



**STILLWATER TOWNSHIP
TOWNSHIP COMMITTEE MEETING
AGENDA
TUESDAY, January 7, 2025**

Re-organization Meeting: 6:00 P.M.

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, 2025 and was placed on the Official Bulletin Board at the Municipal Building and posted on the official website and Facebook page.

FLAG SALUTE

STATEMENT OF DETERMINATION/OATH OF OFFICE – Jeff Parrott, SC Clerk

George Scott, Committeeman – 3 year term

David Manser, Committeeman – 3 year term

INVOCATION – Robert Scrudato, Chaplin Stillwater Area Volunteer Company

ROLL CALL: Manser ☐ Delaney ☐ Rumsey ☐ Scott ☐ Chammings ☐

NOMINATION OF MAYOR FOR THE YEAR 2025 Nomination/2nd _____ / _____

ROLL CALL: Manser ☐ Delaney ☐ Rumsey ☐ Scott ☐ Chammings ☐

NOMINATION OF DEPUTY MAYOR FOR THE YEAR 2025 Nomination/2nd _____ / _____

ROLL CALL: Manser ☐ Delaney ☐ Rumsey ☐ Scott ☐ Chammings ☐

CONSENT AGENDA: All matters listed below are considered routine in nature and will be enacted by one motion. There will be no separate discussion of the items. If any discussion is desired, that particular item will be removed from the consent agenda and will be considered separately on the regular agenda.

RESOLUTIONS:

- 2025-001 Designating the Official Newspapers
- 2025-002 Authorizing Awards of Non-Fair and Open Contracts for Professional Services
- 2025-003 Authorizing the Cancellation of Tax Overpayment or Delinquent Amounts
- 2025-004 Authorizing the Cancellation of Delinquent Amounts for any Charges/Fees
- 2025-005 Setting Property Tax Due Dates, Delinquency Charges and Year-End Penalty
- 2025-006 Temporary Budget
- 2025-007 Establishing Mileage Reimbursement
- 2025-008 Adopting Cash Management Plan for 2025
- 2025-009 Authorizing the CFO to Invest Idle Funds
- 2025-010 Authorizing the CFO to sell Bond Anticipation Notes and Bonds
- 2025-011 Approving Mayor's Appointments of Township Officers with Committee Concurrence
- 2025-012 Approving Appointments of Boards and Commissions with Committee Concurrence
- 2025-013 Appointing Tax Assessor and Attorney to Represent Township before County Tax Board

2025-014 Authorizing the CFO or Tax Collector to Impose Service Charge For Returned Checks
2025-015 Authorizing Signatures on Checks
2025-016 Striking the 2025 Tax Rate for Funding the Stillwater Open Space Trust Fund
2025-017 Authorizing Purchases under New Jersey State Contract
2025-018 Authorizing Compliance with the US EEOC
2025-019 Authorizing The Waiver Of The Signature Requirement On Purchase Orders For Certain Vendors
2025-020 Resolution Of The Township Committee Of The Township Of Stillwater Authorizing The Appointment Of Jeffrey Gardner As Mechanic/Truck Driver
2025-021 Resolution Designating Official Depositories
2025-022 Resolution Approving Extension Of Leave Of Absence For DPW Supervisor Jerry Leatham

Motion/2nd _____ / _____

ROLL CALL: Manser ☐ Delaney ☐ Rumsey ☐ Scott ☐ Chammings ☐

AMENDMENTS TO AGENDA

OPEN PUBLIC SESSION

ADJOURNMENT Time _____ Move _____ / Second _____

**STILLWATER TOWNSHIP
SUSSEX COUNTY, NJ**

RESOLUTION 2025-001

**RESOLUTION DESIGNATING THE OFFICIAL
NEWSPAPERS FOR THE TOWNSHIP OF STILLWATER**

BE IT RESOLVED by the Township Committee of the Township of Stillwater, in the County of Sussex and State of New Jersey that the New Jersey Herald Daily and the Sunday Herald and the Township Journal, are hereby designated as the official newspapers for legal publications of the Township of Stillwater for the year 2025.

BE IT FURTHER RESOLVED that the official bulletin board at the Municipal Building is hereby designated as the place where all official notices are to be posted.

CERTIFICATION

I hereby certify that the above Resolution was adopted by the Township Committee at their regular meeting held January 7, 2025 at the Stillwater Township Municipal Building, Stillwater, Sussex County, New Jersey.

