



**STILLWATER TOWNSHIP
TOWNSHIP COMMITTEE
SPECIAL MEETING
AGENDA**

TUESDAY, December 30, 2025

Regular Meeting: 6:00 P.M.

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

OPENING STATEMENT: Adequate notice of this meeting has been provided according to the Open Public Meetings Act, Assembly Bill 1030. Notice of this meeting was included in the Annual Meeting Notice to the public and sent to the press on December 24, 2025, placed on the Official Bulletin Board at the Municipal Building, and posted electronically on the Stillwater Website.

ROLL CALL: Manser Delaney Rumsey Scott Chammings

FLAG SALUTE:

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.

***RESOLUTIONS:**

- | | |
|----------------------------|--|
| RESOLUTION 2025-183 | STATEWIDE INSURANCE FUND RESOLUTION APPOINTING FUND COMMISSIONER 2026 FUND YEAR |
| RESOLUTION 2025-184 | RESOLUTION APPOINTING RISK MANAGEMENT CONSULTANT |
| RESOLUTION 2025-185 | RESOLUTION TO AUTHORIZE REDEMPTION FOR TAX SALE CERTIFICATE 25-00014 FOR PROPERTY LOCATED AT 944 RIDGE ROAD, STILLWATER, NEW JERSEY |
| RESOLUTION 2025-186 | RESOLUTION TO AUTHORIZE REDEMPTION FOR TAX SALE CERTIFICATE 25-00013 FOR PROPERTY LOCATED AT 906 DOVE ISLAND ROAD, STILLWATER, NJ |
| RESOLUTION 2025-187 | RESOLUTION TO AUTHORIZE REDEMPTION FOR TAX SALE CERTIFICATE 25-00006 FOR PROPERTY LOCATED AT 949 PLYMOUTH LAKE DRIVE, STILLWATER, NJ |
| RESOLUTION 2025-188 | RESOLUTION TO REFUND TAXES ON BLOCK 2301 LOT 51.01 KNOWN AS 932 FIVE POINTS LANE AND CANCEL 2026 PRELIMINARY AS THE HOMEOWNER IS 100% PERMANENT AND DISABLED VETERAN |

RESOLUTION 2025-189

RESOLUTION TO CANCEL TAXES ON BLOCK 2004 LOT 5 FOR LOTUS TERRACE, STILLWATER, WHERE THE TOWNSHIP HAD BEEN DEEDED THIS PARCEL

APPROVAL OF THE CONSENT AGENDA

Motion/2nd _____ / _____

ROLL CALL: Manser Delaney Rumsey Scott Chammings

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

PUBLIC SESSION CLOSED

EXECUTIVE SESSION:

WHEREAS, Section 8 of the Open Public Meetings Act, Chapter 231 permits the exclusion of the public from a meeting in certain circumstances; and

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

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

1. The public shall be excluded from discussion of and action upon the hereinafter-specified subject matter(s).
2. The general nature of the subject matter(s) to be discussed is as follows:
 Personnel Contract Real Property Litigation/Potential Litigation
 Attorney Client Public Safety
3. It is anticipated at this time that the above stated subject matter(s) will be made public at the conclusion of each individual specified subject matter, subject to applicable law.
4. This resolution shall take effect immediately. Time _____ Motion/2nd _____ / _____

ROLL CALL: Manser Delaney Rumsey Scott Chammings

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

ROLL CALL: Manser Delaney Rumsey Scott Chammings

ADJOURNMENT

Time _____ Motion/2nd _____ / _____

ROLL CALL: Manser Delaney Rumsey Scott Chammings

STILLWATER TOWNSHIP,
SUSSEX COUNTY, NJ

RESOLUTION 2025-183

STATEWIDE INSURANCE FUND
RESOLUTION APPOINTING FUND COMMISSIONER

WHEREAS, Stillwater Township (hereinafter “Local Unit”) is a member of the Statewide Insurance Fund (hereinafter “Fund”), a joint insurance fund as defined in N.J.S.A. 40A:10-36 *et seq.*; and

WHEREAS, the Fund’s Bylaws require participating members to appoint a Fund Commissioner;

NOW, THEREFORE, BE IT RESOLVED by the governing body of the Township of Stillwater that Valerie Ingles is hereby appointed as the Fund Commissioner for the Local Unit for the **Fund Year 2026**; and

BE IT FURTHER RESOLVED that Tammy Leonard is hereby appointed as the Alternate Fund Commissioner for the Local Unit for the **Fund Year 2026**; and

BE IT FURTHER RESOLVED that the Local Unit’s Fund Commissioner is authorized and directed to execute all such documents as required by the Fund.

