

MINUTES
HOPEWELL TOWNSHIP COMMITTEE
REGULAR MONTHLY MEETING
July 19, 2018

Approved
8/16/18

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, Twp Clerk/Administrator, T. Henry Ritter, Solicitor, Lt. Derek Leyman, NJSP, Dave Schoch, HSCFD, Jeff Shimp, Resident.

***Approval of Minutes** of 6/21/18 Regular Meeting

A motion was made by Mr. Shoemaker to approve the minutes of 6/21/2018 Regular Meeting. The motion was seconded by Mr. Facemyer and approved 5-0.

Lt. Derek Leyman-NJSP

Lt. Leyman reviewed the statistics for the month of June for Hopewell Township. The Committee inquired about the status of the theft of items from the Township in February. Lt. Leyman stated that they have a suspect and will let us know when an arrest is made. An arrest has been made in the robbery of Newfield Bank. There will be 13 new troopers at the Bridgeton Baracks from the recent NJSP Academy class.

****6:45 pm**Public Hearing-NJ DCA 2019 Applications**

Mark Blauer was present to conduct the public hearing for applications for the 2019 ADA Small Cities Grants. Different ideas for possible applications were discussed. Mr. Blauer did not feel that there are any possible applications that would be approved for this round of funding and the Committee agreed. Mrs. Freitag would like to have applications for the Small Cities Home Rehab Program distributed to residents whose property appear to be in a state of need. Notification of the availability of the program will be included with each tax bill. The public hearing was closed on a motion by Mr. Facemyer, seconded by Mrs. Freitag.

***DEPARTMENT & COMMITTEE REPORTS**

Administrator/Clerk:

- Solid Waste Hauling contract with Earth Tech expires at the end of this year. I have been working on changes to the bid package in order to have it ready for the 60 day notice as required. In the past, the bids were received at the November meeting. *The Clerk suggested having the bid opening at the October meeting and the Committee agreed.*
- Pet Smart Grant for the TNVR Program opens for applications on August 1st.
- I will be working with Neil to have the Sewer Ordinance revised and updated for introduction at the September meeting.

Assessor:

- Farmland Assessment forms were mailed and are being returned. The deadline to file is August 1st.

Bostwick Lake Commission (Facemyer):

- A meeting will be scheduled with the Bostwick Lake Commission and Carl Mehaffey and his attorney regarding the use of the lake for irrigation.

Code Enforcement:

- Report included in your packet

Construction:

- May Permit Fees-\$3,360 total fees collected
- June Permit Fees-\$4,762 total fees collected

Dog Registrar:

- 386 licenses have been issued as of July 19, 2018

Economic Development Committee:

- The next Hopewell Day Committee meeting is Friday 7/20 at the Amish Market

Engineer:

- The Senior Center Parking Lot Expansion is complete except for the lights.
- Bid opening for Homestead Place repaving is scheduled for 8/2 @ 10am.

Fire Official:

- I met with the Business Administrator and Fire Chief in Bridgeton on July 9th to discuss a possible shared service. I will request a 30 day extension from the State.

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

- June Zoning Report \$15.00
- The July Planning Board meeting was held on 7/18.

Public Works/Road: (Shoemaker):

- Stormwater drain markers have all been installed.
- All buildings are in compliance with Fire Code. Emergency lights have been installed at the Senior Center and in the municipal building.
- Ceilings have been repaired from roof leaks.
- Working on a landscape plan for around the municipal building.

Tax & Sewer Collector:

- June 2018 Cash Book Report (\$143,427.76 tax incl. interest and \$20,843.45 sewer incl. interest).
- 2018 Preliminary Tax Rate has been received. The County Tax Board is scheduled to certify the rate at a meeting today. Liz is anticipating to start printing on Monday and bills to be mailed out by the end of next week. The grace period will be extended accordingly.

