

**STILLWATER TOWNSHIP COMMITTEE  
REGULAR MEETING MINUTES**

**FEBRUARY 18, 2025**

**A REGULAR MEETING** of the Stillwater Township Committee was called to order by Mayor L. Chammings at 6:00 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, Deputy Mayor V. Rumsey, Committeeman G. Scott (via Zoom), Mayor L. Chammings

**Also Present:** Township Attorney E. Bernstein (6:11 pm)

**BUDGET DISCUSSION:** CFO T. Leonard

CFO T. Leonard stated that they'd start with the employee salary section of the budget. She prepared the sheets to reflect the 4% raise to match the DPW Union Contract. There was a lengthy discussion on the amount of the increase to give the non-union municipal employees.

**A MOTION** was made by Mayor L. Chammings and seconded by Committeeman D. Manser, to approve a 4% increase all across the board for this year only.

**ROLL CALL:** Committeeman D. Manser; yes, Committeewoman D. Delaney; yes, Deputy Mayor V. Rumsey; yes, Committeeman G. Scott; no, Mayor L. Chammings; yes. Motion carried with four in favor and one rejection.

CFO T. Leonard stated all of the Capital Items can be covered and the town doesn't need to borrow money to complete them.

T. Leonard stated that she had a resolution prepared in case the town needs to extend the deadlines for the submission of the Municipal Annual Financial Statement, as well as the introduction and adoption of the budget. At this point, the Committee doesn't need to adopt the resolution but will hold it in case it's needed.

The Committee thanked CFO T. Leonard for her time and effort in preparing the municipal budget.

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

**AMENDMENTS TO AGENDA:**

No amendments are needed.

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

**Public Session Open 7:03 pm.**

No Public Comment.

**Public Session Closed 7:03 pm.**

**OLD BUSINESS:**

**ORDINANCE NO. 2025-04**  
**AN ORDINANCE TO AMEND, REVISE AND SUPPLEMENT  
CHAPTER 80 OF THE TOWNSHIP CODE OF THE  
TOWNSHIP OF STILLWATER, COUNTY OF SUSSEX,  
STATE OF NEW JERSEY, ENTITLED "VOLUNTEER**

INCENTIVES/ARTICLE I, ENTITLED “LENGTH OF  
SERVICE AWARDS PROGRAM”

WHEREAS, the Township of Stillwater, in 2002 adopted in accordance with Chapter 388, P.L. 1997, a Length of Service Awards Program (hereinafter referred to as “LOSAP”) to reward eligible volunteer members of the Stillwater Township Area Volunteer Fire Department and/or Stillwater Emergency Rescue/First Aid Squad (hereinafter referred to as “Fire Department” and “Rescue Squad”); and,

WHEREAS, the Township now wishes to amend, revise and supplement Chapter 80 of the Township Code of the Township of Stillwater, County of Sussex, State of New Jersey, entitled “Volunteer Incentives”/Article I, entitled “Length of Service Awards Program” to take into account the classes of the Fire Department/Rescue/First Aid Squad and the applicable provisions of law.

NOW, THEREFORE, BE IT ORDAINED by the Township Committee of the Township of Stillwater, County of Sussex, State of New Jersey, State of New Jersey that the Township Committee wishes to amend, revise and supplement Chapter 80 of the Township Code of the Township of Stillwater, County of Sussex, State of New Jersey, entitled “Volunteer Incentives”/Article I, entitled “Length of Service Awards Program” as follows:

§80-1. Establishment.

A Length of Service Awards Program (LOSAP) is herewith created in accordance with Chapter 388 of the Public Laws of 1997, to reward volunteer members of the Stillwater Township Area Volunteer Fire Department and, where applicable, Stillwater Emergency Rescue/First Aid Squad for their loyal, diligent and devoted services to the residents of the Township.

§80-2. Contributions; plan; administration of plan.

