

MINUTES
HOPEWELL TOWNSHIP COMMITTEE
REGULAR MONTHLY MEETING
January 17, 2018

Approved
02/07/2019

Flag Salute

Sunshine Statement:

In compliance with the 'Open Public Meetings Act' this meeting was duly advertised by a notice to The Daily Journal and the South Jersey Times, sent on January 5, 2019. A notice was placed on the Municipal Office bulletin board as of the same date.

Roll Call: Township Committee: Hankins, Freitag, Facemyer, Ritter, Shoemaker;

Others: Matt Ritter (Solicitor), John Hitchner (LUB Secretary), Tom Shannon (Admin)

***Approval of Minutes**

A motion was made by Mr. Shoemaker to approve the minutes of 01/02/2019 Reorganization Meeting. The motion was seconded by Mrs. Freitag and approved 5-0.

***Department and Committee Reports**

Administrator/Clerk:

- John Hitchner has taken over as Acting Clerk
- We had a DCA State auditor come down and audit the Senior Center Parking Lot Expansion project. Mark Blauer, Matt Ritter, and Steve Nardelli assisted with the audit. The Township had no problems.

Code Enforcement:

- Report included in your packet

Construction:

- December permit fees: \$1,579.00

Dog Registrar:

- 28 licenses have been issued as of January 17, 2019

Economic Development Committee:

- Next meeting is 2/11/2019.

Emergency Management:

- Reflective pin-striping has been put on the new Tahoe

Hopewell/Stow Creek Fire Company:

- The fire company has received a new F250 pickup truck. The truck has received plates, registration, and the title.

Land Use Board (Planning/ Zoning): (Shoemaker/Ritter):

- December Zoning Report \$15.00

Public Works/Road: (Shoemaker):

- Report included with your packet.

Tax & Sewer Collector:

- December 2018 Cash Book Report (\$167,462.18 tax incl. interest and \$28,841.64 sewer incl. interest).

Senior Center: (Freitag):

- Jean has nothing notable to report for this month. Everything is well at the Senior Center.

A motion was made by Mr. Shoemaker to accept the Department & Committee Report as presented. The motion was seconded by Mr. Ritter and approved 5-0.

***Approval of bills:**

A bill listed dated 01/13/2019 prepared by Treasurer Young was provided.
*Mr. Ritter made a motion to approve the bill list totaling **\$687,134.56** (including payroll) seconded by Mr. Facemyer and approved 5-0.*

***Approval of a bill – \$2,305.20** for pre-paid envelopes before rates go up.

Mr. Facemyer made a motion to approve the bill. Motion was seconded by Mr. Shoemaker and approved 5-0.

***Treasurer’s Report**

A motion was made by Mr. Facemyer to accept the Treasurer’s Report dated December 2018 as presented. The motion was seconded by Mr. Ritter and approved 5-0.

PUBLIC COMMENTS: Please stand, state your name and the municipality in which you live for the record, and in five (5) minutes or less briefly state your comments to the Township Committee. The Township Committee will allow for a total of 30 minutes for all public comments. (Ord. 18-01 Adopted 1/18/18)

Being as no one was present to speak; public comment was closed.

OLD BUSINESS:

Ordinance 19-01 Amendment to the salary ordinance. Second reading, public comment, and adoption.

A motion was made by Mr. Shoemaker to open to public comment on the ordinance. Motion was seconded by Mr. Ritter and approved unanimously.

Being as there were no members of the public to speak, Mr. Shoemaker made a motion to close public comment. Motion was seconded by Mr. Ritter and approved unanimously.

**HOPEWELL TOWNSHIP
ORDINANCE 19-01**

**AMENDMENT OF ORDINANCE 18-05
2018 SALARY ORDINANCE**

BE IT ORDAINED by the Township Committee of the Township of Hopewell, County of Cumberland and State of New Jersey, that the following salaries and wages be amended effective January 2, 2019:

Remove:

Clerk	\$48,957.36
Registrar of Vital Statistics	\$6,303.60

Add:

Acting Clerk / Registrar of Vital Statistics	\$45,000.00
Municipal Clerk (w/ license) / Registrar	\$55,000.00

Roll Call Vote Introduction:

