**STILLWATER TOWNSHIP COMMITTEE**

**MEETING MINUTES**

**Tuesday December 20, 2022**

A REGULAR MEETING of the Stillwater Township Committee was called to order by Mayor Scott at 7:07 p.m. noting the meeting date, time and place were sent to 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, Ms. Chammings, Mr. Fisher and Mayor Scott.

The flag was saluted.

Mayor Scott asked for a moment of silence for all the Stillwater residents who passed in 2022.

**DISCUSSION:** THE WEEKEND BAG PROGRAM – Dawn Costello

The Costello daughters, Olivia and Magdalen, along with their mother Dawn have been running the [Weekend Bag Program](https://www.facebook.com/weekendbagprograminc)since founder daughter, Isobel went off to study political science at University of Loyola. When Isobel was a freshman at Newton High School, she started hearing about how some of her classmates would not have food over the weekend and were also embarrassed to come to school because they lacked some basic hygiene necessities.

Isobel started the Weekend Bag Program that allows student to bring home food and items like soap, shampoo and toothpaste right from school.  This helped to solve several problems.  Many students find themselves alone on the weekend because their parents are working, the Costello’s said.  Many families do not have transportation to get them to the food pantry to pick up food and perhaps most importantly, the students are not embarrassed. They can take it home with them on the bus.

Olivia and Magdalen said the principal at one elementary school and a nurse at another drop the bags off at the students’ homes because it is difficult for the young children to bring everything on the bus.

Another option for students who are in foster care or going to a shelter where there are communal meals, is to get a hygiene - snack bag with three or four hygiene items and 2 snacks and drinks.

Carrying on the initiative started by their older sister, Olivia and Magdalen with their mom, collect money and items, do the shopping, pack and deliver the bags to schools throughout the county.

Their biggest challenge is funding and purchasing the food, but mostly funding, Olivia and Magdalen said.

They gratefully accept help in any form.  Monetary donations can be made through the mail, through [PayPal](https://weekendbagsprogram.com/the-week-bag/)[@weekendbagprogram] or the DONATE button on their [Weekend Bag Program Facebook page](https://www.facebook.com/weekendbagprograminc) or they will make arrangements to pick them up.  Similarly, food and hygiene items can be dropped off to their home in Green Township or they will arrange a pickup.

https://weekendbagsprogram.com/the-week-bag/

https://www.facebook.com/weekendbagprograminc

 They participate in the Amazon Charity list and Amazon Smile.

* [Amazon Meal List](https://www.amazon.com/hz/charitylist/ls/BLRH40N34T5O/ref%3Dsmi_ext_lnk_lcl_cl?ref_=smi_se_cl_u_rd_www)
* [Amazon Snack List](https://www.amazon.com/hz/charitylist/ls/1FYUSV5I6X55U/ref%3Dsmi_ext_lnk_lcl_cl?ref_=smi_se_cl_u_rd_www)
* [Amazon Hygiene List](https://www.amazon.com/hz/charitylist/ls/3F1ID7BX9RH1I/ref%3Dsmi_ext_lnk_lcl_cl?ref_=smi_se_cl_u_rd_www)

The Stillwater Township Committee offered the Weekend Pag Program the use of the Stillwater Community Center to be used as a drop off facility should they like to do a fund raiser for Stillwater, Hampton and Fredon Townships and praised the girls and their parents for being so selfless and donating so much of their time for such a noteworthy cause for others.

**MINUTES:** December 6, 2022 Executive and Regular Meeting Minutes

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

**BILLS LIST #20: $136,271.13**

**RESOLUTION 2022-187** 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 December 20, 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** **Resolution 2022-187,** seconded by Mrs. Rumsey. **Roll Call Vote**: Mr. Barta, yes, Mrs. Rumsey, yes, Mr. Fisher, yes, Ms. Chammings, yes, Mayor Scott, yes.

**REPORTS:** Convenience Center Reports – November 2022

 Recreation Commission Reports – November 2022

 CERT/MRC Report – November 2022

 Stillwater Board of Health Report – November 2022

 Building Department Report – November 2022

 Sussex County Sheriff’s Office Supplemental Patrol Report – to date

 Community Center Receipt Report – November 2022

 Registrar Report – November 2022

 Certified Copies Report – November 2022

 OPRA Report – November 2022

 Food License Report – November 2022

 Dog Licensing Report – November 2022

 Environmental Commission Annual Report

 Employee Training – Computer Safety – annual training

 Zoning/Code Enforcement Report Sept-November 2022

 SC Board of Health – November 2022

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

**AMENDMENTS TO AGENDA:**

**Resolution 2022-193** will be added after the MS4 Application Discussion

**OPEN PUBLIC SESSION:**

Stacy Michelman, 916 Possum Hill Road, spoke of her concerns for the intersection of Stillwater Road and Mt. Benevolence Road and the number of accidents and near misses she has witnessed recently. The cause for alarm is the Stop sign at the intersection is not easily visible. Mrs. Michelman asked if the Township would install a solar blinking stop sign at the intersection. The governing body agreed the intersection is dangerous and the Township does have a solar sign and will have it installed at that intersection.

