

MINUTES
HOPEWELL TOWNSHIP COMMITTEE
REGULAR MONTHLY MEETING
April 19, 2018

Approved
5/17/18

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, Jeff Shimp, Resident, Gary VanMeter, OEM Coordinator.

***Approval of Minutes** of 3/15/18 Regular Meeting

A motion was made by Mr. Shoemaker to approve the minutes from of 3/15/2018 Regular Meeting. The motion was seconded by Mr. Facemyer and approved 5-0.

***DEPARTMENT & COMMITTEE REPORTS**

Administrator/Clerk:

- Insurance checks were received on 4/9 for damage to the Roadstown Road Pump Station during the storm on 3/21. We received payment for 5 weeks temp generator rental, estimated repair cost and hauling fee less the \$2,500 deductible
- Rowan Geo Lab Mapping project meeting was held on March 20th at 4pm. The team from Rowan gave an excellent presentation of the mostly completed map project. The map is available online and will be an asset in the Township offices
- A representative from General Code stopped in the office and explained the process of having the Township Ordinances Codified. He is scheduled to come back on Thursday April 26th to review our Ordinances and scan them to provide a quote.
- Quotes from DNS Solutions for additional alarm coverage are included in your packet. The total for the 2 quotes is \$1,852.00. *A motion was made by Mr. Shoemaker to approve the expansion of the alarm system as per the quote provided by DNS Solutions. The motion was seconded by Mr. Facemyer and approved 5-0.*
- 2018 Financial Disclosure Statements are due by April 30th.
- Quotes were received for painting the exterior of the municipal building. *2 quotes were reviewed. A motion was made by Mr. Ritter to approve the proposal submitted by DJ's Painting to include washing and sealing of the stone panels, pressure washing and painting the block/aluminum siding and trim in the amount of \$9,075.00 to be paid from Ordinance 15-08. The motion was seconded by Mr. Shoemaker and approved 5-0.*

Assessor:

- Lois has requested to purchase a Surface Pro Tablet for use in the field when doing inspections. This has been recommended by the reval company. This software will be an asset in keeping property records current and accessible. Greenwich is willing to share the cost. We are checking with our Barber Consulting (our IT company) for additional pricing for the tablet. *A motion was made by Mr. Facemyer to approve the purchase, not to exceed \$799 as requested with Greenwich Township being billed for their share of the cost as determined by the Tax Assessor. The motion was seconded by Mr. Shoemaker and approved 5-0.*

Bostwick Lake Commission (Facemyer):

- Next meeting is Scheduled for 5/21 @ 5:00 pm at Upper Deerfield Senior Center

Code Enforcement:

- Report included in your packet *Mr. Ritter asked that the monthly reports also include a year to date total.*

Convenience Center:

- Lonnie has been an asset with assistance chipping on Tuesdays.
- Household Hazardous Waste Day is Saturday April 21st at the CCIA.

Dog Registrar:

- 365 licenses have been issued as of April 19, 2018

Economic Development Committee:

- Meeting scheduled for Monday April 23rd at 12pm

Emergency Management:

- Received the signed Mutual Aid and Assistance Agreement from Cumberland County OEM

Engineer:

- Estimated start of the Senior Center Parking Lot Expansion is May 1st. The project should be completed within 45 days.

Environmental Commission:

- Next Meeting is scheduled for May 2nd

- The Commission applied for the 2018 Open Space Stewardship grant for the cost of the sign, brochures and mailbox that they are planning to purchase this year.

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

- Meeting was held on April 18th. The Public Hearing for the Redevelopment Plan Amendment was held. A resolution 18-05 was adopted in support of proceeding with the preparation of the Redevelopment Plan.

Public Works/Road: (Shoemaker):

- Chipping from the storm-They have completed all roads except Shiloh Pike, Sheppard's Mill & River Road. Overall it has been smooth.
- The roof repair is scheduled to be completed within the next 10 days.
- The Roadstown Road generator repair-waiting for parts, parts should arrive in about 6 weeks. The temporary generator is still in place.
- Trimming trees on River Road-they are working on it. They've trimmed back on the sides of the road.
- Ordered signage to be placed on stormwater drains to comply with NJDEP Stormwater Act of 2004

Tax & Sewer Collector:

- March 2018 Cash Book Report (\$314,613.66 tax incl. interest and \$70,994.42 sewer incl. interest).
- 2017 Tax Sale was held on March 27th. A summary is included in your packet.

