



**STILLWATER TOWNSHIP
TOWNSHIP COMMITTEE
MEETING AGENDA**

TUESDAY, November 12, 2024

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:

COMMITTEE REPORTS:

Committeeman David Manser

Board of Education

Recreation Commission

Recycling Center

Committeewoman Dawn Delaney

Planning Board

Recreation Committee

Finance

Deputy Mayor Vera Rumsey

Zoning Board

Emergency Services

Community Center

Personnel

Mayor Lisa Chammings

Environmental Commission

Legal

CERT

Personnel

Engineering

DPW

AMENDMENTS TO AGENDA

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

OLD BUSINESS:

NEW BUSINESS:

ORDINANCE INTRODUCTION AND FIRST READING

ORDINANCE 2023-03A

AN ORDINANCE REQUIRING REGISTRATION AND LICENSING FOR RENTAL DWELLING UNITS, INCLUDING PROOF OF STATE-MANDATED LIABILITY INSURANCE COVERAGE, CERTIFICATE OF HABITABILITY, AND LEAD-SAFE CERTIFICATE WHERE REQUIRED BY LAW [Public Hearing & Final Adoption December 3, 2024]

Motion/2nd _____ / _____

ROLL CALL:

Manser **Delaney** **Rumsey** **Scott** **Chammings**

ORDINANCE 2024-15

ORDINANCE AMENDING SECTION 134-6 AND SECTION 313-2 OF THE CODE OF THE TOWNSHIP OF STILLWATER TO ADJUST THE CERTIFICATION OF OCCUPANCY/SMOKE DETECTOR CERTIFICATION FEES [Public Hearing & Final Adoption December 3, 2024]

Motion/2nd _____ / _____

ROLL CALL:

Manser **Delaney** **Rumsey** **Scott** **Chammings**

ORDINANCE 2024-16

AN ORDINANCE FIXING SALARIES AND WAGES OF OFFICERS AND EMPLOYEES OF THE TOWNSHIP OF STILLWATER, COUNTY OF SUSSEX AND STATE OF NEW JERSEY, FOR THE YEAR 2025 FEES [Public Hearing & Final Adoption December 3, 2024]

Motion/2nd _____ / _____

ROLL CALL: Manser Delaney Rumsey Scott Chammings

1. Historical Society Outdoor Event Permit-Yuletide Stroll December 15, 2024

Motion/2nd _____ / _____

ROLL CALL: Manser Delaney Rumsey Scott Chammings

2. Historical Society Social Affairs Permit Request- Yuletide Stroll December 15, 2024

Motion/2nd _____ / _____

ROLL CALL: Manser Delaney Rumsey Scott Chammings

3. Historical Society Off-Premise 50/50 and Merchandise Draw Raffle Application-December 15, 2024

RESOLUTION 2024-139

RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF STILLWATER AUTHORIZING THE ISSUANCE OF RAFFLE LICENSE RA-2024-06 AND RA-2024-07

Motion/2nd _____ / _____

ROLL CALL: Manser Delaney Rumsey Scott Chammings

4. Shared Service Agreement- Animal Control Services 2025

RESOLUTION 2024-140

A RESOLUTION AUTHORIZING A SHARED SERVICES AGREEMENT WITH THE TOWN OF NEWTON FOR THE SERVICES OF ANIMAL CONTROL OFFICER

Motion/2nd _____ / _____

ROLL CALL: Manser Delaney Rumsey Scott Chammings

5. Shared Service Agreement- County of Sussex for De-icing Materials

RESOLUTION 2024-141

RESOLUTION AUTHORIZING SHARED SERVICES AGREEMENT WITH THE COUNTY OF SUSSEX FOR DEICING MATERIALS

Motion/2nd _____ / _____

ROLL CALL: Manser Delaney Rumsey Scott Chammings

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:**

October 15, 2024 Regular & Executive Meeting Minutes

***CORRESPONDENCE:**

1. Stillwater Township Zoning Board October 28, 2024 Meeting Agenda
2. Stillwater Township Environmental Commission September 9, 2024 Meeting Minutes
3. Stillwater Township Recreation Commission October 7, 2024 Meeting Minutes & October 21, 2024 Workshop Meeting Minutes

***REPORTS:**

1. Community Center Receipt Report – October 2024
2. Recreation Commission Report – October 2024
3. Board of Health Receipts –October 2024
4. Vacant/Abandon Property Registration Report – October 2024
5. Convenience Center Report – October 2024
6. Registrar Report – October 2024
7. Certified Copies Report – October 2024
8. ACO Report – October 2024
9. Landlord Registration Fees- October 2024
10. Sussex County Health Department Inspections- September 2024
11. DPW Monthly Report- October 2024

***RESOLUTIONS:**

RESOLUTION 2024-142 RESOLUTION TO AUTHORIZE REFUND FOR BLOCK 4209 LOT 26 FOR INTEREST CHARGED IN ERROR DUE TO AUTO PAY SYSTEM NOT AVAILABLE YET

