing and  
Adoption**

Motion/2<sup>nd</sup> \_\_\_\_\_ / \_\_\_\_\_

**ROLL CALL:** Delaney ☐ Barta ☐ Rumsey ☐ Scott ☐ Chammings ☐

**NEW BUSINESS:**

**ORDINANCE 2023-05**

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 2023 - INTRODUCTION [**Public  
Hearing and Adoption March 21, 2023**]

Motion/2<sup>nd</sup> \_\_\_\_\_ / \_\_\_\_\_

**ROLL CALL:** Delaney ☐ Barta ☐ Rumsey ☐ Scott ☐ Chammings ☐

**RESOLUTION 2023-63**

RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE  
TOWNSHIP OF STILLWATER AUTHORIZING THE ISSUANCE  
OF RAFFLE LICENSE RA-23-02

Motion/2<sup>nd</sup> \_\_\_\_\_ / \_\_\_\_\_

**ROLL CALL:** Delaney ☐ Barta ☐ Rumsey ☐ Scott ☐ Chammings ☐

**RESOLUTION 2023-64**

OEM COORDINATOR'S APPOINTMENT OF JAMES CANTELMO  
AS DEPUTY OEM COORDINATOR WITH COMMITTEE  
CONCURRENCE

Motion/2<sup>nd</sup> \_\_\_\_\_ / \_\_\_\_\_

**ROLL CALL:** Delaney ☐ Barta ☐ Rumsey ☐ Scott ☐ Chammings ☐

**RESOLUTION 2023-65**

RESOLUTION AUTHORIZING SHARED SERVICES  
AGREEMENT WITH SUSSEX COUNTY MUNICIPAL UTILITIES  
AUTHORITY FOR THE PROVISION OF CERTIFIED RECYCLING  
PROFESSIONAL SERVICES TO CERTIFY AND SUBMIT THE  
2022 RECYCLING TONNAGE REPORT TO NJDEP

Motion/2<sup>nd</sup> \_\_\_\_\_ / \_\_\_\_\_

**ROLL CALL:** Delaney ☐ Barta ☐ Rumsey ☐ Scott ☐ Chammings ☐

Motion/2<sup>nd</sup> \_\_\_\_\_ / \_\_\_\_\_

**ROLL CALL:**        **Delaney** ☐ **Barta** ☐ **Rumsey** ☐ **Scott** ☐ **Chammings** ☐

**DISCUSSION ITEMS:**

Peddling and Soliciting Application

Landlord Identity Registration

Review of Personnel Handbook

Workshops

**OPEN PUBLIC SESSION (any item – 3 minute limit)**

**ATTORNEY’S REPORT**

**ADJ OURNMENT**

Move\_\_\_\_ /Second\_\_\_\_

**ROLL CALL:**        **Delaney** ☐ **Barta** ☐ **Rumsey** ☐ **Scott** ☐ **Chammings** ☐

STILLWATER TOWNSHIP MANUAL/REGULAR BILL LIST				
FOR MEETING DATED 3/7/2023 - BILLS LIST #4				
Account	Date	Check #	Payee	Amount
<b>Current</b>				
	2/22/23	WIRE	STILLWATER TWP PAYROLL AGENCY	\$ 34,457.64
	2/23/23	28795	24 INK	\$ 375.00
	3/1/23	28796	KITTATINNY REGIONAL HS	\$ 424,229.00
	3/1/23	28797	STILLWATER TWP BOE	\$ 400,762.33
	3/1/23	28798	SUSSEX COUNTY CLERK'S OFFICE	\$ 8.00
			<b>Subtotal of Fund</b>	<b>\$ 859,831.97</b>
<b>Dog Account</b>				
	2/24/23	WIRE	CURRENT FUND	\$ 604.08
			<b>Subtotal of Fund</b>	<b>\$ 604.08</b>
<b>Payroll Salary Agency</b>				
	2/22/23	3225	TEAMSTERS	\$ 274.00
	2/22/23	WIRE	STILLWATER TWP PAYROLL ACCT	\$ 21,650.09
	2/22/23	WIRE	CURRENT FUND - SHBP CONTRIB	\$ 2,230.92
	2/23/23	WIRE	IRS	\$ 7,383.38
	2/23/23	WIRE	STATE OF NJ - GIT	\$ 874.82
	2/24/23	WIRE	NATIONWIDE	\$ 814.50
	2/23/23	WIRE	PERS	\$ 2,874.65
	2/24/23	WIRE	PRUDENTIAL	\$ 452.68
			<b>Subtotal of Fund</b>	<b>\$ 36,555.04</b>
<b>Recycling Trust</b>				
	2/22/23	WIRE	STILLWATER TWP PAYROLL AGENCY	\$ 73.54
			<b>Subtotal of Fund</b>	<b>\$ 73.54</b>
			<b>Grand Total All Manual Checks Issued:</b>	<b>\$ 897,109.63</b>
<b>GRAND TOTAL OF BILLS</b>				<b>\$ 923,723.79</b>