Name of Entity: Stillwater Township

ATTEST:

By: _____

Clerk

Print Name: _____

Title: _____

CERTIFICATION

I hereby certify that the above Resolution was adopted by the Township Committee at their regular meeting held January 6, 2026 at the Stillwater Township Municipal Building, Stillwater, Sussex County, New Jersey.

Valerie Ingles, RMC
Township Clerk

**STILLWATER TOWNSHIP
SUSSEX COUNTY, NJ**

RESOLUTION 2025-184

RESOLUTION APPOINTING RISK MANAGEMENT CONSULTANT

WHEREAS, Stillwater Township (hereinafter "Local Unit") has joined the Statewide Insurance Fund (hereinafter "Fund"), a joint insurance fund as defined in N.J.S.A. 40A:10-36 *et seq.*; and

WHEREAS, the Bylaws require participating members to appoint a Risk Management Consultant, as those positions are defined in the Bylaws, if requested to do so by the "Fund"; and

WHEREAS, the Local Unit has complied with relevant law with regard to the appointment of a Risk Management Consultant; and

WHEREAS, the "Fund" has requested its members to appoint individuals or entities to that position; and

NOW, THEREFORE, BE IT RESOLVED by the governing body of "Local Unit", in the County of Sussex and State of New Jersey, as follows:

1. Stillwater Township (Local Unit) hereby appoints _____ its Risk Management Consultant.
2. The Mayor and Risk Management Consultant are hereby authorized to execute the Risk Management Consultant's Agreement for the year **2026** in the form attached hereto.

Name of Entity: Stillwater Township

Attest:

Valerie Ingles, Municipal Clerk

Lisa Chammings, Mayor

CERTIFICATION

I hereby certify that the foregoing resolution is a true and accurate resolution adopted by the Township Committee of the Township of Stillwater at a meeting held on the 6th day of January, 2026.

Valerie Ingles
Municipal Clerk

Witness my hand and seal of the

_____ of _____ This day of _____, 20____

STATEWIDE INSURANCE FUND

RISK MANAGEMENT CONSULTANT'S AGREEMENT

2026 Fund Year

THIS AGREEMENT entered into this _____ day of _____ 20____, among the Statewide Insurance Fund ("FUND"), a joint insurance fund of the State of New Jersey, Stillwater Township ("MEMBER") and _____ ("RISK MANAGEMENT CONSULTANT") through a fair and open process, pursuant to N.J.S.A. 19:44A-20.4.

WHEREAS, the CONSULTANT has offered to the MEMBER professional risk management consulting services as required by the Bylaws of the FUND; and

WHEREAS, the CONSULTANT has advised the FUND that he/she is familiar with the terms, conditions and operations of the FUND; and

WHEREAS, the MEMBER desires these professional services from the CONSULTANT; and

WHEREAS, the MEMBER has complied with relevant law in regard to the appointment of a Risk Management Consultant; and

WHEREAS, the Bylaws of the FUND require that members engage a CONSULTANT and that the CONSULTANT comply with certain requirements set forth therein.

NOW, THEREFORE, the parties in consideration of the mutual promises and covenants set forth herein, agree as follows:

1. For and in consideration of the amount stated hereinafter, the CONSULTANT shall:
 - (a) assist in evaluating the MEMBER'S exposures and advise on matters relating to the Member's operation and coverage.
 - (b) explain to the MEMBER, or its representatives, the various coverages available from the FUND.
 - (c) explain to the MEMBER, or its representatives, the terms of the member's commitment and obligations to the FUND.
 - (d) explain to the MEMBER, or its representatives the operation of the FUND.

- (e) prepare applications, statements of values, etc., on behalf of the MEMBER, if required by the FUND.
- (f) review the MEMBER'S assessment and assist in the preparation of the MEMBER'S insurance budget.
- (g) review losses and engineering reports and provide assistance to the MEMBER'S safety committee, if required.
- (h) assist in the claim settlement process, if required, by MEMBER or FUND.
- (i) attend the majority of meetings of the Fund Commissioners or Executive Committee, if requested, and perform such other services as required by the MEMBER or the FUND.
- (j) comply with the obligations imposed upon Risk Managers in the FUND's Bylaws.
- (k) act in good faith and fair dealing to the FUND.
- (l) perform other duties for the FUND as may be required from time to time by the FUND.

