

**MINUTES**  
HOPEWELL TOWNSHIP COMMITTEE  
REGULAR MONTHLY MEETING  
July 13, 2017

Approved  
7/27/17

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 6, 2017. 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, Dylan Wulderk, Deputy Admin., T. Henry Ritter, Solicitor, Andrea Malcolm, Planner, Lt. Rick Bumbera, NJSP

A motion was made by Mr. Shoemaker to approve the minutes from the 6/15/17 Regular Meeting. The motion was seconded by Mr. Ritter and approved 5-0.

Lt. Bumbera NJ State Police provided an update. He reminded everyone to keep houses & car doors locked. Most burglaries are occurring during the day and are quick grab & go. He gave an overview of school safety practices that are being utilized. Mr. Ritter mentioned the activities that had occurred in the past at the Hopewell Park and at Dutch Neck Village. A noise ordinance was discussed where the offense would be measured by time frame, not volume.

**\*DEPARTMENT & COMMITTEE REPORTS**

**Administrator/Clerk:**

- Bid opening scheduled for July 19<sup>th</sup> at 11am for the final Home Rehab Program application for the 2016 grant.
- Obtained a quote from Max Communications to install a second monitor for the cameras in the Administrator's Office. \$1,329.70
- We will need to purchase the server from Municipal Software. The Tax Collection Program does not run on a Windows operating system. The Dell Server has a Windows Operating System. The total cost is \$6,170.
- Shane Godshall requested feedback for ideas to continue with programming at the park.
- Trash/Recycle Cans for the Business Park & Hopewell Park have been ordered.

**Construction:**

- 31 new permits processed for a total of \$7,436.00-June 2017

**Dog Registrar:**

- 399 licenses have been issued as of July 13, 2017

**Economic Development Committee:**

- Dylan will provide a report
- Hopewell Day Meeting *Meeting was held today. Different levels of sponsorship were discussed*

**Environmental Commission:**

- The July meeting was canceled. The next meeting will be on August 2<sup>nd</sup>.

**Hopewell/Stow Creek Fire Company:**

- The new fire truck was part of Woodstown's 4<sup>th</sup> of July Parade.
- The truck was activated for service on July 5<sup>th</sup>.

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

- Next Meeting July 19, 2017 will probably be canceled
- Zoning Permit Report  
June 2017 \$75.00

**Public Works/Road: (Shoemaker):**

- A culvert on Loatman Ave opened up. Dave has been in contact with Steve Nardelli regarding the repair.
- Picked up the picnic tables for the park from Home Depot. They are planning to stain them prior to installing them at the park.

**Tax & Sewer Collector:**

- June 2017 Cash Book Report (\$76,704.05 tax incl. interest and \$12,374.27 sewer incl. interest).
- The County has not certified the tax rate as of today. The delay is due to the revision of school budgets. The Tax Board is anticipating possibly having the rates at the end of next week. The County's Budget may also need to be revised depending on additional funding for the Vo-tech. There is no exact timeline for when tax bills will be able to be printed and mailed. If bills are not mailed by Monday July 17<sup>th</sup>, the grace period will need to be extended.

**Senior Center: (Freitag):**

- RCL Solar will be presenting their solar program on July 26<sup>th</sup>. They have been in contact with Jean regarding solar for the center. I am planning to attend their presentation to learn more about the process. I have included their email in your packet.

A bill listed dated 7/9/2017 prepared by Treasurer Young was provided. Mr. Ritter made a motion to approve the bill list totaling **\$120,971.38** (including Hankins bill & payroll) seconded by Mr. Facemyer approved 5-0 with Mayor Hankins abstaining for the Hankins bill.

7:00-**Public Hearing** for review of the performance and status of activities and to identify future Community Development activities for the Small Cities Program.

*Mark Blauer reviewed the status of the grants received and programs executed. The public hearing was opened on a motion by Mr. Facemyer, seconded by Mr. Ritter. Hearing no comments from the public, the hearing was closed on a motion by Mrs. Freitag, seconded by Mr. Shoemaker.*

7:10-Public Hearing-The purpose of the hearing is as follows: (1) to explain federal and state guidelines, (2) to review eligible and proposed program activities, (3) to consider proposals for an application under the Small Cities Community Development Block Grant Program, and (4) to receive citizen comments and recommendations.

