

WEST AMWELL TOWNSHIP COMMITTEE MEETING

May 16, 2018 - 7:30 p.m.

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 Stephen Bergenfeld, Deputy Mayor Gary Hoyer, Committeemen James Cally and Zachary Rich, Acting Clerk Maria Andrews and Attorney Philip J. Faherty III.

Acting Clerk Andrews 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 5, 2018, 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 Acting Municipal Clerk.

FLAG SALUTE

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

AGENDA REVIEW BY ACTING TOWNSHIP CLERK

Acting Clerk Andrews noted she would like to add a brief discussion under new business regarding the consideration of summer hours.

ANNOUNCEMENTS

- Strober-Wright Roofing – No Charge for Leaking Roof Repair at Fire House
- Thank You to Zach Eldridge – Recycling Depot Incident
- Please Come to the Table if You Wish to Address the Committee
- Kindly Turn Cell Phones Off During Meeting

Mayor Bergenfeld commented that Recycling Depot worker Zach Eldridge recently handled an incident at the site very professionally and responsibly regarding an apparent illegal dumping matter.

Acting Clerk Andrews noted that Director of Public Works and Roads, Ryan Rollero has received a safety grant for his department, for the third consecutive year, in the amount of \$1200.00.

PRESENTATION OF MINUTES

A motion by Cally, seconded by Hoyer to approve the Township Committee's 5/2/18 Regular Session minutes with no revisions noted was unanimously approved.

A motion by Hoyer, seconded by Cally to approve the Township Committee's 5/2/18 Closed Session minutes with no revisions noted was unanimously approved.

OPEN TO THE PUBLIC/TOPICS NOT ON THE AGENDA

Mayor Bergenfeld opened the floor to public comment. Seeing no members of the public come forward, a motion was made by Cally and seconded by Hoyer to close to the public.

SPECIAL PRESENTATIONS

Reports by Department Heads

It was noted for the record that no reports were presented.

INTRODUCTION/PUBLIC HEARING ON ORDINANCES

Public Hearing: Ordinance 06, 2018

AN ORDINANCE TO PROVIDE FOR AND DETERMINE THE RATE OF COMPENSATION OF OFFICIALS AND EMPLOYEES OF THE TOWNSHIP OF WEST AMWELL, COUNTY OF HUNTERDON, NEW JERSEY

Acting Clerk Andrews provided proof of publication noting the 4/26/18 edition of the Hunterdon County Democrat.

A motion by Cally, seconded by Hoyer to open to the public for discussion on Ordinance 06, 2018 was unanimously approved by voice vote. Seeing no members of the public come forward, a motion was made by Cally and seconded by Hoyer to close to the public. Motion carried unanimously by voice vote.

Ordinance 06, 2018

AN ORDINANCE TO PROVIDE FOR AND DETERMINE THE RATE OF COMPENSATION OF OFFICIALS AND EMPLOYEES OF THE TOWNSHIP OF WEST AMWELL, COUNTY OF HUNTERDON, NEW JERSEY.

SECTION 1

The following shall be the rate and ranges of compensation for the following officials and employees of the township for the year 2018.