The LOSAP shall provide for fixed annual contributions to a deferred income account for each volunteer member that meets the criteria set forth below. Such contributions shall be made in accordance with a plan that shall be established for the Township of Stillwater pursuant to P.L. 1997, c. 388 (N.J.S.A. 40A:14-183); and that such plan shall be administered in accordance with the laws of the State of New Jersey, the United States Internal Revenue Code and this Chapter.

§80-3. Criteria for receipt of contributions.

The LOSAP shall provide for annual contributions to each eligible member that meets the following criteria each calendar year (January 1 through December 31) as follows:

Number of Points	Annual Contribution
91 or more	\$1,951.00
75 to 90	\$1,408.00
50 to 74	\$908.00
0 to 49	\$0

Starting on January 1, 2026, any such change in the aforementioned contributions above may be amended, revised and/or supplemented by a Resolution of the Stillwater Township Committee, unless the Township Committee chooses to amend Chapter 80 by Ordinance.

§80-4. Cost of program.

The estimated cost of the program has been calculated as follows: for regular annual service \$60,000.00 per year. Starting on January 1, 2026, any such change in the aforementioned estimated cost above may be amended, revised and/or supplemented by a Resolution of the Stillwater Township Committee, unless the Township Committee chooses to amend Chapter 80 by Ordinance.

§80-5. Point Schedule.

Each active volunteer member shall be credited annually, on December 31, with points for volunteer services provided to the Stillwater Township Fire Department and Stillwater Emergency Rescue/First Aid Squad in accordance with the following schedule. Points can be earned in any of the following categories:

A. Incident response: Sixty (60) points maximum.

- (1) At least twenty (20%) percent, but less than forty (40%) percent of all emergency calls per calendar year: Thirty (30) points.
- (2) At least forty (40%) percent, but less than sixty (60%) percent of all emergency calls per calendar year: Forty (40) points.
- (3) At least sixty (60%) percent, but less than eighty (80%) percent of all emergency calls per calendar year: Fifty (50) points.
- (4) At least eighty (80%) percent or greater of all emergency calls per calendar year: Sixty (60) points.
- (5) Percentages (%) for Fire Department members are based on the total number of emergency calls per year. For Rescue/First Aid Squad members, the percentage (%) shall be based on the total number of calls for each member's respective duty crew.
- (6) Members that are both Firefighters and First Aiders/Rescue Squaders can combine points in the above categories, provided they meet the required percentages (%) on separate calls.

B. Longevity: Twenty-five (25) points maximum.

One (1) point per each active service year. For the purpose of this category, "active service" shall be defined as attendance at forty (40%) percent or greater of all Fire Department or First Aid/Rescue Squad activities. Members who are both Firefighters and First Aiders/Rescue Squaders can not combine points in this category.

C. Training courses: Twenty-five (25) points maximum.

- (1) Courses under twenty (20) hour duration: Two (2) points per hour, with a maximum of Ten (10) points.
- (2) Courses of Twenty (20) to less than Forty-Five (45) hours duration: Ten (10) points per course.
- (3) Courses of Forty-Five (45) to less than One Hundred (100) hours duration: Ten (10) points per course.
- (4) Courses over One Hundred (100) hours duration: Fifteen (15) points per course.

D. Drills: Forty-Eight (48) points maximum.

Two (2) points per drill minimum two (2) hour drill.

E. Elected or appointed positions: Twenty (20) points maximum.

- (1) Completion of one (1) year term in an elected or appointed position equals the following points per title:
  - (a) Fire Chief; EMS Captain or President: Twenty (20) points.
  - (b) Assistant Chief, EMS Lieutenant or Vice President: Fifteen (15) points.
  - (c) Fire Captain, Fire Lieutenant, Fire Foreman, Safety Officer, Fire Police Captain, EMS Second (2<sup>nd</sup>) Lieutenant, Secretaries, Treasurer or State Association Officers: Ten (10) points.
  - (d) Engineers: Five (5) points.

(2) Points may be combined for multiple positions held up to the maximum of Twenty (20) points.

