

MINUTES
HOPEWELL TOWNSHIP COMMITTEE
REGULAR MONTHLY MEETING
March 19, 2020

Approved
04/16/2020

The meeting was called to order at 6:30 pm.

Flag Salute

Sunshine Statement:

In compliance with the 'Open Public Meetings Act' this meeting was duly advertised by a notice to The Daily Journal on January 9, 2020 and the South Jersey Times on January 10, 2020. A notice was placed on the Municipal Office bulletin board as of January 3, 2020.

Roll Call: Township Committee: Facemyer, Freitag (via conference call), Ritter, Shoemaker, Hankins;

Others: John Hitchner (Acting Clerk), Matthew Ritter (Solicitor), Leo Selb (Administrator), Ken Mayhew (Fire Chief), Gary VanMeter (OEM), Mike Garcia (Auditor), Rich Husted and family (CRHS Swim Coach)

***Presentation to Rich Husted**

Vice Mayor Ritter reads the proclamation which is being presented to Rich Husted for being the winningest swim coach in CRHS history. Mr. Ritter presents Mr. Husted with his proclamation. Applause ensues.

***Budget Discussion**

Mike Garcia explains that the State has not approve state aid amounts yet so the Township is unable to approve the budget at this time. He states the budget is below the CAP and the 2% tax levy. We can still proceed with the public portion.

Mr. Facemyer makes a motion to open to the public for comments on the budget. Motion is seconded by Mr. Shoemaker and approved unanimously.

Being as no member of the public wishes to comment, a motion is made by Mr. Shoemaker to close the public portion. Motion is seconded by Mr. Ritter and approve 5-0.

OLD BUSINESS:

Ordinances: Second Reading

Ordinance 20-01: CAP Ordinance

Mr. Ritter makes a motion to open to the public for discussion about ordinance 20-01. Motion is seconded by Mrs. Freitag and approved 5-0.

Being as no member of the public wishes to speak, a motion is made by Mr. Facemyer to close the public comment. Motion is seconded by Mr. Shoemaker and approved 5-0.

Mr. Shoemaker makes a motion to approve Ordinance 20-01 on second reading. Motion is seconded by Mrs. Freitag and approved with a unanimous roll call vote.

***Department and Committee Reports:**

Mr. Facemyer states that Commercial Township wishes to join the Joint Municipal Court. Mr. Facemyer says that if Commercial is allowed to join, Hopewell Township's costs should reduce approximately \$2,500 annually. There will be 10 municipalities total as of July 2020. Upper Deerfield Administrator Roy Spoltore will be providing the require paperwork for approval.

Mr. Shoemaker makes a motion to proceed with allowing Commercial Township to join the Joint Municipal Court. Motion is seconded by Mr. Facemyer and approved 5-0.

***Approval of bills:** Total Bills **\$84,903.82** on the Treasurers March 19, 2020 prepared list

A motion was made by Mr. Ritter to pay the bills. The motion was seconded by Mr. Facemyer and approved 5-0.

***Treasurer's Report**

The treasurer's report was submitted by the CFO for approval. A motion was made by Mr. Facemyer and seconded by Mr. Ritter to approve the treasurer's report. Motion carries 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)*

Mr. Facemyer makes a motion to open for public comment. Mr. Ritter seconds the motion and motion carries 5-0.

Being as no members of the public wish to speak, a motion is made by Mr. Shoemaker to close the public portion. Motion is seconded by Mr. Facemyer and approved 5-0.

New Business:

Ordinances: First Reading

Ordinance 20-02: Salary Ordinance

The Committee makes a note that one of the public works employees who works at the convenience center should be designated as a “shared” employee and his pay should be distributed between municipalities accordingly.