*Mark Blauer reviewed the options for Small Cities grant applications for the township. The 2018 applications are due in September. The grants require a 15% match from the Township. The Public Hearing was opened on a motion by Mr. Ritter, seconded by Mrs. Freitag. Hearing no comments from the public, the hearing was closed on a motion by Mrs. Freitag, seconded by Mr. Shoemaker.*

#### **PUBLIC COMMENTS AND QUESTIONS:**

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

#### **OLD BUSINESS:**

- **COAH:** (Shoemaker)
  - 7/11/2016 Decision of Superior Court Appellate Division Overturms Affordable Housing Ruling Meaning "Gap Years' Won't Count in Requirements.
  - 1/18/17 Supreme Court Decision
  
- **Verizon/BPU Update**-A letter from Ted Baker was reviewed & discussed briefly.

#### **NEW BUSINESS:**

##### **Ordinances:**

2<sup>nd</sup> Reading & Public Hearing

##### **Ordinance 17-03**-Redevelopment Ordinance

*Andrea Malcom from Clarke, Caton, Hintz, gave an overview of the Redevelopment Plan. The public Hearing was opened on a motion by Mr. Shoemaker, seconded by Mr. Ritter. Hearing no comments from the public, the hearing was closed on a motion by Mr. Facemyer, seconded by Mr. Shoemaker.*

#### **HOPEWELL TOWNSHIP**

#### **ORDINANCE 17-03**

#### **AN ORDINANCE OF THE TOWNSHIP OF HOPEWELL, CUMBERLAND COUNTY, ADOPTING A REDEVELOPMENT PLAN FOR THE HOPEWELL TOWNSHIP BUSINESS PARK**

**WHEREAS**, on May 21, 2015, the Township Committee of the Township of Hopewell, in the County of Cumberland, and State of New Jersey (the "Township") adopted Resolution 15-43, authorizing the Hopewell Township Planning Board (the "Planning Board") to conduct a preliminary investigation to determine if Block 63, Lots 1.01, 1.02, 1.03 and 16 (the "Hopewell Business Park Redevelopment Area") met the statutory criteria for designation as an Area in Need of Redevelopment – Non-Condemnation; and

**WHEREAS**, on August 19, 2015, the Planning Board held a public hearing to review the findings of a preliminary study, and thereafter determined that the statutory criteria for an area in need of redevelopment, under N.J.S.A. 40A:12A-5(c), were met for the Hopewell Business Park Redevelopment Area; and

**WHEREAS**, by Resolution dated September 15, 2015, the Planning Board summarized and memorialized its findings as aforesaid, and recommended that the Hopewell Township Committee proceed with the preparation, and eventual adoption of a Redevelopment Plan for the Hopewell Business Park Redevelopment Area; and

**WHEREAS**, the Township Committee accepted the Planning Board's recommendation via Resolution 16-59, dated July 14, 2016; and

**WHEREAS**, Block 63, Lots 1.01, 1.02, 1.03, and 16 (the "Property") comprise the Hopewell Business Park Redevelopment Area; and

**WHEREAS**, the Property has been underdeveloped for many years; and

**WHEREAS**, the Planning Board directed its planning consultants, Philip B. Cation, PP, FAICP, and Andrea Malcolm, PP, AICP, of Clarke Caton Hintz, PC, to prepare a draft Redevelopment Plan concerning the Hopewell Business Park Redevelopment Area; and

**WHEREAS**, on November 21, 2016, the Planning Board held a regularly scheduled meeting to review the draft plan entitled “Hopewell Business Park / Senior Housing & Health Care Redevelopment Plan,” dated November 3, 2016, prepared by Clarke Caton Hintz, PC; and

