

# **WEST AMWELL TOWNSHIP COMMITTEE MEETING**

## **April 3, 2019 - 7:30 PM**

### **CALL TO ORDER AND STATEMENT OF COMPLIANCE WITH THE OPEN PUBLIC MEETINGS ACT**

The regularly scheduled meeting of the West Amwell Township Committee was called to order at 7:30 PM. Present were Mayor Zachary T. Rich, Deputy Mayor Gary Hoyer, Committeemen Stephen Bergenfeld, James Cally and John Dale along with Township Clerk Maria Andrews and Attorney Philip J. Faherty, III.

Mayor Rich announced that this meeting is called pursuant to the provisions of the Open Public Meetings Act. Notice of this meeting was faxed to the Hunterdon County Democrat and Trenton Times on January 10, 2019, was posted on the bulletin board in the Municipal Building on said date and has remained continuously posted as required under the Statute. A copy of this notice is and has been available to the public and is on file in the office of the Township Clerk.

### **FLAG SALUTE**

Mayor Rich led those in attendance in the pledge to the nation's flag.

### **AGENDA REVIEW BY TOWNSHIP CLERK**

Township Clerk Andrews noted a discussion under New Business regarding a possible Cleanup Day in June.

### **ANNOUNCEMENTS**

- Starting 4/15/19 JCP&L Contractors Will be Tree Trimming in the R-O-W's
- Please Come to the Table if You Wish to Address the Committee
- Kindly Turn Cell Phones Off During the Meeting

Mayor Rich informed the Committee that he has requested Attorney Katrina Campbell handle the tax appeals for the township.

Committeeman Cally commented that there was an article in the latest edition of the NJPO newsletter regarding available recycling grants. He stated he will reach out to SWAC Coordinator Rollero regarding the matter.

### **PRESENTATION OF MINUTES**

A motion by Dale, seconded by Bergenfeld to approve the Township Committee's 3/20/19 Regular and Closed Session minutes with no revisions noted was unanimously approved by voice vote.

### **OPEN TO THE PUBLIC/TOPICS NOT ON THE AGENDA**

Mayor Rich opened the floor to public comment. Seeing no members of the public come forward, a motion was made by Cally and seconded by Bergenfeld to close to the public. The motion was unanimously approved by voice vote.

### **INTRODUCTION/PUBLIC HEARING ON ORDINANCES**

Public Hearing: Ordinance 4, 2019 – AN ORDINANCE OF THE TOWNSHIP OF WEST AMWELL, COUNTY OF HUNTERDON, STATE OF NEW JERSEY, APPROPRIATING \$39,000 FROM THE CAPITAL IMPROVEMENT FUND FOR THE PURCHASE OF POLICE AND FIRE EQUIPMENT

Mayor Rich read Ordinance 4, 2019 by title.

ORDINANCE 4, 2019

**ORDINANCE OF THE TOWNSHIP OF WEST AMWELL, COUNTY OF HUNTERDON, STATE OF NEW JERSEY, APPROPRIATING \$39,000 FROM THE CAPITAL IMPROVEMENT FUND FOR THE PURCHASE OF POLICE AND FIRE EQUIPMENT**

BE IT ORDAINED BY THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF WEST AMWELL, IN THE COUNTY OF HUNTERDON, NEW JERSEY AS FOLLOWS:

Section 1. There is hereby approved as capital projects within the Township of West Amwell not to exceed the costs as noted below:

Police	Live Scan Electronic Fingerprint Machine	\$ 27,000.00
Fire	Turnout Gear	<u>12,000.00</u>
TOTAL _____		<u><b>\$ 39,000.00</b></u>

Section 2. The Township hereby certifies that it has adopted a capital budget or a temporary capital budget, as applicable. The capital or temporary capital budget of the Township is hereby amended to conform with the provisions of this ordinance to the extent of any inconsistency herewith. To the extent that the purposes authorized herein are inconsistent with the adopted capital or temporary capital budget, a revised capital or temporary capital budget has been filed with the Division of Local Government Services.

Section 3. This ordinance shall take effect after final adoption and publication and otherwise as provided by law.

I hereby certify that the attached ordinance is a true and correct copy of an ordinance entitled ***ORDINANCE OF THE TOWNSHIP OF WEST AMWELL, COUNTY OF HUNTERDON, STATE OF NEW JERSEY, APPROPRIATING \$39,000 FROM THE CAPITAL IMPROVEMENT FUND FOR THE PURCHASE OF POLICE AND FIRE EQUIPMENT.***

which was introduced at the meeting of West Amwell Township Committee on March 6, 2019 and adopted at the meeting of the West Amwell Township Committee on April 3, 2019.

