

HOPEWELL TOWNSHIP COMMITTEE
MINUTES OF THE REGULAR MONTHLY MEETING
March 25, 2010

Flag Salute

Sunshine Statement:

In compliance with the 'Open Public Meetings Law' the Regular Meeting was duly advertised by an annual notice sent to the News of Cumberland County, the Press of Atlantic City, and WSNJ on January 15, 2010. Notices were placed on the Municipal Office bulletin board on the same date.

Officials Present: Hankins, Facemyer, Freitag, Ritter, Shoemaker. Others: Sol. T. Henry Ritter, Asst. Sol. Matthew Ritter, A. Clerk E. Daddario, Treasurer Lois Buttner. Others: Bruce Cobb, Tom Tedesco, Zarko Rajacich and Planning Board Member Alfred Caggiano, Jr.

Facemyer, seconded by Ritter, moved for **Approval of Minutes** of 3/11/10 Regular Meeting. (Including Resolutions Passed). Approved (5-0).

Facemyer, seconded by Ritter, moved to approve the **Treasurers Report of Account Balances** 3/25/10 as submitted. Approved (5-0).

The following ordinance was approved upon introduction:

HOPEWELL TOWNSHIP ORDINANCE 10-02
CALENDAR YEAR 2010
ORDINANCE TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION LIMITS
AND
TO ESTABLISH A CAP BANK (N.J.S.A. 40A: 4-45.14)

WHEREAS, the Local Government Cap Law, N.J.S. 40A: 4-45.1 et seq., provides that in the preparation of its annual budget, a municipality shall limit any increase in said budget to 2.5% unless authorized by ordinance to increase it to 3.5% over the previous year's final appropriations, subject to certain exceptions; and,

WHEREAS, N.J.S.A. 40A: 4-45.15a provides that a municipality may, when authorized by ordinance, appropriate the difference between the amount of its; actual final appropriation and the 3.5% percentage rate as an exception to its final appropriations in either of the next two succeeding years; and,

WHEREAS, the Township Committee of the Township of Hopewell in the County of Cumberland finds it advisable and necessary to Increase its CY 2010 budget by up to 3.5% over the previous year's final appropriations, in the Interest of promoting the health, safety and welfare of the citizens; and,

WHEREAS, the Township Committee hereby determines that a 3.5% increase in the budget for said year, amounting to \$ 44,582.50 in excess of the Increase In final appropriations otherwise permitted by the Local Government Cap Law, Is advisable and necessary; and,

WHEREAS the Township Committee hereby determines that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years.

NOW THEREFORE BE IT ORDAINED, by the Township Committee of the Township of Hopewell , in the County of Cumberland, a majority of the full authorized membership of this governing body affirmatively concurring, that, In the CY 2010 budget year, the final appropriations of the Township of Hopewell, shall, In accordance with this ordinance and N.J.S.A. 40A: 4-45.14, be Increased by 3.5%, amounting to \$ 44,582.50, and that the CY 2010 municipal budget for the Township of Hopewell be approved and adopted in accordance with this ordinance; and,

BE IT FURTHER ORDAINED, that any that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years; and,

BE IT FURTHER ORDAINED, that a certified copy of this ordinance as introduced be filed ,with the Director of the Division of Local Government Services within 5 days of Introduction; and,

BE IT FURTHER ORDAINED, that a certified copy of this ordinance upon adoption, with the recorded vote included thereon, be filed with said Director within 5 days after such adoption.