Mr. Joe Doherty, 943 Old Schoolhouse Road, read a letter into the record,

 “*Regarding amending the township noise ordinance – this board knows my position on the issue of excessive and extended target practice shooting. I have appeared before you a number of times to express my sentiment. I hope I have struck a harmonious chord with you and you are inclined to look with favor upon my quest to amend the township noise ordinance to reflect my position, while at the same time ensuring our fellow citizens their basic 2nd Amendment rights, which I support.”*

The Township Committee said it would be working on updating the Noise ordinance in the new year.

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

**OLD BUSINESS:**

Township’s Tax Lien Update:

**ORDINANCE 2022-25** TO UPDATE THE CODE OF THE TOWNSHIP OF STILLWATER TO REMOVE INCONSISTENCIES, CORRECT OUTDATED CITATIONS AND REFERENCES AND TO ASSURE THAT THE TOWNSHIP CODE IS CONSISTENT WITH CURRENT TOWNSHIP POLICIES AND PRACTICE **– Public Hearing and Adoption 12/20/22**

**WHEREAS**, the Township retained the services of General Code and paid General Code $5,000 to review the Township Code and make recommendations regarding any and all inconsistent or outdated provisions that required prompt revision; and

 **WHEREAS**, the Township Committee of the Township of Stillwater was presented said proposals and recommendations for their review in April of 2021 and, to address these recommendations, the Township Clerk and Attorney were authorized to review said recommendations with certain other Township employees and provide the Township Committee with the proposed revised Code pursuant to General Code’s recommendations; and

 WHEREAS, the Township Committee was given these final recommendations for said amendments and said recommendations are fully consistent with the recommendations of General Code and in the best interests of the Township of Stillwater.

 **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 recommendations as proposed by General Code and reviewed and finalized by the Township Clerk and Township Attorney and presented to the Township committee on are here by adopted.

**SECTION 2**

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

**SECTION 3**

All Ordinances or parts of Ordinances inconsistent with or contrary to the provisions of this Ordinance are hereby repealed to the extent of such inconsistency.

**SECTION 4**

This Ordinance shall take effect immediately upon its passage.

A motion was made by Mr. Fisher to **adopt** **Ordinance 2022-25,** seconded by Mrs. Rumsey. **Roll Call Vote**: Mr. Barta, yes, Mrs. Rumsey, yes, Mr. Fisher, yes, Ms. Chammings, yes, Mayor Scott, yes

**NEW BUSINESS:**

**RESOLUTION 2022-188** MAYOR’S ACCEPTANCE OF THE RESIGNATION OF SARA BRANAGAN AS A MEMBER OF THE STILLWATER ENVIRONMENTAL 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 Sara Branagan as a member of the Stillwater Environmental Commission effective December 31, 2022.

A motion was made by Ms. Chammings to **adopt** **Resolution 2022-188,** seconded by Mr. Fisher. **Roll Call Vote**: Mr. Barta, yes, Mrs. Rumsey, yes, Mr. Fisher, yes, Ms. Chammings, yes, Mayor Scott, yes, all with regrets.

**RESOLUTION 2022-189** OEM COORDINATOR’S APPOINTMENT OF KEVIN CARHART AS OFFICE OF EMERGENCY MANAGEMENT DEPUTY COORDINATOR

THEREFORE, BE IT RESOLVED that the Township Committee of the Township of

Stillwater they do hereby concur with the OEM Coordinator’s appointment of the of Kevin Carhart

as Office of Emergency Management Deputy Coordinator effective December 20, 2022.

A motion was made by Mr. Fisher to **adopt** **Resolution 2022-189,** seconded by Ms. Chammings. **Roll Call Vote**: Mr. Barta, yes, Mrs. Rumsey, yes, Mr. Fisher, yes, Ms. Chammings, yes, Mayor Scott, yes.