RESOLUTION 2024-143 RESOLUTION APPROVING ADDITIONAL HOURS FOR THE TAX COLLECTOR

APPROVAL OF THE CONSENT AGENDA

Motion/2nd _____ / _____

ROLL CALL: Manser Delaney Rumsey Scott Chamblings

DISCUSSION ITEMS:

Gypsy Moth Spraying

Best Practices

Dog Licensing Program

Paper Shredding Event

Announcement of Calendar Pages

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

PUBLIC SESSION CLOSED

ATTORNEY'S REPORT

BILLS LIST #17 \$1,216,815.87

RESOLUTION 2024-144 Authorizing Payment of Bills
Motion/2nd _____ / _____

ROLL CALL: Manser Delaney 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/2nd _____ / _____

ROLL CALL: Manser Delaney Rumsey Scott Chammings

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

ROLL CALL: Manser Delaney Rumsey Scott Chammings

ADJOURNMENT

Time _____ Motion/2nd _____ / _____

ROLL CALL: Manser Delaney Rumsey Scott Chammings

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

ORDINANCE NO. 2023-03A

**AN ORDINANCE REQUIRING REGISTRATION AND LICENSING FOR
RENTAL DWELLING UNITS, INCLUDING PROOF OF STATE-MANDATED
LIABILITY INSURANCE COVERAGE, CERTIFICATE OF HABITABILITY,
AND LEAD-SAFE CERTIFICATE WHERE REQUIRED BY LAW**

WHEREAS, the State of New Jersey now requires the Township to register businesses and homeowners that offer dwelling units for rent to assure they maintain the State-mandated liability insurance coverage for all rental units, current Certificates of Habitability and current Lead-Safe Certificates for all rental units where required by law.

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

SECTION 1

A new Chapter “313” shall be added to the Township Code as follows:

Chapter 313 Rental Dwelling Unit Registration/License to Operate

§ 313-1 Purpose.

The purpose of this Chapter is to protect the health, safety and welfare of persons renting dwelling units located within the Township of Stillwater by requiring mandatory registration with the Township Clerk’s Office. Registration. Approval of a License requires satisfactory completion of the Rental Unit Registration Form provided by the Township Clerk’s Office, along with proof a current Certificate of Habitability, current state-mandated liability insurance coverage, and current Lead-Safe Certificates (where required by law) for each dwelling unit. “Dwelling unit” as used in this Chapter means a structure, or a room or group of rooms within a structure, used or intended for use, in whole or in part, for residential purposes.

§ 313-2. Annual Registration and License Requirements

- A. All businesses or persons who own, possess, or control any business or private residence that offers one or more dwelling units for rent located within the Township of Stillwater shall annually register each and every such dwelling unit or units with the Township Clerk on the required Rental Unit Registration Form provided by the Township Clerk’s Office. The registration and license approval process must be completed with the Township Clerk’s Office by no later than June 30, 2023 and, for each calendar year after 2023, by no later than January 31st of that year. The annual fee for registering rental dwelling units shall be \$25 per unit per year. Any new dwelling unit to be offered for rent must be registered and approved before they are offered for rent and the fee shall remain \$25 per unit per calendar year irrespective of the time of year registered.

- B. At the time of registration, proof must be provided of a current Certificate of Habitability covering all rental dwelling units consistent with § 134-6 of this Code. That section of this Code requires that, at the time of initial occupancy or a change of occupancy of any dwelling unit, the owner of the same shall make application to the Township Building Department for a Certificate of Habitability for that dwelling unit. The Township Construction Official shall conduct an inspection for the sole purpose of determining whether or not the dwelling unit complies with N.J.S.A. 52:27D-133.3 and 52:27D-198.1. The dwelling unit must be equipped with at least one carbon monoxide sensor device, or the Construction Official shall determine that there is no potential carbon monoxide hazard in the dwelling unit. The Construction Official shall also require, in accordance with the aforesaid statutes, a smoke-sensitive alarm device on each level of the structure and outside each separate sleeping area. A battery-operated, smoke-sensitive alarm device shall be accepted as meeting the requirements. In addition, each such dwelling unit shall have an acceptable portable fire extinguisher. The inspection and reinspection fees for a Certificate of Habitability shall be \$60 (\$50 for reinspection) per unit. An emergency inspection and reinspection fees for a Certificate of Habitability shall be \$120 (\$50 for reinspection) per unit.
- C. At the time of registration, proof must be provided of current liability insurance covering each rental dwelling unit for negligent acts or omissions in an amount of no less than \$500,000 for combined property damage or bodily injury or death of one or more persons in any one accident or occurrence. (For multifamily homes with four or less dwelling units, one of which is owner-occupied, the \$500,000 coverage minimum is lowered to \$300,000 in accordance with State law.) The coverage minimums set forth herein are intended to be consistent with current State law requirements and if the State minimums increase in future years, the Township shall require compliance with those new minimum coverage requirements.
- D. At the time of registration, a current Lead-Safe Certificate must be provided for each rental dwelling unit. Thereafter, a new Lead-Safe Certification must be provided the earlier of every three (3) years or upon tenant turnover. The Lead-Safe Certificate can be obtained by way of visual inspection performed by the Township Building Department at a cost of \$50 (\$40 for reinspection) or the property owner can directly hire a New Jersey DCA Certified Lead Evaluation contractor to provide the required inspection services. If deteriorated paint is found during the course of a visual assessment, the owner of the dwelling unit must remediate the perceived lead hazard or may elect to order a dust wipe inspection to confirm or refute the presence of lead-based paint. The owner of the dwelling unit shall be responsible for remediation of any perceived or actual lead-based paint hazard observed or confirmed during the inspection process. Remediation must be conducted consistent with State Law requirements and a Lead-Safe Certificate must be provided to the Township Clerk before the dwelling unit can be offered for rent. For an emergency lead paint inspection the fee shall be \$100 (\$50 for reinspection) if performed by the Township Building Department.
- E. All rental dwelling units located in any residential setting which are regulated, registered, or otherwise subject to the jurisdiction of the New Jersey Department of Community Affairs Bureau of Housing Inspections are exempt from the liability insurance and lead-based paint requirements of Subsections C and D above. In addition, a dwelling unit in a

