



**STILLWATER TOWNSHIP
TOWNSHIP COMMITTEE MEETING
AGENDA**

TUESDAY, September 3, 2024
Executive Session: 6:00 P.M.
Regular Meeting: 7:00 P.M.

Zoom Link: <https://us02web.zoom.us/j/87830809012>

OPENING STATEMENT: Adequate notice of this meeting has been provided according to the Open Public Meetings Act, Assembly Bill 1030. Notice of this meeting was included in the Annual Meeting Notice to the public and sent to the press on January 2, 2024, placed on the Official Bulletin Board at the Municipal Building, and posted electronically on the Stillwater Website.

ROLL CALL: Manser Delaney Rumsey Scott Chammings

FLAG SALUTE

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
X 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/2nd _____ / _____

ROLL CALL: Manser Delaney Rumsey Scott Chammings

RETURN TO OPEN SESSION Time _____ Motion/2nd _____ / _____

ROLL CALL: Manser Delaney Rumsey Scott Chammings

PRESENTATION: Jessica Caldwell Open Space & Rec Plan Discussion

COMMITTEE REPORTS:

Committeeman David Manser

Board of Education

Recreation Commission

Recycling Center

Committeewoman Dawn Delaney

Planning Board

Zoning Board

Recreation Committee

Finance

Deputy Mayor Vera Rumsey

Zoning Board

Emergency Services

Community Center

Personnel

Mayor Lisa Chammings

Environmental Commission

Legal

CERT

Personnel

DPW

Engineering

AMENDMENTS TO AGENDA

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

OLD BUSINESS: none

NEW BUSINESS: none

CONSENT AGENDA - All items with an Asterisk (*) are considered to be routine and non-controversial in nature. All such items will be handled by one (1) motion and one (1) second and one (1) vote. There will be no separate discussion of any of these items unless a Committee member requests same, in which case the item(s) will be removed from the Consent Agenda and considered in its normal sequence on the Agenda.

***MINUTES:** August 20, 2024 Regular & Executive Meeting Minutes

***CORRESPONDENCE: none**

***RESOLUTIONS:**

RESOLUTION 2024-114 RESOLUTION AUTHORIZING SHARED SERVICES AGREEMENT WITH THE COUNTY OF SUSSEX FOR PARTICIPATION IN THE SUSSEX COUNTY E911 COMMUNICATION SYSTEM

RESOLUTION 2024-115 RESOLUTION OF THE TOWNSHIP OF STILLWATER APPROVING APPOINTMENTS OF TOWNSHIP BOARD AND COMMISSIONS

RESOLUTION 2024-116 RESOLUTION AUTHORIZING SOLICITOR’S PERMIT APPLICATION FOR BETHANY SMITH OF TRINITY SOLAR

RESOLUTION 2024-117 RESOLUTION AUTHORIZING ADOPTION OF OPRA REQUEST FORM

APPROVAL OF THE CONSENT AGENDA

Motion/2nd _____ / _____

ROLL CALL: Manser Delaney Rumsey Scott Chammings

DISCUSSION ITEMS:

Tough Book for Stormwater mapping

On Call Transportation

OPEN PUBLIC SESSION (any subject – 3-minute limit)

PUBLIC SESSION CLOSED

ATTORNEY’S REPORT

BILLS LIST #13 \$ 1,734,948.96

RESOLUTION 2024-118 Authorizing Payment of Bills

Motion/2nd _____ / _____

ROLL CALL: Manser Delaney Rumsey Scott Chammings

ADJOURNMENT

Time _____ Motion/2nd _____ / _____

ROLL CALL: Manser Delaney Rumsey Scott Chammings

**STILLWATER TOWNSHIP
SUSSEX COUNTY, NEW JERSEY
RESOLUTION 2024-114**

**RESOLUTION AUTHORIZING SHARED SERVICES
AGREEMENT WITH THE COUNTY OF SUSSEX FOR PARTICIPATION
IN THE SUSSEX COUNTY E911 COMMUNICATION SYSTEM**

WHEREAS, the Township of Stillwater desires to enter into a Shared Services Agreement with the County of Sussex in order to participate in the Sussex County E911 Communication System for a term of five (5) years, commencing on January 1, 2025 and ending on December 31, 2029; and

WHEREAS, the Township Committee is of the opinion that it is in the best interest of the residents of the Township of Stillwater to participate in the Sussex County E911 Communication System with the County of Sussex;

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

1. Pursuant to the provisions of the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1, et seq., the Township Committee hereby adopts this Resolution authorizing the execution of the attached E911 Communication System Shared Services Agreement with the County of Sussex.
2. A copy of the Shared Services Agreement with the County of Sussex shall be kept on file with the Township Clerk and shall be available for public inspection.
3. This resolution shall take effect immediately. However, it shall be void and of no effect in the event that the County of Sussex fails or refuses to execute the Agreement.