Senior Center: (Freitag):

- An Update from Jean is included in your packet

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

***Approval of bills:** A bill listed dated 7/14/2018 prepared by Treasurer Young was provided. Mr. Ritter made a motion to approve the bill list totaling **\$891,558.71** (including payroll & Hankins bill) seconded by Mr. Facemyer and approved 5-0 with Mayor Hankins abstaining for the Hankins bill.

***Treasurer's Report**

A motion was made by Mr. Facemyer to accept the Treasurer's Report dated 7/14/2018 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)*

Dave Schoch from the Hopewell Stow Creek Fire Department commented on the fairness of singling out certain property owners for the home Rehab Program and that they may be offended if they receive the application intended for low to moderate income home owners. He also inquired about the status of the purchase of the pick up for the Fire Department. Mayor Hankins had spoken to the Mayor from Stow Creek. We are waiting for confirmation that Stow Creek will pay for their 25% share of the cost. Mr. Schoch will obtain updated pricing.

Jeff Shimp inquired who the farmer is that is leasing the fields at the Park.

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

OLD BUSINESS:

NEW BUSINESS:

Ordinances

Public Hearing, 2nd Reading & Adoption

18-10-Adopting the Redevelopment Plan for the Hopewell Business Park

A motion was made by Mr. Facemyer, seconded by Mrs. Freitag to open the public hearing for Ordinance 18-10. Discussion was held regarding the requested changes that had been made. The Committee verified that the density had been reduced to a maximum to 3 units per acre. Mr. Shimp stated that a good portion of the lot is wet and unusable. He stated that there is 28 tillable acres. Hearing no additional comments from the public, the public hearing was closed on a motion by Mr. Ritter, seconded by Mr. Shoemaker.

HOPEWELL TOWNSHIP

ORDINANCE 18-10

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

WHEREAS, on February 15, 2018, the Township Committee of the Township of Hopewell, in the County of Cumberland, and State of New Jersey (the "Township") adopted Resolution 18-24, 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, 3 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 April 18, 2018, 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 April 18, 2018, 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 18-32, dated April 19, 2018; and

WHEREAS, Block 63, Lots 1.01, 1.02, 1.03, 3 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 May 16, 2018, the Planning Board held a regularly scheduled meeting to review the draft plan entitled “Hopewell Business Park / Senior Housing & Health Care Redevelopment Plan,” dated April 30, 2018, 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 May 16, 2018, 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			
Greg Facemyer		X	X			
Robin Freitag	X		X			
Joseph Shoemaker			X			

Introduction-

18-12-Special Emergency for the Purpose of Preparing a Revision and Codification of the Ordinances of the Township of Hopewell

**HOPEWELL TOWNSHIP
CUMBERLAND COUNTY
ORDINANCE 18-12**

AN ORDINANCE AUTHORIZING A SPECIAL EMERGENCY APPROPRIATION IN THE AMOUNT OF \$10,500.00 FOR THE PURPOSE OF PREPARING A REVISION AND CODIFICATION OF TOWNSHIP ORDINANCES OF THE TOWNSHIP OF HOPEWELL, CUMBERLAND COUNTY, NEW JERSEY.

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

- Section 1. The preparation of a revision and codification of the ordinances of the Township of Hopewell, Cumberland County, New Jersey, is hereby authorized, and a special emergency appropriation in the amount of \$10,500.00 is hereby authorized pursuant to the Local Budget Law (N.J.S.A. 40A:4-53) and shall be deemed a special emergency appropriation as defined and provided for in N.J.S.A. 40A:4-55.
- Section 2. A copy of this ordinance as finally adopted shall be filed with the Director of the Division of Local Government Services in the Department of Community Affairs of the State of New Jersey.
- Section 3. This ordinance shall take effect in accordance with applicable law.