single-family, two-family, or multiple rental dwelling shall remain subject to the Certificate of Habitability and liability insurance requirements of Sections B, and C above, but shall not be subject to inspection and evaluation for the presence of lead-based paint hazards if the unit in Section D above where the dwelling unit:

- (1) Has been certified to be free of lead-based paint;
- (2) Was constructed during or after 1978;
- (3) Is in a multiple dwelling that has been registered with the Department of Community Affairs as a multiple dwelling for at least 10 years, either under the current or a previous owner and has no outstanding lead violations from the most recent cyclical inspection performed on the multiple dwelling under the Hotel and Multiple Dwelling Law;
- (4) Is a single-family or two-family seasonal rental dwelling which is rented for less than six months' duration each year by tenants that do not have consecutive lease renewals; or
- (5) Has a valid Lead-Safe Certification. Lead-safe certifications are valid for two years from the date of issuance pursuant to N.J.A.C. 5:28A-2.4.

- F. There shall be a late fee of \$50 per dwelling unit that is not timely registered before June 30, 2023 and, for each year thereafter, before January 31st of that year. New units first offered for rent after the above deadlines must be registered and must submit the required proof of liability insurance, Certificate of Habitability and Lead-Free Certification (if applicable) before the unit can be rented. The Township Clerk's Office has discretion to offer a 30 day grace period to allow full compliance with the registration requirements where the business or person registering has no history of late registrations or failure to register dwelling units covered by this Chapter.
- G. All registrants who successfully meet the requirements of Sections A—F above shall be issued a License to Operate by the Township Clerk's Office for the calendar year at issue. Said License to Operate may be withheld or revoked based on violations of this Chapter, violations of other applicable Township Ordinances or State law, or delinquent payment of property taxes or assessment due on the property where the dwelling units for rent are located for at least three consecutive quarters (*See* § 248-2. Revocation of License).
- H. The Township Clerk's Office shall, for each calendar year commencing in 2023, maintain a list of all businesses and persons who register dwelling units for rent and receive a Township License to rent dwelling units within the Township of Stillwater.

§ 313-3. Violations and Penalties.

- A. Any person, firm, partnership, corporation or entity violating any provisions of this Chapter shall, upon conviction, be subject to the penalties set forth in Chapter 1, Article III of the Code of the Township of Stillwater.

- B. The Town may collect, through a summary proceeding under N.J.S.A. 2A:58-10 et seq., a fine of not less than \$500 but no more than \$5,000, for failure to file proof of liability insurance as required herein and by P.L. 2022, C. 1368.

SECTION 2

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 3

This Ordinance shall take effect immediately upon its passage.

TOWNSHIP COMMITTEE OF STILLWATER TOWNSHIP

ATTEST:

Valerie Ingles, Township Clerk

Lisa Chammings, Mayor

DATED: Introduced: November 12, 2024
 Adopted:

**TOWNSHIP OF STILLWATER,
SUSSEX COUNTY, NJ**

ORDINANCE 2024-15

**AN ORDINANCE AMENDING SECTION 134-6 OF THE CODE
OF THE TOWNSHIP OF STILLWATER
TO ADJUST THE CERTIFICATION OF OCCUPANCY/SMOKE DETECTOR
CERTIFICATION AND LEAD PAINT INSPECTION FEES**

WHEREAS, the Stillwater Township Committee has received a recommendation from the Township’s Construction Official recommending adjustments to the fees charged by the Township for Certifications of Occupancy/Smoke Detector (including carbon monoxide and fire extinguisher) and Certifications of Lead Paint Inspections.