Valerie Ingles, RMC
Township Clerk

**STILLWATER TOWNSHIP
RESOLUTION 2025-002**

**RESOLUTION AUTHORIZING THE AWARDS OF
NON-FAIR AND OPEN CONTRACT FOR PROFESSIONAL
SERVICES FOR THE TOWNSHIP OF STILLWATER**

WHEREAS, there exists a need for the services of certain professionals to wit: Township Attorney, Township Engineer, Insurance Agent, Labor Attorney, Bond Attorney, and Auditor as non-fair and open contracts pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, the Chief Financial Officer has determined and certified in writing that the value of the acquisitions will exceed \$17,500; and

WHEREAS, the anticipated term of these contracts is one year; and

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Township of Stillwater that:

1. The Mayor and Committee are hereby authorized to engage the following professional persons:

Auditor:	Valerie Dolan, CPA/Nisivoccia
Township Engineer:	Michael Vreeland/ Van Cleef Engineering Associates
Risk Manager:	Michael Chymiy/The Morville Agency
Labor Attorney:	Eric M. Bernstein/Eric M. Bernstein & Associates, LLC
Municipal Attorney:	Eric M. Bernstein/Eric M. Bernstein & Associates, LLC
Bond Attorney:	Robert Beinfield, Esq./ Hawkins, Delafield & Wood, LLP
Special Council & Conflict Attorney:	Thomas F. Collins, Jr., Esq./Vogel, Chait, Collins And Schneider
Conflict Tax Assessor and Appraiser:	Scott Holzhauer, CTA, SCGREA
Tax Appraiser:	Darren Raymond, Associated Appraisal Group
Special Council-Tax Appeals & In Rem:	Robert B. McBriar, Schenck Price Smith & King, LLP

2. The above are engaged without competitive bidding as a professional service under the provisions of the Local Public Contract Law because said services are performed by a person authorized by law to practice a recognized profession.

3. A copy of this resolution shall be published in the New Jersey Herald within ten days of its passage.

CERTIFICATION

I hereby certify that the above Resolution was adopted by the Township Committee at their regular meeting held January 7, 2025 at the Stillwater Township Municipal Building, Stillwater, Sussex County, New Jersey.

Valerie Ingles, RMC
Township Clerk

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

RESOLUTION 2025-003

**RESOLUTION AUTHORIZING THE CANCELLATION
OF TAX OVERPAYMENT OR DELINQUENT AMOUNTS
TOWNSHIP OF STILLWATER**

WHEREAS, N.J.S.A. 40A:50-17.1 allows for the cancellation of property tax overpayments or delinquent amounts, in amounts less than \$10.00; and

WHEREAS, the governing body may authorize a municipal employee chosen by said body to process, without further action on their part, any cancellation of property tax overpayments or delinquencies (except those representing a full quarter or more of taxes) of less than \$10.00.

NOW, THEREFORE, BE IT RESOVED by the Mayor and Committee of the Township of Stillwater, County of Sussex, State of New Jersey that we hereby authorize the Tax Collector to cancel said tax amounts as deemed necessary.

BE IT FURTHER RESOLVED that a certified copy of this Resolution is forwarded to the Tax Collector and the Township Auditor.

CERTIFICATION

I hereby certify that the above Resolution was adopted by the Township Committee at their regular meeting held January 7, 2025 at the Stillwater Township Municipal Building, Stillwater, Sussex County, New Jersey.

Valerie Ingles, RMC
Township Clerk

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

RESOLUTION 2025-004

**RESOLUTION AUTHORIZING THE CANCELLATION
OF DELINQUENT AMOUNTS FOR ANY CHARGES/FEES
IMPOSED BY THE TOWNSHIP OF STILLWATER**

WHEREAS, N.J.S.A. 40A:50-17.1 allows for the cancellation of delinquent amounts, in amounts less than \$10.00; and

WHEREAS, the governing body may authorize a municipal employee chosen by said body to process, without further action on their part, any cancellation of delinquencies of less than \$10.00.

NOW, THEREFORE, BE IT RESOVED by the Mayor and Committee of the Township of Stillwater, County of Sussex, State of New Jersey that we hereby authorize the CFO to cancel said amounts as deemed necessary.

BE IT FURTHER RESOLVED that a certified copy of this Resolution is forwarded to the CFO and the Township Auditor.

CERTIFICATION

I hereby certify that the above Resolution was adopted by the Township Committee at their regular meeting held January 7, 2025 at the Stillwater Township Municipal Building, Stillwater, Sussex County, New Jersey.

Valerie Ingles, RMC
Township Clerk

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

RESOLUTION 2025-005

**RESOLUTION SETTING PROPERTY TAX DUE DATES,
DELINQUENCY CHARGES & YEAR-END PENALTY**

WHEREAS, R.S. 54:4-67 permits the governing body of each municipality to fix the rate of interest to be charged for nonpayment of taxes or assessments subject to any abatement or discount for the late payment of taxes as provided by law; and

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

1. Property taxes shall be due and payable quarterly on February 1st, May 1st, August 1st and November 1st of each year, with a ten-day grace period. If the last day of the ten-day grace period falls on a Saturday, Sunday or holiday, the following business day will be the final date to pay property tax without interest charges. After such dates, if property taxes become delinquent, interest will be charged as set forth below and will revert back to the due date on any quarterly installment of taxes.
2. The rate of interest for delinquent property taxes is fixed at 8% per annum on the first \$1,500.00 of delinquency and 18% per annum on any amount of taxes in excess of \$1,500.00.

