

MINUTES
HOPEWELL TOWNSHIP COMMITTEE
REGORGANIZATION MEETING
January 3, 2023

Start Time: 5:00 p.m.

Due to the Reorganization Meeting, the meeting was initially conducted by the Township Administrator, Leo Selb, who read the **Sunshine Statement** into the record.

The **Flag Salute** was also conducted by Selb.

An **Oath of Office** was administered to Committee-Elect, David Miller, by Selb.

- **Roll Call:**

Present: Kelsey Bayzick, Robin Freitag, David Miller, Tom Tedesco, Mayor Paul Ritter

Also Present: Township Administrator, Leo Selb; Deputy Clerk, Jeannette Pace; Solicitors Ted Ritter and Matt Ritter.

- **Nominations:**

Nomination for Mayor: Robin Freitag nominated Paul Ritter as Mayor which was seconded by Kelsey Bayzick. A Roll Call Vote was held with all in favor (4-0 with Ritter abstaining). Mayor Ritter then took over the handling of the meeting.

Nomination for Vice Mayor: Mayor Ritter nominated Robin Freitag as Vice Mayor which was seconded by David Miller. A Roll Call Vote was held with all in favor (4-0 with Freitag abstaining).

Oaths of Office administered for Mayor and Vice Mayor by the Township Administrator.

- A letter from former Vice Mayor, Greg Facemyer, was read to all in attendance by Mayor Ritter.

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).

Motion to Open to the Public:

Motion by: Bayzick; Second by: Freitag. Voice Vote: All in favor.

Jeff Shimp congratulated David Miller on his seat and also congratulated Mayor Ritter and Vice Mayor Freitag.

Gary VanMeter echoed Shimp.

David Elwell congratulated all as well.

Mindy Piccioni reiterated the ones before her and thanked the Township on their efforts with the broadband expansion project.

Steve Bacon congratulated Miller, Ritter and Freitag.

Claire Miller indicated he was there to support his son, David Miller.

Motion to Close Public Portion:

Motion by: Freitag; Second by: Miller. Voice Vote: All in favor.

ORDINANCES:

Ordinance on First Reading:

23-01 ORDINANCE AMENDING, SUPPLEMENTING, AND REVISING CHAPTER 274: RENTAL PROPERTY

Discussion:

Tedesco asked for clarification on inspection and confirmed that letters would be forwarded to the rental residents. Registration fees were discussed as were fees for Certificates of Insurance. Solicitor Ritter confirmed that the amount of the fees are minimal and would not require the tabling of the ordinance. The fee changes could be made afterwards so that the ordinance could go through on first reading as planned. The Mayor confirmed that the requirement to have a Certificate of Insurance is a State requirement and not a Township requirement. Tedesco indicated that Chapter 207 is decided to Insurance so this portion could be removed from the proposed ordinance. Selb advised he would research that issue.

Motion to Introduce made by Bayzick; Seconded by Freitag on the condition that research would be done regarding the fees.

Roll Call Vote:

	BAYZICK	FREITAG	MILLER	TEDESCO	RITTER
YES	X	X	X	X	X
NO					
ABSTAIN					

Ordinance on First Reading:

23-02 2023 SALARY ORDINANCE AMENDMENT

Discussion:

Freitag suggested tabling this Ordinance due to the fact that Bayzick had just been appointed to the Personnel Committee due to Facemyer’s retirement and had not yet been familiarized with salary and personnel matters.

A Motion to Table was made by Freitag and seconded by Bayzick.

Roll Call Vote:

	BAYZICK	FREITAG	MILLER	TEDESCO	RITTER
YES	X	X	X	X	X
NO					
ABSTAIN					

23-03 ORDINANCE AMENDING CHAPTER 73 OFFICERS AND EMPLOYEES TO INCLUDE PILOT ADMINISTRATOR

Discussion:

Mayor Ritter explained to the public what a Pilot Administrator does.

Freitag suggested tabling this Ordinance due to the fact that Bayzick had just been appointed to the Personnel Committee due to Facemyer’s retirement and had not yet been familiarized with salary and personnel matters.

A motion to Table was made by Freitag and seconded by Bayzick.

Roll Call Vote:

	BAYZICK	FREITAG	MILLER	TEDESCO	RITTER
YES	X	X	X	X	X
NO					
ABSTAIN					

RESOLUTIONS (Consent Agenda):

The following Resolutions were read by Title Only. No discussions were had.