**WHEREAS**, following the presentation of the aforementioned draft plan by Andrea Malcolm, PP, AICP, and an opportunity for public comments on November 21, 2016, the Planning Board adopted a Resolution, a copy of which is attached hereto as Exhibit A, and resolved that the draft Redevelopment Plan was consistent with the Township’s Master Plan and recommended that the Plan be adopted by the Township Committee; and

**WHEREAS**, a copy of the draft Redevelopment Plan as reviewed and recommended by the Planning Board is attached hereto as Exhibit B; and

**WHEREAS**, the Township Committee of the Township of Hopewell desires to approve the Redevelopment Plan in the form set forth in Exhibit B, attached hereto, and direct the Township’s Zoning Map be amended and superseded to reflect the provision of the Redevelopment Plan.

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

- A. The Redevelopment Plan, as filed in the Office of the Township Clerk and attached hereto as Exhibit B is hereby approved.
- B. The Zoning Map of the Township of Hopewell is hereby amended to incorporate the provisions of the Redevelopment Plan and delineate the boundaries of the property.
- C. The recitals of this Ordinance shall be reproduced in the minutes of the meeting where this Ordinance is finally adopted and shall serve as the reasoning of the Township Committee for the purpose of N.J.S.A. 40A:12A-7(f).
- D. This Ordinance shall take effect in the time and manner prescribed by law, and upon filing with the Cumberland County Planning Board.

**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			

**Ordinance 17-11**-Capital Ordinance for the Purchase of Tractor & Side Arm Mower *The public Hearing was opened on a motion by Mr. Facemyer, seconded by Mr. Shoemaker. Hearing no comments from the public, the hearing was closed on a motion by Mr. Facemyer, seconded by Mr. Ritter.*

**Hopewell Township  
Cumberland County  
State of New Jersey**

**Ordinance 17-11**

**A CAPITAL ORDINANCE PROVIDING FOR THE ACQUISITION OF VARIOUS EQUIPMENT AND APPROPRIATING THEREFOR THE AMOUNT OF \$90,000 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 Ninety Thousand (\$90,000) 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 tractor, together with all equipment, work and materials necessary therefor or incidental thereto.
- (b) Acquisition of one (1) 3-point hitch boom mower with 42” Boom Flail, 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			
Robin Freitag		X	X			
Joseph Shoemaker	X		X			

**Resolutions**

**\*Resolution 17-48**-Adoption of State Model Citizen Participation Plan for DCA Small Cities Program

**HOPEWELL TOWNSHIP**

**Resolution 17-48**

**Adoption of State Model Citizen Participation Plan for DCA Small Cities Program**

**Whereas**, Hopewell Township is an applicant for Department of Community Affairs Fiscal Year 2018 application(s) for a Housing Rehabilitation fund application in an amount not to exceed \$200,000 to rehabilitate owner occupied homes throughout Hopewell Township; and

**Whereas**, the Township will enter into grant agreement(s) for said grant(s) if approved; and

**Whereas**, that grant agreement(s) will require the Hopewell Township to comply with all federal regulations with respect to citizen participation; and

**Whereas**, Hopewell Township has reviewed the Citizen Participation Plan prepared for Small Cities CDBG grantees;

**Now, Therefore Be It Resolved** that the Mayor and the Township Committee of the Hopewell Township, County of Cumberland and State of New Jersey, that;

The Citizen Participation Plan developed by the New Jersey Department of Community Affairs, Small Cities CDBG is adopted by Hopewell Township; and

Hopewell Township will follow all regulations set forth in that document throughout the term of the grant agreement cited above.

	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 17-49**-Identifying Small Cities Fair Housing Officer

**Hopewell Township**

**Resolution 17-49**

**Identifying Small Cities Fair Housing Officer**

**Whereas**, Hopewell Township is applying for a Fiscal Year 2018 Small Cities Community Development Block Grant application(s) for a Housing Rehabilitation fund application in an amount not to exceed \$200,000 to rehabilitate owner occupied homes throughout Hopewell Township; and

**Whereas**, Hopewell Township must make efforts to affirmatively further fair housing; and

**Whereas**, Hopewell Township has reviewed various actions that would be acceptable to the New Jersey State Department of Community Affairs and the U.S. Department of Housing and Urban Development; and

**Whereas**, Hopewell Township has made assurances in the grant agreement that;

1. It will comply with the Housing and Community Development Act of 1974, as amended, and regulations issues thereto; and
2. It will comply with the Civil Rights Act of 1964, and the regulations issued thereto it; and
3. It will comply with the Fair Housing Act of 1968 and will affirmatively further fair housing; and
4. It will comply with the Age Discrimination Act of 1975 and with the Rehabilitation Act of 1973.