BE IT FURTHER RESOLVED that a six (6) percent year end penalty be assessed on the last day of the fiscal year on delinquent accounts when in excess of \$10,000.00.

BE IT FINALLY RESOLVED that a certified copy of this resolution shall be provided by the Township Clerk to the Tax Collector, and the Township Auditor for the Township of Stillwater.

CERTIFICATION

I hereby certify that the above Resolution was adopted by the Township Committee at their regular meeting held January 7, 2025 at the Stillwater Township Municipal Building, 964 Stillwater Road, Stillwater, Sussex County, New Jersey.

Valerie Ingles
Township Clerk

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

RESOLUTION 2025-006

WHEREAS, NJSA 40A:4-19, the Local Budget Act, provides that where any contracts, commitments or payments are to be made prior to the final adoption of the 2025 budget, temporary appropriations be made for the purposes and amounts required in the manner and time therein provided; and

WHEREAS, the date of this resolution is within the first thirty days of 2025; and

WHEREAS, the total appropriations in the 2024 Budget, less appropriations for capital improvement fund, debt service and relief of the poor (public assistance) are as follows:

Current Fund	\$	3,445,342.74
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WHEREAS, 26.25 percent of the total appropriations in the 2024 Budget, less appropriations for capital improvement fund, debt service and relief of the poor (public assistance) in the said 2024 Budget is as follows:

Current Fund	\$	904,402.47
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NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Stillwater, County of Sussex, that the above temporary appropriations be made.

AND BE IT FURTHER RESOLVED that a certified copy of this resolution be placed on file with the records of the Township's Chief Financial Officer.

CERTIFICATION

I hereby certify that the above Resolution was adopted by the Township Committee at their regular meeting held January 7, 2025 at the Stillwater Township Municipal Building, Stillwater, Sussex County, New Jersey.

Valerie Ingles, RMC
Township Clerk

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

RESOLUTION 2025-007

**RESOLUTION ESTABLISHING MILEAGE REIMBURSEMENT
FOR 2025 FOR TOWNSHIP OF STILLWATER**

BE IT RESOLVED that it is hereby established that the mileage reimbursement rate for the commencement of calendar year 2025 shall be 70 cents per mile.

CERTIFICATION

I hereby certify that the above Resolution was adopted by the Township Committee at their regular meeting held January 7, 2025 at the Stillwater Township Municipal Building, Stillwater, Sussex County, New Jersey.

Valerie Ingles, RMC
Township Clerk

**STILLWATER TOWNSHIP,
SUSSEX COUNTY, NJ**

RESOLUTION 2025-008

**RESOLUTION ADOPTING CASH MANAGEMENT PLAN FOR 2025
TOWNSHIP OF STILLWATER**

BE IT RESOLVED by the Governing Body of the Township of Stillwater that they hereby adopt the Cash Management Plan for the year 2025 which is attached and made a part of this Resolution.

**CASH MANAGMENT PLAN FOR THE TOWNSHIP OF STILLWATER,
IN THE COUNTY OF SUSSEX, NEW JERSEY**

I. STATEMENT OF PURPOSE.

This Cash Management Plan (the "Plan") is prepared pursuant to the provisions of N.J.S.A. 40A:5-14 in order to set forth the basis for the deposits ("Deposits") and investment ("Permitted Investments") of certain public funds of the Township of Stillwater, pending the use of such funds for the intended purposes. The Plan is intended to assure that all public funds identified herein are deposited in interest bearing Deposits or otherwise invested in Permitted Investments hereinafter referred to. The intent of the Plan is to provide that the decisions made with regard to the Deposits and the Permitted Investments will be done to insure the safety, the liquidity (regarding its availability for the intended purposes), and the maximum investment return within such limits. The Plan is intended to ensure that any Deposit or Permitted Investment matures within the time period that approximates the prospective need for the funds deposited or invested so that there is not a risk to the market value of such Deposits or Permitted Investments.

II. IDENTIFICATION OF FUNDS AND ACCOUNTS TO BE COVERED BY THE PLAN.

- A. The Plan is intended to cover the deposit and/or investment of the following funds of the Township of Stillwater:

Current Fund

General Capital Fund

- B. It is understood that, for investment purposes, this Plan is not intended to cover certain funds of the Township of Stillwater, specifically Payroll Trust Funds, General Trust Funds and the Grant Accounting Fund.

III. DESIGNATION OF OFFICIALS OF THE TOWNSHIP OF STILLWATER AUTHORIZED TO MAKE DEPOSITS AND INVESTMENTS UNDER THE PLAN.

The Chief Financial Officer (the Designated Official) and the Clerk of the Township of Stillwater are hereby authorized and directed to deposit and/or invest the funds referred to in the Plan.