Mayor	\$3537.00
Township Committee	\$2966.00
Township Clerk	\$54,181.00 - \$80,000.00
Plus \$35.00/hr. for special & emergency meetings	
Acting Clerk.....	\$60,000.00 - \$70,000.00
Plus \$35.00/hr. for special & emergency meetings	
Registrar of Vital Statistics	\$2,500.00 - \$3,500.00
Administrative Assistant	\$5,000.00 - \$65,000.00
Deputy Township Clerk	\$22,464.00 - \$33,000.00
Deputy Registrar of Vital Statistics.....	\$900.00 - \$1,500.00
Escrow Clerk	\$2,000.00 - \$4,000.00
Assessor	\$26,891.00 - \$40,000.00
Chief Financial Officer/Treasurer.....	\$27,000.00 - \$40,000.00
Certifying Officer for Pensions	\$1,080.00 - \$2,100.00
Assistant Treasurer	\$8,424.00 - \$14,000.00
Payroll Clerk	\$2,314.00 - \$3,500.00
Planning Board Secretary	\$11,700.00 - \$17,500.00
Plus \$200.00 per additional meeting over 12/year	
Deputy Planning Board Secretary	\$200.00/meeting
Board of Adjustment Secretary	\$5,490.00 - \$8,500.00
Plus \$200.00 each for special meetings	
Deputy Board of Adjustment Secretary	\$200.00/meeting
Board of Health Secretary	\$2,500.00 - \$4,500.00
Plus \$35.00/hr. for special & emergency meetings	
Dog Registrar	\$1,800.00 - \$3,000.00
Dog Census Takers	\$500.00 per district plus \$325.00 mileage per district
Judge	\$11,250.00 - \$17,000.00
Court Administrator	\$34,524.00 - \$55,000.00
Construction Code Official (West & East).....	\$9,000.00 - \$30,000.00
Plumbing & Mechanical Sub-Code Official & Inspector (West & East).....	\$7,000.00 - \$25,000.00
Electric Sub-Code Official & Inspector (West & East)	\$8,000.00 - \$25,000.00
Building Sub-Code Official & Inspector (West & East)	\$9,000.00 - \$30,000.00
Fire Sub-Code Official & Inspector (West & East)	\$5,000.00 - \$15,000.00
Fire Official	\$5,429.00 - \$8,000.00
Zoning Officer	\$5,000.00 - \$9,500.00
Municipal Housing Liaison/AA	\$4,500.00 - \$7,500.00
Assistant Collector of Taxes	\$15.00 - \$25.00/hr
General Office Secretary/Clerk	\$12.17 - \$18.00/hr
Rabies Clinic – Secretarial	\$25.00 - \$35.00/hr per person
Open Space Secretary	\$13.50 - \$20.00/hr

Municipal Bldg. Custodian	\$235.00/month
Building Custodian (Police)	\$10.30 – 19.00/hr
Waste Security Officer	\$12.84 - \$19.00/hr
Assistant Waste Security Officer.....	\$10.42 - \$15.00/hr
Waste Security Laborer	\$10.30 - \$15.00/hr
Substitute Waste Security Laborers	\$10.30 - \$15.00/hr
Violations Clerk	\$16.00 - \$24.00/hr
Court Security Officer.....	\$100.00 per court session
Substitute MCO	\$30.00 - \$45.00/hr
Substitute Sub-Code Officials & Inspectors ...	\$28.97 - \$40.00/hr
Construction/Zoning Office Assistant	\$13.50 - \$25.00/hr
Construction/Zoning Office Manager.....	\$15.00 - \$35.00/hr
Substitute T.A. – Construction/Zoning Office.....	\$13.50 - \$22.00/hr
DPW Coordinator	\$25.00 - \$35.00/hr
Director of P.W. & Roads	\$24.00 - \$45.00/hr
Road Foreman	\$20.44 - \$30.00/hr
Road Class A (10 or more years of service)	\$18.69 - \$27.00/hr
Road Class B (5-10 years of service)	\$15.47 - \$23.00/hr
Road Class C (Less than 5 years of service)	\$14.51 - \$21.00/hr
Road Laborer	\$10.00 - \$18.00/hr
Temporary Laborer	\$12.05 - \$18.00./hr
Summer DPW Workers	\$9.00 - \$13.00/hr
Police Administrative Secretary	\$13.50 - \$25.00/hr
Substitute Police Secretary	\$13.50 - \$20.00/hr
Part-time Officers	\$20.62 - \$30.00/hr
Part-time Officers Spec Duty	\$22.41 - \$33.00/hr
Police Matrons	\$13.50 - \$25.00/hr
with a minimum of 4 hours pay if called out between 9 p.m. and 6 a.m.	

