

**STILLWATER TOWNSHIP COMMITTEE
REGULAR MEETING MINUTES**

NOVEMBER 12, 2024

A **REGULAR MEETING** of the Stillwater Township Committee was called to order by Mayor L. Chammings at 7:05 p.m. Mayor L. Chammings stated that this meeting is being held in compliance with the provisions of P.L. 1975, Ch. 231, Secs. 4 & 13 the Sunshine Law and that adequate notice of the meeting has been published in the New Jersey Herald as to the time, place, and date of meetings, and is posted in the usual location of posted notices in the municipal building as well as electronically on the township website.

ROLL CALL: Committeeman D. Manser, Committeewoman D. Delaney, Committeewoman V. Rumsey, Committeeman G. Scott (via Zoom), Mayor L. Chammings

Also Present: Township Attorney E. Bernstein

FLAG SALUTE: Mayor L. Chammings led the Flag Salute.

COMMITTEE REPORTS:

Committeeman David Manser

Board of Education

Committeeman D. Manser stated that they discussed their policy for most of the meeting. They also discussed their Halloween parade and the Veteran's Day program. They have a luncheon for veteran's each year and really go all out. They lost so much money for state funding this past year and have been trying to plan everything out the best that they can. They have two septic systems; one that really needs some help. They have been trying to work the numbers to see what they can do.

Recreation Commission

Committeewoman D. Delaney started the report on the Recreation Commission as Committeeman D. Manser was at the Board of Education meeting for the beginning part of the Rec meeting. The Rec Commission has come up with a concrete schedule of events for 2025. They're working on picking the exact dates of the events. She will be meeting with Committeeman D. Manser to look into one more fireworks company then they will decide who to use for the bicentennial celebration. They also discussed budget requests for 2025 and they have been submitted to the CFO. Committeeman D. Manser stated that they finished the paving projects, all that is left is the edges and feathering which will be completed by the DPW. The tree lighting will be at the Community Center at 4pm on December 1st. There will be refreshments and fun inside the Community Center at 4 P.M. then the tree will be lit around 5pm or whenever it's dark. There is a bus trip scheduled on December 14th to go to Bryant Park for \$35 per person. They just had the Veteran's Breakfast which had well over 40 people attend. They thanked Dave from the Stillwater Café for the delicious food that he donated. The Trunk or Treat event was also well attended, the Town Committee thanked the Clerk for orchestrating the event. Saturday, November 23rd will be a Vendor & Craft Fair at the Community Center. There is also a Fire Arms Safety Presentation and Senior Game night coming up.

Recycling Center

Committeeman D. Manser stated that he hasn't heard of any complaints regarding the recycling center with co-mingled trash with the recycling. They have had an extra person there helping to keep an eye on the recycling bins which has helped greatly.

Committeewoman Dawn Delaney

Planning Board

Committeewoman D. Delaney stated that the Planning Board meeting was just the regular order of business. Mrs. Emily Wills resigned from the Planning Board and Environmental Commission due to her work schedule so there is an open position on both boards.

Finance

Committeewoman D. Delaney stated that budget meeting is scheduled for Saturday, January 11, 2025 at 9:00am.

Committeewoman Vera Rumsey

Zoning Board of Adjustment

Committeewoman V. Rumsey stated that the Zoning Board had two applications that they heard at their meeting and both were settled. There was also a concerned resident that needed a variance for her driveway, she was concerned that the fire truck wouldn't be able to make it up her driveway in case of an emergency. The Fire Chief brought the truck to her house to see if it would fit and it did.

Emergency Services

Committeewoman V. Rumsey stated that the Fire Department has been assisting with the fires around the area due to the drought. People are still having open burns outside even though we are in a red alert zone with no burn right now. She stated that heating inside your home with a woodstove or fireplace is still allowed but is recommended that a screen or cap on top of the chimney and not to use paper in the fireplace. Stillwater has gone to West Milford three times to help out with the fire; there are about 5,000 acres at this point and structures at risk. The Fire Department will also be doing Thanksgiving dinners on the 26th and they're seeking gift cards to purchase the supplies. If anyone knows of someone in Stillwater that's housebound or needs a meal, please submit their name and address in the fire department mailbox or call and leave a message on the answering machine. Last year they made and delivered about 71 dinners. They're going to have a free breakfast with Santa on December 1st from 8am-11am.

