

MINUTES
HOPEWELL TOWNSHIP
TOWNSHIP COMMITTEE
February 16, 2023

Start Time: 4:30 p.m.

Sunshine Statement: “In compliance with the 'Open Public Meetings Act' this meeting was duly advertised by a notice to The Daily Journal on January 11, 2023 as well as the South Jersey Times also on January 11, 2023. A notice was also placed on the Municipal Office bulletin board on January 4, 2023.”

The **Flag Salute** was led by Mayor Ritter

- **Roll Call:** Kelsey Bayzick, Robin Freitag, David Miller, Tom Tedesco, Mayor Paul Ritter
Also Present: Neil Young, CFO/Treasurer and Michael Garcia, Municipal Auditor

- **Budget Workshop:**
 - **Hopewell/Stow Creek Fire Department Request – LOSAP**

A presentation was made by Doug Zirkle, a 23-year volunteer with the Hopewell/Stow Creek Fire Department. Zirkle wanted to discuss the LOSAP Program (Length of Service Award Program). The Program is designed to provide incentives to new members/volunteers. Zirkle presented a list of duties performed by the volunteers along with the training provided and the amount of calls they take. Zirkle advised that the LOSAP Program provides monies to members becoming vested after a five-year period. At the time the Ordinance was entered by the Township back in 2019, the incentives ranged from \$100.00 per year to \$1,150.00 per year to be applied to a volunteer’s LOSAP fund. The Township decided on the amount of \$800.00 and placed said amount in its Ordinance. Zirkle advised that the range for the fund is now between \$1,173.00 and \$1,718.00. Since the amount provided by the Township (\$800.00) has not been changed for 23 years, Zirkle is requesting an increase in the LOSAP amount to at least \$1,250.00. Zirkle advises that there has been a decrease in volunteers and he believes the increased funds could be used to entice new members into the Fire Department.

Mayor Ritter thanked Zirkle, along with Chief Mayhew who was in the audience, for their services, especially regarding the recent fatal fire in the Township, and further advised that since we are currently working on the budget, the Committee would take the issue under advisement.

- **Review Proposed Budget by the Township Committee for 2023**

Municipal Auditor, Michael Garcia, appeared and went through his prepared Budget proposal. Administrator, Leo Selb, had put together notebooks for the Committee which broke down the expenditures and financial issues of the Township. Discussions were held on various subjects and where cuts could be made.

15-Minute Intermission taken at: 6:55 p.m.

Enter Into Regular Session at: 7:15 p.m.

Mayor Ritter re-read the **Sunshine Statement**.

- **Approval of Minutes:**

Approval of the January 19, 2023 Regular Meeting Minutes

Discussion: None.

Motion made by Bayzick and Seconded by Miller to accept the minutes as prepared. Voice Vote: All in favor.

Approval of the January 19, 2023 Executive Meeting Minutes

Freitag questioned the wording of a paragraph in the Executive Minutes and made a Motion to approve the Minutes with the removal of that wording. Miller seconded the motion. Voice Vote: All in favor with the revision.

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 made by Tedesco, seconded by Bayzick. Voice Vote: All in favor.

Chief Kenny Mayhew brought a helmet used in the recent fatal fire and talked about what the firefighters went through. Mayor Ritter along with the rest of the Committee again thanked Mayhew for their service.

Gary Van Meter appeared and made mention that the repairs to the roof of the fire house appear to be working. It's rained about an inch and a half and no leaks.

Motion by Freitag, seconded by Bayzick to close the public portion. Voice Vote: All in favor.

- **Department and Committee Reports (Clerk’s Report, Tax Collector, Public Works)**

Clerk’s Report: Selb reported that Dave Haaf from Public Works has officially left employment and that position remains open. He is working with Tom Tedesco in the interim for coverage and plans with the rest of the Public Works Staff. Discussed the hours of the current zoning officer – Freitag advised he was aware there would be additional hours in the beginning to get acclimated to the position. Selb also advised that zoning officer (Dave Elweel) would be taking the zoning courses provided by Rutgers. Discussion was also held regarding the classes necessary for the public officials. Bayzick was concerned because initially the class was offered via zoom and then in person and a certain date and then the date was cancelled. Selb will look into this and report back to the Committee.

Approval of Department Reports (Clerk’s Report, Tax Collector, Public Works)
 Motion to approve by Tedesco, seconded by Bayzick. Voice Vote: all in favor.

- **Treasurer’s Report and Approval of Bills**

Motion to approve of Treasurer’s Report for January, 2023 by Freitag, seconded by Miller.
 Voice Vote: All in favor.

ORDINANCES:

Ordinance For First Reading:

23-05: ORDINANCE TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION LIMITS AND TO ESTABLISH A CAP BANK (N.J.S.A. 40A:4-45.14)

Discussion: No additional discussion post-budget workshop

Motion to Introduce on First Reading by Bayzick; Seconded by Miller

Roll Call Vote:

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

Ordinance For Adoption:

23-02: 2023 SALARY ORDINANCE AMENDMENT

Motion to Open to the Public:

Motion by: Bayzick, seconded by Miller. Voice Vote: All in favor.

Motion to Close Public Portion:

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

Discussion: None

Motion to Adopt by: Tedesco, seconded by Bayzick

Roll Call Vote:

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

Ordinance For Adoption:

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

Motion to Open to the Public:

Motion by: Bayzick, seconded by Miller. Voice Vote: All in favor.

Motion to Close Public Portion:

Motion by: Bayzick, seconded by Miller. Voice Vote: All in favor.

Discussion: None.