	MOVED	SECONDED	AYES	NAYS	ABSTAIN	ABSENT
Bruce R. Hankins			X			
Paul Ritter III			X			
Greg Facemyer	X		X			
Robin Freitag		X	X			
Joseph Shoemaker			X			

Roll Call Vote Adoption:

	MOVED	SECONDED	AYES	NAYS	ABSTAIN	ABSENT
Bruce R. Hankins			X			
Paul Ritter III		X	X			
Greg Facemyer	X		X			
Robin Freitag			X			
Joseph Shoemaker			X			

Mr. Facemyer made a motion to approve the ordinance. Motion was seconded by Mr. Ritter and approved with a unanimous roll call vote.

NEW BUSINESS:

Resolutions-

***Resolution 19-16** – Continuing a shared service agreement with Greenwich for the Registrar position

**HOPEWELL TOWNSHIP
CUMBERLAND COUNTY, NEW JERSEY**

RESOLUTION NO. 19-16

**AUTHORIZATION FOR A SHARED SERVICES AGREEMENT
BETWEEN HOPEWELL TOWNSHIP AND GREENWICH TOWNSHIP
FOR REGISTRAR OF VITAL STATISTICS**

WHEREAS , the Uniform Shared Services Act (N.J.S.A. 40A:65-1 et seq.) having been adopted and made effective on April 3, 2007 encouraging government efficiency through shared services to help ameliorate high property taxes paid in the State of New Jersey; and,

WHEREAS, the Recipient Municipality has a need for certain services that the Provider Municipality offers by way of Certified New Jersey Registrar services pursuant to N.J.S.A. 26:8-1 e seq.; and,

WHEREAS, the Municipalities desire to enter into a Shared Services Agreement formalizing the terms and conditions of the provision of Registrar services in the form of a shared services arrangement; and,

WHEREAS, the Registrar for Hopewell Township has historically provided the same service on behalf of Greenwich Township at the Hopewell Township building; and

WHEREAS, the Hopewell Township Committee, during its regular Committee meeting on January 17, 2019 reviewed and discussed the before mentioned Resolution; and

NOW, THEREFORE, BE IT RESOLVED by the Hopewell Township Committee that the Mayor of Hopewell Township has the authority to sign the Shared Services Agreement between Hopewell Township and Greenwich Township.

	MOVED	SECONDED	AYES	NAYS	ABSTAIN	ABSENT
Bruce R. Hankins			X			
Paul Ritter III		X	X			
Greg Facemyer	X		X			
Robin Freitag			X			
Joseph Shoemaker			X			

A motion was made by Mr. Facemyer to approve the resolution. The motion was seconded by Mr. Ritter and approved unanimously.

***Resolution 19-17 – Agreeing with strategic plan for funding municipal alliances
FORM 1B**

WHEREAS, the Governor’s Council on Alcoholism and Drug Abuse established the Municipal Alliances for the Prevention of Alcoholism and Drug Abuse in 1989 to educate and engage residents, local government and law enforcement officials, schools, nonprofit organizations, the faith community, parents, youth and other allies in efforts to prevent alcoholism and drug abuse in communities throughout New Jersey.

WHEREAS, The Township Committee of the Township of Hopewell, County of Cumberland, State of New Jersey recognizes that the abuse of alcohol and drugs is a serious problem in our society amongst persons of all ages; and therefore has an established Municipal Alliance Committee; and,

WHEREAS, the Township Council further recognizes that it is incumbent upon not only public officials but upon the entire community to take action to prevent such abuses in our community; and,

WHEREAS, the Township Council has applied for funding to the Governor’s Council on Alcoholism and Drug Abuse through the County of Cumberland;

NOW, THEREFORE, BE IT RESOLVED by the Township of Hopewell, County of Cumberland, State of New Jersey hereby recognizes the following:

1. The Township Committee does hereby authorize submission of a strategic plan for the Alliance For Substance Abuse Prevention (ASAP)_Municipal Alliance grant for fiscal year 2020 in the amount of:

DEDR	\$ 34,996
Cash Match	\$ 8,749
In-Kind	\$ 26,247

- The Township Committee acknowledges the terms and conditions for administering the Municipal Alliance grant, including the administrative compliance and audit requirements.