Committeewoman V. Rumsey stated that there will be a medivac landing training drill at the Stillwater Park across from the Community Center on Saturday, November 23rd for fire & EMS training. She asked that no one park in that parking lot on that day to please leave the space for emergency personnel. The helicopter will be landing and taking off multiple times, it's just a training drill.

Community Center

Committeewoman V. Rumsey stated that the Community Center parking lot is complete and has three handicap spaces with one that's for van's only. The parking lot is also one way only now as well. All of the camera's are up and running. They will be posting "house rules" soon for guidance on how to behave while in the Community Center. She stated that she saw kids climbing all over the stand for the folding chairs and turning the knobs on the gas stove on and off while parents were present but not stopping them. Everything else has been great at the Community Center.

Committeewoman V. Rumsey stated that she was approached a couple months ago regarding a hand made banner for Stillwater Township. It was made by Sadie Gas & Elsie Roof in 1975. It was found while the staff was going through everything on purge day. She brought it home to wash it and it's not displayed in the meeting room of town hall. She also thanked Committeewoman D. Delaney for printing out a description to go with the banner.

Mayor Lisa Chammings

Environmental Commission

Mayor L. Chammings stated that she reported on the Environmental Commission at the last meeting.

Legal

Mayor L. Chammings stated that they had their second union negotiations meeting prior to the Town Committee meeting that night. Any other legal matters she'll leave for the attorney to discuss.

CERT

Mayor L. Chammings stated that CERT is doing their basic training course that week and that there are about 18 registered. She expressed her appreciation for Maureen Tsadilas for organizing and running the CERT Basic Training Course.

Personnel

Mayor L. Chammings stated that for personnel they in negotiations with the DPW with their union contract. She also wanted to include that on October 24th the office was closed for an in-service purging day. The staff did a great job purging and going through documents. She stated when the town hall was remodeled, a lot of the records got stored in boxes in the bays. The town purchased about 10 fire safe file cabinets so those documents have now been organized and stored properly.

DPW

Mayor L. Chammings stated that the DPW is updating their union contract.

Engineer

Mayor L. Chammings stated that Mt. Benevolence Road and Middleville Road have been paved. She stated that there is an issue with the lining on Mt. Benevolence Road. The engineer has contacted Denville Line to fix the lining job. The DPW has put up reflective signs for the time being. They are working on the guard rails on Mt. Benevolence Road. She stated that there are two more phases to apply for the Mt. Benevolence Road paving. She explained again how they broke the road up in phases to take advantage of state funding instead of taking more from the taxpayers. The state pays for approximately \$180,000 per phase. The town could have put in for the whole road at once and they would have still only received approximately \$180,000. The road in total is costing about \$2 million. Breaking it down takes a little longer but saves the taxpayers a lot of money.

Mayor L. Chammings stated that there are now 92 parking spots at Veteran's Park, 24 or 25 at Swartswood and between 50-60 at the Community Center. The paving company came a week early so there wasn't a lot of time to get the word out to residents about closures or detours. There is a traffic counter at the recycling center for the weekend. There were 570 that weekend; 433 that were dumping trash and 137 that were recycle only. The recycling center supervisor stated that it was a 'light weekend'.

Mayor L. Chammings spoke about her heartbreaking trip to North Carolina/George when she delivered the donated supplies from the Stillwater Township residents. She received many thank you notes from people in Georgia that she will display in the meeting room once she's had a chance to go through them. She stated that Diane King said it best "The power of nature vs human resolve". She thanked the residents for the 7000lbs of donations that was collected to help those that were in need.

Committeewoman V. Rumsey introduced Mr. Rodney Hanson. He donated some pieces of art to the township which are on display in the meeting room. Mr. Hanson talked a little about his

artwork. There are the Four Seasons of Stillwater and a Bicentennial design. He stated that he will be showing more next summer. Committeewoman V. Rumsey stated that Mr. Hanson also does stunning pottery work as well. The Township Committee thanked Mr. Hanson for his artwork and will be in touch regarding some possible bicentennial products.

AMENDMENTS TO AGENDA:

Mayor L. Chamblings added the Construction Department Report to the agenda.

PUBLIC SESSION (Agenda Items Only – 3 Minute Time Limit)

Public Session Open 7:47 pm.

Township Resident K. Draghi thanked the committee for supplying the new recycling pamphlets and stated that they are very helpful. She suggested having a presentation to educate the public on what's recyclable, possibly at the community center. Mayor L. Chamblings considered asking Miss Stillwater to assist with this with her background in environmental. The Township Committee agreed that was a great suggestion and that they will look into it further.