**RESOLUTION 2022-190** AUTHORIZING A CHANGE ORDER FOR THE PURCHASE OF A 2022 FORD 550 MASON DUMP FROM ROUTE 23 AUTOMALL PER MORRIS COUNTY COOPERATIVE PURCHASING COUNCIL CONTRACT

**WHEREAS**, the Township of Stillwater undertook the purchase of a 2022 Ford 550 Mason Dump; and

 **WHEREAS**, Route 23 Automall acting under Morris County Cooperative Purchasing Council Contract #15-F in an amount not to exceed $88,820.00; and

 **WHEREAS**, the Township Committee accepted the purchase price from Route 23 Automall with Resolution 2021-118; and

 **WHEREAS**, due to unexpected surcharges and increases due to inflation, the previously agreed to price cannot be maintained by Route 23 Automall; and

 **WHEREAS**, the proposed cost for the 2022 Stainless Steel Dump Body, Hydraulics and Spreader has increased from $24,013.00 to $36,850.00, an increase of $12,837.00; and

 **WHEREAS**, the proposed cost for the 9 Ft Pro Plus Western Snowplow with Rubber Deflector has increased from $5,580.00 to $7,200.00, an increase of $1,620.00; and

 **WHEREAS**, the total increase in the cost of the Mason Dump is $14,457.00, increasing the overall cost of the truck to $103,277.00;

 **NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Stillwater, New Jersey that the Township agrees to pay the increase of $14,457.00 with a total cost of $103,277.00 for the 2022 Ford 550 Mason Dump.

 The Township’s Chief Financial Officer has certified that sufficient funds are available for the purchase, utilizing the Capital Improvement Fund.

 This Resolution shall take effect immediately and a copy of this Resolution shall be placed on file with the Clerk of the Township.

 If any section, subsection, sentence, clause or phrase in this resolution is for any reason held to be unconstitutional or invalid, such decision shall not affect the remaining portions of this resolution.

A motion was made by Mr. Fisher to **adopt** **Resolution 2022-190,** seconded by Mrs. Rumsey. **Roll Call Vote**: Mr. Barta, yes, Mrs. Rumsey, yes, Mr. Fisher, yes, Ms. Chammings, yes, Mayor Scott, yes.

**RESOLUTION 2022-191** AUTHORIZING A TRANSFER OF 2022 APPROPRIATIONS

**WHEREAS,** the Finance Officer certifies there are insufficient funds in the budgetary accounts listed below to meet the demands thereon for the balance of the year; and

 **WHEREAS,** the Finance Officer certifies there appear to be a surplus in the budgetary accounts listed below, over and above the demand deemed necessary for the balance of the year; and

 **WHEREAS,** N.J.S.A. 40A:4-58 provides that transfers of funds may be made during the last two months of the budget year;

 **NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Stillwater that the Chief Financial Officer is authorized to make a transfer in 2022 budget appropriations in the amount of $578.38 within the Current Fund, as follows:



A motion was made by Mrs. Rumsey to **adopt** **Resolution 2022-191,** seconded by Mr. Fisher. **Roll Call Vote**: Mr. Barta, yes, Mrs. Rumsey, yes, Mr. Fisher, yes, Ms. Chammings, yes, Mayor Scott, yes.

**RESOLUTION 2022-192** AUTHORIZING THE CANCELLATION OF INADVERTENTLY CHARGED INTEREST

**WHEREAS**, Block 3501 Lots 7.09, 7.06, 7.06 Q-farm owned by James Grenewicz who paid the property taxes on November 10, 2022; and

 **WHEREAS**, Interest and was inadvertently charged to these accounts when payment was made on a timely manner; and

 **NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Stillwater, New Jersey authorize the Tax Collector to cancel the interest in the amount of $35.89.

A motion was made by Mr. Fisher to **adopt** **Resolution 2022-192,** seconded by Mayor Scott. **Roll Call Vote**: Mr. Barta, yes, Mrs. Rumsey, yes, Mr. Fisher, yes, Ms. Chammings, yes, Mayor Scott, yes.

**DISCUSSION ITEMS:**

MS4 CHECKLIST APPLICATION – TIER A

The clerk noted the requirement of the MS4 Checklist Application for Tier A Stormwater Management is due and Mayor Scott added the resolution authorizing the Mayor to execute the application is on for potential adoption.

Ms. Knott reported a few items Municipal Engineer Michael Vreeland wanted to pass along to the Township Committee:

The leaf/woodchip composting at the DPW yard must be eliminated. This type of activity is no longer covered under the stormwater management permit but must be applied for separately and is extremely difficult to obtain the necessary permit.