IV. DISBURSEMENT OF FUNDS BETWEEN MEETINGS.

The following items may be permitted for payment between Township Committee meetings:

1. Utilities (electric, gas, water and telephone)
2. Payroll
3. Debt service as evidenced by pre-existing bonds and notes.

4. Health, dental and other insurance premiums.
5. Federal, State and County fees.
6. Postage for tax bills, newsletters, bill payments, and other Township mailings.
7. School taxes.
8. Contractual obligations for Shared Services.
9. Contractual obligations for awarded contracts.
10. Any payments following the guidelines of LFN 2019-02.

V. DESIGNATION OF DEPOSITORIES.

The following banks and financial institutions are hereby designated as official depositories for the Deposit of all public funds referred to in the Plan, including any certificates of deposit which are not otherwise invested in Permitted Investments as provided for in this Plan:

Valley National Bank
Provident Bank
First Hope Bank
JP Morgan Chase Bank, N.A.
Peapack-Gladstone Bank
People's Security Bank and Trust
Wells Fargo Bank
State of N.J. Cash Management Fund

VI. DEPOSIT OF FUNDS

All funds shall be deposited within 48 hours of receipt in accordance with State Statute.

(1) Operating funds must be deposited into interest bearing accounts to maximize interest earnings.

(2) Capital funds other than operating funds may be deposited into interest bearing accounts. Non-interest-bearing accounts shall be regularly monitored for availability of funds for investment.

(3) Trust funds may be deposited into interest bearing accounts. Non-interest-bearing accounts shall be regularly monitored for availability of funds for investment except where either state or federal laws prohibit the earnings of interest on such funds.

VII. DESIGNATION OF ALLOWABLE INVESTMENT INSTRUMENTS

The Township may permit deposits and investments in depositories as permitted in P.L. 1997, Chapter 148.

VIII. DEFINITION OF ACCEPTABLE COLLATERAL AND PROTECTION OF TOWNSHIP ASSETS

- (1) All designated depositories must conform to all applicable state statutes concerning depositories of public funds.
- (2) All depositories shall obtain the highest amount possible FDIC and /or FSLIC coverage of all Township assets (Demand and Certificate of Deposit), and shall be a member of GUDPA.
- (3) Collateral will be required for all deposits and investments of the Township, except for those in the State of New Jersey Cash Management Fund. Collateral must have a market value of not less than 100 percent of all deposits and investments.

IX. MAXIMUM MATURITY POLICY

Investments shall be limited to a maturity not to exceed 397 days on all operating funds unless a longer maturity is permitted within the provisions of regulations promulgated by either the federal or state governments.

X. INVESTMENT PROCEDURES

- (1) Bids for Certificates of Deposit and Repurchase Agreements will be solicited from at least three designated depositories only if the amount is \$50,000 or greater.
- (2) Telephone bids will be solicited from designated depositories by the Chief Financial Officer or by his/her designated staff member.
- (3) The depository shall specify the principal amount of the investment bid on, interest rate, and number of days used to calculate the interest to be paid upon maturity.
- (4) Interest paid shall be from the date the bid was awarded to the day of maturity.
- (5) All bidders may request the results of the bid after the bid is formally awarded.
- (6) A check or wire transfer of funds will be made available to the winning bidder the same business day the bid is awarded.
- (7) Each quotation shall be documented to record the date and time of quote, the parties in the discussion, the instrument(s), maturities and rates. A bid form of the Township may be used.

XI. CONTROLS

When possible, the internal controls should provide for a segregation of the investment placement functions and the accounting activity. Controls must be designed for telephone orders, wire transfers and securities safekeeping. Only designated personnel of the Finance Office shall be allowed to conduct these transactions, and all activity should be subject to immediate written confirmation by the designated depository. The Chief Financial Officer shall review each day's activity.

XII. BONDING

Surety bonds will be maintained for all personnel who have required coverage in accordance with the Township's auditors and Division of Local Government Service guidelines.

XIII. SAFEKEEPING CUSTODY PAYMENT AND ACKNOWLEDGMENT OF RECEIPT OF PLAN.

To the extent that any Deposit or Permitted Investment involves a document or security which is not physically held by the Township of Stillwater, then such instrument or security shall be covered by a custodial agreement with an independent third party, which shall be a bank or financial institution in the State of New Jersey. Such institution shall provide for the designation of such investments in the name of the Township of Stillwater to assure that there is no unauthorized use of the funds or the Permitted Investments or Deposits. Purchase of any Permitted Investments that involve securities shall be executed by a "delivery versus payment" method to ensure that such Permitted Investments are either received by the Township of Stillwater or by a third party custodian prior to or upon the release of the Township's funds.