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			

Resolutions-

***Resolution 18-46-2017 Audit**

**HOPEWELL TOWNSHIP
RESOLUTION 18-46
2017 Annual Report of Audit**

WHEREAS, N.J.S.A. 40A:5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions, and

WHEREAS, The Annual Report of Audit for the year 2017 has been filed by a Registered Municipal Accountant with the Municipal Clerk as per the requirements of N.J.S. 40A:5-6. and a copy has been received by each member of the governing body, and

WHEREAS, The Local Finance Board of the State of New Jersey is authorized to prescribe reports pertaining to the local fiscal affairs, as per R.S. 52:27BB-34, and

WHEREAS, The Local Finance Board has promulgated a regulation requiring that the governing body of each municipality shall by resolution certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, as a minimum, the sections of the annual audit entitled:

WHEREAS, the members of the governing body have personally reviewed as a minimum the Annual Report of Audit, and specifically the sections of the Annual Audit entitled:

General Comments and Recommendations

as evidenced by the group affidavit form of the governing body, and

WHEREAS, Such resolution of certification shall be adopted by the Governing Body no later than forty-five days after the receipt of the annual audit, as per the regulations of the Local Finance Board, and

WHEREAS, All members of the governing body have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board, and

WHEREAS, Failure to comply with the promulgations of the Local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of R.S. 52:27BB-52A to wit:

"A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year or both, in addition shall forfeit his office."

NOW THEREFORE BE IT RESOLVED, That the Township Committee of the Hopewell Township of the County of Cumberland hereby states that it has complied with the promulgation of the Local Finance Board of the State of New Jersey dated July 30, 1968 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

	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			

***Resolution 18-47-Authorize Shared Service with Bridgeton for Jetter/Vac Truck and Operator**

**Hopewell Township
Resolution 18-47**

**Resolution Authorizing Agreement for Jetter/Vac Truck and Operator Shared Services
with the City of Bridgeton**

WHEREAS, Hopewell Township is desirous of entering into an agreement with the City of Bridgeton for Jetter/Vac Truck and Operator Shared Services; and

WHEREAS, an Agreement for said services has been approved by the City of Bridgeton; and

WHEREAS, the Township Committee of the Township of Hopewell believes that it is in the best interest of the Township to have the City of Bridgeton provide Jetter/Vac Truck and Operator Services to the Township; and

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hopewell, that the Mayor and Township Clerk are authorized to sign the attached shared services agreement with the City of Bridgeton for Jetter/Vac Truck and Operator Shared Services to automatically renew each year on January 1st.

ADOPTED, at a regular meeting of the Township Committee of the Township of Hopewell held on July 19, 2018 at 6:30 pm.

	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			

***Resolution 18-48**-Change Order #1 in the Amount of \$22,343.90 for the WCSC Parking Lot Expansion

**TOWNSHIP OF HOPEWELL
CUMBERLAND COUNTY
NEW JERSEY
RESOLUTION 18-48**

Change Order #1 for ADA WCSC Parking Lot Expansion

WHEREAS, the Township of Hopewell awarded ADA Parking Lot Expansion at the West Cumberland Senior Center to **Gerald A. Barrett, LLC**, 329 Lakedale Road, Berlin, NJ 08009 in the amount of \$ 111,739.52;

WHEREAS, during the expansion project, the existing parking area was found to have a substandard depth of asphalt paving, therefore additional costs for these unforeseen expenses have arose; and

WHEREAS, the cost for the additional materials and labor to finish/re-finish the areas noted will increase the contract in the amount of \$22,343.90 with no anticipated change to contract time of completion; and

WHEREAS, the Township Engineer recommends the following Change Order No. 1 as being necessary, within scope of project cost, and beneficial to overall completion of work; and

NOW, THEREFORE, BE IT RESOLVED that Change Order No. 1 for ADA Parking Lot Expansion; in the amount of \$22,343.90 is hereby approved for a total Contract price of \$134,083.42.

Subject to a Certification of Funds statement by the CFO, and

That the Presiding officer of this body be and is hereby directed to sign for and on its behalf the contract in the prescribed form for said construction, and

That the Clerk of this body be and is hereby directed to seal said contract with the corporate seal of this body and to attest to the same.