CERTIFICATION

I, Valerie Ingles, Clerk for the Township of Stillwater, hereby certify that the above Resolution was approved by the Township Committee of the Township of Stillwater at their regularly scheduled Township Committee Meeting on September 3, 2024.

**Valerie Ingles, Clerk
Township of Stillwater**

**STILLWATER TOWNSHIP,
SUSSEX COUNTY, NJ**

RESOLUTION 2024-115

**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 2024 as follows:

RECREATION COMMISSION

Name	Term	Term Expires
Traci Trotter	5 year Unexpired Term	12/31/2028

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 2024.

CERTIFICATION

I hereby certify that the above Resolution was adopted by the Township Committee at their regular meeting held September 3, 2024 at the Stillwater Township Municipal Building, Stillwater, Sussex County, New Jersey.

Valerie Ingles, RMC
Township Clerk

**STILLWATER TOWNSHIP
SUSSEX COUNTY, NEW JERSEY**

RESOLUTION 2024-116

**RESOLUTION AUTHORIZING SOLICITOR'S PERMIT APPLICATION FOR BETHANY SMITH
OF TRINITY SOLAR**

WHEREAS, the Township of Stillwater allows soliciting permit applications; and

WHEREAS, Trinity Solar is a local solar company specializing in residential financing options and they are part of the division that generates leads by going door-to-door; and

WHEREAS, Bethany Smith of Trinity Solar has sent in all the required items to constitute a complete application.

NOW, THEREFORE, BE IT RESOLVED, that the Township Committee of the Township of Stillwater authorizes Bethany Smith's soliciting permit request in the Township of Stillwater.

CERTIFICATION

I, Valerie Ingles, Clerk for the Township of Stillwater, hereby certify that the above Resolution was approved by the Township Committee of the Township of Stillwater at their regularly scheduled Township Committee Meeting on September 3, 2024.

**Valerie Ingles, Clerk
Township of Stillwater**

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

RESOLUTON NO. 2024-117

RESOLUTION AUTHORIZING ADOPTION OF OPRA REQUEST FORM

WHEREAS, pursuant to P.L. 2004, c. 16, the State of New Jersey recently amended various provisions of the Open Public Records Act, N.J.S.A.47:1A-1 et seq. (“OPRA”); and,

WHEREAS, the amendments require all agencies subject to OPRA to adopt the form established by the Government Records Council (“GRC”) for the use of any person who requests access to a government record held or controlled by the public agency; and,

WHEREAS, the Government Records Council (“GRC”) has established the revised OPRA request form to which the Township of Stillwater (“Township”) wishes to hereby formally adopt as the official OPRA request form for the Township.

NOW, THEREFORE BE IT RESOLVED by the Township Committee of the Township of Stillwater, County of Sussex, State of New Jersey that the Township hereby adopts the Government Records Council’s OPRA request form as the official OPRA request form for the Township of Stillwater, a copy of which is attached hereto.

Dated: _____

Lisa Chamblings, Mayor

CERTIFICATION

I, Valerie Ingles, RMC/CMC, Township Clerk of the Township of Stillwater, hereby certifies that this is a true copy of a Resolution approved by the Township Committee of the Township of Stillwater, in the County of Sussex, State of New Jersey at a regular meeting held on the 3rd day of September, 2024.

Valerie Ingles, RMC/CMC
Township Clerk, Township of Stillwater

**STILLWATER TOWNSHIP
SUSSEX COUNTY, NEW JERSEY
RESOLUTION 2024-118**

**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 September 3, 2024 and on file and available for public inspection in the Office of the Chief Financial Officer and approved by the Chief Financial Officer for payment, be paid.

CERTIFICATION

I hereby certify that the above Resolution was adopted by the Stillwater Township Committee at their regular meeting held September 3, 2024, at the Stillwater Township Municipal Building, 964 Stillwater Road, Stillwater, Sussex County, New Jersey.