Senior Center: (Freitag):

- An Update from Jean is included in your packet
- *Mrs. Freitag added that an AARP Safe Driving class was held at the Center. The event was well attended.*

***Approval of bills:** Total Bills **\$1,602,073.43** (including payroll & Hankins bill) on Treasurers 4/15/2018 prepared list

***Treasurer's Report**

A motion was made by Mr. Ritter to accept the Treasurer's Report dated 3/11/2018 as presented. The motion was seconded by Mr. Facemyer 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)*

Jeff Shimp inquired about being able to farm the Hendrick's House Property. He was told that he will be able to continue with his current lease for the year.

There being no additional comments from the public, the public portion of the meeting was closed on a motion by Mr. Facemyer, seconded by Mrs. Freitag.

OLD BUSINESS:

NEW BUSINESS:

Ordinances

Public Hearing, 2nd Reading & Adoption

18-08-Capital Ordinance for the Purchase of 2 Vehicles

A motion was made by Mr. Shoemaker to open the public hearing for Ordinance 18-08. The motion was seconded by Mr. Ritter. Hearing no comment from the public, a motion was made by Mr. Shoemaker to close the public hearing. The motion was seconded by Mr. Facemyer.

**Hopewell Township
Cumberland County
State of New Jersey
Ordinance 18-08**

A CAPITAL ORDINANCE PROVIDING FOR THE ACQUISITION OF A 4 WHEEL DRIVE PICK-UP TRUCK AND 4 WHEEL DRIVE FULL SIZE SPORT UTILITY VEHICLE AND APPROPRIATING THEREFOR THE AMOUNT OF \$72,000 FROM THE CAPITAL IMPROVEMENT FUND

BE IT ORDAINED by the Township Committee of the Township of Hopewell, County of Cumberland, New Jersey (not less than two-thirds of all the members therefor affirmatively concurring) as follows:

Section 1. The acquisitions described in Section 2 of this Ordinance are hereby authorized to be made by the Township of Hopewell, County of Cumberland, New Jersey and there is hereby appropriated the sum of Seventy-Two Thousand (\$72,000) Dollars from the Capital Improvement Fund, said amount now being available therefor in the General Capital Account of the Township of Hopewell.

Section 2. The acquisitions hereby authorized are:

- (a) Acquisition of one (1) 4 wheel drive pick-up truck, together with all equipment, work and materials necessary therefor or incidental thereto
- (b) Acquisition of one (1) 4 wheel drive full size sport utility vehicle, together with all equipment, work and materials necessary therefor or incidental thereto.

Section 3. The said purposes described in Section 2 of this Ordinance are not current expenses and are improvements which the Township may lawfully make, under the provisions of N.J.S.A. 40A:2-1 *et. seq.* (Local Bond Law).

Section 4. The Ordinance shall take effect following its advertisement, public hearing and adoption in accordance with the requirements of 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			
Joseph Shoemaker	X		X			

Mayor Hankins opened the discussion regarding the purchase of the new Chevy Tahoe for the OEM Coordinator. The deadline for ordering has passed. There is another dealership which orders extras under state contract. The pricing is slightly higher than originally quoted due to it being a different contract. Discussion was held regarding buying a 2018 or waiting for State contract pricing of 2019 models. A motion was made by Mr. Shoemaker to move ahead with the purchase of a 2018 model. The motion was seconded by Mr. Facemyer and approved 5-0.

Introduction

18-09- Amending Ordinance 15-10 An Ordinance Regulating Residential Rental Housing in the Township of Hopewell in Cumberland County

HOPEWELL TOWNSHIP
ORDINANCE 18-09

AN ORDINANCE AMENDING THE RENTAL HOUSING REGULATION ORDINANCE OF THE TOWNSHIP OF HOPEWELL IN CUMBERLAND COUNTY, #15-10

Section 1 - Square Footage & Occupancy.

The square footage of habitable area for residents residing therein shall be:

- A. A minimum of 200 square feet of habitable floor area within each dwelling unit, for each occupant residing therein.
- B. A minimum of one bedroom for each two occupants residing therein.
- C. No person shall rent to another for residential occupancy any residential dwelling, or dwelling unit for the purpose of living therein which does not conform to Section 1 of this Ordinance.

Section 2 – Condition.

- A. No person shall rent to another for residential occupancy any dwelling, or dwelling unit, for the purpose of living therein, unless the dwelling unit is safe, sanitary, fit for human habitation.
- B. All residential rental housing shall meet the requirements of the International Property Maintenance Code.

Section 3 – Housing Officer.