XIV. REPORTING REQUIREMENTS.

The Designated Official referred to in Section III hereof shall supply to the governing body of the Township of Stillwater, on a quarterly basis, a written report of any Deposits or Permitted Investments made pursuant to this Plan, which shall include, at a minimum, the following information:

- A. The name of any institution holding funds of the Township of Stillwater as a Deposit or a Permitted Investment.
- B. The amount of securities or Deposits purchased or sold during the immediately preceding month.
- C. The class or type of securities purchased or Deposits made.
- D. The book value of such Deposits or Permitted Investments.

XV. TERM OF PLAN.

This plan shall be in effect from January 1, 2025 to December 31, 2025. Attached to this Plan is a resolution of the Township of Stillwater approving this Plan for such period of time. The Plan may be amended from time to time. To the extent that any amendment is adopted by the governing body, the Designated Official is directed to supply copies of the amendments to all of the parties who otherwise have received the copy of the originally approved Plan, which amendment shall be acknowledged in writing in the same manner as the original Plan was so acknowledged.

CERTIFICATION

I hereby certify that the above Resolution was adopted by the Township Committee at their regular meeting held January 7, 2025 at the Stillwater Township Municipal Building, Stillwater, Sussex County, New Jersey.

Valerie Ingles, RMC
Township Clerk

**STILLWATER TOWNSHIP
SUSSEX COUNTY**

RESOLUTION 2025-009

**RESOLUTION AUTHORIZATING THE CHIEF FINANCIAL
OFFICER TO INVEST IDLE FUNDS**

BE IT RESOLVED by the Governing Body of the Township of Stillwater that the Chief Financial Officer and/or Treasurer be authorized to invest idle funds of the Township of Stillwater in investment instruments so specified in New Jersey State Law of any bank or trust company having its place of business in the State of New Jersey and organized under the laws of any State in the United States, or the State of New Jersey Cash Management Fund in 2025.

CERTIFICATION

I hereby certify that the above Resolution was adopted by the Township Committee at their regular meeting held January 7, 2025 at the Stillwater Township Municipal Building, Stillwater, Sussex County, New Jersey.

Valerie Ingles, RMC
Township Clerk

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

RESOLUTION 2025-010

**RESOLUTION AUTHORIZATING THE CHIEF FINANCIAL
OFFICER TO SELL BOND ANTICIPATION NOTES AND BONDS**

WHEREAS, N.J.S.A. 40A:2-28 requires that a Resolution be adopted authorizing a Financial Officer of the Township to sell Bond Anticipation Notes and Bonds;

NOT THEREFORE BE IT RESOLVED by the Township Committee of the Township of Stillwater that the Chief Financial Officer is hereby authorized to sell Bond Anticipation Notes and Bonds; and

BE IT FURTHER RESOLVED that following each sale the Chief Financial Officer shall report to the Township Committee the principal amount of the sale, interest rate, date of maturity and name of the purchaser.

CERTIFICATION

I hereby certify that the above Resolution was adopted by the Township Committee at their regular meeting held January 7, 2025 at the Stillwater Township Municipal Building, Stillwater, Sussex County, New Jersey.

Valerie Ingles, RMC
Township Clerk

**STILLWATER TOWNSHIP
RESOLUTION 2025-011**

**RESOLUTION APPROVING THE MAYOR'S APPOINTMENTS
OF TOWNSHIP OFFICERS WITH COMMITTEE CONCURRENCE**

BE IT RESOLVED by the Township Committee that they do hereby concur with the Mayor's appointments to Municipal Officers from 1/1/2025 to 12/31/2025 as follows.

Title	Name	Term	Term Expires
Municipal Clerk	Valerie Ingles	3-year	12-31-26
Local Registrar	Valerie Ingles	3-year	12-31-26
Deputy Clerk,	Julie Ann Leatham	1-year	12-31-25
Clerk I	Dawn Tighe	1-year	12-31-25
Deputy Registrar	Dawn Tighe	1-year	12-31-25
Alt Deputy Registrar	Julie Ann Leatham	1-year	12-31-25
Tax Collector	Terry Beshada	4-year	12-31-25
Deputy Tax Collector	Dawn Tighe	1-year	12-31-25
Chief Finance Officer	Tammy Leonard	4-year	tenured
Compliance Officer (PACO)	Valerie Ingles	1-year	12-31-25
Tax Assessor	Penny Holenstein		tenured
Assessment Searcher	Valerie Ingles	1 year	12-31-25
Zoning & Code Enforcement Officer	Tom Dixon	1 year	12-31-25
Tax Search Officer	Terry Beshada	1 year	12-31-25
Building Inspector –	Richard Bizik Jr.	1 year	12-31-25
Electrical Inspector	Patrick Murphy	1 year	12-31-25
Plumbing Inspector	Jack Bell	1 year	12-31-25
Fire Inspector	Richard Bizik Jr.	1 year	12-31-25
Fire Inspector	Patrick Murphy	1 year	12-31-25
Statewide Insurance Fund Commissioner	Valerie Ingles	1-year	12-31-25
Stillwater Municipal Alliance Coordinator	Dawn Tighe	1-year	12-31-25
Recycling Coordinator	Joe Funari	1-year	12-31-25
Clean Communities Coordinator	Tammy Leonard	1-year	12-31-25

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 Mayor's appointments herein from 1/1/2025 to 12/31/2025.