**Now, Therefore, Be It Resolved** that the Municipal Clerk shall be designated as the Small Cities Program Fair Housing Officer for Hopewell Township; and

**Be It Further Resolved** that the Fair Housing Officer shall contact the USHUD Regional Office of Housing and Equal Opportunity and the NJ Division on Civil Rights, inform those agencies of his/her appointment as Fair Housing Officer and request Fair Housing Information; and

**Be It Further Resolved**, that the Fair Housing Officer shall provide fair housing advisory services and assistance and referral advice to persons requesting such assistance from the Township of Hopewell; and

**Be It Further Resolved**, that the Hopewell Township will publish in the local newspaper of record and post at the Township Municipal Building a public notice announcing the appointment of the

Fair Housing Officer and the availability of local fair housing advisory services.

	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 17-50-Approving Housing Rehabilitation Grant Management Plan**

**Hopewell Township  
Resolution 17-50**

**Approving Housing Rehabilitation Grant Management Plan**

**WHEREAS**, Hopewell Township will apply for \$200,000 in Fiscal Year 2018 CDBG funds for a Housing Rehabilitation project to be implemented in 2018 within the Township;

**WHEREAS**, the NJ Department of Community Affairs requires Hopewell Township to prepare a Grant Management Plan to define project staffing and project activities;

**WHEREAS**, the NJ Department of Community Affairs requires Hopewell Township to officially adopt its Grant Management Plan;

**WHEREAS**, the Township has prepared a Grant Management Plan for its Fiscal Year 2018 Housing Rehabilitation program;

**NOW, THEREFORE BE IT RESOLVED** that the Township Committee of the Township of Hopewell adopts the Grant Management Plan prepared by Blauer Associates for the Fiscal Year 2018 Housing Rehabilitation program.

	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 17-51-Approving of Housing Rehabilitation Policies and Procedures Manual**

**Hopewell Township  
Resolution 17-51**

**Approving of Housing Rehabilitation Policies and Procedures Manual**

**WHEREAS**, Hopewell Township will apply for \$200,000 in Fiscal Year 2018 CDBG fund for a Housing Rehabilitation project to be implemented in 2018 within the Township;

**WHEREAS**, the Housing Rehabilitation project will be governed by a Policies and Procedures Manual;

**WHEREAS**, the NJ Department of Community Affairs requires Hopewell Township to officially adopt its Policies and Procedures Manual;

**WHEREAS**, the Township has prepared a Policies and Procedures Manual for its Fiscal Year 2018 Housing Rehabilitation program;

**NOW, THEREFORE BE IT RESOLVED**, that the Township Committee of the Township of Hopewell adopts the Policies and Procedures Manual produced by Blauer Associates for the Fiscal Year 2018 Housing Rehabilitation program.

	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 17-52-Authorization to Apply for a \$200,000 Grant for the 2018 Housing Rehabilitation**

**Hopewell Township  
Resolution 17-52**

**Authorization to Apply for a \$200,000 Grant for the 2018 Housing Rehabilitation**

**Whereas**, Hopewell Township desires to apply for and obtain a grant from the New Jersey Department of Community Affairs for approximately \$200,000 to carry out a Fiscal Year 2018 Housing Rehabilitation fund project to assist low and moderate income homeowners throughout Hopewell.

**Be it therefore RESOLVED**,

- 1) that Hopewell Township does hereby authorize the application for such a grant, and,

2) recognizes and accepts that the Department may offer a lesser or greater amount and therefore, upon receipt of the grant agreement from the New Jersey Department of Community Affairs, does further authorize the execution of any such grant agreement; and also, upon receipt of the fully executed agreement from the Department, does further authorize the expenditure of funds pursuant to the terms of the agreement between the Township of Hopewell and the New Jersey Department of Community Affairs.