SECTION II

Definitions and Benefits are outlined in the West Amwell Township Policy Manual adopted December 28, 2005 with amendments through April 23, 2014

SECTION III

All Ordinances and parts of Ordinances inconsistent with this Ordinance are hereby repealed.

SECTION IV

This Ordinance shall take effect after final adoption and publication according to the laws of the State of New Jersey.

A motion by Cally, seconded by Rich to adopt Ordinance 06, 2018 was unanimously approved by roll call vote.

Cally: Yes, Hoyer: Yes, Rich: Yes, Bergenfeld: Yes

Public Hearing: Ordinance 07, 2018

BOND ORDINANCE PROVIDING FOR IMPROVEMENTS TO ROCKTOWN LAMBERTVILLE ROAD (PHASE III), BY AND IN THE TOWNSHIP OF WEST AMWELL, IN THE COUNTY OF HUNTERDON, STATE OF NEW JERSEY (THE “TOWNSHIP”): APPROPRIATING \$310,000 THEREFOR AND AUTHORIZING THE ISSUANCE OF \$294,500 BONDS OR NOTES OF THE TOWNSHIP TO FINANCE PART OF THE COSTS THEREOF

Acting Clerk Andrews provided proof of publication noting the 5/3/18 edition of the Hunterdon County Democrat.

A motion by Rich, seconded by Hoyer to open to the public for discussion on Ordinance 07, 2018 was unanimously approved by voice vote. Seeing no members of the public come forward, a motion was made by Rich and seconded by Hoyer to close to the public. Motion carried unanimously by voice vote.

Ordinance 07, 2018

BE IT ORDAINED AND ENACTED BY THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF WEST AMWELL, IN THE COUNTY OF HUNTERDON, STATE OF NEW JERSEY (not less than two-thirds of all the members thereof affirmatively concurring), AS FOLLOWS:

SECTION 1. The improvements or purposes described in Section 3 of this bond ordinance are hereby authorized as general improvements or purposes to be undertaken by the Township of West Amwell, in the County of Hunterdon, State of New Jersey (the "Township"). For the said improvements or purposes stated in Section 3, there is hereby appropriated the sum of \$310,000, which sum includes \$15,500 as the amount of down payment for said improvements or purposes as required by the Local Bond Law, N.J.S.A. 40A:2-1 et seq. (the "Local Bond Law"). Said down payment is now available by virtue of a provision or provisions in a previously adopted budget or budgets of the Township for down payment or for capital improvement purposes.

SECTION 2. For the financing of said improvements or purposes described in Section 3 hereof and to meet the part of said \$310,000 appropriation not provided for by application hereunder of said down payment, negotiable bonds of the Township are hereby authorized to be issued in the aggregate principal amount not exceeding \$294,500 pursuant to the Local Bond Law. In anticipation of the issuance of said bonds and to temporarily finance said improvements or purposes, negotiable notes of the Township in an aggregate principal amount not exceeding \$294,500 are hereby authorized to be issued pursuant to and within the limitations prescribed by said Local Bond Law.

SECTION 3. (a) The improvements hereby authorized and purposes for the financing of which said bonds or notes are to be issued are improvements to Rocktown Lambertville Road (Phase III) including, but not limited to, as applicable, excavation, milling, paving, reconstruction and boxing out and resurfacing or full depth pavement replacement, and where necessary, the sealing of pavement cracks, installation of curbing and driveway aprons, resetting utility castings, drainage improvements, roadway painting, landscaping and aesthetic improvements, and shall also include, but not be limited to, as applicable, preparation of plans and specifications, permits, bid documents, contract administration, and all work, materials, equipment, accessories, labor and appurtenances necessary therefor or incidental thereto and all in accordance with the plans and specifications therefor on file in the Office of the Acting Clerk of the Township and available for public inspection and hereby approved.