Adopted: January 7, 2025

Valerie Ingles, Municipal Clerk

**STILLWATER TOWNSHIP,
SUSSEX COUNTY, NJ**

RESOLUTION 2025-012

**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 2025 as follows:

ENVIRONMENTAL COMMISSION

Name	Term	Term Expires
Mandy Coriston	3 years	12/31/2027
Jack Branagan	3 years	12/31/2027
Greg Dvorsky (Alt #1)	2 years	12/31/2026

PLANNING BOARD

Name		Term	Term Expires
Amanda Kavanagh	Class IV Member	4 years	12/31/2028
Lisa Chammings	Class I Member	1 year	12/31/2025
Dawn Delaney	Class III Member	1 year	12/31/2025

ZONING BOARD OF ADJUSTMENT

Name	Term	Term Expires
Kathy Draghi	4 years	12/31/2028
Samuel Wykoff	4 years	12/31/2028
Eric Van Der Haeghen	4 years	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 2025.

CERTIFICATION

I hereby certify that the above Resolution was adopted by the Township Committee at their regular meeting held January 7, 2025 at the Stillwater Township Municipal Building, Stillwater, Sussex County, New Jersey.

Valerie Ingles, RMC
Township Clerk

**STILLWATER TOWNSHIP,
SUSSEX COUNTY, NJ**

RESOLUTION 2025-013

**RESOLUTION APPOINTING TAX ASSESSOR AND SPECIAL COUNCIL-TAX
APPEALS & IN-REM ATTORNEY TO REPRESENT THE TOWNSHIP OF
STILLWATER BEFORE THE COUNTY BOARD OF TAXATION FOR CALENDAR
YEAR 2025**

BE IT RESOLVED by the Governing Body of the Township of Stillwater that the Municipal Assessor Penny Holenstein and the Tax Appeals & In-Rem Attorney Robert McBriar are hereby authorized to defend before the Sussex County Board of Taxation and the Tax Court of the State of New Jersey all contested appeals and to initiate municipal appeals to correct the Township of Stillwater tax list including but not limited to rollback complaints, added and omitted assessment complaints, and such other appeals as are necessary to correct the assessments for the Township of Stillwater; and

BE IT FURTHER RESOLVED that for calendar year 2025 the Municipal Assessor and Tax Appeals & In-Rem Attorney are hereby designed as the agents of the of the Township of Stillwater for the purpose of signing settlements of the foregoing matters by stipulation.

CERTIFICATION

I hereby certify that the above Resolution was adopted by the Township Committee at their regular meeting held January 7, 2025 at the Stillwater Township Municipal Building, Stillwater, Sussex County, New Jersey.

Valerie Ingles, RMC
Township Clerk

**STILLWATER TOWNSHIP,
SUSSEX COUNTY, NJ**

RESOLUTION 2025-014

RESOLUTION OF THE TOWNSHIP OF STILLWATER AUTHORIZING THE TAX COLLECTOR OR CHIEF FINANCIAL OFFICER TO IMPOSE A SERVICE CHARGE TO AN ACCOUNT FOR WHICH A CHECK OR OTHER WRITTEN INSTRUMENT WAS RETURNED FOR INSUFFICIENT FUNDS

WHEREAS, P.L. 2090, Chapter 105, supplementing Title 40 of the New Jersey State Revised Statutes has been enacted to allow a municipality the authority to impose a service charge to be added on an account which was by check or other written instrument returned for insufficient funds; and,

WHEREAS, whenever an account is owing a municipality for property tax, municipal utility charges or special assessment, the service charge authorized by this section shall be included on whatever list of delinquent accounts is prepared for the enforcement of the lien.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Stillwater that the Tax Collector or Chief Financial Officer be authorized to charge the aforementioned fee at a rate of \$25.00 per check or other written instrument for all checks returned for insufficient funds during the year; and,

BE IT FURTHER RESOLVED, that the Tax Collector or Chief Financial Officer may require future payments to be tendered in cash or by certified or cashier's check; and,

BE IT FINALLY RESOLVED, that a certified copy of this Resolution be forwarded to the Chief Financial Officer, Tax Collector, and the Township Auditor.

CERTIFICATION

I hereby certify that the above Resolution was adopted by the Township Committee at their regular meeting held January 7, 2025 at the Stillwater Township Municipal Building, Stillwater, Sussex County, New Jersey.