**Be it further RESOLVED**, that the persons whose names, titles, and signatures appear below are authorized to sign the application, and that they or their successors in said titles are authorized to sign the agreement to sign the agreement, and any other documents necessary in connection therewith:

	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 17-53-Authorization to Sell Surplus Equipment-Fire Trucks**

**TOWNSHIP OF HOPEWELL  
RESOLUTION 17-53**

Resolution Authorizing the Sale of Public Property On-Line Through a New Jersey State Contract Auction Service.

**WHEREAS**, the Township of Hopewell has certain surplus property, as set forth in Attachment A, which is no longer needed for public use; and

**WHEREAS**, said surplus property shall be sold at an On-Line auction through New Jersey State Contract vendor GovDeals, Incorporated, posted on the GovDeals website at [www.govdeals.com](http://www.govdeals.com); and

**WHEREAS**, the On-Line auction shall be conducted pursuant to the provisions of N.J.S.A. 40A:11-36, New Jersey State Contract A-83453 and New Jersey Local Finance Notice 2008-9; and

**WHEREAS**, said surplus property has a value believed in excess of \$500.00; and

**WHEREAS**, the terms and conditions of the Agreement entered into by and between the Township of Hopewell and GovDeals, Incorporated, are available on the GovDeals website and available with the Township Clerk.

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

1. That the items listed in Attachment A are hereby declared surplus property, to be forthwith advertised for public sale pursuant to N.J.S.A. 40A:11-36 and New Jersey Local Finance Notice 2008-9.
2. That said items shall be sold at an On-Line auction to the highest bidder through New Jersey State Contract vendor GovDeals, Incorporated, in accordance with New Jersey State Contract A-83453 and New Jersey Local Finance Notice 2008-9.

	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			

**Discussion Item #1-**Ordinance to regulate hours of operation & storage of vehicles for Auto Repair Facilities within the HCB Zone *Mr. Facemyer suggested contacting the property owner and tenant for the location where complaints had been received before introducing an ordinance. Solicitor Ritter will send letters.*

**Discussion Item #2-** Farmland Leases-Payment has not been received for Lease agreements *Discussion was held regarding the non-payment of the lease and the options the Twp may take. The tenant was notified in April that they are in default of the lease agreement for non-payment. The tenant has maintained the weeds and planted soy beans.*

**Discussion Item #3-**The CCIA is proposing a shared services agreement for stormwater maintenance. *The Committee was in agreement to express interest in the Shared Service. Money from Clean Communities grant could be used.*

**CDC:** (Hankins) *No meeting was held.*

**Solicitor's Report-** *Solicitor Ritter suggested Michael Fralinger or Bill Horner, Jr as a conflict Solicitor for the handling of the issues with Ordinance 00-08. The Committee was in agreement to have Solicitor Ritter contact Mr. Fralinger to see if he would be available.*

**EXECUTIVE SESSION-** Resolution 17-54 Personnel-Public Works Department-Addition of Part Time, On Call employee and Real Estate-Potential Property Acquisition @ 8:35 pm.

**Hopewell Township  
Executive Session  
Resolution 17-54**

**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 matter to be discussed is **Personnel-On Call Part Time Employee for Public Works Department and Real Estate-Potential Property Acquisition;**
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.

	<b>MOVED</b>	<b>SECONDED</b>	<b>AYES</b>	<b>NAYS</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
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 8:49 pm. The motion was seconded by Mr. Ritter and approved 5-0.

A motion was made by Mr. Facemyer to obtain appraisals for potential acquisition. The motion was seconded by Mr. Ritter and approved 5-0.

There being no additional business, a motion was made by Mr. Facemyer to adjourn at 8:51 pm. The motion was seconded by Mrs. Freitag and approved by a unanimous vote of the Committee members present.

**NEXT SCHEDULED MEETING:** Thursday July 27, 2017 @ 6:30 pm

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