	MOVED	SECONDED	AYES	NAYS	ABSTAIN	ABSENT
Bruce R. Hankins			X			
Paul Ritter III		X	X			
Greg Facemyer			X			
Robin Freitag			X			
Joseph Shoemaker	X		X			

A motion was made by Mr. Shoemaker to approve the resolution. Motion was seconded by Mr. Ritter and approved unanimously.

***Resolution 19-18 – Entering into an agreement with JPM for continued administrative services**
HOPEWELL TOWNSHIP
CUMBERLAND COUNTY
RESOLUTION 19-18

RESOLUTION AUTHORIZING A CONTRACT WITH JERSEY PROFESSIONAL MANAGEMENT FOR TEMPORARY MANAGEMENT CONSULTANT SERVICES TO BE PROVIDED BY THOMAS B. SHANNON

WHEREAS, the Township Committee has appointed Thomas B. Shannon, an associate of the firm of Jersey Professional Management, as the Temporary Acting Township Administrator/Deputy Clerk to serve in this capacity at the pleasure of the Township Committee or until a permanent Administrator assumes the position; and

WHEREAS, there exists a need for specialized and qualitative services for a temporary Township Administrator/Deputy Clerk and administrative services and overseeing various Township functions that requires expertise, extensive training and proven reputation in this field of endeavor; and

WHEREAS, Thomas B. Shannon has extensive experience, training and proven reputation in the area of municipal administration and has offered his services as an Associate of the firm Jersey Professional Management; and

WHEREAS, the maximum amount of the contract in question is \$18,000 and sufficient funding is available and have been certified as evidenced by the Township Finance Officer’s Certification attached hereto; and

WHEREAS, it is important that the person serving as Acting Township Administrator/Deputy Clerk have the legal authority granted in the Code or Ordinances of the Township of Hopewell, as well as the liability protection offered to employees of the township of Hopewell; and

WHEREAS, the agreement with Thomas B. Shannon provides that he will be paid a nominal salary to serve as Acting Township Administrator/ Deputy Clerk and the firm of Jersey Professional Management will be paid on an hourly basis for his services; and

WHEREAS, the designation of Thomas B. Shannon of Jersey Professional Management as a management consultant, is specifically designed and intended to be a temporary appointment and contract; and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1 *et seq.*) requires that the resolution authorizing the award of contracts “Extraordinary, Unspecifiable Services” without competitive bids and the contract itself must be available for public inspection; and

WHEREAS, the contract with Jersey Professional Management meets the statute and regulations governing the award of said contracts, as per the attached Certification; and

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

- The Mayor and Township Clerk are hereby authorized and directed to execute the attached agreement with Jersey Professional Management for management consultant services.

2. This contract is awarded without competitive bidding as an “Extraordinary, Unspecifiable Services” in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law because the services requested are specialized municipal administrative consulting services that require expertise, substantial experience and proven reputation in the multi-faceted aspects of overseeing municipal functions. These qualifications require an individual whose background includes substantial experience and training in administration, finance, budget and purchasing, personnel, State and federal grants, management and oversight of municipal employees and general government administration and governmental relations. Knowledge and familiarity of applicable Township and State laws and regulations are also required. Thomas B. Shannon has satisfied all of these requirements, and his services are required to permit the Township to maintain critically important managerial oversight and administrative services pending the commencement of services by a duly appointed Township Administrator/Deputy Clerk. Precise specifications are not feasible because the services are multi-faceted and dependent on evolving day to day operational needs of the Township, emergent needs and unanticipated matters that will require the services of the management consultant. Likewise it is not possible to delineate the specific knowledge or tasks required of the person providing the assistance since this will vary according to the work being undertaken. In general, this work is common to most developing communities of comparable size and structure to the Township of Hopewell. These factors as well as critical time constraints in securing the immediate services of an Acting Township Administrator/Deputy Clerk do not permit the formulation of precise specifications.
3. Funding shall be paid from budget account Administrative & Executive-Other Expenses-Contractual Services in an amount not to exceed \$18,000, at the rate of \$110 per hour.
4. A notice of this action shall be published in the official newspaper authorized to publish notices for the Township of Hopewell within 20 days after the passage of this resolution.
5. A copy of this Resolution and executed contact shall be filed in the Office of the Hopewell Township Clerk.

