

MINUTES
HOPEWELL TOWNSHIP COMMITTEE
REGULAR MONTHLY MEETING
January 18, 2018

Approved
2/1/18

Flag Salute

Sunshine Statement:

In compliance with the 'Open Public Meetings Act' this meeting was duly advertised by a notice to The Daily Journal, sent on January 3, 2018. 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: Lois Yarrington, Clerk/Administrator, Matt Ritter- Solicitor, T. Henry Ritter-Solicitor, Joseph McMahon, Resident, Ross Stanger, Resident, Gary Simmerman & David Wilson

***Approval of Minutes**

A motion was made by Mr. Facemyer to approve the minutes from of 12/21/17 Regular Meeting & Closed Session & 1/2/18 Regular & Closed Session. The motion was seconded by Mrs. Freitag and approved 5-0.

***DEPARTMENT & COMMITTEE REPORTS**

Administrator/Clerk:

- RFP for the Senior Center Janitorial Services opening is 2/1. 8 companies have received a copy of the RFP.

Assessor:

- 2018 Tax books have been received.

Bostwick Lake Commission (Facemyer):

- The Annual Joint meeting is January 24th at 5:00 to be held at the Upper Deerfield Senior Center.

Construction:

- December Permit Fees—12 new permits issued—\$2,973.00 total fees collected

Dog Registrar:

- 67 licenses have been issued as of January 18, 2018
- The 2018 Rabies Clinic is scheduled for March 24th from 1pm-3pm.

Economic Development Committee:

- Dutch Neck Village has been sold and all liens have been paid.

Environmental Commission:

- Meetings are scheduled for the 1st Wednesday of each month.

Hopewell/Stow Creek Fire Company:

- Solicitor Ritter has completed a new application for Fire Company Membership as requested by Chief Dilks.

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

- Meeting was held on January 17th.
- December 2017 Zoning Report \$15.00

Public Works/Road: (Shoemaker):

- The tractor was delivered on January 3. Public Works will complete training for the mower in the next couple of weeks.
- Tires were replaced on the F550 and the frame repairs have been completed.
- The pump at the Roadstown Road pump station has been rebuilt and installed.

Tax & Sewer Collector:

- December 2017 Cash Book Report (\$416,853.81 tax incl. interest and \$31,650.02 sewer incl. interest).

***Approval of bills:**

A bill listed dated 1/15/2018 prepared by Treasurer Young was provided. Mr. Ritter made a motion to approve the bill list totaling **\$579,747.61** (including payroll) seconded by Mr. Facemyer and approved 5-0.

Treasurer's Report

A motion was made by Mr. Facemyer to accept the Treasurer's Report dated 12/17/2017 as presented. The motion was seconded by Mr. Ritter and approved 5-0.

PUBLIC COMMENTS AND QUESTIONS:

Presentation of Resolutions Honoring Gary Simmerman and David Wilson *Mayor Hankins read and presented Resolutions honoring and thanking Mr. Simmerman and Mr. Wilson for their years of service to Hopewell Township.*

Ross Stanger-"Hate Has No Home Here" Presentation *Mr. Stanger is a Hopewell resident who is involved with promoting the "Hate Has No Home Here" initiative. He briefly explained the organization. It is a national organization that is locally focused. It started in Chicago. The sign was designed by a 3rd grader*

in Chicago. It is not associated with any other organization, religion, or political group. Hopewell Crest BOE has already adopted policies in support of the initiative. Bridgeton, Upper Deerfield and Vineland are also participating. Mr. Stanger left 4 signs for the Township to decide proper locations to display them. The Committee thanked Mr. Stanger for his presentation.

OLD BUSINESS:

SPCA Shared Services Agreement Update Committeeman Ritter provided an update on the status of the CCSPCA. The SPCA is still working to finalize billing amounts for 2018. They are working with their accountant and should have the process completed by the end of February. Until the 2018 figures are finalized, the 2017 contract rates will be in effect. The municipalities who have expressed interest in participating in a shared services coop are working to draft bylaws and an agreement.

PUBLIC COMMENTS AND QUESTIONS:

Joe McMahon, 205 River Road, began by stating that from this point forward he would be recording the meeting on his own recording device. He was present to review information he had received from an OPRA request he submitted to the Township Clerk. He began by directing questions to the Clerk/Administrator. The Clerk/Administrator referred to Solicitor M. Ritter to verify if we needed to proceed in this manner. Solicitor Ritter advised that it is listed on the agenda as public comments and questions, however, the Committee nor the Administrator are required to answer any questions. Mr. McMahon proceeded to read a copy of a violation letter written by the Code Enforcement Officer to a resident regarding livestock. Mr. McMahon stated that the Code Enforcement Officer must not know his job if he is writing letters concerning livestock, since that falls under the Zoning Officer according to the information given to him by the Administrator. He also commented on being able to file his own citations with the municipal court. He felt that if he is writing his own citations that it just makes the Township look lazy. He commented on 2 auto repair facilities in violation of the recently adopted auto repair ordinance regulating parking. He informed the Committee of a new group he has started called Citizens for a Cleaner Brighter Hopewell Township. He already has 3 businesses and 30 residents as part of this group. He stated that there is a residence where someone buried a car in order to remove it from the property. He believes that the Township only wants rateables and isn't concerned with the junk cars, tarp on a roof for 4 years and chickens. He would like the State Police to be requested by a letter from the Mayor to patrol River Road more frequently because he has only ever seen 1 police car patrol the area.