## List of Bills - (0110101000001) Cash - Current CURRENT FUND

Check#	Vendor	Description	Payment	Check Total
28799	38 - ALLIED OIL	PO 13546 INV# 76088 ACCT# 7199876 DIESEL 2/21/	741.50	741.50
28800	40 - AMERIGAS	PO 13529 INV# 3146785389 - PROPANE 2/10/2023	720.00	720.00
28801	117 - CAMPBELL SUPPLY COMPANY OF SUSSEX COUNTY	PO 13533 INV# R005013583 - VEHICLE MAINTENANCE (	149.00	149.00
28802	1231 - CARSON 1994 CORP	PO 13535 INV# 561586 - CUSTODIAL SERVICES - MAR 2	549.91	549.91
28803	167 - CENTER FOR PREVENTION & COUNSELING, INC.	PO 13537 INV# 2911 - "HIDDEN IN PLAIN SIGHT" KRHS	600.00	600.00
28804	69 - COUNTY OF SUSSEX (SALT)	PO 13531 SALT - JANUARY 2023	10,849.92	10,849.92
28805	1073 - DAWN DELANEY	PO 13516 MILEAGE REIMBURSEMENT - NJSLSM CLASS 2/1	70.88	70.88
28806	70 - DOLAN AND DOLAN PA	PO 13498 STMT# 946652,946654 - ZB LEGAL SERVICES	514.75	
		PO 13506 STMT# 946657 - ZB LEGAL SERVICES - GENER	82.50	597.25
28807	121 - GARDEN STATE LABORATORIES INC.	PO 13528 INV# 547691 - WATER TESTING 2/10/2023	120.00	120.00
28808	139 - GENERAL CODE	PO 13547 INV# GC00120407 - eCode360 ANNUAL MAINT	1,195.00	1,195.00
28809	128 - HOME DEPOT CREDIT SERVICES	PO 13541 RECEIPT 2/22/2023 - MAINT/REPAIRS; COMM	39.13	
		PO 13542 INV# 5023721 - COMMUNITY CTR; MAINT/REPA	165.07	204.20
28810	41 - JERSEY CENTRAL POWER AND LIGHT	PO 13544 INV# 2/27/2023 ACCT# 100137770515	284.80	284.80
28811	1243 - JOAO PAULO DOMICIANO	PO 13538 REFUND OF 2023 TAXES - BLOCK 3401 LOT 2.	1,553.48	1,553.48
28812	1148 - KNOX COMPANY	PO 13512 QUOTE# QT-KA-43860 - KNOXBOXES FOR MUNI	964.00	964.00
28813	44 - MGL PRINTING SOLUTIONS	PO 13527 PROPOSAL 22154 - TAX REMINDER STICKERS	171.00	171.00
28814	910 - MUNCO	PO 13549 2023 MEMBERSHIP DUES	75.00	75.00
28815	21 - NEW JERSEY PLANNING OFFICIALS	PO 13522 2023 MEMBERSHIP ZONING/PLANNING	370.00	370.00
28816	1067 - NJBOA MEMBERSHIP	PO 13548 2023 MEMBERSHIP - NJ BUILDING OFFICIALS	100.00	100.00
28817	469 - PARTAC PEAT CORPORATION	PO 13279 QUOTE# 2022-Q31872 - CLAY FOR FIELDS (E	3,177.74	3,177.74
28818	63 - PURCHASE POWER	PO 13534 INV# 2/17/2023 ACCT# 8000-9090-1127-986	57.56	57.56
28819	939 - SEPTICARE	PO 13398 INV# M010423-4 - PORTAJOHNS RENTALS (REC)	355.00	355.00
28820	425 - STAPLES	PO 13467 ORDER# 7372275448 - OFFICE SUPPLIES	77.30	
		PO 13511 ORDER# 7373444999 - OFFICE SUPPLIES	97.65	174.95
28821	6 - STILLWATER TOWNSHIP BOE	PO 13536 INV# 202300040 - SUMMIT TRANSPORTATION	147.00	147.00
28822	412 - STORR TRACTOR COMPANY	PO 13505 QUOTE# 2156017 - 2012 TRACTOR	360.78	360.78
28823	967 - TCTASW	PO 13543 QUARTERLY MEETING 2/24/2023	30.00	30.00
28824	156 - TRACTOR SUPPLY COMPANY	PO 13553 TICKET# 760588 - EQUIPMENT	134.94	134.94
28825	126 - VAN CLEEF ENGINEERING ASSOC, LLC	PO 13540 INV# STW-1000.001-9 - GENERAL - JAN 2023	278.00	278.00
TOTAL				24,031.91