The two items Mr. Vreeland feels the governing body should focus on is first organizing the Stormwater Committee to work on the Stormwater Pollution Prevention Plan and the new ordinance to be adopted and set up a DEP training for GIS Mapping. Mr. Vreeland suggested the township partner with its watershed associations and have everyone trained on the free software using cell phones to map culverts, outfalls etc. The DEP will send their personnel for a ½ day training for free. This training will also qualify for a stormwater management event which counts toward community education – a required part of the stormwater management permit.

**RESOLUTION 2022-193** RESOLUTION AUTHORIZING THE MAYOR TO SIGN THE MS4 APPLICATION FORM

**WHEREAS**, On July 1, 2022 the NJDEP issued letters by certified mail as Notice for Reassignment from Tier B to Tier A Municipality under the Municipal Separate Storm Sewer (MS4) NJDEP Permit Program; and

 **WHEREAS**, this action effectively ends the Tier B permit program with the expiration of the current General Permits on December 31, 2022; and

 **WHEREAS**, transition to the Tier A permit program will commence on January 1, 2023 with the scheduled renewal of the Tier A Master General Permit;

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

1. The Mayor is authorized to execute the MS4 Application as required by the NJDEP.

A motion was made by Mr. Fisher to **adopt** **Resolution 2022-193,** seconded by Mr. Barta. **Roll Call Vote**: Mr. Barta, yes, Mrs. Rumsey, yes, Mr. Fisher, yes, Ms. Chammings, NO, Mayor Scott, yes.

ANIMAL SUMMONSES

The clerk discussed all animal summonses written by the Animal Control Officer are mandatory court appearances no matter how insignificant because of the way the ordinance is written regarding the fine amount per incident. The current ordinance states fines from $5 to $500 are determined by the judge. The governing body will hold a Board of Health meeting in early new year to discuss and determine whether a change to this ordinance is needed.

E & M SIGN AND SAMUEL WYKOFF PAYMENTS

The Clerk said the CFO said she has received invoices for 2022 which did not make the bills list because they were just received but she would like to pay them in 2022. The CFO asked if the governing body would review the invoices and motion to pay if they were satisfied with the request.

A motion was made by Mayor Scott to **pay both E&M Sign and Samuel Wykoff’s invoices presented as suggested by the CFO,** seconded by Mr. Fisher. **Roll Call Vote**: Mr. Barta, yes, Mrs. Rumsey, yes, Mr. Fisher, yes, Ms. Chammings, abstain, Mayor Scott, yes.

**OPEN PUBLIC SESSION:**

Mayor Scott opened the floor to the public. Seeing no one who wished to speak this portion of the meeting was closed.

**ATTORNEY’S REPORT:**

Mr. Vex reported he and the tax assessor had a hearing before the County Tax Board on 12/21/22 which should be decided in the township’s favor.

Ms. Chammings thanked Mr. Fisher for his service and acknowledged tonight was his final meeting.

**EXECUTIVE SESSION**: held in Town Hall

After the reading of the following Resolution to enter into Executive Session, a **motion** was made by Mr. Fisher, seconded by Ms. Chammings and carried by roll call vote to adopt the resolution permitting the Committee to go into Executive Session at 9:08 p.m.

WHEREAS, Section 8 of the Open Public Meetings Act, Chapter 231, P.L. 1975 permits the exclusion of the public from a meeting under certain circumstances; and

WHEREAS, this public body is of the opinion that such circumstances presently exist.

NOW THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Stillwater, in the County of Sussex and State of New Jersey as follows:

1. The public shall be excluded from that portion of this meeting.

2. The general nature of the subject matter to be discussed is as follows: Personnel, Contract

3. As nearly as can now be ascertained, the matter or matters to be discussed at this time will be disclosed to the public when such matters are resolved.

A motion was made by Mr. Fisher to **return to open session,** seconded by Mrs. Rumsey. **Roll Call Vote**: Mr. Barta, yes, Mrs. Rumsey, yes, Mr. Fisher, yes, Ms. Chammings, yes, Mayor Scott, yes.

A motion was made by Ms. Chammings to **have Mr. Vex prepare a Side-Bar to the DPW contract for the addition of a new title “Mechanic/Truck Driver” with a pay rate range of $25.28 to $27,** seconded by Mr. Fisher. **Roll Call Vote**: Mr. Barta, yes, Mrs. Rumsey, yes, Mr. Fisher, yes, Ms. Chammings, abstain, Mayor Scott, yes.

There being no further business, Mr. Fisher made a motion to adjourn the meeting at 9:27 p.m., seconded by Mrs. Rumsey. In a voice vote, all were in favor.

Respectfully submitted,

Lynda Knott, RMC