No further public comments.

Public Session Closed 7:51 pm.

OLD BUSINESS- None

NEW BUSINESS

ORDINANCE INTRODUCTION AND FIRST READING

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.

A MOTION was made by Committeewoman D. Delaney and seconded by Committeewoman V. Rumsey, to Introduce Ordinance 2023-03A.

Formal adoption will be on December 3, 2024.

ROLL CALL: Committeeman D. Manser; yes, Committeewoman D. Delaney; yes, Committeewoman V. Rumsey; yes, Committeeman G. Scott; yes, Mayor L. Chammings; yes. Motion carried with all in favor.

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.

A **MOTION** was made by Committeeman G. Scott and seconded by Committeeman D. Manser to Introduce Ordinance 2024-15.

ROLL CALL: Committeeman D. Manser; yes, Committeewoman D. Delaney; yes, Committeewoman V. Rumsey; yes, Committeeman G. Scott; yes, Mayor L. Chammings; yes. Motion carried with all in favor.

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

<u>POSITION:</u>	<u>SALARY RANGE:</u>
Township Committee Member	\$4,500.00 - \$6,000.00
Township Clerk	\$40,000.00 - \$90,000.00
Deputy Clerk	\$18.00 - \$25.00 per hour
Municipal Registrar	\$6,000.00 - \$8,500.00
Clerk 1	\$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
<u>BOARDS AND COMMISSIONS:</u>	<u>SALARY RANGE:</u>
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
<u>POLICE:</u>	<u>SALARY RANGE:</u>
Crossing Guard	\$15.49 - \$18.00 per hour

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.

A **MOTION** was made by Committeewoman D. Delaney and seconded by Committeewoman V. Rumsey to Introduce Ordinance 2024-16.

ROLL CALL: Committeeman D. Manser; yes, Committeewoman D. Delaney; yes, Committeewoman V. Rumsey; yes, Committeeman G. Scott; yes, Mayor L. Chammings; yes. Motion carried with all in favor.

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

Mayor L. Chammings stated that the Historical Society put in a public event request for their Yuletide Stroll which will take place on December 15th, 2024. She stated that they had the event last year and would like to have the event again this year. They completed the application, gave a narrative of what they will be doing that day and provided proof of insurance. The Township Committee agreed that it was a wonderful event last year.

A **MOTION** was made by Committeewoman D. Delaney and seconded by Committeewoman V. Rumsey to approve the Historical Society's Outdoor Event Permit for the Yuletide Stroll on December 15, 2024 from 11am-5pm.

Mayor L. Chammings stated that she loved the narrative that was written. She also thanked everyone involved in the event. She stated that she attended last year even though the weather was junky, it was still a well-attended event and was lovely.

ROLL CALL: Committeeman D. Manser; yes, Committeewoman D. Delaney; yes, Committeewoman V. Rumsey; yes, Committeeman G. Scott; yes, Mayor L. Chammings; yes. Motion carried with all in favor.

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

The Historical Society applied for a social affair permit with the state for their Yuletide Stroll event. Everything has been cleared for their permit.

A **MOTION** was made by Committeeman G. Scott and seconded by Committeewoman V. Rumsey to approve the social affairs permit request for the Historical Society.

ROLL CALL: Committeeman D. Manser; yes, Committeewoman D. Delaney; yes, Committeewoman V. Rumsey; yes, Committeeman G. Scott; yes, Mayor L. Chammings; yes. Motion carried with all in favor.

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

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.

A MOTION was made by Committeeman D. Manser and seconded by Committeeman G. Scott to adopt Resolution 2024-139.

ROLL CALL: Committeeman D. Manser; yes, Committeewoman D. Delaney; yes, Committeewoman V. Rumsey; yes, Committeeman G. Scott; yes, Mayor L. Chammings; yes. Motion carried with all in favor.

The meeting paused momentarily while the Historical Society members were leaving. Township Resident Nick Schror had some questions that he asked the committee regarding purchasing some town owned lots. Mayor L. Chammings explained the process to him and had the clerk write down her contact information so that he could send the blocks and lots that he's interested in for a future land sale.

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

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-

A **MOTION** was made by Committeewoman V. Rumsey and seconded by Committeewoman D. Delaney to adopt Resolution 2024-140.

Mayor L. Chammings stated that she was a little concerned with the personnel changes with the animal control officers but that they seem to be continuing to do a good job.