## List of Bills - (0410101000001) Cash - General Capital General Capital

Meeting Date: 03/07/2023 For bills from 02/22/2023 to 03/02/2023

Check#	Vendor	Description	Payment	Check Total
622	126 - VAN CLEEF ENGINEERING ASSOC, LLC	PO 12721 PROPOSAL - MT BENEVOLENCE PHASE I - MA 2	1,897.50	1,897.50
TOTAL				1,897.50

## List of Bills - (7910101000001) ESCROW - CASH ESCROW - SUBDIVISION ACCOUNT

Meeting Date: 03/07/2023 For bills from 02/22/2023 to 03/02/2023

Check#	Vendor	Description	Payment	Check Total
10258	70 - DOLAN AND DOLAN PA	PO 13499 STMT# 946656 - ZB LEGAL SERVICES - FISHE	305.25	
		PO 13500 STMT# 946659 - PB LEGAL SERVICES - NATUR	156.75	
		PO 13501 STMT# 946658 - PB LEGAL SERVICES - NATUR	156.75	
		PO 13502 STMT# 946660 - PB LEGAL SERVICES - AF&EJ	66.00	684.75

**STILLWATER TOWNSHIP  
SUSSEX COUNTY, NEW JERSEY  
RESOLUTION 2023-62**

**RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE  
TOWNSHIP OF STILLWATER 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 March 7, 2023 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.

**CERTIFICATION**

I hereby certify that the above Resolution was adopted by the Township Committee at their regular meeting held March 7, 2023, at the Stillwater Township Municipal Building, 964 Stillwater Road, Stillwater, Sussex County, New Jersey.

\_\_\_\_\_  
Lynda Knott, RMC  
Township Clerk

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

**ORDINANCE NO. 2023-04**

**AN ORDINANCE TO AMEND THE TOWNSHIP NOISE ORDDINANCE  
TO CLARIFY PROHIBITED ACTS AND CONFIRM ENFORCEMENT AUTHORITY**

**WHEREAS**, the Township Committee of the Township of Stillwater wishes to improve the Township Noise Ordinance to ensure that its provisions can be efficiently enforced when necessary.

**NOW, THEREFORE, BE IT ORDAINED** by the Township Committee of the Township of Stillwater, that the Township Code shall be amended as follows:

**SECTION 1**

The Township Committee of the Township of Stillwater hereby amends Chapter 272 of the Township Code entitled “Noise” to add a new subsection to § 272-2 (Prohibited Acts) as follows:

- I. Discharging unlawful explosive devices or discharging unlawful firearms and/or unlawful magazines or utilizing legally obtained firearms or explosives in a manner that causes or makes loud, unnecessary or unusual noise of a repetitive nature which does or is likely to annoy, disturb, injure or endanger the comfort, repose, health, peace or safety of others.