- #23-02 Resolution Establishing 2023 Holiday Schedule**
- #23-03 Resolution Establishing a Cash Management Plan**
- #23-04 Resolution Appointing Colson and Gosweiler Insurance as Risk Management Consultant on behalf of the Township**
- #23-05 Resolution Establishing the Interest Rate for Non-Payment of Taxes**
- #23-06 Resolution Adopting the 2023 Temporary Budget**
- #23-07 Resolution Establishing 2023 Municipal Fees**
- #23-08 Resolution Authorizing Petty Cash Funds for 2023**
- #23-10 Resolution Establishing Roberts Rules of Order**
- #23-11 Resolution Authorizing the Cancellation of Property Tax and Sewer Overpayments or Delinquent Amounts +/- \$10.00**
- #23-12 Resolution Authorizing Recycling Tonnage Grant Application and Recycling Coordinator**
- #23-13 Resolution Appointing a Public Agency Compliance Officer**
- #23-14 Resolution Establishing Depositories and Change Funds**

Motion to Approve the above Consent Agenda Resolutions as read by Title Only:
Motion by: Miller; Seconded by Bayzick. Voice Vote: All in favor.

#23-09 Resolution Establishing 2023 Municipal Employee Appointments

Freitag suggested tabling this Resolution due to the fact that Bayzick had just been appointed to the Personnel Committee due to Facemyer’s retirement and had not yet been familiarized with salary and personnel matters.

A Motion to Table was made by Freitag; Seconded by Tedesco. Voice Vote: All in favor.

#23-01 RESOLUTION ESTABLISHING 2023 MEETING DATES AND OFFICIAL NEWSPAPERS

Discussion:

The proposed list of 2023 Meeting Dates was provided and it was suggested that all dates remain on the 3rd Thursday of the month so residents will know when they are. Deputy Clerk Pace advised the Committee that the date in November would definitely be a conflict due to the League of Municipalities Seminar Schedule the third week of November. Mayor suggested moving the November date now since we already know it is an issue and it was agreed to move the November date to the second Thursday of November.

Motion to Approve the Resolution with the above change in November date:
Motion by: Tedesco; seconded by Miller. Voice Vote: All in favor.

#23-15 RESOLUTION AUTHORIZING THE APPOINTMENT OF A ZONING OFFICER, HOUSING OFFICER, CODE ENFORCEMENT OFFICER AND PROPERTY MAINTENANCE OFFICIAL

Discussion: Freitag suggested passing the portion of the Resolution as it pertains to Zoning Officer, Code Enforcement and Property Maintenance, however, suggested tabling the Housing Officer portion of the Resolution due to the fact that Bayzick had just been appointed to the Personnel Committee due to Facemyer's retirement and had not yet been familiarized with salary for this position.

Motion to Approve with the removal of the Housing Officer provision at this time:
Motion by: Tedesco; seconded by Miller. Voice Vote: All in favor.

#23-16 RESOLUTION APPROVING MEMBERSHIP IN THE CUMBERLAND DEVELOPMENT CORPORATION

Discussion: None.
Motion to Approve:
Motion by Bayzick; Seconded by Freitag. Voice Vote: All in favor.

#23-17 RESOLUTION AWARDDING CONTRACT TO SOUTH JERSEY REGIONAL ANIMAL SHELTER FOR PROFESSIONAL SERVICES FOR ANIMAL SHELTER FOR 2023

Discussion: Tedesco advised that a feasibility study is being done by the County so the fees may change next year.
Motion to Approve:
Motion by Freitag; Seconded by Tedesco. Voice Vote: All in favor.

#23-18 RESOLUTION APPOINTING FORD-SCOTT ASSOCIATES, LLC AS AUDITOR AND AWARDDING AGREEMENT FOR THE YEAR 2023

Discussion: None.
Motion to Approve:
Motion by Bayzick; Seconded by Freitag. Voice Vote: All in favor.

#23-19 RESOLUTION AWARDDING CONTRACT FOR PROFESSIONAL SERVICES TO SURENIAN, EDWARDS & NOLAN, LLC AS AFORDABLE HOUSING ATTORNEYS

Discussion: None.
Motion to Approve:
Motion by Tedesco; Seconded by Miller. Voice Vote: All in favor.

#23-20 RESOLUTION AWARDING CONTRACT FOR PROFESSIONAL SERVICES TO CLARKE CATON HINTZ, PC AS PLANNING CONSULTANT

Discussion: Tedesco asked why we had two Planners on the agenda, one of which is charging \$180 per hour and the other at \$120 per hour and that we should lean towards the one charging less. The Mayor agreed and indicated that we had two planners in case of a conflict of interest.

Motion to Approve:

Motion by Bayzick; Seconded by Freitag. Voice Vote: All in favor.

#23-21 RESOLUTION AWARDING CONTRACT FOR PROFESSIONAL SERVICES TO COUNTYWIDE ANIMAL CARE AND CONTROL, LLC AS AN ANIMAL CONTROL OFFICER

Discussion: None.

Motion to Approve:

Motion by Freitag; Seconded by Miller. Voice Vote: All in favor.