2. In exchange for the above services, the CONSULTANT shall be compensated in the following manner:

- (a) The CONSULTANT shall be paid by the FUND, on behalf of the MEMBER, a fee as compensation for services rendered. Said fee, an apportionment of the MEMBER's assessment: 6% of workers' compensation (excluding any fees, PLIGA, and loss ratio apportionment); 7.5% of non WC assessment (excluding any fees, PLIGA, and loss ratio apportionment);
- (b) The CONSULTANT shall be entitled to compensation for services provided during any calendar year only if the CONSULTANT has been appointed and holds the position of Risk Management Consultant, as of January 31 of the said calendar year for counties and municipalities holding general elections and July 30 for municipalities holding regular elections.
- (c) For any insurance coverages authorized by the MEMBER to be placed outside the FUND, the CONSULTANT shall receive as compensation the normal brokerage commissions paid by the insurance company. The premiums for said policies shall not be added to the FUND's assessment in computing the fee set forth in 2(a).
- (d) If the MEMBER shall require of the CONSULTANT extra services other than those outlined above, the CONSULTANT shall be paid by the MEMBER a fee at a rate to be negotiated by the parties.

3. The term of this Agreement shall be from **January 1, 2026** to **January 1, 2027**. However, this Agreement may be terminated by either party at any time by mailing to the other thirty (30) days written notice, certified mail return receipt.
4. The CONSULTANT shall comply with all laws applicable to producers who provide insurance products to public entities and shall comply with all applicable statutes and regulations relating to joint insurance funds.
5. The CONSULTANT agrees to comply with all affirmative action laws applicable in accordance with Exhibit A and to submit all necessary documentation establishing compliance within seven (7) days of this Agreement.

ATTEST:

Member Representative

ATTEST:

Risk Management Consultant Corporate Officer

ATTEST:

Statewide Insurance Fund Chairperson

**EXHIBIT A
STATEWIDE INSURANCE FUND**

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY NOTICE
(N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq.)

GOODS, PROFESSIONAL SERVICES AND GENERAL SERVICE CONTRACTS

This form is a summary of the successful professional service entity's requirement to comply with the requirements of **N.J.S.A. 10:5-31 et seq.** and **N.J.A.C. 17:27 et seq.**

The successful professional service entity shall submit to the Statewide Insurance Fund, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

(a) A photocopy of a valid letter that the vendor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter);

OR

(b) A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-1.1 et seq.;

OR

(c) A photocopy of a completed Employee Information Report (Form AA302) provided by the Division of Contract Compliance and completed by the vendor in accordance with N.J.A.C. 17:27-1.1 et seq.

The successful professional service entity may obtain the Employee Information Report (AA302) from the Statewide Insurance Fund during normal business hours.

The undersigned professional service entity certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq. and agrees to furnish the required forms of evidence.

The undersigned professional service entity further understands that his/her submission shall be rejected as non-responsive if said professional service entity fails to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq.

COMPANY: _____
Risk Management Consultant

SIGNATURE: _____

PRINT NAME: _____

TITLE: _____ DATE: _____

**STILLWATER TOWNSHIP
SUSSEX COUNTY, NJ**

RESOLUTION 2025 -185

**RESOLUTION TO AUTHORIZE REDEMPTION FOR TAX SALE CERTIFICATE
25-00014 FOR PROPERTY LOCATED AT 944 RIDGE ROAD, STILLWATER, NEW
JERSEY**

WHEREAS, on December 3, 2025, Terry Beshada, Collector of Taxes, sold at Public Auction for delinquent municipal taxes on the following parcel, and

WHEREAS, the owner of this parcel has redeemed TSC # 25-00014 on the 23rd of December and funds have cleared the bank.

NOW THEREFORE BE IT RESOLVED, by the Mayor and Committee of the Township of Stillwater, that the Tax Collector be authorized to refund Pro Capital 8, LLC in the amount of \$9,672.77.

CERTIFICATION

I hereby certify that the above Resolution was adopted by the Township Committee at their regular meeting held December 30, 2025 at the Stillwater Township Municipal Building, Stillwater, Sussex County, New Jersey.

Valerie Ingles, RMC
Township Clerk

**STILLWATER TOWNSHIP
SUSSEX COUNTY, NJ**

RESOLUTION 2025 - 186

**RESOLUTION TO AUTHORIZE REDEMPTION FOR TAX SALE
CERTIFICATE 25-00013 FOR PROPERTY LOCATED AT
906 DOVE ISLAND ROAD, STILLWATER, NJ**

WHEREAS, on December 3, 2025, Terry Beshada, Collector of Taxes, sold at Public Auction for delinquent municipal taxes on the following parcel, and

WHEREAS, the owner of this parcel has requested a lien redemption on TSC # 25-00013 as of December 31, 2025,

NOW THEREFORE BE IT RESOLVED, by the Mayor and Committee of the Township of Stillwater that the Tax Collector be authorized to refund Pro Capital 8, LLC in the amount of \$14,681.18 when funds have been cleared.

CERTIFICATION

I hereby certify that the above Resolution was adopted by the Township Committee at their regular meeting held December 30, 2025 at the Stillwater Township Municipal Building, Stillwater, Sussex County, New Jersey.