	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-Hours at the Convenience Center-Extended Hours During DST on Wednesday and Open at 7 on Saturday *Discussion was held regarding extending the hours at the convenience center during daylight savings time. The current hours are not convenient for most residents who work later in the afternoon/early evening. A motion was made by Mr. Facemyer to have extended hours of Wednesday 7am-7pm and Saturday 7am-5pm during daylight savings time. The motion was seconded by Mr. Shoemaker and approved 5-0. The Convenience Center's staff hours will be adjusted accordingly.*

Discussion Item #2-Fire Official-Shared Service with Bridgeton *Discussion was held on the matter of appointing a Fire Official. It was the decision of the Twp Committee to move forward with a shared service agreement with the City of Bridgeton.*

**Hopewell Township
Resolution 18-49**

**Resolution Authorizing Agreement for Fire Official/Fire Inspector Shared Services
with the City of Bridgeton**

WHEREAS, Hopewell Township is desirous of obtaining an agreement with the City of Bridgeton for Fire Official/Fire Inspector Shared Services; and

WHEREAS, an Agreement for said services has been approved by the City of Bridgeton; and

WHEREAS, the Township Committee of the Township of Hopewell believes that it is in the best interest of the Township to have the City of Bridgeton provide Fire Official/Fire Inspector Services to the Township; and

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hopewell, that the Mayor and Township Clerk are authorized to sign the attached shared services agreement with

the City of Bridgeton for Fire Official/Fire Inspector Shared Services for calendar years beginning September 1, 2018 and renewing each year on January 1st.

ADOPTED, at a regular meeting of the Township Committee of the Township of Hopewell held on July 19, 2018 at 6:30 pm.

	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			

Discussion Item #3-Farmland Preservation Program (Hopewell Farmland Partnership-Cramer) *A motion was made by Mr. Facemyer to table further discussion until the August 16, 2018 meeting. The motion was seconded by Mrs. Freitag and approved 5-0.*

Discussion Item #4-Legal OE Budget-Mr. Facemyer explained that some items have been charged to the Legal OE line item which could be reclassified to Economic Development since the charges are related to discussions with potential developers for the business park. He asked that the CFO scrutinize the legal bills in the future to see if charges should be charged to lines other than the Legal OE.

CDC: (Hankins)-

Solicitor's Report-Solicitor T. Ritter reviewed items he has worked on. The survey for the Hendrick's House property in the business park. The total acreage is 50.70 acres. Matt has notified the title agency to release the amount escrowed at closing. Mr. Ritter will forward the extra copies of the survey to the township for the files.

Correspondence addressing the irrigation issues at Bostwick Lake were discussed. Solicitor Ritter would like to see Upper Deerfield's Solicitor be more active in dealing with this issue.

Correspondence was received from an attorney represented a neighboring property owner to the Pease Lane property with a Use Variance application that has been submitted to the Land Use Board. Solicitor Ritter informed the Committee that he would not be able to handle any further issues with the neighboring property owner due to a conflict.

Solicitor Ritter reviewed a recent letter received from Jeffrey Surienian regarding the status of COAH. Solicitor Ritter felt that the final option proposed in the letter is the best for the Township. A committee will need to be formed to create an affordable housing plan. His estimate is that 90% of housing in Hopewell Township is affordable housing by the guidelines given.

There are no new updates regarding the Manor tax appeal. As of the time of the meeting, they had not yet submitted the requested information.

Committeeman Ritter would like to have the lease agreement adjusted for the creation of a 10' walking path at the park. The Lessee of the property has requested a \$600 reduction in the rent. The actual acreage of the area where the Recreation Committee would like to have the walking path will need to be calculated to determine the correct dollar amount for the reduction of the lease amount to be paid.

ADJOURN

There being no additional business, a motion was made by Mr. Facemyer to adjourn at 8:11 pm. The motion was seconded by Mrs. Freitag and approved 5-0.

NEXT SCHEDULED MEETING: August 16, 2018 @ 6:30pm

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