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Maria Andrews, Township Clerk, RMC

Clerk Andrews provided proof of publication noting the 3/14/19 edition of the Hunterdon County Democrat.

A motion by Hoyer, seconded by Cally to open to the public was unanimously approved by voice vote. Seeing no members of the public come forward, a motion by Cally, seconded by Bergenfeld to close to the public was unanimously approved by voice vote.

A motion by Bergenfeld, seconded by Dale to adopt Ordinance 4, 2019 was unanimously approved by roll call vote.

*Bergenfeld: Yes, Cally: Yes, Dale: Yes, Hoyer: Yes, Rich: Yes*

#### **STANDING COMMITTEE REPORTS**

**Open Space** – Mr. Shute informed the Committee that the State had closed on the Woodmeier property, a 66 acre parcel off of Rock Road West. He also noted there is a joint meeting with the SADC, CADB, Ag Advisory and Open Space Committees scheduled for tomorrow evening. A topic of discussion will be the \$60,000 available in the Open Space Trust account with \$20,000 to be used for the closing on the Runkle property preservation. Mr. Shute remarked a new, updated open space map was done by Banisch Associates.

With regard to the 3/20/19 meeting update Mr. Shute provided on the CADB rejecting the Township's application on a preservation project he explained the County referred to a referendum 10 years ago that contains wording which limits how the funding can be applied and since the Township didn't incur debt and is looking for reimbursement on this particular project the CADB was forced to reject the application. Mr. Shute remarked that he disagrees with the CADB's interpretation and believes the box on the application asking if the project has closed implies that asking for a reimbursement must be allowed. He asked the Committee for permission to reach out to Attorney Sharon Dragan on the matter. Mayor Rich asked Mr. Shute to hold off for the moment in order to give him a chance to speak with the County first.

Mr. Shute expressed a reimbursement has been provided to West Amwell on at least 3 other projects so it appears there has been a new interpretation, likely coming from County Counsel.

Lastly, Mr. Shute noted the Finance Committee will be meeting with CFO Carro on Monday evening to discuss the 2019 budget. He commented that he would like to see CFO Carro include the \$120,000 allocated for the Class III Police Officers in the schools to be reflected on both sides of the budget so the Township doesn't get hurt when it comes to the municipal CAP calculations. He also suggested that it would be beneficial to receive the proposed budget earlier next year, perhaps by mid-February.

**Environmental** – No report was given.

**Ag Advisory** – No report was given.

**Finance Committee** – No report was given.

## **UNFINISHED BUSINESS**

### **Re-location of Police HQ to Municipal Building Basement**

Mr. Bergenfeld commented that the project is going slowly, but moving along.

### **PennEast Status**

It was noted for the record that no status update was provided.

### **Discussion: SHREC Lease Agreements Onyx, LLC – Possible Approval of Resolution #31-2019: Estoppel Certificate**

Attorney Faherty explained Onyx has hired Attorney Brian Schwartz who requested some available dates to meet and discuss what is needed to finalize the transfer from Onyx to Janus Solar. Committeeman Cally had previously provided 2 dates and Attorney Faherty is waiting to hear back from Attorney Schwartz.

### **Discussion: Policy Clarification – Sick/Vacation/Personal Days for Part Time Employees**

Construction Office Manager Brewi provided a handout showing how other municipalities handle sick/vacation/personal time for part time staff. She noted that in West Amwell, none of the inspectors or building officials are utilizing sick or personal time, only vacation time. Ms. Brewi also noted new Zoning Official Chuck Latini started last night and will have office hours on Tuesday evenings from 5:00 PM – 6:00 PM. She remarked he can also be available other times if necessary.

Clerk Andrews noted there may only be a few minor amendments needed to the existing policy to address these issues and suggested she could attempt to draft an amended policy for the Committee to review at their next meeting.

## **NEW BUSINESS/OTHER**

### **Resolution: #60-2019: Patrol Unit 26-15 Given to DPW**

Resolution #60-2019

WHEREAS, the West Amwell Township Police Department has requested their 2013 Chevy Tahoe Patrol Unit 26-15 with approximately 142,000 miles be taken out of service; and

WHEREAS, there is a need for a universal municipal vehicle for Township Administration and, Township DPW; and

WHEREAS, this 2013 Chevy Tahoe will be utilized as needed for various township duties; and

NOW THEREFORE BE IT RESOLVED, that Patrol Unit 26-15 be taken out of service with the Police Department and given to the Township DPW to be shared with the Township Administration as needed.