Mr. Facemyer makes a motion to approve Ordinance 20-02 on first reading with the revisions stated. Mrs. Freitag seconds the motion and it is approved with a unanimous roll call vote.

| | Motion | Second | Ayes | Nays | Abstain | Absent | Recuse |
|------------------|--------|--------|------|------|---------|--------|--------|
| Greg Facemyer | X | | X | | | | |
| Robin Freitag | | X | X | | | | |
| Paul Ritter III | | | X | | | | |
| Joe Shoemaker | | | X | | | | |
| Bruce R. Hankins | | | X | | | | |

Ordinance 20-03: Amendment to the Ordinance 17-15 TNVR Ordinance

Administrator Selb states that the current ordinance could use improving in select areas. It currently does not limit the number of cats. There is discussion about limiting the zones in which a colony can be created. There is discussion about how the population of a colony is self-regulating around 25 cats.

Mr. Facemyer makes a motion to table the discussion. Mr. Ritter seconds the motions and it passes unanimously.

Fire Chief Mayhew discusses events at the Fire Hall. One of the doors broke and came down on a vehicle. They are currently in various training programs. The directive from the State is that they are not supposed to call in support from municipalities which are not adjoining. He advises that this is not possible given the nature of rural firefighting and will have adverse effects on public safety. There simply isn't enough support in the adjoining municipalities. Administrator Selb states the Chief should do what he needs to do to keep the public safe and make sure to document all events.

Resolutions-

Resolution 20-40: Resolution to read the budget by title only

Mr. Facemyer makes a motion to table Resolution 20-40. Motion is seconded by Mr. Ritter and approved 5-0.

Resolution 20-35: Resolution to approve the budget (Second hearing)

Mr. Facemyer makes a motion to table Resolution 20-35 on second reading. Motion is seconded by Mr. Ritter and passes 5-0.

Resolution 20-41: Resolution approving emergency temporary appropriations

Mr. Facemyer makes a motion to approve Resolution 20-41. Motion is seconded by Mr. Shoemaker and approved 5-0.

| | Motion | Second | Ayes | Nays | Abstain | Absent | Recuse |
|------------------|--------|--------|------|------|---------|--------|--------|
| Greg Facemyer | X | | X | | | | |
| Robin Freitag | | | X | | | | |
| Paul Ritter III | | | X | | | | |
| Joe Shoemaker | | X | X | | | | |
| Bruce R. Hankins | | | X | | | | |

Resolution 20-30: Resolution approving the contract with Fralinger Engineering to manage the DOT grant #17967.01 for repairs to Pau-len, Tipton, Center, and Sheppards Dr.

No action is taken on the tabled resolution as the budget was unable to be passed.

Resolution 20-42: Resolution encouraging State regulations requiring utility companies to increase connection rates for internet access.

Mr. Facemyer makes a motion to approve Resolution 20-42. Motion is seconded by Mr. Ritter and approved unanimously.

| | Motion | Second | Ayes | Nays | Abstain | Absent | Recuse |
|--|--------|--------|------|------|---------|--------|--------|
|--|--------|--------|------|------|---------|--------|--------|

| | | | | | | | |
|------------------|---|---|---|--|--|--|--|
| Greg Facemyer | X | | X | | | | |
| Robin Freitag | | | X | | | | |
| Paul Ritter III | | X | X | | | | |
| Joe Shoemaker | | | X | | | | |
| Bruce R. Hankins | | | X | | | | |

Discussions-

Item #1 – Discussion about COVID-19 and Township preparedness

Administrator Selb states that he has distributed a notice to all employees explaining the plan of action from the Township concerning COVID-19 virus. The Township has hand sanitizer, soap, and wipes in supply.

Vice Mayor Ritter states he opposes keep the building open any longer. There is discussion about how residents will complete various tasks with the Township. The Committee advises to have a drop box in the foyer and to distribute the “Save the Trip to Town Hall” chart over the website.

Mr. Facemyer makes a motion to close the municipal building to the general public on Monday, March 23, 2020. Motion is seconded by Mr. Ritter and approved 5-0.

There is discussion about declaring a Public Information Officer in order to organize communication with the public.

Resolution 20-43: A resolution declaring a Public Information Officer and Secondary Public Information Officer.