A. The provision of housing officer is hereby created and employment of a qualified person for the purpose is hereby authorized. The housing officer shall be appointed by the Mayor with the advice and consent of the Township Committee. The term of office shall be one year. Any person appointed as housing officer shall continue to hold the office until his, or her successor has been appointed and qualified. The housing officer shall receive, as a salary of such sums as maybe fixed and adopted by the Township Committee, and the salary ordinance, from time to time. In addition, the housing officer shall be reimbursed for all reasonable expenses necessarily incurred in the performance of the duties of the office.

B. The housing officer shall perform all duties and responsibilities as set forth in this ordinance, and such other duties and responsibilities as may be assigned, by the Township Committee, from time to time.

Section 4 – Right of Access.

The housing officer is hereby authorized and directed to make inspections to determine the condition of a dwelling unit in order to safeguard the health and safety of the occupants of the dwellings, and of the general public. For the purpose of making such inspections, the officer is here by authorized to enter, examine, and survey, at all reasonable times, all residential rental dwelling units. The owner of every residential dwelling unit or the person in charge thereof shall give the officer free access to such dwelling unit at all reasonable times for the purpose of such inspections.

Section 5 – Certificate of Inspection upon sale, or lease.

A. No owner or agent thereof shall hereafter sell, rent, or let to any person, or persons, other than an immediate family member, whether or not for consideration, any dwelling, or dwelling unit, unless a Certificate of Inspection shall first have been obtained from the housing officer of Hopewell Township. Said Certificate shall specify the maximum number of tenants and certify that the dwelling is fit for human habitation, and otherwise complies with this Ordinance. No tenant or occupant shall sublease, sublet, or permit the use of a dwelling unit without following the above procedure.

B. For purposes of this Ordinance, any real estate broker and/or agent rendering services to an owner in the selling, renting, or leasing of property as set forth in Subsection A, immediately above, shall be deemed to be an agent of the owner. In the event that the agent is charged with a violation of this section, as an affirmative defense to said charge, the agent may present a notice to the owner from the agent notifying the owner of the obligation on the part of the owner to obtain a certificate of inspection under this Ordinance, provided that said notice to the owner, from the agent, is either sent by certified mail, or is accompanied by a receipt to which seller has affixed seller's signature acknowledging receipt of said notice.

C. Any residential rental unit owner shall report such change to the housing officer and obtain a new Certificate of Occupancy before allowing a change in occupancy.

D. An owner may request additional inspections on an as needed basis. A reinspection will carry a reinspection fee in an amount set annually by the Township Committee.

Section 6 – Registration of Residential Rental Premises.

The owner of any building, within the Township of Hopewell in Cumberland County containing any dwelling unit shall, annually, on or before _____ of each year, or within ninety (90) days of the creation of the residential rental dwelling unit, whichever is later, upon a form provided by the Housing Officer, in the Hopewell Township Municipal Building, register each, and every such unit in said premises, designating thereon:

A. Name, mailing address, contact telephone number and/or e-mail address of the owner.

B. Name and address of the local individual or entity charged with responsibility for the maintenance of said property.

C. Names and addresses of all tenants, and members of tenant's household.

In the event that the building is sold, the new owner shall be required upon acquisition to register the unit, as set forth above.

D. A one-time registration fee of \$75.00 shall be due and payable upon the initial registration of the dwelling unit.

Section 7 – Repealed May 17, 2018

Section 8 – Repealed May 17, 2018

Section 9 – Notice of Violation.

A. Whenever the officer determines that there are reasonable grounds to believe that there has been a violation of any provision of this Article, the officer shall give notice of the alleged violation to the record title owner, and to any agent of the record title owner, and to the occupants of the residential rental dwelling unit.

B. After service of a notice of violation, the officer may proceed to establish a reasonable time for the correction of the violation, and for an opportunity of affected persons to be heard. In the event a reinspection reveals that the alleged violation has not been corrected, and the residential rental dwelling unit continues to not conform, in all respects, to the provisions of this ordinance, the officer, in addition to all other remedies, may revoke the housing permit issued under this ordinance for that unit.

C. Each day such violation is committed, or permitted to continue, will constitute a separate offense, and shall be punishable, as such, hereunder.

Section 10 – Emergencies.

Whenever the officer finds that an emergency exists which requires immediate action to protect the public health, or safety, the officer may, without notice or hearing, issue an order reciting the existence of such emergency, and requiring that such action be taken as the officer deems necessary to reasonably meet the emergency. Notwithstanding any other provision, such order shall be effective immediately. Any persons to whom such order is directed shall comply therewith immediately, but upon written request to the officer shall be afforded a prompt hearing in accordance with due process of law.