Valerie Ingles, RMC
Township Clerk

**STILLWATER TOWNSHIP,
SUSSEX COUNTY, NJ**

RESOLUTION 2025-015

**RESOLUTION AUTHORIZING SIGNATURES ON CHECK
TOWNSHIP OF STILLWATER**

BE IT RESOLVED by the Township Committee of the Township of Stillwater, County of Sussex, State of New Jersey, that the following Township Officials are hereby authorized to sign checks or withdrawal slips for the Stillwater Township General Account where a combination of three principal signatures are required:

Mayor or Deputy Mayor and
Chief Financial Officer and
Municipal Clerk or Deputy Clerk

BE IT FURTHER RESOLVED that the following Township Officials are hereby authorized to sign checks or withdrawals slips for the Stillwater Township Payroll Account where a combination of two principal signatures are required:

Mayor or Deputy Mayor and
Chief Financial Officer and
Municipal Clerk or Deputy Clerk

BE IT FURTHER RESOLVED that signature cards with the signatures of the persons authorized to sign be forwarded to the designated depositories.

CERTIFICATION

I hereby certify that the above Resolution was adopted by the Township Committee at their regular meeting held January 7, 2025 at the Stillwater Township Municipal Building, Stillwater, Sussex County, New Jersey.

Valerie Ingles, RMC
Township Clerk

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

RESOLUTION 2025-016

**A RESOLUTION TO STRIKE THE 2025 TAX RATE FOR FUNDING
THE STILLWATER TOWNSHIP OPEN SPACE TRUST FUND**

WHEREAS, the Township of Stillwater placed a non-binding referendum on the November 3, 2015 General Election ballot regarding the 10-year extension of an Open Space Trust Fund with a concurrent tax increase to assist in the creation of such trust fund; and

WHEREAS, the Stillwater Township Committee now wishes to strike the 2025 tax rate for funding the Open Space Trust Fund.

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

Section 1. The Township Tax Line Item for funding the Open Space Trust Funds shall be set at \$0.005 per \$100 of ratable for each and every taxable property located within the Township.

Section 2. A copy of this Resolution shall be forwarded to the Tax Collector and the Sussex County Tax Board.

CERTIFICATION

I hereby certify that the above Resolution was adopted by the Township Committee at their regular meeting held January 7, 2025 at the Stillwater Township Municipal Building, Stillwater, Sussex County, New Jersey.

Valerie Ingles, RMC
Township Clerk

**STILLWATER TOWNSHIP
SUSSEX COUNTY, NEW JERSEY**

RESOLUTION 2025-017

**RESOLUTION AUTHORIZING PURCHASES UNDER
NEW JERSEY STATE CONTRACT**

WHEREAS, various departments utilize open-ended contracts for routine, recurring items which may in the aggregate exceed \$17,500.00 per annum; and,

WHEREAS, State Contract purchases are permitted without competitive bidding under 40A:11-12, the New Jersey State Co-operative Purchasing Program 1-NJCP; and,

WHEREAS, these purchases are made on a unit price basis with certification of availability of funds being provided for each Purchase Order/Voucher for such goods or services; and,

WHEREAS, the Township Committee and using Agencies recommend these purchases.

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Stillwater authorizes purchasing under any valid 2025 State Contracts and subsequent renewals or extensions for all State Contracts.

CERTIFICATION

I hereby certify that the above Resolution was adopted by the Township Committee at their regular meeting held January 7, 2025 at the Stillwater Township Municipal Building, Stillwater, Sussex County, New Jersey.

Valerie Ingles, RMC
Township Clerk

**STILLWATER TOWNSHIP
SUSSEX COUNTY, NEW JERSEY**

RESOLUTION 2025-018

**“RESOLUTION AUTHORIZING COMPLIANCE WITH THE UNITED STATES
EQUAL EMPLOYMENT OPPORTUNITY COMMISSION’S “ENFORCEMENT
GUIDANCE ON THE CONSIDERATION OF ARREST AND CONVICTION
RECORDS IN EMPLOYMENT DECISIONS UNDER TITLE VII OF THE CIVIL
RIGHTS ACT OF 1964”**

WHEREAS, N.J.S.A. 40A:4-5 as amended by P.L. 2017, c.183 requires the governing body of each municipality and county to certify that their local unit’s hiring practices comply with the United States Equal Employment Opportunity Commission’s “Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 2064,” *as amended*, 42 U.S.C. § 2000e *et seq.*, (April 25, 2012) before submitting its approved annual budget to the Division of Local Government Services in the New Jersey Department of Community Affairs; and

WHEREAS, the members of the Township Committee have familiarized themselves with the contents of the above-referenced enforcement guidance and with their local unit’s hiring practices as they pertain to the consideration of an individual’s criminal history, as evidenced by the Certification of the Township Committee attached hereto.

NOW, THEREFORE BE IT RESOLVED, That Stillwater Township, c.183, by certifying that the local unit’s hiring practices comply with the above-referenced enforcement guidance and hereby directs the Clerk to cause to be maintained and available for inspection a certified copy of this resolution and the required Certification to show evidence of said compliance.