Adopted by the Township Committee of the Township of Hopewell on January 17, 2019.

	MOVED	SECONDED	AYES	NAYS	ABSTAIN	ABSENT
Bruce R. Hankins			X			
Paul Ritter III			X			
Greg Facemyer	X		X			
Robin Freitag			X			
Joseph Shoemaker		X	X			

A motion was made by Mr. Facemyer and seconded by Mr. Shoemaker to approve the resolution. Motion carries unanimously.

***Resolution 19-19 – Designating John Hitchner Petty Cash custodian**

Discussion is had about the petty cash fund. Tom Shannon suggests that all purchases under \$20.00 be made through the petty cash fund to reduce the paperwork and costs of smaller purchases. It is suggested to increase the petty cash fund to \$400 to accommodate to this new procedure.

**HOPEWELL TOWNSHIP
RESOLUTION 19-19**

A RESOLUTION CHANGING PETTY CASH CUSTODIAN

WHEREAS, N.J.S.A. 40A:5-21 authorizes the establishment of a Petty Cash Fund and the appointment of a custodian for the same; and

WHEREAS, it is the desire of The Township of Hopewell, County of Cumberland and State of New Jersey that the Hopewell Township petty cash custodian is hereby named to be the current Hopewell Township Acting Clerk, John Hitchner.

WHEREAS, it is the desire of The Township of Hopewell, County of Cumberland and State of New Jersey to increase the current petty cash fund amount to \$400.00.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of Hopewell Township, County of Cumberland hereby authorizes such action and two copies of this resolution be filed with the Division of Local Government Services, New Jersey Department of Community Affairs for approval.

	MOVED	SECONDED	AYES	NAYS	ABSTAIN	ABSENT
Bruce R. Hankins			X			
Paul Ritter III			X			
Greg Facemyer		X	X			
Robin Freitag			X			
Joseph Shoemaker	X		X			

A motion is made by Mr. Shoemaker to approve the resolution. The motion is seconded by Mr. Facemyer and approved unanimously 5-0.

***Discussion Items**

Item #1 – Approval of a Bingo and Raffle license for Hopewell Crest PTA

Mr. Ritter makes a motion to approve the Bingo license for the Hopewell Crest PTA. The motion is seconded by Mrs. Freitag and approved unanimously 5-0.

Item #2 – Discussion about attending Bostwick Lake Re-Org meeting on Tuesday, January 22, 2019 at 5:00 pm.

There is discussion among the Committee about who will be attending the Bostwick Lake meeting.

Solicitor's Report

Matt Ritter addresses the Committee. He states that either him or Rebecca will have something for the Committee to look at with regards to short term rentals.

Matt states that the deeds for the subdivision in the Business Park are in and he will hold them in his office until it is time to file them. Mr. Facemyer states that they might need to extend financing. Mr. Ritter suggests that we look into someone to help them develop a business plan such as Rowen U.

Matt addresses the 100 ft ag buffers. Said he spoke with Bob Pryor and Rebecca about them. He suggests moving them from the zoning schedule to the development requirements. Mr. Shoemaker suggests we do away with it if it effects farmland preservation. Mr. Ritter asks if we should just do away with them right now. Matt Ritter suggests that we need some buffer for larger developments. Currently as it is written, if you have two farms next to each other it effects both farms. It prevents them from placing ag buildings in the buffer. Mr. Ritter states he doesn't agree with the forced plantings in the Upper Deerfield sample ordinance. Matt Ritter states it is a good idea for 100+ houses in a development. Mr. Facemyer suggests Matt continue to look into it.

Mr. Facemyer states that the personnel committee asks for permission to advertise for an administrator. On a motion from Mr. Facemyer and seconded by Mrs. Freitag, the motion passes unanimously 5-0.

ADJOURN

There being no additional business, the meeting was adjourned at 7:40 pm on a motion by Mr. Facemyer, seconded by Mr. Ritter. Motion passes 5-0.

NEXT SCHEDULED MEETING: February 28, 2019 @ 4:30pm

John Hitchner, Acting Clerk

cc: Committee,
Township Bulletin Bd.,
Sol. Matthew Ritter
Sol. T. H. Ritter