Valerie Ingles
Township Clerk

**STILLWATER TOWNSHIP MANUAL/REGULAR BILL LIST
FOR MEETING DATED 9/3/2024 - BILLS LIST #13**

Account	Date	Check #	Payee	Amount
Current				
	8/15/24	WIRE	SUSSEX CTY TREASURER (9-1-1)	\$ 3,585.25
	8/16/24	WIRE	STILLWATER TWP PAYROLL AGENCY	\$ 34,679.37
	8/29/24	30199	4ALLPROMOS (PET WASTE BAGS)	\$ 264.27
	8/29/24	30200	AMAZON (TC LAPTOP)	\$ 317.99
	8/29/24	30201	NJ HERALD SUBSCRIPTION	\$ 218.40
	8/29/24	30202	IMAGEPOINT LOGOWEAR (UNIFORMS)	\$ 378.00
	8/29/24	30203	JCP&L (CC)	\$ 490.22
	8/29/24	30204	JCP&L	\$ 809.79
	8/29/24	30205	SEPTICARE	\$ 430.00
	8/29/24	30206	STAPLES	\$ 44.26
	8/29/24	30207	TAMMY LEONARD (REIMB-STATEWIDE GRT)	\$ 80.82
	8/29/24	30208	VERIZON	\$ 123.90
	8/30/24	30209	JP MONZO MUNI CONSULTING (WEBINAR)	\$ 50.00
	8/30/24	30210	KITTATINNY REGIONAL HS	\$ 451,511.80
	8/30/24	30211	STILLWATER TWP BOE	\$ 463,240.00
	8/30/24	30212	SUSSEX CTY TREASURER (3RD QTR)	\$ 685,433.79
	8/30/24	30213	SUSSEX CTY TREASURER (3RD QTR)	\$ 27,277.59
	8/30/24	30214	SUSSEX CTY TREASURER (3RD QTR)	\$ 2,457.87
			Subtotal of Fund	\$ 1,671,393.32
Payroll Salary Agency				
	8/16/24	3286	NJ FAMILY SUPPORT	\$ 199.85
	8/16/24	3287	TEAMSTERS	\$ 215.00
	8/16/24	WIRE	STILLWATER TWP PAYROLL ACCT	\$ 21,590.66
	8/16/24	WIRE	CURRENT FUND (AUG-SHBP)	\$ 3,521.66
	8/19/24	WIRE	IRS	\$ 7,456.92
	8/19/24	WIRE	STATE OF NJ - GIT	\$ 966.35
	8/23/24	WIRE	NATIONWIDE	\$ 112.00
	8/19/24	WIRE	PERS	\$ 3,860.72
	8/23/24	WIRE	EMPOWER (DCRP)	\$ 405.01
			Subtotal of Fund	\$ 38,328.17
Recycling Trust				
	8/16/24	WIRE	STILLWATER TWP PAYROLL AGENCY	\$ 75.92
			Subtotal of Fund	\$ 75.92
			Grand Total All Manual Checks Issued:	\$ 1,709,797.41
GRAND TOTAL OF BILLS				\$ 1,734,948.96