I hereby certify the foregoing to be a true copy of a resolution approved by the West Amwell Township Committee at a meeting held on April 3, 2019.

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Maria Andrews, Township Clerk, RMC

A motion by Bergenfeld, seconded by Dale to approve Resolution #60-2019 was unanimously approved by roll call vote.

*Bergenfeld: Yes, Cally: Yes, Dale: Yes, Hoyer: Yes, Rich: Yes*

**Appointments: M. Andrews – Class II Planning Board Member**

Mayor Rich explained he had found a Class II member and appointed Joseph Petrucci from the Parks and Recreation Committee to the Planning Board as a Class II member with a 1 year unexpired term ending 12/31/19.

**Discussion: Establishing a Planning Board Application Review Committee**

Mayor Rich commented that he would like the Committee to make a recommendation to the Planning Board to consider establishing an application review committee (ARC) in order to streamline the process for potential applicants. Committeeman Bergenfeld remarked he had suggested this years ago and is in favor of the idea. Planning Board Chairman Tomenchok was present at the meeting and indicated he had no issue bringing the matter to the Board for discussion. Mr. Shute commented that he believes if an ARC is established, he doesn't think any Township Committee members serving on the Planning Board should be a part of it. The Committee agreed.

**Discussion: Recommendation to the Planning Board to Review Initial Escrow Amounts**

Resident Porter Little was present at the meeting and explained he had recently applied to the Planning Board for 2 different applications and in both cases the escrow costs far exceeded the initial payment requested to establish the account. He commented on the false expectation of the costs and suggested a more realistic amount be asked for up front so applicants have a true assessment of what the costs really are to go before the board with an application.

Mr. Little also commented on the obvious things associated with site plans, such as parking and lighting being addressed through the permitting process in the Construction Office which could limit the review costs by the Board's professionals. Committeeman Bergenfeld noted there is much more associated with site plan review before the board such as drainage and proper screening that the Construction Office would not address.

Planning Board Chairman Tomenchok asked Ms. Andrews to add the escrow fee matter to the next Planning Board agenda for discussion.

**Discussion: Payroll Processing**

Mayor Rich commented that he would like to see the Township update the current payroll processing and perhaps get quotes on digital/electronic time card systems that will automate and streamline the entire process. The committee agreed.

Committeeman Hoyer remarked he utilizes a finger swipe system in his company. Mayor Rich remarked ADP has an "app" based system that the Construction Officials/Inspectors may find beneficial.

The Committee asked Clerk Andrews and Construction Office Manager Brewi to work on getting information/proposals from the current payroll company being used by the Township as well as with ADP.

Resident Andrea Little spoke up from the public stating she is familiar with a few other companies that may provide good options for the Township. She noted she will email the information to Clerk Andrews.

**Discussion: Cleanup Day**

Clerk Andrews stated SWAC Coordinator Rollero would like to have a cleanup day in June this year. The date considered was noted as potentially being 6/8/19 with additional details to come. The current ordinance provides for a \$30 permit fee and Clerk Andrews suggested the rates be changed to \$50 for a car, \$75 for a pickup and \$100 for a non-commercial trailer. The Committee agreed with the amended rates.

Clerk Andrews also noted that the rates for the trash permits should be increased to \$200 this year as the Township is still losing money with the \$180 fee currently being charged. The Committee asked that SWAC Coordinator Rollero provide details on the numbers for the Committee to review at their 4/17/19 meeting.

**OTHER**

**Resolution #61-2019: Closed Session – Personnel/Contracts – Litigation/Affordable Housing**

It was noted for the record that the Committee did not go into Closed Session.

**ADMINISTRATIVE**

**Police Report – Discussion on Police Overtime**

Mayor Rich noted this matter will be carried to the 4/17/19 agenda.

**CORRESPONDENCE**

Mayor Rich advised that the Township has received \$150,000 through the NJDOT's Municipal Aid Funding Program for Mill Road. He asked Clerk Andrews to put a link to this information on the Township's website.

Committeeman Bergenfeld commented on the letter received from NJDEP regarding the air quality permit for the Lambertville Compressor Station. He explained they are required to hold a public hearing on the matter and it will likely be at the High School.

The Committee ordered the rest of the correspondence listed on the agenda, filed.

**ADJOURNMENT**

A motion by Hoyer, seconded by Cally to adjourn the meeting was unanimously approved.

The meeting adjourned at 9:10 PM.

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Maria Andrews, Township Clerk, RMC

Approved: 4/17/19