(b) The aggregate estimated maximum amount of bonds or notes to be issued for said improvements or purposes is \$294,500.

(c) The aggregate estimated cost of said improvements or purposes is \$310,000, the excess amount thereof over the said estimated maximum amount of bonds or notes to be issued therefor is the down payment in the amount of \$15,500 available for said purposes.

SECTION 4. In the event the United States of America, the State of New Jersey, the County of Hunterdon and/or a private entity make a contribution or grant in aid to the Township for the improvements and purposes authorized hereby and the same shall be received by the Township prior to the issuance of the bonds or notes authorized in Section 2 hereof, then the amount of such bonds or notes to be issued shall be reduced by the amount so received from the United States of America, the State of New Jersey, the County of Hunterdon and/or a private entity. In the event, however, that any amount so contributed or granted by the United States of America, the State of New Jersey, the County of Hunterdon and/or a private entity shall be received by the Township after the issuance of the bonds or notes authorized in Section 2 hereof, then such funds shall be applied to the payment of the bonds or notes so issued and shall be used for no other purpose.

SECTION 5. All bond anticipation notes issued hereunder shall mature at such times as may be determined by the Chief Financial Officer of the Township, provided that no note shall mature later than one (1) year from its date. The notes shall bear interest at such rate or rates and be in such form as may be determined by the Chief Financial Officer. The Chief Financial Officer of the Township shall determine all matters in connection with the notes issued pursuant to this bond ordinance, and the signature of the Chief Financial Officer upon the notes shall be conclusive evidence as to all such determinations. All notes issued hereunder may be renewed

from time to time in accordance with the provisions of N.J.S.A. 40A:2-8.1. The Chief Financial Officer is hereby authorized to sell part or all of the notes from time to time at a public or private sale and to deliver them to the purchaser thereof upon receipt of payment of the purchase price and accrued interest thereon from their dates to the date of delivery thereof. The Chief Financial Officer is directed to report in writing to the governing body at the meeting next succeeding the date when any sale or delivery of the notes pursuant to this bond ordinance is made. Such report must include the principal amount, the description, the interest rate, the maturity schedule of the notes so sold, the price obtained and the name of the purchaser.

SECTION 6. The capital budget of the Township is hereby amended to conform with the provisions of this bond ordinance to the extent of any inconsistency herewith and a resolution in the form promulgated by the Local Finance Board showing full detail of the amended capital budget and capital programs as approved by the Director of the Division of Local Government Services, Department of Community Affairs, State of New Jersey, is on file in the Office of the Acting Clerk of the Township and is available for public inspection.

SECTION 7. The following additional matters are hereby determined, declared, recited and stated:

(a) The purposes described in Section 3 of this bond ordinance are not current expenses and are improvements which the Township may lawfully undertake as general improvements, and no part of the cost thereof has been or shall be specially assessed on property specially benefited thereby.

(b) The average period of usefulness of said purposes within the limitations of said Local Bond Law, according to the reasonable life thereof computed from the date of the said bonds authorized by this bond ordinance, is 15 years.

(c) The supplemental debt statement required by the Local Bond Law has been duly made and filed in the Office of the Acting Clerk of the Township and a complete executed duplicate thereof has been filed in the Office of the Director of the Division of Local Government Services, Department of Community Affairs, State of New Jersey, and such statement shows that the gross debt of the Township as defined in the Local Bond Law is increased by the authorization of the bonds or notes provided for in this bond ordinance by \$294,500 and the said obligations authorized by this bond ordinance will be within all debt limitations prescribed by said Local Bond Law.

(d) An aggregate amount not exceeding \$50,000 for items of expense listed in and permitted under N.J.S.A. 40A:2-20 is included in the estimated cost indicated herein for the purposes or improvements herein before described.