Motion By: Facemyer Second by: Ritter

Roll Call Vote:

Hankins: Aye Facemyer: Aye Freitag: Aye Ritter: Aye Shoemaker: Aye

The following resolution was approved upon introduction:

RESOLUTION NO. 10-32
2010 BUDGET FOR HOPEWELL TOWNSHIP
County of Cumberland and State of New Jersey

WHEREAS, New Jersey State Statute N.J.S.A.40A:4-5 provides for the introduction and approval of a yearly budget for all municipalities; and,
WHEREAS, the Hopewell Township Municipal Budget is being introduced on March 25, 2010; and
WHEREAS, the Municipal Auditor and Municipal Finance Officer certifies that the approved Budget annexed hereto and hereby made a part is an exact copy of the original on file with the clerk of the Governing Body, that all additions are correct, all statements contained herein are in proof, and the total of anticipated revenues equals the total of appropriations; and
WHEREAS, at least one week prior to the date of public hearing , April 22, 2010, a complete copy of the budget will be made available at the county library and the Hopewell Township Municipal building for public inspection.
THEREFORE BE IT RESOLVED, that advertisement of the Budget will be at least ten days before a public hearing held at the Township Municipal Building, 590 Shiloh Pike Bridgeton, NJ at 7:00pm. This hearing is in compliance with N.J.A.C. 5:30-1.12, being at least 28 days after introduction of the Budget.

Motion: Facemyer

Second: Shoemaker

Roll Call: Ayes: Hankins, Facemyer, Freitag, Ritter, Shoemaker

DEPARTMENT & COMMITTEE REPORTS:

Administrator: On March 23rd, President Obama issued a major disaster declaration for the State of New Jersey for the February 5-6, 2010 snowstorm. Application for funds will be filed with FEMA as soon as details are available. **Clerk** reviewed figures from a Census 2010 Update notice which listed Hopewell Township among the leaders on local municipalities for participation in mail responses. **Dog Registrar** reported 310 Licenses issued as of 3/24/10. **Convenience Center:** has issued 1209 Permits issued as of 3/24/10. A Cumberland County Department of Health Inspection Report for a March 17th 2010 inspection shows that the facility is in compliance. **Economic Development:** The director reported on the results from the March 24th public auction of the former Susquehanna Bank building. A bid of \$225,000.00 was received from Accredited Dermatology Inc. **Engineer** reports that the Orchard Crest/Apple Tree Court resurfacing project has been advertised with bid opening scheduled for April 1st, at 10:00 am.

A bill list dated 03/25/10 prepared by Treasurer Buttner was provided. Facemyer, seconded by Ritter, motion for **Approval of bills** totaling **\$508,431.77** on the prepared list (Including Payroll) was approved 5-0.

The Mayor asked if there were any questions or comments and opened the meeting to **PUBLIC COMMENTS**. Tom Tedesco, who was in attendance at the advertised budget meeting, preceding the Township Committee meeting, asked for clarification on figures regarding appropriations and cuts in state aid. He then thanked the Committee for their efforts to keep property tax increases at a minimum. There being no further public comment, at 7:23pm, Ritter, seconded by Shoemaker, moved the meeting to **OLD BUSINESS**.

OLD BUSINESS:

COAH: Shoemaker and Sol. T. Henry Ritter gave a brief summary on the *Housing Opportunity Task Force Findings and Recommendations Report* submitted to Governor Christie on March 19th 2010. It suggests that the Council on Affordable Housing's methodology did not produce a desired quantity of affordable housing, and has led to costly and burdensome regulations that have fallen short of the stated goal. It also contains recommendations, that when implemented, "would significantly change the way the State of New Jersey meets its affordable housing obligation and produce a less burdensome and more realistic, reasonable and sustainable method for delivering affordable housing in New Jersey".

Comcast Franchise Renewal Update: Facemyer reported that a meeting was scheduled with Comcast representatives for Tuesday, March 30th to continue negotiations on the contract renewal.

Sewer Upgrade Project: New bid specifications have been advertised with the bid opening scheduled for April 1, at 11:00am.

Facemyer, seconded by Ritter moved to **accept a bid of \$225,000.00** from Rami E Geffner for the purchase of the former Susquehanna Bank building, 500 Shiloh Pike. (Approved 5-0)

Bostwick Lake: Mayor Hankins noted that on March 13th the mayors from the Bostwick Lake municipalities met to discuss future direction for management of the lake and surrounding grounds. Recommendations will be forthcoming.