Mr. Simmerman and Mr. Wilson thanked the Committee for their work and support over the years to bring businesses into Hopewell Township and for helping to make Hopewell the shining star in the western portion of Cumberland County.

Hearing no further comments from the public, the public portion of the meeting was closed on a motion by Mr. Facemyer, seconded by Mr. Shoemaker.

NEW BUSINESS:

Ordinances

2nd Reading, Public Hearing and Adoption

Ordinance 18-01- ORDINANCE ESTABLISHING PROCEDURES FOR MEMBERS OF THE PUBLIC TO ADDRESS THE TOWNSHIP COMMITTEE DURING THE PUBLIC PORTION OF CERTAIN MEETINGS *A motion was made by Mr. Facemyer to open the public hearing for Ordinance 18-01. The motion was seconded by Mr. Shoemaker. Joe McMahon, 205 River Road, spoke expressing his opinion regarding sections 5 & 3. He stated that #5 would be censoring a member of the public which is not permitted under the OPMA. He does not feel that 5 minutes is long enough to address the Committee. He stated that the time should be increased to 10 minutes since there is rarely any public in attendance. Hearing no additional comments from the public, the public hearing was closed on a motion by Mr. Ritter, seconded by Mr. Facemyer.*

TOWNSHIP OF HOPEWELL ORDINANCE 18-01

ORDINANCE ESTABLISHING PROCEDURES FOR MEMBERS OF THE PUBLIC TO ADDRESS THE TOWNSHIP COMMITTEE DURING THE PUBLIC PORTION OF CERTAIN MEETINGS

WHEREAS the Township Committee of the Township of Hopewell recognizes the right to Freedom of Speech, and has historically encouraged public comment at Township Committee Meetings; and

WHEREAS the Township Committee has traditionally set aside a portion of every meeting of the governing body for public comment on any issue that a member of the public feels may be of concern to the residents of the municipality; and

WHEREAS Open Public Meetings Act, N.J.S.A. 10:4-6 et seq. explicitly provides a public body with discretion to permit, prohibit, or otherwise regulate the active participation of the public at any public meeting as aforesaid; and

WHEREAS the Township Committee may limit the amount of time for public comment, as well as the amount of time each resident is permitted to speak; and

WHEREAS the Township Committee desires, and believes it is in the best interests of the Township to adopt procedures for public comment at Township meetings.

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

1. Any person desiring to address the Township Committee during the course of a public meeting shall do so at the appointed time on the agenda, unless otherwise recognized by the Mayor or other presiding Officer. Once recognized, the speaker shall state his or her name and address for the record.

2. Testimony on Ordinances or other public hearings shall be limited to the particular issue at hand. Other matters, over which the Township Committee has jurisdiction, may be discussed during the public portion of the meeting.

3. The Mayor or other presiding Officer shall endeavor to allow to be heard all those who wish to speak. Each speaker shall be limited to five (5) minutes of testimony. If more lengthy testimony is warranted, in the sole discretion of the Mayor or presiding Officer, such five (5) minute time limit may be augmented.

4. At regular Township Committee Meetings, the Public Comment portion of the meeting shall not exceed a total of thirty (30) minutes, unless otherwise extended by the Mayor or presiding Officer, in that Officer's sole discretion.

5. Any person(s) making personal, defamatory, or profane remarks, or who willfully utters loud, threatening or abusive language or engages in any disorderly conduct which disturbs or disrupts the orderly conduct of any meeting shall be called to order by the Mayor or presiding Officer. If such conduct continues, the Mayor or presiding Officer, at his or her discretion, may order such person removed from the meeting.

6. No sign or poster shall be displayed in a manner which may impede the orderly conduct of the meeting or block the view of others in attendance. No bullhorn, noise maker, playback, or amplification device of any kind is permitted to be used during the course of any public meeting.

7. Campaign signs, literature, handbills, tee shirts, or any other campaign paraphernalia are strictly prohibited from the meeting room, or any other area of the municipal building, during Township Committee meetings.

BE IT FURTHER ORDAINED This Ordinance shall take effect in the time and manner prescribed by law.