Section 11- Tenant Compliance.

No tenant or occupant of any residential rental dwelling unit shall occupy any such unit which does not comply with the provisions of this ordinance.

This provision will not apply, however, in cases of occupancy by an immediate family member, as so certified in a sworn, written statement provided by the owner to the Township Housing Officer.

Section 12 – Penalty.

The failure to comply with any of the provisions of this ordinance shall be punishable by a fine of up to \$1,000.00 for each violation.

Section 13 – Severability.

The provisions of this Ordinance are severable. If any provision of this Ordinance or its application to any person or circumstances is held invalid, said invalidity shall not affect any other provision or application of this Ordinance which can be given effect without the invalid provision or application of the Ordinance.

Section 14 – Ordinance No. 98-03 is hereby repealed and replaced with this Ordinance.

Section 15 – Effective Date: This Ordinance shall become effective upon final adoption and publication in the manner prescribed by law.

Roll Call Vote Introduction:

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

***Approval of bills:** A bill listed dated 4/15/2018 prepared by Treasurer Young was provided. Mr. Ritter made a motion to approve the bill list totaling **\$1,602,073.43** (including payroll & Hankins bill) seconded by Mr. Facemyer and approved 5-0 with Mayor Hankins abstaining for the Hankins bill.

Resolutions-

***Resolution 18-32-**Designating an Area in Need of Redevelopment in the Hopewell Business Park and to Authorize the Preparation of a Redevelopment Plan

**TOWNSHIP OF HOPEWELL
RESOLUTION 18-32**

RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF HOPEWELL DESIGNATING AN AREA IN NEED OF REDEVELOPMENT IN THE HOPEWELL BUSINESS PARK AND TO AUTHORIZE THE PREPARATION OF A REDEVELOPMENT PLAN

WHEREAS, *N.J.S.A.* 40A:12A-6 authorizes the governing body of any municipality by resolution to direct its Planning Board to conduct a preliminary investigation to determine whether an area or areas of the municipality qualify to be designated a redevelopment area; and

WHEREAS, the Township Committee of the Township of Hopewell, County of Cumberland, State of New Jersey, deemed it to be in the best interest of the municipality to so direct the Hopewell Township Planning Board to conduct a preliminary investigation of the geographic area designated as Block 63, Lot 3 on the official tax assessment plate 16 of the municipality (hereafter "Study Area") and on the attached map; and

WHEREAS, pursuant to P.L. 2013, Ch. 159, the Township Committee of the Township of Hopewell deemed that the Study Area shall be investigated as a "Non-Condensation Redevelopment Area" by the Planning Board.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Hopewell, County of Cumberland, State of New Jersey, that the Planning Board of the Township of Hopewell was directed to conduct a preliminary investigation and public hearing pursuant to *N.J.S.A.* 40A:12A-4.b and -6 and did so at their April 18, 2018 meeting to determine whether the Study Area meets the eligibility criteria for a redevelopment area pursuant to *N.J.S.A.* 40A:12A-5. The Township Planner assisted in conducting the preliminary investigation.

The preliminary investigation was noted in the minutes of the April 18, 2018 Land Use Board meeting. The Board voted unanimously to designate the Study Area as an Area in Need of Redevelopment in accordance with the provisions of *N.J.S.A.* 40A:12A-1 *et seq.*

NOW, THEREFORE BE IT FURTHER RESOLVED, that the Planning Board has concluded that the Study Area satisfies the statutory criteria for designation as an Area in Need of Redevelopment and the Township Committee adopts this Resolution accepting such findings from the Planning Board, and the Planning Board is hereby authorized to prepare and recommend a Redevelopment Plan for the area in accordance with *N.J.S.A.* 40A:12A-7.

NOW, THEREFORE BE IT FURTHER RESOLVED, that upon completion of the foregoing Redevelopment Plan, the Planning Board is hereby authorized and directed to review the Plan, and forward the Plan, along with any comments, to the Township Committee for discussion and possible action. The Board's review of the Plan should include a finding as to whether the Plan is consistent with the Township's Master Plan.