#23-22 RESOLUTION AWARDING CONTRACT FOR PROFESSIONAL SERVICES TO ARCHER & GREINER, PC AS BOND COUNSEL

Discussion: None.

Motion to Approve:

Motion by Bayzick; Seconded by Tedesco. Voice Vote: All in favor.

#23-23 RESOLUTION AWARDING CONTRACT FOR PROFESSIONAL SERVICES TO PHOENIX ADVISORS AS DISCLOSURE AGENT AND INDEPENDENT REGISTERED MUNICIPAL ADVISOR

Discussion: None.

Motion to Approve:

Motion by Bayzick; Seconded by Freitag. Voice Vote: All in favor.

#23-24 RESOLUTION AWARDING CONTRACT FOR PROFESSIONAL SERVICES TO SCHEULE PLANNING SOLUTIONS, LLC AS PLANNING CONSULTANT

Discussion: None.

Motion to Approve:

Motion by Tedesco; Seconded by Miller. Voice Vote: All in favor.

#23-25 RESOLUTION AWARDING CONTRACT FOR PROFESSIONAL SERVICES TO THE RITTER LAW FIRM, LLC AS TOWNSHIP SOLICITOR

Discussion: Mayor Ritter noted that this would be Ted Ritter's 48th year as Township Solicitor.

Motion to Approve:

Motion by Freitag; Seconded by Bayzick. Voice Vote: All in favor.

#23-26 RESOLUTION AWARDING CONTRACT FOR PROFESSIONAL SERVICES TO REBECCA J. BERTRAM, ESQUIRE AS LAND USE BOARD SOLICITOR

Discussion: None.

Motion to Approve:

Motion by Tedesco; Seconded by Bayzick. Voice Vote: All in favor.

#23-27 RESOLUTION APPOINTING MEMBERS TO THE LAND USE BOARD

Discussion: None.

Motion to Approve:

Motion by Freitag; Seconded by Bayzick. Voice Vote: 3 in favor, Tedesco and Miller abstained.

#23-28 RESOLUTION AUTHORIZING SALARY AMOUNT FOR ADMINISTRATOR

Discussion: Freitag suggested tabling this Resolution due to the fact that Bayzick had just been appointed to the Personnel Committee due to Facemyer's retirement and had not yet been familiarized with salary provisions.

Motion to Table by Freitag; Seconded by Miller. Voice Vote: All in favor.

#23-29 RESOLUTION AWARDING CONTRACT FOR IT SERVICES

Discussion: None

Motion to Approve:

Motion by Tedesco; Seconded by Freitag. Voice Vote: All in favor.

#23-30 AUTHORIZING FRALINGER ENGINEERING FOR BID SPECIFICATIONS FOR ROOF REPLACE AT THE HOPEWELL/STOW CREEK VOLUNTEER FIRE HOUSE

Discussion: Further discussion is needed on this item. Tedesco suggested tabling this at this time.

Motion to Table by Tedesco; Seconded by Miller. Voice Vote: All in favor.

#23-31 RESOLUTION AUTHORIZING TOWNSHIP ADMINISTRATOR TO PREPARE BIDS FOR LEAD-BASED PAINT SERVICES

Discussion:

Motion to Approve:

Motion by Bayzick; Seconded by Freitag. Voice Vote: 4 in favor; Tedesco abstained.

Good of the Order: None.

Sub-Committees: The Mayor made the following Sub-Committee assignments for 2023:

Personnel:	Robin Freitag, Kelsey Bayzick
Finance:	Paul Ritter, Kelsey Bayzick
Public Works:	Tom Tedesco, David Miller
Senior Center:	Robin Freitag, Kelsey Bayzick
Public Safety/Fire:	Tom Tedesco, David Miller
Sewer:	Tom Tedesco, David Miller
Insurance:	Tom Tedesco, Kelsey Bayzick
Economic Development:	Paul Ritter, Robin Freitag
Broadband:	Paul Ritter, Tom Tedesco

#23-32 RESOLUTION AUTHORIZING EXECUTIVE SESSION REGARDING CONTRACT NEGOTIATIONS

Action may be taken

Discussion Time: 5:53 p.m.
Motion to enter into Executive Session by Bayzick; Seconded by Tedesco.
Voice Vote: All in favor.

Time: 6:02 p.m.

Motion to return to Public Session by Bayzick; Seconded by Freitag.
Voice Vote: All in favor.

Any Action: None.

MOTION TO ADJOURN:

Motion by Bayzick; Seconded by Freitag. Voice Vote: All in favor.

End Time: 6:03 p.m.

Next Meeting Date: January 19, 2023 at 6:30 p.m.

Leo F. Selb, Jr., Municipal Clerk
Jeannette Pace, Deputy Clerk
cc: Twp. Committee
Ritter Law Firm
Township Bulletin Board

****AGENDA SUBJECT TO CHANGE****