Valerie Ingles, RMC
Township Clerk

**STILLWATER TOWNSHIP
SUSSEX COUNTY, NJ**

RESOLUTION 2025 -187

**RESOLUTION TO AUTHORIZE REDEMPTION FOR TAX SALE
CERTIFICATE 25-00006 FOR PROPERTY LOCATED AT
949 PLYMOUTH LAKE DRIVE, STILLWATER, NJ**

WHEREAS, on December 3, 2025, Terry Beshada, Collector of Taxes, sold at Public Auction for delinquent municipal taxes on the following parcel, and

WHEREAS, the owner of this parcel has requested a lien redemption on TSC # 25-00006 as of December 31, 2025.

NOW THEREFORE BE IT RESOLVED, by the Mayor and Committee of the Township of Stillwater that the Tax Collector be authorized to refund Pro Capital 8, LLC in the amount of \$12,791.12 when funds have been cleared.

CERTIFICATION

I hereby certify that the above Resolution was adopted by the Township Committee at their regular meeting held December 30, 2025 at the Stillwater Township Municipal Building, Stillwater, Sussex County, New Jersey.

Valerie Ingles, RMC
Township Clerk

**STILLWATER TOWNSHIP
SUSSEX COUNTY, NJ**

RESOLUTION 2025 -188

**RESOLUTION TO REFUND TAXES ON BLOCK 2301 LOT 51.01
KNOWN AS 932 FIVE POINTS LANE AND CANCEL 2026 PRELIMINARY AS THE
HOMEOWNER IS 100% PERMANENT AND DISABLED VETERAN**

WHEREAS, Block 2301 Lot 51.01 for property at 932 Five Points Lane and owned by Roger Cole, and

WHEREAS, Mr. Cole was approved for a 100% permanent and totally disabled Veteran as of October 9, 2025, and

WHEREAS, a refund in the amount of \$733.58 is due to Mr. Cole paying his taxes for November 2025 and to cancel his preliminary taxes in the amount of \$ 5,530.17.

NOW THEREFORE BE IT RESOLVED, by the Mayor and Committee of the Township of Stillwater that the Tax Collector be authorized to refund Mr. Cole for taxes in the amount of \$733.58 and to cancel the balance of taxes for 2026 in the amount of \$5,530.17.

CERTIFICATION

I hereby certify that the above Resolution was adopted by the Township Committee at their regular meeting held December 30, 2025 at the Stillwater Township Municipal Building, Stillwater, Sussex County, New Jersey.

Valerie Ingles, RMC
Township Clerk

Memorandum To: Mayor Chammings
Township Committee

From: Penny L. Holenstein, Tax Assessor

Date: December 11, 2025

Re: Veterans Property Tax Exemption
Block 2301, lot 51.01
932 Five Points Ln

Please be advised that Roger Cole has applied for a property tax exemption on the dwelling house of an honorably discharged disabled veteran with 100% permanent and total service-connected disability. I have reviewed Mr. Maldonado's documentation, and he is qualified to receive the exemption. If you wish to review any of his documentation, please contact me.

An honorably discharged, veteran with active service who is 100% permanent and total disabled is entitled to a tax exemption as provided in N.J.S.A. 54:4-3.30.

Mr. Cole has owned his home in Stillwater since 2007. The completed application and documentation were received by the Tax Assessor on October 9, 2025. Based on Stillwater Township's policy for granting Veteran Exemptions, full exemption should be granted as of October 9, 2025. The Tax Collector will need to do a resolution for the refund of taxes.

Cc: Valerie Ingles, Clerk
Terry Beshada, Tax Collector

**STILLWATER TOWNSHIP
SUSSEX COUNTY, NJ**

RESOLUTION 2025-189

**RESOLUTION TO CANCEL TAXES ON BLOCK 2004 LOT 5
FOR LOTUS TERRACE, STILLWATER, WHERE THE TOWNSHIP HAD BEEN DEEDED
THIS PARCEL**

WHEREAS, Block 2004 Lot 5 for property at Lotus Terrace and owned by James Arvotti, and
WHEREAS, Mr. Arvotti had deeded the property to the Township of Stillwater on October 3, 2025, and
WHEREAS, property taxes for the balance of 2025 and preliminary for 2026 need to be cancelled from record.

NOW THEREFORE BE IT RESOLVED, by the Mayor and Committee of the Township of Stillwater that the Tax Collector be authorized to cancel 91.00 for November 1, 2025, taxes and \$ 175.35 for the preliminary of 2026.

CERTIFICATION

I hereby certify that the above Resolution was adopted by the Township Committee at their regular meeting held December 30, 2025 at the Stillwater Township Municipal Building, Stillwater, Sussex County, New Jersey.

Valerie Ingles, RMC
Township Clerk