	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			

***Resolution 18-33-**Award Contract for Small Cities Application 2016-07

**Hopewell Township
Resolution 18-33**

Whereas, the Township of Hopewell, Cumberland County is the recipient of NJ Department of Community Affairs home rehabilitation project #16-0161-00;

Whereas, the home rehabilitation project provides a combination of forgivable (50%) and deferred (50%) loans to income qualified homeowners in Hopewell Township;

Whereas, the Township of Hopewell, Cumberland County has solicited bids from qualified home rehabilitation contractors for approved homeowners;

Whereas, the Township of Hopewell previously approved the contract between the individual homeowner and Pierce Septic Systems, Inc. and the contractor did not complete the work in the time frame of the contract;

Whereas, the second low bidder has agreed to complete the work for their original bid amount as submitted on April 11, 2017;

Now Therefore Be It Resolved that the Township of Hopewell, Cumberland County hereby approves the following contracts between individual homeowner and rehabilitation contractor;

Contract 2016-7 \$16,500.00 South Jersey Site Development

Now Therefore Be It Further Resolved that Mark Blauer dba Blauer Associates is authorized to prepare the necessary Borrowers Agreement, Construction Agreement, Mortgage and Mortgage Note for the above-names home rehabilitation project.

Discussion Item #1-Emergency Management Vehicle-Gary VanMeter *Mr. VanMeter presented the Committee with the quote he had received for the lights and additional equipment and lettering he would like to have for the new Tahoe. A motion was made by Mr. Ritter to move forward with the project as requested using the old light bar. The motion was seconded by Mr. Facemyer and approved 5-0.*

Discussion Item #2- Sewer Disconnect Request for 620 Shiloh Pike *Discussion was held. The Committee agreed that the same procedure for disconnection and future sewer billing should follow the same manner as had occurred previous when a building was demolished and disconnected from the sewer service system. The Clerk will send a letter to the property owner.*

Discussion Item #3-Fralinger Proposal to Complete Survey of Block 63 Lot 3 *A motion was made by Mr. Facemyer to authorize Fralinger Engineering to complete the survey of Block 63 Lot 3 in the amount of \$10,500. The motion was seconded by Mr. Ritter and approved 5-0. Mr. Ritter asked that Fralinger's be notified that this needs to be completed as soon as possible.*

Discussion Item #4-May Meeting *The Clerk will not be available the night of the May meeting due to a family commitment. The Committee discussed changing the meeting date or having the administrative assistant cover the meeting. It was agreed to keep the scheduled meeting date with coverage.*

Discussion Item # 5-Clean Communities-CRHS Elite Physical Education has requested to do a Road Side Clean Up on May 21st. *A motion was made by Mr. Facemyer to approve the request. The motion was seconded by Mrs. Freitag and approved 5-0.*

Discussion Item #6-Telecommunications Access for Residents *Mr. Facemyer requested he be authorized to contact the consultant who assisted in the negotiations with Comcast in the past to assist with a current feasibility study that was completed for the very rural northern end of the Township. A motion was made by Mr. Shoemaker to authorize an agreement with Salmon Venures for an amount not to exceed \$1,500.00. The motion was seconded by Mr. Ritter and approved 5-0.*

Discussion Item #7-Preliminary Site Plan and Landscape Plan for Meadow Farm *The landscape plan was reviewed and discussed.*

CDC: (Hankins)- No Report.

Solicitor's Report-All items to be discussed in closed session.

Executive Session-Resolution 18-34 Potential Litigation-573 Shiloh Pike Sewer Connection and LTC MGMT Tax Appeal Settlement @7:57pm

**Hopewell Township
Executive Session
Resolution 18-34**

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 **Potential Litigation-LTC MGMT Tax Appeal & 573 Shiloh Pike;**
3. The Township Committee may take official action on the items discussed in Executive Session upon completion 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			
Joseph Shoemaker	X		X			

A motion was made by Mr. Facemyer to return to open session at 8:21 pm. The motion was seconded by Mr. Ritter and approved 5-0.

A motion was made by Mr. Facemyer to authorize the Clerk to execute the sewer escrow agreement for the property located at 573 Shiloh Pike. The motion was seconded by Mr. Ritter and approved 5-0.

A motion was made by Mr. Facemyer to request that Fralinger Engineering add the location of newly constructed items at Bostwick Lake to the existing survey. Any costs associated will be paid by the Bostwick Lake Commission. The motion was seconded by Mrs. Freitag and approved 5-0.

Discussion was held on requesting a proposal from a tax expert for the creation of tax abatement programs within the Redevelopment Area.

ADJOURN

There being no additional business, a motion was made by Mr. Facemyer to adjourn at 8:24 pm. The motion was seconded by Mrs. Freitag and approved 5-0.

NEXT SCHEDULED MEETING: May 17, 2018 @ 6:30pm

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