F. Attendance at meetings: Twenty (20) points maximum.

Attendance at any official meeting of the Department, Squad, Relief and Exempt Associations, County Association and the State Fireman's Association and Exempt Association caucus and convention: One (1) point per meeting.

G. Miscellaneous Activities: Twenty (20) points maximum.

Attendance at inspections, formal fund-raising activities, public programs and other Fire Department and Rescue Squad/First-Aid Squad activities not falling under one (1) of the other categories: One (1) point per official activity.

**NOW THEREFORE, BE IT FURTHER ORDAINED** by the Stillwater Township Committee as follows:

1. All ordinances of the Township of Stillwater, which are inconsistent with the provisions of this Ordinance, are hereby repealed to the extent of such inconsistency(ies).
2. If any section, subsection, sentence, clause and/or phrase of this Ordinance is held for any reason by a court of competent jurisdiction to be unconstitutional and/or invalid, such decision shall not affect the remaining provisions of this Ordinance.
3. This Ordinance shall take effect upon final passage and publication as provided by law.

**A MOTION** was made by Deputy Mayor V. Rumsey and seconded by Committeeman D. Manser, to open the discussion on Ordinance 2025-04 to the public.

No Public Comment. Public Session Closed.

**A MOTION** was made by Deputy Mayor V. Rumsey and seconded by Committeewoman D. Delaney to adopt Ordinance 2025-04.

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

**ORDINANCE 2025-05**  
**CAPITAL ORDINANCE APPROPRIATING \$12,764.10**  
**IN ADDITIONAL FUNDS FOR THE PAVING OF PARKING LOTS**  
**OF STILLWATER AREA PARKS**

**BE IT ORDAINED** by the Township Committee of the Township of Stillwater, in the County of Sussex, New Jersey, AS FOLLOWS;

Section 1. The improvements described in Section 3 of this capital ordinance are hereby respectively authorized as general improvements to be made or acquired by the Township of Stillwater, New Jersey. For the said improvements or purposes stated in said Section 3, there are hereby appropriated the respective sums of money therein stated as the appropriations made for said improvements or purposes, said sums being inclusive of all appropriations heretofore made therefore and amounting in the aggregate to \$12,764.10, which has heretofore been set aside for the improvement of purpose stated in Section 3 and now available therefore by virtue of provision in a previously adopted budget or budgets of the Township for capital improvement purposes.

Section 2. For the financing of said improvements or purposes and to meet the part of said \$12,764.10 appropriations, the Township will use funding as described in Section 3.

Section 3. The improvements hereby authorized and the purpose for the allocation of which said obligations are to be spent, the appropriation made for an estimated cost of such purpose, and the estimated maximum amount of funds to be spent for such purpose, are respectively as follows:

Add'l Cost of Parking Lot Paving:	\$6,764.10	Ord. 2022-08 Pond Brook Paving
	\$6,000.00	Reserve for Asphalt Overlay

The aforesaid improvements or purposes where applicable, are in accordance with specifications on file in the office of the Township Clerk, which specifications are hereby approved.

Section 4. The following additional matters are hereby determined, declared, recited and stated:

- (a) The said purposes described in Section 3 of this capital ordinance are capital expenses and are each a property or improvement which the Township may lawfully acquire or make as a general improvement, and no part of the cost thereof has been or shall be specifically assessed on property specially benefited thereby.
- (b) The average period of usefulness of said purposes within the limitations of said Local bond Law and taking into consideration the respective amounts of the said obligations authorized for the several purposes, according to the reasonable life thereof computed by this capital ordinance, is twenty (20) years.

Section 5. This capital ordinance shall take effect ten (10) days after the first publication thereof after final adoption, as provided by said Local Bond Law.

**A MOTION** was made by Committeeman G. Scott and seconded by Committeewoman D. Delaney, to open the discussion on Ordinance 2025-05 to the public.

Township Resident B. Doolittle asked if the \$6,700 for Pond Brook was just for paving or striping as well. Mayor L. Chammings replied that it's just for the base layer, that striping will be completed at a later date.