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

Section 1. Existing Section 134-6 “Issuance of Certificate of Habitability Required” is amended to repeal and replace the last sentence as follows:

The Fees for Certifications of Occupancy/Smoke Detector (including carbon monoxide detector and fire extinguishers) shall be as follows:

- A. Application Fee: \$60.00.
- B. Reinspection Fee: \$50.00.
- C. Emergency Application Fee: \$120.00
- D. Emergency Application Reinspection Fee: \$50.00

The Fees for Certifications of Lead Paint Inspections shall be as follows:

- A. Application Fee: \$50.00
- B. Reinspection Fee: \$40.00
- C. Emergency Application Fee: \$100.00
- D. Emergency Application Reinspection Fee: \$50.00

Section 2. Severability. If any provision of this ordinance or the application of this ordinance to any person or circumstances is held invalid, the remainder of this ordinance shall not be affected and shall remain in full force and effect.

Section 3. Repealer. All ordinances or parts of ordinances or resolutions inconsistent or in opposition to the provisions of this Ordinance are hereby repealed in their entirety.

Section 4. Effective Date. This ordinance shall take effect after publication and passage according to law.

ATTEST:

Valerie Ingles, Township Clerk

Lisa Chammings, Mayor

Introduced: November 12, 2024
Adopted:

**STILLWATER TOWNSHIP
SUSSEX COUNTY, NEW JERSEY**

ORDINANCE 2024-16

**AN ORDINANCE FIXING SALARIES AND WAGES OF OFFICERS AND
EMPLOYEES OF THE TOWNSHIP OF STILLWATER, COUNTY OF
SUSSEX AND STATE OF NEW JERSEY, FOR THE YEAR 2025**

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 its 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	\$35,000.00 - \$60,000.00
Deputy Municipal Registrar	\$3,000.00 - \$4,500.00
Receptionist	\$15.49 - \$20.00 per hour
File Clerk	\$15.49 - \$20.00 per hour
Chief Financial Officer	\$50,000.00 - \$95,000.00
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 - \$50.00 per hour
Deputy Tax Collector	\$4,000 - \$10,000
DPW Supervisor (Provisional)	\$58,000.00 - \$75,000.00
DPW Supervisor	\$60,000.00 - \$85,000.00
DPW Supervisor (CPWM)	\$75,000.00 - \$90,000.00
Recycling Coordinator	\$1,750.00 - \$2,500.00
DPW Laborers	As Per Contract
As Needed Snow Plow Drivers	\$20.00 - \$30.00 per hour
Solid Waste Worker	\$15.49 - \$25.00 per hour
Solid Waste Cashier	\$15.49 - \$25.00 per hour
Recycling Supervisor	\$20.00 - \$30.00 per hour
Recycling Worker	\$15.49 - \$25.00 per hour
Zoning Officer	\$20,000.00 - \$45,000.00
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
Building Department Secretary (TACO)	\$10,000.00 - \$25,000.00
Smoke Detector Certifications	\$30.00 per Certification
Smoke Detector Re-Certifications	\$25.00 per Certification
Smoke Detector Certifications (Emergency)	\$60.00 per Certification
Smoke Detector Re-Certifications (Emergency)	\$25.00 per Certification
Lead Paint Certifications	\$25.00 per Certification
Lead Paint Re-Certifications	\$20.00 per Certification
Lead Paint Certifications (Emergency)	\$50.00 per Certification
Lead Paint Re-Certifications (Emergency)	\$25.00 per Certification
Emergency Mgmt Coordinator	\$2,000.00 - \$5,000.00
Deputy Emergency Mgmt Coordinator	\$1,000.00 - \$3,000.00
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

SALARY RANGE:

POLICE:

Crossing Guard	\$15.49 - \$18.00 per hour
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SALARY RANGE:

Section 2. Specific salaries or wages established by the Ordinance shall be made active as of the first payroll of 2025 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:

Valerie Ingles, Township Clerk

Lisa Chammings, Mayor

DATED: Introduced: November 12, 2024
 Adopted:

**STILLWATER TOWNSHIP
SUSSEX COUNTY, NEW JERSEY**

RESOLUTION 2024-139

**RESOLUTION OF THE TOWNSHIP COMMITTEE
OF THE TOWNSHIP OF STILLWATER
AUTHORIZING THE ISSUANCE OF RAFFLE LICENSE
RA-2024-06 AND RA-2024-07**

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-2024-06	Historical Society of Stillwater Township	12/15/2024	Off Premise 50/50
RA-2024-07	Historical Society of Stillwater Township	12/15/2024	Merchandise Draw 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.

Certification

I hereby certify this is a true copy of the Resolution adopted by the Township Committee of the Stillwater Township on November 12, 2024.

Valerie Ingles, Township Clerk

TOWNSHIP OF STILLWATER

A RESOLUTION AUTHORIZING A SHARED SERVICES AGREEMENT WITH THE TOWN OF NEWTON FOR THE SERVICES OF ANIMAL CONTROL OFFICER

RESOLUTION 2024-140

WHEREAS, the Township of Stillwater and the Town of Newton have agreed to enter into a Shared Services Agreement by which the Town of Newton shall provide Animal Control services to the Township of Stillwater, and

WHEREAS, the Township of Stillwater and the Town of Newton agree to enter into the attached Shared Services Agreement;

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

1. The Shared Services Agreement between the Township of Stillwater and the Town of Newton is approved. The terms and conditions of the Agreement (Exhibit "A") are made a part of this Resolution.
2. The Mayor and Township Clerk are authorized to sign the Agreement on behalf of the Township.
3. This Resolution shall take effect January 1, 2025, however, it shall be void and of no effect in the event that the Town of Newton fails or refuses to adopt a similar resolution and/or execute the Shared Services Agreement.
4. A copy of this Agreement shall be filed, for informational purposes, with the Division of Local Government Services in the Department of Community Affairs pursuant to N.J.S.A. 40A:65-4.