NEW BUSINESS

The following resolutions were passed:

TOWNSHIP OF HOPEWELL
County of Cumberland and State of New Jersey
RESOLUTION NO. 10-29
HONORING LEROY D. BROOKS

WHEREAS, the Governing Body wishes to record its deep sorrow over the passing of Leroy D. Brooks; and

WHEREAS, LeRoy D. "Roy" Brooks was a long time resident of Hopewell Township and owner of Brookside Nursery in Hopewell Township; and

WHEREAS, Roy served on the Hopewell Township Committee for 18 years, 13 as the Mayor, on the Hopewell Township Planning Board and was a member of the Hopewell Township Board of Education for nine years; and

WHEREAS, the Township Committee is grateful for his many contributions and service to his fellow citizens of Hopewell for more than 50 years; and

WHEREAS, Roy's service was given with such devotion that he has earned the respect, admiration and friendship of the citizens of our community through his professional leadership and dedication.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hopewell, that the Committee and the entire Municipal staff hereby expresses their heartfelt sympathy to the family of LeRoy D. Brooks while simultaneously celebrating his life; and

BE IT FURTHER RESOLVED that the Township Committee hereby proclaims its sincere appreciation for LeRoy D. Brooks' contributions to the benefit of Hopewell Township and the greater Cumberland County area; and

IT IS FURTHER RESOLVED THAT this resolution be transcribed in the minutes of the Governing Body and that the Clerk is hereby directed to forward a copy of this resolution to the family of LeRoy D. Brooks.

THIS RESOLUTION IS HEREBY ADOPTED by the Township Committee of the Township of Hopewell at its regular meeting held on March 25, 2010 at 590 Shiloh Pike, Bridgeton, New Jersey.

Motion by: Shoemaker
Aye: Hankins, Facemyer, Freitag, Ritter, Shoemaker
Absent: None

Second by: Facemyer
Nay: None
Abstain: None

HOPEWELL TOWNSHIP
RESOLUTION NO. 10-30
A RESOLUTION PROVIDING FOR AMENDMENT TO
THE PERSONNEL POLICY

WHEREAS, the personnel policy manual of the Township of Hopewell, County of Cumberland and State of New Jersey, last amended in October of 2008 and established on September 1, 2005, requires amendments in order to conform with legal precedent and necessity.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of Hopewell Township after meeting in regular session as follows:

Section 1. That the personnel policy manual of the Township of Hopewell shall be amended as provided in Exhibit A attached hereto and made a part hereof.

Section 2. This Resolution shall be in full force and effect from and upon its adoption in accordance with the law, the administrator of the Township of Hopewell is hereby instructed to provide for the incorporation of the amendment attached hereto into the written policy for distribution to employees of the Township forthwith.

Motion: Ritter
Aye: Hankins, Facemyer, Freitag, Ritter, Shoemaker
Absent: None

Second: Facemeyer
Nay: None
Abstain: None

EXHIBIT A
EMAIL POLICY FOR ELECTED OFFICIALS AND EMPLOYEES

Emails pertaining to Hopewell Township business are considered public records. Therefore, when elected officials and employees of Hopewell Township utilize emails to discuss and communicate issues regarding Township business, such communication is considered a public record. The Township of Hopewell is responsible to maintain all public records and therefore, the purpose of this policy is to maintain such email communications and to provide for efficient records management, not only for the Township of Hopewell, but for the individuals who utilize email to discuss any Township business.

Therefore, the Township of Hopewell hereby adopts the following email policy for elected officials and employees:

1. All members of the governing body and members of the Planning and Zoning Boards will be provided with an email account in order to transact communications pertaining to Hopewell Township business.
2. Employees of Hopewell Township will be provided with an email account to transact official business.
3. Upon receiving an assigned email account, the individual obtaining such an account will provide the Township Clerk with a signed Consent form which will memorialize compliance with all the terms of this policy.
4. Each individual utilizing an email account will agree as follows.
 - A. The account will only be used for official business of Hopewell Township. In the event the individual receives an email on their personal computer or email account relating to Township business, they will copy the email together with all attachments to their official Township of Hopewell email account. The response to such communication will be from the official Township of Hopewell email account.
 - B. The respondent will also notify anyone who communicates to their personal email account regarding Township business that all future correspondence and emails pertaining to the Township of Hopewell must be sent to their official Township email address.
 - C. In the event the individual receives a personal email on their Township account, they will advise the sender that personal emails should not be sent to their Township of Hopewell account.
5. Each individual utilizing an email account agrees never to correspond with the majority of the members of the governing body or any official Hopewell Township Board. If an individual wants to communicate with all members of a Board or the Governing Body, they should direct such correspondence to the Township Administrator and request to be heard at the next regularly scheduled meeting when the Committee or Board convenes.
6. The email account and all access information shall be the property of Hopewell Township and the individual utilizing the email account understands, acknowledges and consents to the Hopewell Township Administration having access to the account and that all communications contained therein, except where otherwise excluded by law, may be subject to public disclosure.
7. Each individual utilizing the email account will take no action in anyway to permanently delete any information or emails that are sent to the Township of Hopewell email account.
8. The municipality will agree to maintain and properly “back-up” all emails accordance with all New Jersey State record retention laws.
9. Each individual elected or appointed to any board, committee, commission and all employees in the Township of Hopewell understands that the use of Personal email accounts to engage in Township business may result in those personal accounts being subject to the provisions of the Open Public Records Act (OPRA) and / or other statutes pertaining to access to government records.

**HOPEWELL TOWNSHIP
RESOLUTION NO. 10-31
A RESOLUTION CHANGING PETTY CASH MONETARY AMOUNT**

WHEREAS, N.J.S.A. 40A:5-21 authorizes the establishment of a Petty Cash Fund; and
WHEREAS, it is the desire of The Township of Hopewell , County of Cumberland and State of New Jersey that the petty cash fund for the Hopewell Township Clerk be increased from \$75.00 to \$200.00; and

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of Hopewell Township, County of Cumberland hereby authorizes such action and two copies of this resolution be filed with the Division of Local Government Services, New Jersey Department of Community Affairs for approval.

Motion: Ritter

Aye: Hankins, Facemyer, Freitag, Ritter, Shoemaker

Absent: None

Second: Freitag

Nay: None

Abstain: None

New Jersey State Trooper, Brian Stanker, updated the committee on several recent burglaries of contents from automobiles and on 2 Stolen Vehicles. Both vehicles were recovered with no apparent damage. He recommended that neighbors look out for each other and that all vehicles be locked when not in use.

CDC: Township officials have been invited to an April 5th meeting with Senator Van Drew to discuss alternate energy issues (Millville Offices of the 1st District).

CORRESPONDENCE & NOTES & FILINGS include: Thank you letter from **US Census 2010** for supplying facility for testing site, **NJ Conference of Mayors** 47th Annual Conference registration form and information, **Bridgeton Area Chamber of Commerce** Board Members and Officers suggestion form, **CCUA** March 18th Meeting Agenda, City of Bridgeton Visioning Committee notice of public hearing (March 31st and April 6th), **South Jersey Healthcare** Women's Health Conference invitation, **Fralinger Engineering** letter of certification for final capping at landfill, **Cozen/O'Conner** Notice of Filing and Public Hearing for South Jersey Gas Company, **NJ Planning Officials** Conference and Banquet information, **Cumberland County Department of Health** summation of services for February 2010, **NJLM** League Alert (Time of Decision passes, S-1 released from Committee, Census 2010 information, etc.), Governor Christie signs Pension Reform Bills, **GovConnect** (New Items, Conferences, Reminders).

At 8:13pm Freitag, seconded by Ritter, moved the meeting into **EXECUTIVE SESSION** for the purpose of discussing real estate and possible litigation.

At 8:35pm the meeting was returned to **Open Session**.

Facemyer, seconded by Ritter, moved to provide a **final survey** for the Crestridge Drive stormwater drainage easement, not to exceed \$500.00. Approved 3-1 (Hankins Abstain, Shoemaker Nay)

There being no further business Freitag, seconded by Shoemaker, motion to **ADJOURN** was approved by all. Mayor Hankins adjourned the meeting at 8:35pm.