CERTIFICATION

I hereby certify that the above Resolution was adopted by the Township Committee at their regular meeting held January 7, 2025 at the Stillwater Township Municipal Building, Stillwater, Sussex County, New Jersey.

Valerie Ingles, RMC
Township Clerk

**STILLWATER TOWNSHIP
SUSSEX COUNTY, NJ**

RESOLUTION 2025-19

**AUTHORIZING THE WAIVER OF THE SIGNATURE REQUIREMENT ON
PURCHASE ORDERS FOR CERTAIN VENDORS**

WHEREAS, N.J.A.C. 5:30-9A.6 and 5:31-4.1 allows for greater flexibility for local units when implementing the claimant requirement set forth in N.J.S.A. 40A:5-16(a); and

WHEREAS, a local unit is now given discretion to require a claimant certification as it deems necessary and appropriate; and

WHEREAS, the requirement for a claimant's signature on all purchase orders is time consuming and payments are not made without a valid invoice and certification from the departments that the goods or services have been received; and

WHEREAS, the Chief Financial Officer of the Township of Stillwater recommends that a claimant signature only be required for Refunds, Advance Payments, Employee Reimbursements, and for all Construction Related Work; and

WHEREAS, the Chief Financial Officer recommends the adoption of this Claimant Signature policy;

NOW THEREFORE, BE IT RESOLVED, by the Township Committee of Stillwater Township that, effective immediately, claimant's signatures will only be required for Refunds, Advance Payments, Employee Reimbursements, and for all Construction Related Work.

CERTIFICATION

I hereby certify that the above Resolution was adopted by the Township Committee at their regular meeting held January 7, 2025 at the Stillwater Township Municipal Building, Stillwater, Sussex County, New Jersey.

Valerie Ingles, RMC
Township Clerk

**STILLWATER TOWNSHIP
SUSSEX COUNTY**

RESOLUTION 2025-20

**RESOLUTION OF THE TOWNSHIP COMMITTEE
OF THE TOWNSHIP OF STILLWATER AUTHORIZING THE APPOINTMENT OF
JEFFREY GARDNER AS MECHANIC/TRUCK DRIVER**

THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Stillwater appoint of Jeffrey Gardner as a Year 1 of the current contract for Mechanic/Truck Driver, with a salary of \$27.93 per hour. Mr. Gardner's contract will be retroactive to January 1, 2025.

BE IT FURTHER RESOLVED that this appointment was made at a meeting of the Township Committee on Tuesday, January 7, 2025.

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 January 7, 2025.

Valerie Ingles, Township Clerk

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

**RESOLUTON NO. 2025-21
RESOLUTION DESIGNATING OFFICIAL DEPOSITORIES**

WHEREAS, N.J.S.A. 40:48-10 provides that the Chief Financial Officer or other Officer charged with custody of the general funds of a municipality shall deposit said funds to the credit of the municipality in a bank or trust company of the State or National Bank doing business in this State: and,

WHEREAS, the Township Committee of the Township of Stillwater desires to designate two (2) such depositories pursuant to its statutory authority.

NOW, THEREFORE BE IT RESOLVED by the Township Committee of the Township of Stillwater, County of Sussex, State of New Jersey that the following named banks be and they are hereby designated as official municipal depositories for the Township of Stillwater for calendar year 2025:

1. Valley National Bank
2. State of New Jersey Cash Management Fund.

Dated: _____

,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 7th day of January, 2025.

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

**STILLWATER TOWNSHIP,
SUSSEX COUNTY, NJ**

RESOLUTION 2025-022

**RESOLUTION APPROVING EXTENSION OF LEAVE OF ABSENCE FOR
EMPLOYEE 103**

WHEREAS, on August 30, 2024 Employee 103 submitted a written request for a temporary leave of absence; and,

WHEREAS, the request was to begin on August 28, 2024 and return to work on January 1, 2025; and,

WHEREAS, the Township Committee granted the request at the September 3, 2024 meeting and amended the request to include that Employee 103 must notify the township of their return or request for an extension by at least 14 calendar days so that the township may take the necessary procedures for their return; and,

WHEREAS, Employee 103 has requested an extension on their leave of absence until January 20, 2025.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Stillwater approves Employee 103's extension on their leave of absence until January 20, 2025.

BE IT FURTHER RESOLVED if Employee 103 must further extend their leave of absence, they must notify the township in writing prior to January 17, 2025 and/or they must provide a fitness for duty exam prior to their return.

CERTIFICATION

I hereby certify that the above Resolution was adopted by the Township Committee at their regular meeting held January 7, 2025 at the Stillwater Township Municipal Building, Stillwater, Sussex County, New Jersey.

Valerie Ingles, RMC
Township Clerk