Roll Call Vote Adoption:

	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			

Discussion Item #1-Acknowledge Appointment of Diane Crispin as Land Use Board Alternate #1 for a 2 year term to expire 12/31/19 *A motion was made by Mrs. Freitag, seconded by Mr. Facemyer to acknowledge appointment of Diane Crispin as Alternate #1 to the Land Use Board and approved 4-0 with Mr. Ritter abstaining.*

Discussion Item #2- Clean Communities Road Clean Up-Citizens for a Cleaner, Brighter Hopewell Township has requested approval for 2 clean ups on 3/10 and 3/17. *Mr. McMahon explained that his group should have non profit registration approved within the next 3-4 weeks according to his attorney. He would like for the approval to be granted contingent upon the receipt of the notification of the non profit registration. A motion was made by Mr. Ritter to approve 2 clean ups upon non profit registration.. The motion was seconded by Mr. Shoemaker and approved 5-0.*

Discussion Item #3-Authorize Mark Blauer to accept the DCA Small Cities Home Rehabilitation Grant on behalf of the Mayor. *A motion was made by Mrs. Freitag to authorize Mr. Blauer to accept the DCA Grant on behalf of Mayor Hankins. The motion as seconded by Mr. Ritter and approved 5-0.*

Discussion Item #4-Authorize Agreement with Phoenix Advisors to manage secondary market disclosures for an amount of \$950 for the year. *A motion was made by Mr. Facemyer to approve the agreement with Phoenix Advisors. The motion was seconded by Mr. Ritter and approved 5-0.*

Discussion Item #5-Authorize Agreement with Barber Consulting Services for IT Maintenance for an amount of \$2,000 for the year. *A motion as made by Mr. Ritter to approve the agreement with Barber Consulting Services. The motion was seconded by Mr. Shoemaker and approved 5-0.*

Discussion Item #6-Authorize Agreement with JH Services Incorporated for 2018 Electronic File Maintenance (Tax Assessor) for an amount of \$3,500 for the year. *A motion was made by Mr. Facemyer to approve the agreement with JH Services Incorporated. The motion was seconded by Mr. Shoemaker and approved 5-0.*

Discussion Item #7-Authorize the Mayor to sign the Memorandum of Understanding between the Township and Meadow Farm, LLC for the Hopewell Township Business Park Venue Barn Project-tabled until later in the meeting.

Discussion Item #8-*A motion was made by Mr. Facemyer in support of the Hate Has No Home Here initiative. The motion was seconded by Mrs. Freitag and approved 5-0. The 4 signs will be placed at the Township Building, Senior Center and Convenience Center.*

CDC: (Hankins)-No additional report.

Solicitor's Report-No additional report

Correspondence and Notes-CCUA-1/18/18 Draft Agenda

Executive Session-Resolution 18-19 Personnel-Interviews for Administrative Assistant Vacancy;
Contract-Bridgeton EMS @ 7:43

**Hopewell Township
Executive Session
Resolution 18-19**

WHEREAS, Section 8 of the Open Public Meetings Act, (N.J.S.A. 10:4-12 (b) (1-9), Chapter 231, P.L. 1975, permits the exclusion of the Public from a meeting under certain circumstances; and

WHEREAS, the Township Committee of the Township of Hopewell is of the opinion that such circumstances do exist;

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hopewell, in the County of Cumberland, State of New Jersey as follows:

1. The public shall be excluded from discussion of and action upon the hereinafter specified subject matters.
2. The general nature of the subject matters to be discussed are **Personnel-Administrative Assistant Vacancy Interviews; Contract-EMS Services;**
3. The Township Committee may take official action on the items discussed in Executive Session upon competition of the executive session.
4. The minutes of the discussion shall be made available to the public as soon as the matters under discussion are no longer of a confidential or sensitive nature.
5. This resolution shall take effect immediately.

	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			

A motion was made by Mr. Facemyer to return to open session at 9:16 pm. The motion was seconded by Mr. Shoemaker and approved 5-0.

A motion was made by Mr. Facemyer to offer the position of Administrative Assistant/Deputy Registrar and Land Use Board Secretary to John Hitchner with the terms as discussed. The motion was seconded by Mr. Shoemaker and approved 5-0.

A motion was made by Mr. Facemyer to authorize the Mayor to sign the Memorandum of Understanding with Meadow Farm, LLC. The motion was seconded by Mr. Ritter and approved 5-0.

Solicitor M. Ritter is currently working on the bid package for the farmland.

ADJOURN

There being no additional business, a motion was made by Mr. Facemyer to adjourn at 9:38 pm. The motion was seconded by Mr. Ritter and approved 5-0.

NEXT SCHEDULED MEETING: February 1, 2018 @ 6:30pm

Lois A. Yarrington, Township Clerk
cc: Committee,
Township Bulletin Bd.,
Sol. Matthew Ritter
Sol. T. H. Ritter