ROLL CALL: Committeeman D. Manser; yes, Committeewoman D. Delaney; yes, Committeewoman V. Rumsey; yes, Committeeman G. Scott; yes, Mayor L. Chammings; yes. Motion carried with all in favor.

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**

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.

A **MOTION** was made by Committeeman G. Scott and seconded by Committeewoman V. Rumsey to adopt Resolution 2024-141.

ROLL CALL: Committeeman D. Manser; yes, Committeewoman D. Delaney; yes, Committeewoman V. Rumsey; yes, Committeeman G. Scott; yes, Mayor L. Chammings; yes. Motion carried with all in favor.

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:** September 17, 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
12. Construction Official’s 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

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.

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.

APPROVAL OF THE CONSENT AGENDA

A MOTION was made by Committeeman D. Manser and seconded by Committeeman G. Scott adopt the Consent Agenda as presented.

ROLL CALL: Committeeman D. Manser; yes, Committeewoman D. Delaney; yes, Committeewoman V. Rumsey; yes, Committeeman G. Scott; yes, Mayor L. Chamings; yes. Motion carried with all in favor.

DISCUSSION ITEMS:

Gypsy Moth Spraying

The Township Committee discussed the costs of the gypsy moth spraying and decided to just do the single application.

A MOTION was made by Committeewoman V. Rumsey and seconded by Committeewoman D. Delaney to approve a single application of the gypsy moth spraying.

ROLL CALL: Committeeman D. Manser; yes, Committeewoman D. Delaney; yes, Committeewoman V. Rumsey; yes, Committeeman G. Scott; yes, Mayor L. Chammings; yes. Motion carried with all in favor.

Best Practices

The Township Committee reviewed the Best Practices report and accepted it as presented.

A MOTION was made by Mayor L. Chammings and seconded by Committeewoman V. Rumsey to accept the Best Practices report as presented.

ROLL CALL: Committeeman D. Manser; yes, Committeewoman D. Delaney; yes, Committeewoman V. Rumsey; yes, Committeeman G. Scott; yes, Mayor L. Chammings; yes. Motion carried with all in favor.

Dog Licensing Program

Mayor L. Chammings stated that the Township staff asked to change the dog licensing program from their current program, Munidex, to BarkPass. The Committee discussed and asked to be provided additional info on the cost and the program at the next meeting.

Paper Shredding Event

Mayor L. Chammings stated that there are a lot of documents that need to be destroyed from the in-service purge day. The clerk looked into the costs of how much it would be to have just the town documents shredded and how much a shred event would be if opened to the public. The Township Committee agreed to open up the paper shredding to residents as well and have a shred day during the week at town hall in December.

A MOTION was made by Committeewoman V. Rumsey and seconded by Committeewoman D. Delaney to approve the paper shredding event subject to the availability of funds, approved prior to the end of calendar year 2024 and state approval.

ROLL CALL: Committeeman D. Manser; yes, Committeewoman D. Delaney; yes, Committeewoman V. Rumsey; yes, Committeeman G. Scott; yes, Mayor L. Chammings; yes. Motion carried with all in favor.

Announcement of Calendar Pages

Mayor L. Chammings stated that the winners of the calendar coloring pages for the 2025 calendar have been voted upon. She presented the winning pictures for each month.

A MOTION was made by Committeeman G. Scott and seconded by Committeeman D. Manser to approve the winners of the calendar pages.

ROLL CALL: Committeeman D. Manser; yes, Committeewoman D. Delaney; yes, Committeewoman V. Rumsey; yes, Committeeman G. Scott; yes, Mayor L. Chammings; yes. Motion carried with all in favor.

PUBLIC SESSION (any subject – 3-minute limit) 8:41 p.m.

Township Resident D. Gatanas thanked the Mayor for delivering all of the donated items to those in need in North Carolina. He asked if there was any way to get the word out more locally on the red alert, that many people haven't seem to heard about the open fire bans. Mayor L. Chammings stated that it's been all over the news and on Facebook, that they will post information on the Township website as well.

Mr. Gatanas stated that the traffic light is still creating a dangerous situation for his family when they try to pull out or into their driveway due to people running the red light. He has an 85-year-old father that still drives that he's worried about with the traffic light. He stated that he has been attending the County meetings and has spoken with the County himself. He asked if the Township Committee could contact the County or Engineer to see what the update is on their survey and their recommendation. He stated that there is a lot of trash accumulating around his property as well from people stopping at the light.