**SECTION 2**

The Township Committee of the Township of Stillwater hereby amends Chapter 272 of the Township Code entitled “Noise” to add a new Section § 272-5 as follows:

**§ 272-5 Enforcement, Violations and penalties**

This Chapter shall be enforced by the New Jersey State Police. Any person who fails or refuses to comply with any lawful order or direction of a member of the State Police to cease and desist from making noise believed to be in violation of this Chapter, or who violates this Chapter shall, upon conviction thereof, be subject to the penalties provided in Chapter 1. Article III of the Code of the Township of Stillwater (§ 1-17 et seq.)

**SECTION 3**

The Township Clerk shall take all necessary action to assure the Code is promptly updated to accurately reflect the current law, policies and practices of the Township of Stillwater.

**SECTION 4**

This Ordinance shall take effect immediately upon its passage.

TOWNSHIP COMMITTEE OF STILLWATER TOWNSHIP

ATTEST:

\_\_\_\_\_  
Lynda Knott, Township Clerk

\_\_\_\_\_  
Lisa Chammings, Mayor

DATED:      Introduced: February 21, 2023  
                 Adopted: March 7, 2023

# Stillwater Township

Sussex County, New Jersey

## Ordinance 2023-05

### 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 2023

**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 it municipal officers and employees for services rendered as shown below. Figures shown represent annual salary, unless otherwise noted.

<u>POSITION:</u>	<u>SALARY RANGE:</u>
Township Committee Member	\$4,500.00 - \$6,000.00
Township Clerk	\$40,000.00 - \$90,000.00
Deputy Clerk	\$18.00 - \$25.00 per hour
Municipal Registrar	\$6,000.00 - \$8,500.00
Clerk 1	\$40,000.00 - \$60,000.00
Deputy Municipal Registrar	\$3,000.00 - \$4,500.00
Receptionist	\$15.00 - \$20.00 per hour
File Clerk	\$15.00 - \$20.00 per hour
Chief Financial Officer	\$50,000.00 - \$90,000.00
Clean Communities Coordinator-Stipend	\$1,000.00
Qualified Purchasing Agent-Stipend	\$3,000.00
Tax Assessor	\$25,000.00 - \$45,000.00
Tax Collector	\$25,000.00 - \$45,000.00
Tax Collector-Extra Hours	\$25.00 - \$40.00 per hour
DPW Supervisor (Provisional)	\$58,000.00 - \$65,000.00
DPW Supervisor (CPWM)	\$60,000.00 - \$90,000.00
Recycling Coordinator	\$1,750.00 - \$2,500.00
DPW Laborers	As Per Contract
Solid Waste Worker	\$15.00 - \$20.00 per hour
Solid Waste Cashier	\$15.00 - \$20.00 per hour
Recycling Supervisor	\$20.00 - \$30.00 per hour
Recycling Worker	\$15.00 - \$25.00 per hour
Zoning Officer	\$20,000.00 - \$40,000.00
Construction Code Official	\$10,000.00 - \$25,000.00
Plumbing Sub-Code Official	\$7,500.00 - \$15,000.00
Electrical Sub-Code Official	\$7,500.00 - \$15,000.00
Fire Sub-Code Official	\$2,500.00 - \$5,000.00
Fire Inspector	\$2,500.00 - \$5,000.00
Smoke Detector Certifications	\$25.00 per Certification
Smoke Detector Re-Certifications	\$20.00 per Certification

Emergency Mgmt Coordinator	\$2,000.00 - \$5,000.00
Deputy Emergency Mgmt Coordinator	\$1,000.00 - \$3,000.00
Animal Control Officer	\$7,500.00 – \$12,000.00
Vacation/Leave Coverage	\$20.00 - \$50.00 per hour

BOARDS AND COMMISSIONS:

Zoning Board Secretary	\$5,000.00 - \$9,000.00
Planning Board Secretary	\$5,000.00 - \$9,000.00
Environmental Commission Secretary	\$2,500.00 - \$5,000.00
Recreation Commission Secretary	\$2,500.00 - \$5,000.00

POLICE:

Crossing Guard	\$15.00 - \$18.00 per hour
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SALARY RANGE:

SALARY RANGE:

Section 2. Specific salaries or wages established by the Ordinance shall be made retroactive to January 1, 2023 unless otherwise noted.