CERTIFICATION

I hereby certify that the foregoing resolution is a true and certified copy of the resolution adopted by the Township Committee of the Township of Stillwater at the regularly scheduled meeting held on Tuesday, November 12, 2024, at the Stillwater Township Municipal Building, 964 Stillwater Road, Stillwater, New Jersey.

Valerie Ingles, RMC
Municipal Clerk

**STILLWATER TOWNSHIP
SUSSEX COUNTY, NEW JERSEY
RESOLUTION 2024-141**

**RESOLUTION AUTHORIZING SHARED SERVICES
AGREEMENT WITH THE COUNTY OF SUSSEX FOR DEICING MATERIALS**

WHEREAS, the Township of Stillwater desires to enter into a Shared Services Agreement with the County of Sussex for the services of salt and snow grit storage, mixing and loading.

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 Shared Services Agreement with the County of Sussex for Deicing Materials.
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 November 12, 2024.

**Valerie Ingles, Clerk
Township of Stillwater**

**STILLWATER TOWNSHIP
SUSSEX COUNTY, NJ**

RESOLUTION 2024-142

**RESOLUTION TO AUTHORIZE REFUND FOR BLOCK 4209 LOT 26 FOR INTEREST
CHARGED IN ERROR DUE TO AUTO PAY SYSTEM NOT AVAILABLE YET**

WHEREAS, Block 4209 Lot 26 for 904 Walnut Drive East, and

WHEREAS, payment was made in a timely manner the Auto Pay System is not available at this time, and

WHEREAS, interest was charged in error of \$ 15.82 and needs to be refunded.

NOW THEREFORE BE IT RESOLVED, by the Mayor and Township Committee that the Tax Collector be authorized to refund the homeowner the amount of \$ 15.82.

CERTIFICATION

I, Valerie Ingles, Municipal 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 of November 12, 2024.

Valerie Ingles, Municipal Clerk
Township of Stillwater

**STILLWATER TOWNSHIP
SUSSEX COUNTY, NJ**

RESOLUTION 2024-143

RESOLUTION APPROVING ADDITIONAL HOURS FOR THE TAX COLLECTOR

WHEREAS, Terry Beshada was hired by the Township of Stillwater as Tax Collector by Resolution 2022-169 effective November 2, 2022; and

WHEREAS, the Tax Collector has noted during the period when quarterly tax payments are due additional hours are required to complete her workload which have been approved by Resolution 2023-57; and

WHEREAS, the Tax Collector has requested the Township Committee approve a request for up to an additional ten (10) hours for the 4th tax quarter 2024 for a total of thirty (30) additional hours for the calendar year.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Stillwater that they do hereby approve up to ten (10) additional hours for the 4th tax quarter 2024 to be compensated at her annual hourly rate.

CERTIFICATION

I, Valerie Ingles, Township 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 of November 12, 2024.

Valerie Ingles, Township Clerk

**STILLWATER TOWNSHIP MANUAL/REGULAR BILL LIST
FOR MEETING DATED 11/12/2024 - BILLS LIST #17**

Account	Date	Check #	Payee	Amount
Current				
	10/15/24	WIRE	SHBP - OCTOBER	\$ 27,753.09
	10/16/24	WIRE	STILLWATER TWP PAYROLL AGENCY	\$ 35,839.95
	10/18/24	30374	ARTHUR GALLAGHER RISK MGMT	\$ 500.00
	10/29/24	WIRE	STILLWATER TWP PAYROLL AGENCY	\$ 31,772.87
	10/30/24	WIRE	GENERAL CAPITAL ACCT (MT BENE PH 3)	\$ 123,315.00
	10/31/24	30375	KITTATINNY REGIONAL HS	\$ 451,511.80
	10/31/24	30376	STILLWATER TWP BOE	\$ 463,240.00
	10/31/24	30377	TOWNSHIP OF HAMPTON (4TH QTR TX)	\$ 39.14
	11/1/24	WIRE	OPEN SPACE ACCT (2024 LEVY)	\$ 12,273.94
	11/7/24	30378	VALERIE INGLES	\$ 75.00
	11/8/24	30379	NEWTON TROPHY (DPW SHIRTS)	\$ 642.50
	11/8/24	30380	CAMPBELL SUPPLY	\$ 1,330.44
	11/8/24	30381	FOLEY INCORP	\$ 1,273.80
			Subtotal of Fund	\$ 1,149,567.53
Payroll Salary Agency				
	10/16/24	3292	NJ FAMILY SUPPORT	\$ 392.31
	10/16/24	3293	TEAMSTERS	\$ 216.00
	10/16/24	WIRE	STILLWATER TWP PAYROLL ACCT	\$ 23,059.44
	10/16/24	WIRE	CURRENT FUND (SHBP - OCT)	\$ 2,733.66
	10/17/24	WIRE	IRS	\$ 7,778.32
	10/17/24	WIRE	STATE OF NJ - GIT	\$ 942.73
	10/18/24	WIRE	NATIONWIDE	\$ 112.00
	10/16/24	WIRE	EMPOWER (DCRP)	\$ 438.87
	10/17/24	WIRE	PERS (OCT)	\$ 3,031.42
	10/29/24	3294	NJ FAMILY SUPPORT	\$ 392.31
	10/29/24	WIRE	STILLWATER TWP PAYROLL ACCT	\$ 19,606.96
	10/30/24	WIRE	IRS	\$ 6,977.11
	10/30/24	WIRE	STATE OF NJ - GIT	\$ 864.50
	11/1/24	WIRE	NATIONWIDE	\$ 112.00
	10/29/24	WIRE	EMPOWER (DCRP)	\$ 438.87
			Subtotal of Fund	\$ 67,096.50
Recycling Trust				
	10/16/24	WIRE	STILLWATER TWP PAYROLL AGENCY	\$ 75.92
	10/29/24	WIRE	STILLWATER TWP PAYROLL AGENCY	\$ 75.92
			Subtotal of Fund	\$ 151.84
			Grand Total All Manual Checks Issued:	\$ 1,216,815.87
GRAND TOTAL OF BILLS				\$ 1,281,899.90