Eugene Daddario, A. Clerk

cc:

**Committee,
Township Bulletin Bd.,
Sol. T. H. Ritter**

AGENDA
HOPEWELL TOWNSHIP COMMITTEE
REGULAR MONTHLY MEETING
March 25, 2010

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Sunshine Statement:

In compliance with the 'Open Public Meetings Law' the Regular Meeting was duly advertised by an annual notice sent to the News of Cumberland County, the Press of Atlantic City, and WSNJ on January 15, 2010. Notices were placed on the Municipal Office bulletin board on the same date.

Roll Call: Township Committee: Hankins, Freitag, Facemyer, Ritter, Shoemaker; Others:

***Approval of Minutes** of 3/11/10 Regular Meeting (Including Resolutions Passed)

Treasurers Report:

DEPARTMENT & COMMITTEE REPORTS:

Administrator: On March 23rd, President Obama issued a major disaster declaration for the State of New Jersey for the February 5-6, 2010 snowstorm. Application for funds will be filed with FEMA as soon as details are available.

Assessor:

Clerk: Census 2010 Update

Construction Dept.:

Dog Registrar: 310 Licenses issued as of 3/24/10.

Convenience Center: (Hankins) 1209 Permits issued as of 3/24/10, Cumberland County Department of Health Inspection Report (March 17th 2010 – In Compliance)

Economic Development: Results from March 24th public auction of former Susquehanna Bank Building

Engineer: Orchard Crest/Apple Tree Court resurfacing project has been advertised with bid opening scheduled for April 1, at 10:00 am

Environmental Commission:

Fire Department: (Hankins)

Insurance: (Facemyer/Ritter)

Public Works/Road: (Shoemaker)

Planning and Zoning Boards: (Shoemaker/Ritter)

Tax & Sewer Collector:

Senior Center: (Freitag)

***Approval of bills:** Total Bills \$508,431.77 on Treasurers 03/25/10 prepared list (Including Payroll).

PUBLIC COMMENTS AND QUESTIONS

OLD BUSINESS:

COAH: (Shoemaker)

TDR Project: (Shoemaker/Ritter)

Comcast Franchise Renewal Update (Facemyer)

Sewer Upgrade Project: New bid specifications have been advertised with the bid opening scheduled for April 1, at 11:00am

Acceptance of Bid from Public Sale of former Susquehanna Bank property

Bostwick Lake Commission: Report from March 13th Meeting of Mayors

NEW BUSINESS

***Resolution No. 10-29** Resolution Honoring Leroy D. Brooks

***Resolution No. 10-30** Establishing Township Email Policy

***Resolution No. 10-31** Adjustment of Clerk Petty Cash Account Balance

CDC: (Mayor) April 5th meeting with Senator Van Drew to discuss alternate energy issues (Millville Offices of the 1st District)

CORRESPONDENCE & NOTES & FILINGS include: Thank you letter from **US Census 2010** for supplying facility for testing site, **NJ Conference of Mayors** 47th Annual Conference registration form and information, **Bridgeton Area Chamber of Commerce** Board Members and Officers suggestion form, **CCUA** March 18th Meeting Agenda, City of Bridgeton Visioning Committee notice of public hearing (March 31st and April 6th), **South Jersey Healthcare** Women's Health Conference invitation, **Fralinger Engineering** letter of certification for final capping at landfill, **Cozen/O'Conner** Notice of Filing and Public Hearing for South Jersey Gas Company, **NJ Planning Officials** Conference and Banquet information, **Cumberland County Department of Health** summation of services for February 2010, **NJLM** League Alert (Time of Decision passes, S-1 released from Committee, Census 2010 information, etc.), Governor Christie signs Pension Reform Bills, **GovConnect** (New Items, Conferences, Reminders).

Solicitor's Report:

EXECUTIVE SESSION: (If Needed)

ADJOURN

Eugene Daddario, A. Clerk

cc:

**Committee,
Township Bulletin Bd.,
Sol. T. H. Ritter**