SECTION 8. The full faith and credit of the Township are hereby pledged to the punctual payment of the principal of and the interest on the obligations authorized by this bond ordinance. The obligations shall be direct, unlimited obligations of the Township, and the Township shall be obligated to levy *ad valorem* taxes upon all the taxable property within the Township for the payment of the principal of the obligations and the interest thereon without limitation as to rate or amount.

SECTION 9. The Township hereby declares the intent of the Township to issue the bonds or bond anticipation notes in the amount authorized in Section 2 of this bond ordinance and to use proceeds to pay or reimburse expenditures for the costs of the purposes described in Section 3 of this bond ordinance. This Section 9 is a declaration of intent within the meaning and for purposes of Treasury Regulations §1.150-2 or any successor provisions of federal income tax law.

SECTION 10. The Township Chief Financial Officer is hereby authorized to prepare and to update from time to time as necessary a financial disclosure document to be distributed in connection with the sale of obligations of the Township and to execute such disclosure document on behalf of the Township. The Township Chief Financial Officer is further authorized to enter into the appropriate undertaking to provide secondary market disclosure on behalf of the Township pursuant to Rule 15c2-12 of the Securities and Exchange Commission (the "Rule") for the benefit of holders and beneficial owners of obligations of the Township and to amend such undertaking from time to time in connection with any change in law, or interpretation thereof, provided such undertaking is and continues to be, in the opinion of a nationally recognized bond counsel, consistent with the requirements of the Rule. In the event

that the Township fails to comply with its undertaking, the Township shall not be liable for any monetary damages, and the remedy shall be limited to specific performance of the undertaking.

SECTION 11. The Township covenants to maintain the exclusion from gross income under Section 103(a) of the Code of the interest on all bonds and notes issued under this bond ordinance.

SECTION 12. This bond ordinance shall take effect twenty (20) days after the first publication thereof after final adoption, as provided by the Local Bond Law.

A motion by Cally, seconded by Rich to adopt Ordinance 07, 2018 was unanimously approved by roll call vote.

Cally: Yes, Hoyer: Yes, Rich: Yes, Bergenfeld: Yes

STANDING COMMITTEE REPORTS

Open Space – The Committee approved the 3/13/18 Open Space minutes for posting.

Environmental – No report was given.

Aq Advisory – No report was given.

Finance Committee – No report was given.

UNFINISHED BUSINESS

School Budget Considerations for Increased Security Personnel

Mayor Bergenfeld noted the School Board approved the hiring of Class III Officers for each school: Lambertville Public School, West Amwell Elementary School and South Hunterdon High School. He noted the Township will hire them through the Police Department and pay for uniforms and equipment. Mayor Bergenfeld commented that he believes 3 or 4 Class III Officers will be hired. He indicated they would like to hire within the next 2 months so the Officers are ready for the upcoming school year this September.

Mr. Cally asked about the job parameters for a Class III Officer. Mayor Bergenfeld explained the officers are for security, not disciplinary or judicial matters unless they are directly involved in an incident.

Mayor Bergenfeld noted a memo received from AOIC Skillman regarding the costs associated with security at the high school's 6/19/18 graduation. It was the consensus of the Committee that the Township will pay the police overtime, consistent with what has been done in prior years.

Possible Amendments to Education, Conference, and Seminar Policy

It was noted for the record that this matter will be carried to the 6/6/18 agenda in order to allow the Committee additional time to review the policy.

Update: East Amwell Township Traffic Enforcement

Mayor Bergenfeld noted he will be meeting with Mayor Mathews of East Amwell next week to discuss further details on the pending 2018 shared service agreement.

Possible Re-location of Police HQ to Municipal Building Basement

Mayor Bergenfeld noted he is working with the Architect on finalizing the plans and determining the best way to fire proof the basement ceiling.

Crossing Guard Status

Mayor Bergenfeld commented this matter will be incorporated into the responsibilities of the Class III Officers hired for the schools.

Enbridge Status – Letter Dated 5/3/18, re: Expansion Project

It was noted for the record that there were no comments made on the proposed project.