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

Check#	Vendor	Description	Payment	Check Total
30382	33 - ABCODE SECURITY, INC.	PO 15537 QUOTE# Q000566 - CAMERAS/SECURITY FOR CO	900.00	900.00
30383	1396 - AIDEN BELLO	PO 15541 REIMBURSEMENT - STFD MEMBER BACKGROUND C	45.73	45.73
30384	34 - AIRGAS USA, LLC	PO 15534 INV# 5510965629 9/30/2024	37.25	37.25
30385	207 - ALLEGRA MARKETING, PRINT & MAIL	PO 15526 ORDER - BUILDING DEPARTMENT FORMS/FOLDER	205.00	205.00
30386	38 - ALLIED OIL	PO 15560 INV# 684214 ACCT# 7199884 - GASOLINE 1	1,072.35	1,072.35
30387	1035 - AMAZON CAPITAL SERVICES	PO 15139 ORDER# 114-1691445-9283431 - REFRIGERATO	279.41	
		PO 15306 ORDER# 114-1347195-7877853 - COMMUNITY C	41.49	
		PO 15509 ORDER# 114-8293442-9999407 - RECREATION;	182.97	
		PO 15520 ORDER# 114-1002702-1043468 - COMM CTR RU	25.73	
		PO 15530 ORDER# 114-0012245-6268272 - TRICK-OR-TR	35.95	
		PO 15543 ORDER# 114-6520801-8639456 - TRICK-OR-TR	22.98	588.53
30388	517 - AMERICAN WEAR INC.	PO 15562 INV# 10255898,10258241,10260550,10262871	293.00	293.00
30389	477 - ATLANTIC COMMUNICATIONS ELECTRONICS	PO 15482 ESTIMATE# SFD10324 - STFD VEHICLE MAINTE	595.00	595.00
30390	323 - BETH BARILE	PO 14610 MEDICARE PART B PREMIUMS - 2024 MONTHLY	174.70	174.70
30391	323 - BETH BARILE	PO 14611 MEDICARE PART B PREMIUMS - 2024 MONTHLY	174.70	174.70
30392	1339 - BRITTANY ARMSTRONG	PO 15572 INV# 96 - CUSTODIAL SERVICES - COMM CTR	434.50	434.50
30393	1231 - CARSON 1994 CORP	PO 15546 INV# 573503 - CUSTODIAL SERVICES - NOV 2	450.00	450.00
30394	70 - DOLAN AND DOLAN PA	PO 15510 STMT# 951018 - ZB LEGAL SERVICES - FVL W	42.50	
		PO 15514 STMT# 951425 - ZB LEGAL SERVICES - GENER	380.20	422.70
30395	1177 - DONNA VANTASSEL	PO 14609 MEDICARE PART B PREMIUMS - 2024 MONTHLY	174.70	174.70
30396	623 - EHRlich	PO 15559 INV# 68346233 - PEST CONTROL SERVICES -	158.05	158.05
30397	1102 - FARMSIDE LANDSCAPE & DESIGN	PO 14888 2024 FIELD MAINTENANCE CONTRACT - NTE \$1	1,210.00	1,210.00
30398	608 - FLOYD MONROE	PO 14608 MEDICARE PART B PREMIUMS - 2024 MONTHLY	174.70	174.70
30399	975 - GAIL RYKER	PO 14870 MEDICARE PART B PREMIUM - 2024 MONTHLY P	174.70	174.70
30400	1161 - GANNETT NY-NJ LOCALIQ	PO 15573 INV# 6726727 - ADVERTISING	97.40	97.40
30401	1346 - GILL ENERGY	PO 15531 INV# 399642 - DIESEL 10/11/2024	988.40	
		PO 15561 INV# 401655 - DIESEL 10/24/2024	739.26	1,727.66
30402	134 - HAROLD E. FELLOW & ASSOCIATES, INC.	PO 15478 2024 TAX MAP UPDATES	1,431.50	1,431.50
30403	1209 - JENNIFER MINERVINO	PO 15499 REIMBURSEMENT - CANDY FOR SUSSEX CTY DAY	21.29	21.29
30404	41 - JERSEY CENTRAL POWER AND LIGHT	PO 15539 INV# 95029956641 ACCT# 200000020731 9/3	631.33	631.33
30405	41 - JERSEY CENTRAL POWER AND LIGHT	PO 15558 INV# 10/28/2024 ACCT# 100137770515	135.86	135.86
30406	41 - JERSEY CENTRAL POWER AND LIGHT	PO 15576 INV# 95039940658 ACCT# 200000020731 10/	621.00	621.00
30407	1388 - MANDY CORISTON	PO 15466 MILEAGE - ENVIRONMENTAL COMMISSION	137.35	137.35
30408	337 - MINISINK PRESS, INC.	PO 15417 QUOTE 9/19/2024 - GARAGE SALE MAPS	135.00	135.00