Mr. Gatanas stated that on October 17, 2024 he put in an application to put a plant store in the old bank that he owns and never heard back. He has reviewed the master plan and the master plan reflects the idea of community. Mayor L. Chamings stated that they could speak with Mr. Dixon but that the Township Committee cannot comment on Zoning Board matters.

Township Resident K. Draghi asked on the bills list what the environmental commission mileage reimbursement was. Mayor L. Chamings responded that one of the members went to a convention for training and was reimbursed for the mileage.

PUBLIC SESSION CLOSED 8:57 p.m.

ATTORNEY'S REPORT

Township Attorney E. Bernstein stated that the only report that he has will be discussed in Executive Session.

BILLS LIST #17 \$ 1,216,815.87

RESOLUTION 2024-144 AUTHORIZING PAYMENT OF BILLS

WHEREAS, the Chief Financial Officer has certified that funds are available in the proper account; and

WHEREAS, the Chief Financial 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, are 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.

A MOTION was made by Committeeman G. Scott and seconded by Committeeman D. Manser to adopt Resolution 2024-144, funds permitting.

Mayor L. Chamings stated noted that about \$1 million of the bills list is from school tax.

ROLL CALL: Committeeman D. Manser; yes, Committeewoman D. Delaney; yes/abstain from PO 30408, Committeewoman V. Rumsey; yes, Committeeman G. Scott; yes, Mayor L. Chamings; yes. Motion carried with all in favor.

EXECUTIVE SESSION: held in the Stillwater Township Municipal Building.

A MOTION was made by Committeewoman D. Delaney, seconded by Committeeman G. Scott, with all members in favor, to adopt the Resolution permitting the Committee to go into Executive Session at 9:00 p.m.

**STILLWATER TOWNSHIP COMMITTEE
RESOLUTION FOR EXECUTIVE SESSION**

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

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

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

1. The public shall be excluded from that portion of this meeting.
2. The general nature of the subject matter to be discussed is as follows: Attorney Client, Personnel and Public Safety
3. As nearly as can now be ascertained, the matter or matters to be discussed at this time will be disclosed to the public when such matters are resolved.

A MOTION was made by Committeewoman V. Rumsey and seconded by Committeeman G. Scott to go back into Regular Session at 9:46 P.M.

ROLL CALL: Committeeman D. Manser; yes, Committeewoman D. Delaney; yes, Committeewoman V. Rumsey; yes, Committeeman G. Scott; yes, Mayor L. Chammings; yes. Motion carried with all in favor.

Township Attorney E. Bernstein stated to let the record reflect that all members of the governing body present commencing from Executive Session are present to recommence to the open session along with the Township Attorney and Township Clerk. There was a discussion regarding an individual's recycling center hours and other related items, the Township Attorney was given direction and will advise the Township Committee accordingly. They also gave the Township Attorney direction on an issue with a property in Crandon Lakes and acquisition of the same which he will work on with the Clerk. There were some LOSAP issued that need to be addressed and be provided to the Township Committee before any formal action is taken. There are two formal action items.

A MOTION was made by Committeewoman V. Rumsey and seconded by Committeeman D. Manser to approve the request from DPW Employee J. Gardner to carry over 28 hours of vacation time, subject to proper documentation.

ROLL CALL: Committeeman D. Manser; yes, Committeewoman D. Delaney; yes, Committeewoman V. Rumsey; yes, Committeeman G. Scott; abstain, Mayor L. Chammings; yes. Motion carried with four in favor and 1 abstention.

A MOTION was made by Committeewoman D. Delaney and seconded by Committeewoman V. Rumsey to authorize the Township CFO to move forward with the possible acquisition of a LOSAP account for a former Swartswood Fire member, A.A., in the amount of \$42,204.63. At this time the plan is to move forward with the possible acquisition pending all necessary investigations.

The funds would be for the benefit of the Township of Stillwater General Fund.

ROLL CALL: Committeeman D. Manser; yes, Committeewoman D. Delaney; yes, Committeewoman V. Rumsey; yes, Committeeman G. Scott; yes, Mayor L. Chammings; yes. Motion carried with all in favor.

ADJOURNMENT

A MOTION was made by Mayor L. Chammings and seconded by Committeewoman V. Rumsey, with all members in favor, to adjourn the meeting at 9:51 P.M.

Respectfully submitted,

Valerie Ingles
Municipal Clerk