**A MOTION** was made by Deputy Mayor V. Rumsey and seconded by Committeeman G. Scott to adopt Ordinance 2025-05.

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

### **NEW BUSINESS:**

#### 1. Board of Health Meeting

Mayor L. Chammings stated that there used to be a Board of Health and meetings, however once the County Health Department took over, the meetings stopped. She stated that she felt that even though the County Health Department handles the permits and inspection there should still be quarterly meetings to discuss any Board of Health issues and give the public a chance to come speak if they're having any issues. She asked if the Township Committee would be able to be the designated Board of Health as well so that the meetings could take place before the Township Committee meetings. Township Attorney E. Bernstein stated that they could however the Township Ordinances would need to be updated first. He recommended having the first Board of Health meeting at the second meeting in April.

**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:** February 4, 2025 Meeting Minutes

**\*CORRESPONDENCE:**

1. Stillwater Township Environmental Commission- February 10, 2025 Agenda
2. Stillwater Township Planning Board- February 19, 2025 Agenda
3. Letter from Township Resident V. Brophy
4. U.S. Department of Transportation Announces \$27 Million Available for Rural and Tribal Community Technical Assistance Grants
5. 2025 LDD (Gypsy Moth) Treatment Program Announced
6. NJ League of Municipalities Article: The Future of New Jersey Journalism: Evolution, Not Extinction
7. DAWN Center for Independent Living Mobile Unit outings

**\*REPORTS:**

1. Zoning Report- January 2025
2. Recreation Commission Report – January 2025
3. Board of Health Receipts –January 2025
4. Construction Permit Activity Report- January 2025
5. Vacant/Abandon Property Registration Report – January 2025
6. Convenience Center Report – January 2025
7. Registrar Report – January 2025
8. Certified Copies Report – January 2025
9. ACO Report – January 2025
10. Community Center Report- January 2025
11. Tax Collector's Report- January 2025
12. Food License Report- January 2025
13. Landlord Registration Fee Report- January 2025
14. Sussex County Health Dept Report- January 2025

**\*RESOLUTIONS:**

RESOLUTION 2025-038A	RESOLUTION OF THE TOWNSHIP OF STILLWATER ESTABLISHING COMMITTEE DEPARTMENTS
RESOLUTION 2025-041A	A RESOLUTION TO APPROVE CIVIC GROUPS USE OF THE COMMUNITY CENTER
RESOLUTION 2025-043	RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF STILLWATER AUTHORIZING THE ISSUANCE OF RAFFLE LICENSE RA-2025-01 AND RA-2025-02 TO THE HAMPTON TOWNSHIP EDUCATIONAL FOUNDATION

**APPROVAL OF THE CONSENT AGENDA**

Deputy Mayor V. Rumsey requested that Correspondence #3, #4, and #7 be removed for further discussion.

**A MOTION** was made by Deputy Mayor V. Rumsey and seconded by Committeeman D. Manser to adopt the Consent Agenda with the removal of Correspondence #3, #4, and #7.

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

Deputy Mayor V. Rumsey said she pulled Correspondence #3, the Letter from Township Resident V. Brophy, because she spoke with the tax collector who stated that she needed to apply for quitclaim deeds. The deeds were supposed to be completed in 2023 but nowhere to be found. The tax collector is in communication with Mr. McBriar about having the two quit claim deeds completed.

Deputy Mayor V. Rumsey said she pulled Correspondence #4 to explain the US DOT's grant opportunity. She stated that two residents live on West End Drive and have complained that there are still frequent accidents there due to the dangerous curve. Multiple other serious intersections in Stillwater Township could use better signage. She asked the Clerk to see if there were any costs for the grant, what the next steps were, and if we qualified. Mayor L. Chammings also noted that Safe Streets can also be contacted at Kittatinny regarding signs. Township Attorney E. Bernstein also noted to verify that the grant is still active.