Mrs. Freitag makes a motion to approve resolution 20-43. Motion is seconded by Mr. Shoemaker and approved 5-0.

| | Motion | Second | Ayes | Nays | Abstain | Absent | Recuse |
|------------------|--------|--------|------|------|---------|--------|--------|
| Greg Facemyer | | | X | | | | |
| Robin Freitag | X | | X | | | | |
| Paul Ritter III | | | X | | | | |
| Joe Shoemaker | | X | X | | | | |
| Bruce R. Hankins | | | X | | | | |

There is discussion about declaring the Senior Center as an alternate polling place in case the municipal building gets quarantined. Mr. Hitchner states that all elections between now and May 12th are being done solely by absentee ballot. All registered voters are being mailed a ballot. It is possible that this will be how the primary election is held, but that has not been determined yet.

There is discussion about having certain employees given a letter declaring them “essential employees” in case the roads are closed down. The Township Committee should be added to the list of people receiving letters. Mr. VanMeter stated that the school is prepared to do food drops. He attended one and it went very well and was organized.

Item #2 – Discussion about General Code

The legal analysis is in progress on the codification.

Item #3 – Continued Bldg. Upgrades, New Chairs, Fair Retardant per Fire Inspector.

The walls have had a fire retardant applied to them as per the Fire Inspector. The new chairs are in. Two chairs needed to be replaced due to damage during shipping.

Item #4 – Discussion about abandoned properties

Solicitor Matt Ritter states that he and Administrator Selb attended a County run workshop on abandoned properties. Solicitor Ritter states his opinion that running such a program in-house is probably not worth the man hours required to manage. The companies doing the work have better access to data which gives them more opportunity to collect fees and payments. Hopewell currently only has 33% of their foreclosures/abandoned registered according to the company. The program as being suggested would give the company \$100 and the County \$100 out of each registration for administrating the program, leaving \$300 for the municipality. A bi-annual registration fee of \$500 is suggested. Solicitor Ritter suggests that maybe it would be better for Hopewell if the Cumberland Development Corporation did the management for us, and he discussed same with Roy Spoltore.

Mr. Facemyer makes a motion to table the discussion. Motion is seconded by Mr. Ritter and approved 5-0.

Item #5 – Discussion about an Ordinance setting all fees / escrows for municipality

The draft ordinance was passed out last meeting and is still in development.

Item #6 – Discussion about tree trimming on property

The tree trimming which was requested from a resident complaint was completed.

Item #7 – Discussion about website updates

The website has been updated. COVID-19 page up and running. The Senior Center Director was given credentials to manage her page.

Item #8 – Discussion about open projects/items (Roof, Cyber Security, Convenience Center Platform, Computers Systems/Elections)

The roof still needs to be completed. JIF cyber security classes need to be completed. Many improvements have been done to the computer systems.

Item #9 – “No Parking” signs with the school (Creating the ordinance).

Measurements need to be taken from in front of the school so the Engineer can determine where the signs are being placed. An Ordinance is being drafted.

Item #10 – Youth Week Update – Cancelled. Suggested to move date to June 5th.

Will try for June 5th. Likely unable to do this year with COVID-19.

Item #11 – Confirm that Clerk and Admin are primary points of contact for the County

The Committee agrees that the Administrator and Clerk should be added to the County list for communication.

Item #12 - Wedding Barn Update – Go to closing?

Solicitor Matt Ritter states that we need an addendum to the contract to extend it for 90 days. Mr. Facemyer makes a motion to extend the contract. Motion is seconded by Mr. Ritter and approved 5-0.

Item #13 – Bostwick Lake

Solicitor Ritter received good news from the bank. They have found a point of contact. Bank willing to transfer to non-profit.

Solicitor’s Report:

(No report necessary. All topic covered during discussion items.)

ADJOURN

There being no additional business, the meeting was adjourned at 8:20 pm on a motion by Mr. Facemyer and seconded by Mr. Ritter. Motion passes 5-0.

NEXT SCHEDULED MEETING: April 16, 2020 @ 6:30 pm.

John Hitchner, Acting Clerk

cc: Committee,

Township Bulletin Bd.,

Sol. Matthew Ritter

Sol. T. H. Ritter

Admin Leo Selb