Motion to Adopt by Freitag, seconded by Miller

Roll Call Vote:

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

Ordinance For Adoption:

23-04: ORDINANCE AMENDING, SUPPLEMENTING AND REVISING CHAPTER 207: INSURANCE

Motion to Open to the Public:

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

Motion to Close Public Portion:

Motion by: Miller, seconded by Freitag. Voice Vote: All in favor.

Discussion: Mayor Ritter suggested that a letter go out to all affected residents indicating that the fee required is a State mandated fee and not a Township fee. All agreed.

Motion to Adopt by Tedesco, seconded by Freitag

Roll Call Vote:

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

RESOLUTIONS:

#23-38 RESOLUTION ESTABLISHING 2023 MUNICIPAL EMPLOYEE APPOINTMENTS

Discussion: Freitag suggested that the Selb's appointments note his end date of July 1, 2023 since he's already turned in a letter of resignation. A Motion to approve the Resolution was made by Bayzick with the suggested amended and seconded by Freitag. Voice Vote: All in favor.

#23-39 RESOLUTION AUTHORIZING SALARY AMOUNT FOR ADMINISTRATOR

Discussion: Selb advised that the Economic Development Director salary is already included in his full salary line item, but separate in the budget since a new director will need to be appointed upon his departure.

Motion to Approve made by Bayzick; seconded by Miller. Voice Vote: All in favor.

#23-40 RESOLUTION AUTHORIZING TOWNSHIP ADMINISTRATOR AND TOWNSHIP SOLICITOR TO PREPARE BIDS FOR LEAD-BASED PAINT SERVICES

Discussion: None.

Motion to Approve by Bayzick, seconded by Tedesco. Voice Vote: All in favor; Miller abstained.

#23-41 RESOLUTION APPOINTING SALMON VENTURES AS CONSULTANT FOR BROADBAND EXPANSION DEPLOYMENT

Discussion: General Discussion from the Committee that Kim Schalek from Salmon Ventures would be a benefit to the Township with the Broadband Expansion project since Selb will be retiring on July 1st.

Motion to Approve by Miller, seconded by Bayzick. Voice Vote: All in favor.

OLD BUSINESS:

- Senior Center Update

Selb gave an update on the status of the Center noting that we hope to open the first week of March

- West Cumberland Little League

David Hitchner from the West Cumberland Little League had appeared the night before during the Redevelopment Authority meeting requesting that the Township help out with the maintenance at the ball fields. He was asking if the Public Works Department could help out with cutting the grass during the months of April through July and possibly taking the trash to the Convenience Center. The Committee felt it would be beneficial to help out the community. It was suggested that we provide 3 cuts and 3 trash pick-ups and to see if Public Works can fit that in their schedule. It was also noted that other Townships were involved in the League and they wanted to see if Hitchner reached out to them as well. Mayor Ritter was tasked with touching base with Hitchner.

NEW BUSINESS:

- Tattoo Parlor – 571 Shiloh Pike, Suite 2 – Samuel Lopez

Sam Lopez has been into Township Offices regarding establishing a tattoo parlor in the old hair salon at the 571 Shiloh Pike address. Discussion was had as to whether or not he needed a use variance. The Committee suggested he make application to the Land use Board.

- DMC – Purchase of Property at Business Park

Selb mentioned that DMC was interested in purchasing property at the Business Park for the purposes of a retail establishment. Mayor Ritter is against selling off the property directly next to the Amish Market so though grounds could be retained for the Market as well as Hopewell Day and other activities held by the Market. Discussion also surrounded the lot next to the bank, which the Committee had no objection to selling to DMC. Freitag also suggested finding and showing DMC other available properties in the township for their purpose.

- Amish Market

Selb advised that the Amish Market is under new ownership. Jason Riehl of Dutchway Structures and his father purchased the property. Jason is interested in leasing the piece of property behind the market. The Committee wants to know what his intended use will be and also additional information the size of the lot. The Mayor mentioned the other lots that the Township is maintaining and question was made regarding whether Jason would be interested in leasing those as well. Additional information needs to be obtained before further discussion.

CORRESPONDENCE: None

SOLICITOR'S REPORT: None

GOOD OF THE ORDER: None

RESOLUTION #23-42 AUTHORIZING EXECUTIVE SESSION

The General Nature of the subject matters to be discussed are Personnel and Contracts.

*****Action May Be Taken*****

Discussion:

Motion to Enter into Executive Session by Bayzick, seconded by Miller.

Voice Vote: All in favor. Time: 8:15 p.m.

Motion to Enter back into Public Session by Bayzick, seconded by Miller.

Voice Vote: All in favor. Time: 9:00 p.m.

Action Taken:

1. Resolution to be prepared regarding adjusting the schedule and rates of pay for duties of the current Public Works Department employees. A draft resolution was provided (to be named Resolution No. 23-44) but will be revised pursuant to discussions during Executive Session. Offers of Employment will also be prepared by Admin Selb and provided to the Personnel Committee for review prior to be offered for signature by the Public Works employees.

Motion to Approve the Resolution with revisions by Bayzick, seconded by Tedesco. Voice Vote: All in favor.

2. Solicitor Ritter to enter into negotiations with Dave Haaf, ex-Public Works Manager, as discussed in Executive session.

MOTION TO ADJOURN:

Motion by Bayzick, seconded by Freitag. Voice Vote: All in favor.

End Time: 9:04 p.m.

Next Meeting Date: March 16, 2023 at 6:30 p.m.

Leo F. Selb, Jr., Township Administrator/Municipal Clerk

Jeannette Pace, Deputy Clerk

cc: Township Committee

cc: Ritter Law Firm

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