30409	87 - MONTAGUE TOOL AND SUPPLY COMPANY	PO 15545 INV# 0269742-01 - TOOLS	382.04	382.04
30410	110 - NJ DIV OF ALCOHOLIC BEVERAGE C	PO 15564 2024-2025 LIQUOR LICENSE RENEWALS	15.00	15.00
30411	297 - NORTH CHURCH GRAVEL INCORPORATED	PO 15447 REQUISITION - GRITS	1,833.72	1,833.72
30412	52 - NORTH EAST PARTS GROUP, LLC	PO 15498 INV# 306873 - STFD VEHICLE MAINTENANCE	259.99	
		PO 15554 INV# 308296,308683 - VEHICLE MAINTENANCE	360.31	620.30
30413	859 - PATRICK J. MURPHY	PO 15524 3RD QTR 2024 MILEAGE - ELECTRICAL INSPEC	188.94	188.94
30414	1158 - PLANET NETWORKS, INC	PO 15570 INV# INV-2411-0114336 - PHONES/INTERNET/	1,326.40	1,326.40
30415	76 - R & L DATA CENTERS INCORPORATED	PO 15578 INV# 113607 - PAYROLL SERVICES - OCT 202	349.40	349.40
30416	1399 - ROBERT AND JANICE TRENT	PO 15577 REFUND OF INTEREST CHARGED IN ERROR B 42	15.82	15.82
30417	607 - ROBERT PASTOR	PO 14607 MEDICARE PART B PREMIUMS - 2024 MONTHLY	174.70	174.70
30418	79 - RONETCO SUPERMARKETS (SHOPRITE)	PO 15548 RECEIPT 10/25/24 - TRUNK-OR-TREAT SUPPLI	104.31	
		PO 15575 RECEIPT 11/5/2024 - ELECTION EXPENSES	80.96	185.27
30419	1364 - SCHENCK PRICE SMITH & KING, LLP	PO 15533 INV# 1253023 - IN REMS	448.88	448.88
30420	90 - SCMUA-SUSSEX CTY MUNIC UTIL'S AUTH	PO 15535 INV# 7886 - SOLID WASTE DISP; COMINGLED	933.81	
		PO 15553 INV# 7925 - SOLID WASTE DISP; COMINGLED	807.19	
		PO 15565 INV# 7959 - SOLID WASTE DISP; COMINGLED	767.19	2,508.19
30421	939 - SEPTICARE	PO 15551 INV# P101724-1 - PORTAJOHNS RENTALS - OCT	430.00	430.00
30422	1285 - SHARI MCSWEENEY	PO 14606 MEDICARE PART B PREMIUMS - 2024 MONTHLY	174.70	174.70
30423	266 - SHARON SUTTON	PO 14604 MEDICARE PART B PREMIUMS - 2024 MONTHLY	174.70	174.70
30424	266 - SHARON SUTTON	PO 14605 MEDICARE PART B PREMIUMS - 2024 MONTHLY	174.70	174.70
30425	425 - STAPLES	PO 15455 ORDER# 7641975836 - OFFICE SUPPLIES	236.83	
		PO 15517 ORDER# 7908110826 - OFFICE SUPPLIES	170.47	
		PO 15544 ORDER# 7643732629 - OFFICE SUPPLIES	71.42	478.72
30426	1195 - STATE OF NEW JERSEY	PO 15527 2024 ANNUAL LIFE HAZARD USE REGISTRATION	191.00	191.00
30427	48 - STILLWATER AREA VOLUNTEER FIRE COMP	PO 14911 2024 QUARTERLY CONTRIBUTIONS - OTHER EXP	10,000.00	10,000.00
30428	48 - STILLWATER AREA VOLUNTEER FIRE COMP	PO 14912 2024 QUARTERLY CONTRIBUTIONS	13,750.00	13,750.00
30429	1144 - SUSSEX COUNTY SHERIFF'S OFFICE	PO 14886 TOWNSHIP PATROLS - NTE \$20,000 (RESO# 20	8,473.92	8,473.92
30430	201 - TAMMY LEONARD	PO 15557 REIMBURSEMENT - TRUNK-OR-TREAT (2024 CC	49.89	49.89
30431	341 - TAMMY LEONARD, PETTY CASH	PO 15563 3RD QTR 2024 - PETTY CASH RECEIPTS	65.71	65.71
30432	1237 - TARA TOSTI - REIMBURSEMENT	PO 15547 REIMBURSEMENT - FALL FESTIVAL SUPPLIES	30.35	30.35
30433	1387 - THE ULTIMATE ALPHABET	PO 15481 QUOTE 9/23/24 - STFD VEHICLE MAINTENANCE	750.00	750.00
30434	286 - TRI-STATE RENTALS INC.	PO 15525 INV# 76723 - COMMUNITY EVENTS SUPPLIES -	74.70	74.70
30435	1379 - TULPEHOCKEN MOUNTAIN SPRING WATER	PO 15574 INV# 7405817,7413602 - SPRING WATER	30.97	30.97
30436	126 - VAN CLEEF ENGINEERING ASSOC, LLC	PO 15579 INV# STW-1000.001-21,STW-1003.001-22 - G	1,103.50	1,103.50