Section 3. Nothing in this ordinance shall be construed as making mandatory the payment of annual salary increments to any officer of 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.

TOWNSHIP COMMITTEE OF STILLWATER TOWNSHIP

ATTEST:

\_\_\_\_\_  
Lynda Knott, Township Clerk

\_\_\_\_\_  
Lisa Chamblings, Mayor

DATED:        Introduced: March 7, 2023  
                  Adopted:

# Stillwater Township

Sussex County, New Jersey

## Resolution 2023-63

### **RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF STILLWATER AUTHORIZING THE ISSUANCE OF RAFFLE LICENSE RA-23-02**

**WHEREAS** the following Raffle Application with required fees have been submitted for Township Committee approval;

<u>Raffle #</u>	<u>Applicant</u>	<u>Date</u>	<u>Type of Game</u>
RA-23-02	Domestic Abuse Services Inc. (Event to be held at the Stillwater Area Volunteer Fire Company)	03/24/2023	Raffle

**WHEREAS** said Raffle Applications have been provided to the Township Committee and New Jersey State Police for their review;

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Stillwater, County of Sussex, State of New Jersey, the following:

1. The appropriate officials are hereby authorized to execute the findings and determination for the above application and shall forward same to the Legalized Games of Chance Control Commission (LGCCC) for review.
2. That the above license shall be issued pending LGCCC approval, pursuant to N.J.A.C. 13.1 et seq.

I hereby certify this is a true copy of the Resolution adopted by the Township Committee of the Stillwater Township on March 7, 2023.

\_\_\_\_\_  
Lynda Knott, Township Clerk

**STILLWATER TOWNSHIP  
SUSSEX COUNTY, NEW JERSEY  
RESOLUTION 2023-64**

**OEM COORDINATOR'S APPOINTMENT OF JAMES CANTELMO AS  
DEPUTY OEM COORDINATOR WITH COMMITTEE CONCURRENCE**

**THEREFORE, BE IT RESOLVED** that the Township Committee of the Township of Stillwater, they do hereby concur with the OEM Coordinator's Appointments of James Cantelmo for a three-year term as Deputy OEM Coordinator effective March 8, 2023.

**CERTIFICATION**

I hereby certify that the above Resolution was adopted by the Township Committee at their regular meeting held March 7, 2023 at the Stillwater Township Municipal Building, 964 Stillwater Road, Stillwater, Sussex County, New Jersey.

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Lynda Knott, Township Clerk

**STILLWATER TOWNSHIP  
SUSSEX COUNTY, NEW JERSEY  
RESOLUTION 2023-65**

**RESOLUTION AUTHORIZING SHARED SERVICES AGREEMENT WITH  
SUSSEX COUNTY MUNICIPAL UTILITIES AUTHORITY FOR THE PROVISION  
OF CERTIFIED RECYCLING PROFESSIONAL SERVICES TO CERTIFY AND  
SUBMIT THE 2022 RECYCLING TONNAGE REPORT TO NJDEP**

**WHEREAS**, the Township of Stillwater is required to submit a Certified Recycling Tonnage Report to NJDEP for the year 2022; and

**WHEREAS**, the Township of Stillwater does not employ a Certified Recycling Professional required to file the Recycling Tonnage Report; and

**WHEREAS**, the Uniform Shared Services and Consolidation Act (N.J.S.A. 40A:65-1, et seq.) (hereinafter, "the Act") provides that local units of government may enter into a contract to provide or receive any service that either local unit participating in the Agreement is empowered to provide or receive within its own jurisdiction, including services incidental to the primary purposes of any of the participating units (N.J.S.A. 40A:65-4); and