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

Check#	Vendor	Description	Payment	Check Total
30215	1359 - 4ALLPROMOS	PO 15290 ORDER# 1555849 - CERT SUPPLIES - FIRST A	221.94	221.94
30216	907 - 4IMPRINT	PO 15292 ORDER# 27835416 - TRICK-OR-TREAT BAGS (294.14	294.14
30217	1035 - AMAZON CAPITAL SERVICES	PO 15323 ORDER# 114-4644900-2541830 - COMPUTER MO	99.99	99.99
30218	517 - AMERICAN WEAR INC.	PO 15319 INV# 10235200,10237482,10239795,10242079	293.00	293.00
30219	1231 - CARSON 1994 CORP	PO 15322 INV# 572345 - CUSTODIAL SERVICES - AUG 2	450.00	450.00
30220	977 - CENTRAL JERSEY EQUIPMENT	PO 15331 INV# 1488953 - SICKLE BAR MOWER	359.75	359.75
30221	70 - DOLAN AND DOLAN PA	PO 15277 STMT# 951013 - ZB LEGAL SERVICES - GENER	345.10	345.10
30222	623 - EHRLICH	PO 15304 INV# 65845185 - PEST CONTROL SERVICES -	158.05	158.05
30223	1124 - EUROFINS ENVIRONMENT TESTING	PO 15321 INV# 6300063416,6300063399,6300063706 -	6,804.00	6,804.00
30224	121 - GARDEN STATE LABORATORIES INC.	PO 15324 INV# 576450 - WATER TESTING 8/21/2024	120.00	120.00
30225	1346 - GILL ENERGY	PO 15325 INV# 393060 DIESEL 8/22/2024	551.19	551.19
30226	128 - HOME DEPOT CREDIT SERVICES	PO 15332 RECEIPT 8/27/24 - DEPT SUPP; GENERATOR M	89.38	89.38
30227	291 - L.C. SERVICE	PO 15338 INV# 10504 - VEHICLE MAINTENANCE	1,130.18	1,130.18
30228	52 - NORTH EAST PARTS GROUP, LLC	PO 15326 INV# 300819 - VEHICLE MAINTENANCE	36.48	36.48
30229	52 - NORTH EAST PARTS GROUP, LLC	PO 15327 INV# 300933 - VEHICLE MAINTENANCE	23.99	23.99
30230	52 - NORTH EAST PARTS GROUP, LLC	PO 15329 INV# 302130 - VEHICLE MAINTENANCE	103.99	103.99
30231	1364 - SCHENCK PRICE SMITH & KING, LLP	PO 15313 INV# 1247120, 1247121 - DONATED PROP; IN	1,290.46	1,290.46
30232	90 - SCMUA-SUSSEX CTY MUNIC UTIL'S AUTH	PO 15305 INV# 7573 - SOLID WASTE DISP; COMINGLED	848.51	
		PO 15312 INV# 7608 - SOLID WASTE DISP; COMINGLED	824.97	1,673.48
30233	425 - STAPLES	PO 15250 ORDER# 7637464542 - OFFICE SUPPLIES	50.61	
		PO 15282 ORDER# 7638238701 - OFFICE SUPPLIES	55.16	105.77
30234	156 - TRACTOR SUPPLY COMPANY	PO 15328 TICKET# 869170 - PARK/PLAYGRD MAINT; SUP	123.71	
		PO 15330 TICKET# 872364 - VEHICLE MAINTENANCE	113.94	237.65
30235	1379 - TULPEHOCKEN MOUNTAIN SPRING WATER	PO 15310 INV# 7389098 - SPRING WATER	55.92	55.92
30236	126 - VAN CLEEF ENGINEERING ASSOC, LLC	PO 15315 INV# STW-1000.001-20 - ENGINEERING SVCS	73.50	
		PO 15316 INV# STW-1003.001-20 - ENGINEERING SVCS	514.50	588.00
	TOTAL			15,032.46

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

Check#	Vendor	Description	Payment	Check Total
688	126 - VAN CLEEF ENGINEERING ASSOC, LLC	PO 15018 PROPOSAL - MT BENEVOLENCE PHASE 3 - MA 2	7,032.00	7,032.00

List of Bills - (7510101000001) Recycling Trust - CASH RECYCLING TRUST ACCOUNT

Check#	Vendor	Description	Payment	Check Total
695	131 - LORCO PETROLEUM SERVICES	PO 15307 INV# 1954568-IN - USED OIL REMOVAL	47.00	47.00
696	90 - SCMUA-SUSSEX CTY MUNIC UTIL'S AUTH	PO 15305 INV# 7573 - SOLID WASTE DISP; COMINGLED	144.30	
		PO 15312 INV# 7608 - SOLID WASTE DISP; COMINGLED	232.70	377.00
	TOTAL			424.00

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

Check#	Vendor	Description	Payment	Check Total
10343	70 - DOLAN AND DOLAN PA	PO 15274 STMT# 951015 - ZB LEGAL SERVICES - WILBU	527.00	
		PO 15275 STMT# 951014 - ZB LEGAL SERVICES - STILL	85.00	
		PO 15276 STMT# 951016 - ZB LEGAL SERVICES - HINCH	102.00	714.00
10344	425 - STAPLES	PO 15250 ORDER# 7637464542 - OFFICE SUPPLIES	38.09	38.09
10345	126 - VAN CLEEF ENGINEERING ASSOC, LLC	PO 15232 INV# STW-1002.008-1 - ZB ENGINEERING - S	1,176.00	
		PO 15242 INV# STW-1002.011-1 - ZB ENGINEERING SVC	588.00	
		PO 15311 INV# STW-1002.008-2 - ZB ENGINEERING SVC	147.00	1,911.00

	TOTAL			2,663.09