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

Check#	Vendor	Description	Payment	Check Total
TOTAL				56,225.52

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

Check#	Vendor	Description	Payment	Check Total
694	827 - STAVOLA an ARCOSA COMPANY	PO 15532 INV# 40309,40338 - ASPHALT/STONE FOR VET	2,355.95	2,355.95
695	126 - VAN CLEEF ENGINEERING ASSOC, LLC	PO 12721 PROPOSAL - MT BENEVOLENCE PHASE I - MA 2	147.00	
		PO 15018 PROPOSAL - MT BENEVOLENCE PHASE 3 - MA 2	1,553.00	1,700.00
TOTAL				4,055.95

**List of Bills - (1210101000001) CASH - Dog Trust
Dog Trust**

Check#	Vendor	Description	Payment	Check Total
728	1400 - FREDON ANIMAL HOSPITAL	PO 15580 INV# 324350 - VETERINARY SERVICES (ACO)	50.70	50.70
TOTAL				50.70

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

Check#	Vendor	Description	Payment	Check Total
701	131 - LORCO PETROLEUM SERVICES	PO 15538 INV# 1976414-IN - USED OIL REMOVAL	64.00	64.00
702	90 - SCMUA-SUSSEX CTY MUNIC UTIL'S AUTH	PO 15535 INV# 7886 - SOLID WASTE DISP; COMINGLED	131.30	
		PO 15553 INV# 7925 - SOLID WASTE DISP; COMINGLED	188.50	
		PO 15565 INV# 7959 - SOLID WASTE DISP; COMINGLED	120.25	440.05
703	939 - SEPTICARE	PO 15552 INV# P101724-3 - PORTAJOHNS RENTALS - OCT	65.00	65.00
TOTAL				569.05

**List of Bills - (7610101000001) Recreation Trust - Cash
RECREATION TRUST**

Check#	Vendor	Description	Payment	Check Total
1787	907 - 4IMPRINT	PO 15523 ORDER# 28250394 - BICENTENNIAL MAGNETS	270.56	270.56
	TOTAL			270.56

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

Check#	Vendor	Description	Payment	Check Total
10350	1392 - DAVID ZELINSKY	PO 15470 ZB ESCROW REFUND PER RESO 2024-136	600.00	600.00
10351	70 - DOLAN AND DOLAN PA	PO 15437 STMT# 951017 - ZB LEGAL SERVICES - SECOF	110.50	
		PO 15512 STMT# 951428 - ZB LEGAL SERVICES - MCELE	340.00	
		PO 15513 STMT# 951427 - ZB LEGAL SERVICES - HINCH	76.50	527.00
10352	1391 - ELIZABETH ARMENANTE	PO 15469 ZB ESCROW REFUND PER RESO 2024-136	187.25	187.25
10353	1390 - JONATHAN MAKRINOS	PO 15468 ZB ESCROW REFUND PER RESO 2024-136	172.50	172.50
10354	126 - VAN CLEEF ENGINEERING ASSOC, LLC	PO 15433 INV# STW-1002.008-3 - ZB ENGINEERING SVC	882.00	
		PO 15436 INV# STW-1002.007-3 - ZB ENG SERVICES -	735.00	
		PO 15542 INV# STW-1002.010-1 - ZB ENGINEERING SVC	808.50	2,425.50
	TOTAL			3,912.25

**STILLWATER TOWNSHIP
SUSSEX COUNTY, NEW JERSEY
RESOLUTION 2024-144**

**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 November 12, 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 November 12, 2024, at the Stillwater Township Municipal Building, 964 Stillwater Road, Stillwater, Sussex County, New Jersey.

Valerie Ingles
Township Clerk