Deputy Mayor V. Rumsey said she pulled Correspondence #7, DAWN Center for Independent Living Mobile Unit outings, to recommend sending it along to K. King with the County.

**DISCUSSION ITEMS: None**

**PUBLIC SESSION (any subject – 3-minute limit) 7:26 p.m.**

Township Resident B. Doolittle asked for an update on Emmons Lane, and if the Township is responsible for removing the downed and dead trees. Township Attorney E. Bernstein stated that they are still looking into the matter to see if that is part of the Kelly Act and will confirm once he has more information.

Township Resident S. Sugar noted that on Greenwood Point there are two pine trees cattycorner to each other and that block the roadway so that most of the emergency vehicles cannot make it down the road. There is only one truck from Fredon that can fit under the trees. The Township Committee replied that it is a private community and that the fire department should work on addressing the situation and speak with the homeowners.

Township Resident B. Doolittle asked for more information on what affordable housing is and what it means to Stillwater Township. Township Attorney E. Bernstein gave a brief explanation of affordable housing and Stillwater's requirements.

Township Resident K. Draghi asked in regards to the budget discussion, what other towns in Sussex County that Stillwater Township is comparable to. Mayor L. Chammings replied Fredon, Frankford, Hardwick, Sandyston, and Green are the most comparable for the number of roads that they have, population, and ratable.

Ms. Draghi also noted that the ADA door on the community center takes so long to shut once it's opened. It lets in a lot of cold air and vice versa in the summer. She asked if something could be done to change the speed or if they could use another door once someone unlocks the building. Deputy Mayor V. Rumsey stated that she would speak with the door installer to see if the door can be adjusted but that they can unlock the smaller door to the side to use to come in and go out. She added to make sure that the door is locked when leaving.

Ms. Draghi asked when the Committee renovates the dais area if the attorney could be given a microphone as it's very difficult to hear him at times in the audience.

No further public comment.

**PUBLIC SESSION CLOSED 7:47 p.m.**

**ATTORNEY'S REPORT**

No Report.

**BILLS LIST #3      \$ 201,338.19**

**RESOLUTION 2025-044                      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 February 18, 2025, 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 Deputy Mayor V. Rumsey to adopt Resolution 2025-044, funds permitting.

Committeewoman D. Delaney commented that she will be abstaining from PO 15862, it was for the clean communities coloring book which was printed at her place of business.

**ROLL CALL:** Committeeman D. Manser; yes, Committeewoman D. Delaney; yes/abstain from PO 15862, Deputy Mayor V. Rumsey; yes, Committeeman G. Scott; yes, Mayor L. Chammings; yes. Motion carried with all in favor.

**EXECUTIVE SESSION:** held in the Stillwater Township Municipal Building.

**A MOTION** was made by Deputy Mayor V. Rumsey, seconded by Committeeman G. Scott, with all members in favor, to adopt the Resolution permitting the Committee to go into Executive Session at 7:51 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, Contract
3. As nearly as can now be ascertained, the matter or matters to be discussed at this time will be disclosed to the public when such matters are resolved.

**A MOTION** was made by Mayor L. Chammings and seconded by Committeewoman D. Delaney to go back into Regular Session at 8:10 P.M.

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

Township Attorney E. Bernstein stated that the record should reflect that all members of the governing body present, commencing from the Executive Session, are present to recommence to the open session along with the Township Attorney and Township Clerk. Committeeman G. Scott was excused at the end of the open public portion of the meeting and was not present during the Executive Session. An update was given by the Mayor on the Teamsters Local 125 Contract negotiations, no formal action needs to be taken. An issue was raised due to contract matters regarding Crandon Lakes Association salt and grit agreement, no formal action needs to be taken at this time.

#### **ADJOURNMENT**

**A MOTION** was made by Deputy Mayor V. Rumsey and seconded by Committeeman D. Manser, with all members in favor, to adjourn the meeting at 8:12 P.M.



Respectfully submitted,

Valerie Ingles  
Municipal Clerk