**WHEREAS**, Stillwater Township will prepare the 2022 Stillwater Township Recycling Tonnage Report; and

**WHEREAS**, Stillwater Township wishes to request the services of the SCMUA in the form of the District Recycling Coordinator as a Certified Recycling Professional to certify and submit the required 2022 Stillwater Township Tonnage Report to NJDEP by April 30, 2023; and

**WHEREAS**, SCMUA has the qualified staff to certify the Recycling Tonnage Report prepared by Stillwater Township and electronically submit it to NJDEP on behalf of Stillwater Township under the terms and conditions set forth in the Shared Services Agreement.

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

1. The Mayor and Clerk are hereby authorized and directed to execute a Shared Services Agreement, a copy of which is attached hereto, with SCMUA for the provision of Certified Recycling Professional Services to certify and submit the 2022 Recycling Tonnage Report to NJDEP.
2. This Resolution shall take effect immediately.
3. All Township Staff and Professionals are authorized to take any and all necessary actions to see to the implementation of this Resolution.

I hereby certify this is a true copy of the Resolution adopted by the Township Committee of the Stillwater Township on March 7, 2023.

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Lynda Knott, RMC  
Township Clerk

**AGREEMENT BETWEEN STILLWATER TOWNSHIP  
AND SUSSEX COUNTY MUNICIPAL UTILITIES AUTHORITY  
FOR CERTIFIED RECYCLING PROFESSIONAL (CRP)  
TO CERTIFY THE 2022 ANNUAL RECYCLING TONNAGE REPORT**

Beginning 2013, each New Jersey municipality is required by the Recycling Enhancement Act (REA) to have mandatory Annual Recycling Tonnage Reports approved and “executed” by a Certified Recycling Professional (hereinafter “CRP”). Recycling Tonnage Reports will be submitted by the SCMUA via email to the New Jersey Department of Environmental Protection (NJDEP) utilizing a spreadsheet compatible with the Microsoft Excel structure provided by the Department.

**THIS AGREEMENT** by and between Stillwater Township, a municipal body politic having its offices at 964 Stillwater Road, Newton, New Jersey, 07860, and the Sussex County Municipal Utilities Authority (SCMUA), Sussex County, New Jersey, a body corporate and body politic organized and operating pursuant to NJSA 40:14B-1 et seq. having its offices located at 34 South Route 94, New Jersey, 07848 (hereinafter SCMUA), is dated this       day of       , 2023.

**WHEREAS**, Stillwater Township, by ordinance, has duly enacted a recycling plan for all recyclable materials as designated by the Sussex County District Solid Waste Management Plan and amendments thereto and:

**WHEREAS**, Stillwater Township is desirous of retaining CRP services of the SCMUA for certification of said Annual Recycling Tonnage Report; and:

**WHEREAS**, the award of this contract between the SCMUA and Stillwater Township pursuant to N.J.S.A. Section 13:1E-99.14 and pursuant to N.J.S.A. Section 40A:11-5(2). is an exception to the bidding requirements as set forth in the "Local Public Contracts Law";

**NOW, THEREFORE**, in consideration of the terms, conditions, mutual benefits and covenants hereinafter set forth, that Stillwater Township and the SCMUA make this agreement.

1. Stillwater Township shall retain the services of the SCMUA for a CRP that will be responsible for executing the mandatory annual municipal recycling tonnage report, as provided in the Sussex County District Solid Waste Management Plan, and with the State NJDEP.
2. It is understood that the responsibility for the accuracy of all tonnage and materials reported lies with the municipal representative as the designated preparer of the Recycling Tonnage Report. Stillwater Township designates: Joseph Funari, Stillwater Township Recycling Coordinator, as the preparer of the report. The Municipal report preparer is responsible for report verification should the NJDEP audit the report submittal.
3. Stillwater Township shall be responsible to retain the appropriate documentation for five years in the event of a NJDEP field review/audit.