NEW BUSINESS/OTHER

Discussion: Township Domain Name Options

Acting Clerk Andrews explained the current domain holder no longer accepts checks and paying by credit card is an issue for the Township because a staff member would have to use their personal credit card. Mayor Bergenfeld suggested the Township obtain a visa/debit card from the bank.

Summer Hours

Acting Clerk Andrews commented a survey was sent around by several Township Clerks regarding summer hours. She noted many municipalities implement summer hours where the offices are closed on Fridays or staff only works a half day. Mr. Cally stated he provides for summer hours in his office and suggested something could be considered for the months of July and August since the school year goes to almost the end of June. It was noted the matter will be carried to the Committee's 6/6/18 agenda for further discussion.

OPEN TO THE PUBLIC

Mayor Bergenfeld opened the floor to public comment. Conner Healy of the Recycling Committee came forward and provide additional details on the proposed tiered garbage permit and sticker options for this year's depot.

The following items were highlighted:

"Household Plan" - \$175 – 2 stickers per week (2 bags of garbage)

"Large Bulk Plan" - \$275 – 4 stickers per week (4 bags of garbage) + 3 bulk disposal days

It was noted that Mr. Healy would like to host a "Town Hall" style meeting to address all of the details with the public and answer any questions the residents may have. A date for this meeting has yet to be determined.

OTHER

Resolution #69-2018: Closed Session – Personnel/Contracts – Litigation/Affordable Housing

A motion by Cally, seconded by Rich to approve Resolution #69-2018 to enter into Closed Session was unanimously approved by roll call vote.

Cally: Yes, Hoyer: Yes, Rich: Yes, Bergenfeld: Yes

Resolution #69-2018

WHEREAS, Section 8 of the Open Public Meetings Act, Chapter 231, P.L. 1975, permits the exclusion of the public from a meeting in certain circumstances; and

WHEREAS, this public body is of the opinion that such circumstances presently exist,

NOW, THEREFORE BE IT RESOLVED by the Committee of West Amwell Township, County of Hunterdon, State of New Jersey, as follows:

1. The public shall be excluded from discussion of and action upon the hereinafter specified subject matter.
2. The general nature of the subject matter to be discussed is as follows: Mt. Laurel Litigation, personnel/contracts and subjects falling under Attorney-Client privilege.
3. It is anticipated at this time that the above stated subject matter will be made public when the matter has been resolved.
4. This resolution shall take effect immediately.

A motion by Cally, seconded by Hoyer to return to open session was unanimously approved.

Cally: Yes, Hoyer: Yes, Rich: Yes, Bergenfeld: Yes

The Committee was in Closed Session from 8:24 PM – 9:37 PM.

A motion by Cally, seconded by Rich to pay all part time Police Officers \$25.00 per hour to keep consistency within the department was unanimously approved by roll call vote.

Cally: Yes, Hoyer: Yes, Rich: Yes, Bergenfeld: Yes

It was noted there was also discussion regarding the consideration of a "floating" staff member to provide coverage for the Court and Construction/Zoning Departments when personnel is out or away on vacation.

ADMINISTRATIVE

Treasurer – Presentation of Bills for Payment

A motion by Hoyer, seconded by Cally to approve the 5/16/18 bill list for payment was unanimously approved by roll call vote.

Cally: Yes, Hoyer: Yes, Rich: Yes, Bergenfeld: Yes

Northfield Bank Proposal

It was noted for the record that Northfield provided a higher interest rate than First Bank and is willing to provide courier service for banking deposits. Additionally, since First Bank cannot accommodate the municipality's escrow account needs there will be no change in banking facilities at this time.

It was noted for the record that there were no comments made on any of the departmental monthly reports.

CORRESPONDENCE

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

ADJOURNMENT

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

The meeting adjourned at 9:37 PM.

Maria Andrews, Acting Municipal Clerk

Approved: 6/6/18