4. Stillwater Township reserves the right to reasonably amend the terms of this Agreement by giving thirty (30) day written notification to the SCMUA of any changes thereto. The SCMUA reserves the right to terminate this Agreement if the amendment is unacceptable to the SCMUA.
5. Stillwater Township shall pay an annual fee of \$300.00 to the SCMUA for the CRP's services. Stillwater Township agrees to pay all invoices within thirty (30) days upon finalization of the report and submittal of voucher. Notwithstanding any other provision herein. The SCMUA's liability arising out of this agreement for any reason whatsoever, whether known or unknown shall never be greater than the annual fee.
6. This agreement is effective for calendar year 2023 (2022 Recycling Tonnage Report), and may be extended for future years, in yearly increments; upon the mutual consent of both parties.
7. This agreement is the entire agreement between Stillwater Township and the SCMUA and supersedes all previous agreements and discussions. Any amendments hereto must be in writing and must be duly executed by both Stillwater Township and the SCMUA to become effective.
8. This Agreement will be entirely performed within the State of New Jersey and it shall be construed in accordance with the laws thereof.

9. If any provision of this Agreement is determined by a court of competent jurisdiction to be illegal, void, ultravires, or unconstitutional, the remainder of this Agreement shall continue in full force and effect.

**IN WITNESS HERETO** the parties hereto have set their hands of the proper public official as of the date and year first above written.

\_\_\_\_\_  
Lisa Chammings, Mayor  
Stillwater Township

Attested By: \_\_\_\_\_  
Lynda Knott, Township Clerk

SUSSEX COUNTY MUNICIPAL UTILITIES AUTHORITY

\_\_\_\_\_  
(Name & Title)

By: \_\_\_\_\_  
(Name & Title)

A copy of this executed agreement shall be forwarded to the NJDEP, either electronically to [REATAX@dep.state.nj.us](mailto:REATAX@dep.state.nj.us) or by mail to:

NJDEP-Solid & Hazardous Waste Management Program  
401 E. State Street  
Mail Code 401-02C  
P.O. Box 420  
Trenton, NJ 08625-0420  
Attn: Mr. Joe Davis

Certification to comply with requirements in N.J.A.C 7:26A-11 (standards for municipalities)

I Lisa Chammings hereby certify that Stillwater Township  
*Name, Title (Mayor)* *Name of municipality*

complied with the requirements set forth in N.J.A.C 7:26A-11 (standards for municipalities) in 2022 and intends to comply with same in 2023.

Date: 3/7/2023

\_\_\_\_\_  
*Signed (Mayor)*

**Stillwater Township**  
Sussex County, New Jersey

Resolution 2023-66

**RESOLUTION APPOINTING ALLISON LAROCCA AS  
COVERING ZONING OFFICER FOR THOMAS DIXON**

**WHEREAS**, Thomas Dixon is temporarily unable to fulfill all duties of his position as the Code Enforcement/Zoning Officer for the Township of Stillwater, effective March 1, 2023 while he recovers from surgery; and

**WHEREAS**, the Mayor and Township Committee have recommended that Certified Zoning and Code Enforcement Officer, Allison LaRocca, temporarily fill the position as the provisional Township Zoning Officer, until Thomas Dixon can return to his duties; and

**NOW, THEREFORE, BE IT RESOLVED** that Mayor and Committee of Stillwater Township in the County of Sussex and State of New Jersey confirms the need of the provisional appointment of Allison LaRocca to the Township Zoning Officer Position, subject to the following terms and conditions:

1. The provisional appointment is for the period of March 1, 2023 through April 30, 2023 as needed.
2. Ms. Larocca will be paid a stipend of \$40 per hour for her services.

**BE IT FURTHER RESOLVED** that her employment is subject to the usual terms and conditions as set forth in the Township of Stillwater Personnel Policy Manual, as well as New Jersey Court Rules and Civil Service Law.

**CERTIFICATION**

I, Lynda Knott, Municipal Clerk of the Township of Stillwater, County of Sussex, State of New Jersey, do hereby certify this is a true copy of the Resolution adopted by the Mayor and Committee of Stillwater on March 7, 2023.

\_\_\_\_\_  
Lynda Knott, RMC  
Municipal Clerk