

WEST AMWELL TOWNSHIP COMMITTEE MEETING

December 28 27, 2017 - 7:30 p.m.

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

The regular meeting of the West Amwell Township Committee was called to order at 7:40 p.m. Present were Mayor John Dale, Deputy Mayor Stephen Bergenfeld, Committeemen Gary Hoyer and Zachary T. Rich, Clerk Lora Olsen and Attorney Philip J. Faherty III. Committeeman James Cally was excused. Also in attendance at the beginning of the meeting were Rob Tomenchok, Bill Burr, Beth McManus, Shirley Bishop, Tara St. Angelo, John Cronce, Hal Shute, and Maria Andrews.

Mayor Dale announced that this meeting is called pursuant to the provisions of the Open Public Meetings Act. Notice of this meeting was included in the Resolution faxed to the Hunterdon County Democrat and Trenton Times on January 2, 2017, was posted on the bulletin board in the Municipal Building on said date and has remained continuously posted as required under the Statute. Notice of this re-scheduled regular meeting was published in the December 14, 2017 editions of both the Hunterdon County Democrat and Trenton Times. A copy these notices are and have been available to the public and are on file in the office of the Municipal Clerk.

FLAG SALUTE

The mayor led those in attendance in the pledge to the nation's flag.

AGENDA REVIEW BY TOWNSHIP CLERK

There were no additions or deletions.

ANNOUNCEMENTS

- Municipal Offices will be Closed on January 1, 2018 (Added)
- Township Re-organization Meeting, January 3, 2018 @ 7:30 p.m.
- PSE&G ROW Vegetation Management Work to Commence January 2018
- JCP&L Line Clearance/Tree Trimming along ROWs, January-February 2018
- Tree Smiths/First Energy Tree Trimming Through Township
- Please Come to the Table if You Wish to Address the Committee
- Kindly Turn Cell Phones Off During Meeting

PRESENTATION OF MINUTES

The following Regular, Special and Closed Session minutes were unanimously approved on motion from Bergenfeld, seconded by Rich.

December 6, 2017 Regular
December 6, 2017 Closed Session (Safety & Protection of the Public)
December 20, 2017 Special Meeting
December 20, 2017 Closed Session (Personnel)

Attorney Faherty advised that the following Closed Session minutes could be authorized for release:

06/26/2013 Personnel #5 & #6
11/15/2017 Safety & Protection of the Public #1 & #2

The foregoing were unanimously approved for opening on motion by Bergenfeld, seconded by Hoyer. Motion carried.

OPEN TO THE PUBLIC/TOPIC NOT ON THE AGENDA

Seeing no members of the public come forward, a motion to close to the public was unanimously approved.

SPECIAL PRESENTATION(S)

Closed Session

RESOLUTION #157-2017

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:
LITIGATION (Affordable Housing)
PERSONNEL
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.

Motion by Bergenfeld to approve the Resolution, seconded by Hoyer, and carried unanimously.

The meeting was unanimously returned to Open Session at 9:53 p.m. on motion by Bergenfeld, seconded by Hoyer.

Reports by Department Heads - none

INTRODUCTION OF ORDINANCE AND/OR PUBLIC HEARING

Public Hearing: Ordinance 10, 2017 AN ORDINANCE TO AMEND CHAPTER 68 OF THE CODE OF THE TOWNSHIP OF WEST AMWELL, COUNTY OF HUNTERDON, STATE OF NEW JERSEY

Proof of publication in the December 14, 2017 issue of the Hunterdon County Democrat was presented. The ordinance has been posted and available to the public since its introduction at the December 6, 2017 Township Committee meeting. The Ordinance was read by title and opened the public hearing. As no member of the public came forward, a motion to close the public hearing was offered by Dale and seconded by Bergenfeld. Motion carried.

The Ordinance was approved on motion by Bergenfeld, seconded by Dale. Motion carried unanimously.

STANDING COMMITTEE REPORTS - none

UNFINISHED BUSINESS

Possible Appointments – none

Updates – 1) A new 6 gallon **hot water heater** has been installed in the Municipal building. There is now hot water. 2) The **firehouse oil tank** is scheduled for pumping and removal tomorrow. The fuel oil will be used for the DPW heater. 3) The requested 90 day report from Krista Parsons was received concerning the **Police Department** postage meter. The ability to have stamps.com was seen as an asset that has improved productivity and provided for accurate pricing for mailings. Continuation was unanimously approved. 4) Pat Durborow has agreed to clean the municipal building 4 hrs/wk for \$235/month starting in 2018. CNS has been advised that cleaning will be brought back in-house in January.

Result of Auction of Block 46 Lot 5, 6, 7 & Possible Resolution of Award

RESOLUTION #158-2017

WHEREAS, the West Amwell Township Committee authorized the auction sale of Block 46 Lots, 5, 6, and 7; and

WHEREAS, the notice of auction was advertised in the Hunterdon County Democrat on November 30, 2017 and December 7, 2017 with affidavits on file of same; and

WHEREAS, the notice of the auction has been posted on the Township website since approval; and

WHEREAS, the auction of Block 46 Lots 5, 6 and 7 was held on December 14, 2017 in the municipal building with the following results

BIDDER	BID
Chris Rose	\$ 6,200.00
NCC Realty, LLC/James Cally	\$11,201.00

WHEREAS, a deposit of 10% of the highest bid was received by the Township Clerk

THEREFORE BE IT RESOLVED by the West Amwell Township Committee that the bid received from NCC Realty, LLC is hereby accepted

BE IT FURTHER RESOLVED that the closing on Block 46 Lots 5, 6 & 7 is required to take place within thirty days of this award in the offices of Hunt and Faherty.

Bergenfeld motioned to approve the Resolution and Hoyer seconded. Roll Call: Rich-abstain, Hoyer-aye, Bergenfeld-aye, Dale-aye

Draft Letter to County Engineer re: Passing Zones & Speed Limits on Rt 518 – The letter was accepted as presented with no change.

The mayor unanimously authorized to sign on motion by Rich, seconded by Bergenfeld.

Proposed Letter to Hunterdon County Communications re: Rescue Services – The letter was accepted as presented with no change. A copy will be provided to Chief Ent.

The mayor unanimously authorized to sign on motion by Rich, seconded by Bergenfeld.

Request for Letter to School District Concerning Crossing Guard/Traffic Control Duty – Mr. Rich explained that the Township is subsidizing the school to the tune of up to \$30,000/year by providing this service. His recommendation is for the elementary school to get their own crossing guard. Although happy to discuss the situation, it would involve the school paying \$120.00/hr for use of Township officers. A letter to South Hunterdon school superintendent Lou Muenker will be drafted for the next meeting.

Replacement of Municipal Postage Equipment – A lease for the Neopost IM700 was approved once verification of the envelope sealer is obtained.

2018 Reorganization Preparations – The following items were presented for review: 1) The draft agenda; 2) the resolutions that will be voted on; and, 3) the in-house appointment list. 4) The 2018 depot flyer will be prepared for distribution on Saturday.

Township Clerk Transition – Mayor Dale announced that Maria Andrews has accepted the Township's offer and will serve as Acting Clerk on February 1st. A copy of the letter is attached to the original minutes.

Possible Receipt of 2018 Covanta Agreement for Garbage Disposal – The new agreement was presented and approved, which guarantees no break in service. The Clerk will sign and ensure its submission.

NEW BUSINESS

Municipal Alliance – Grant Year July 1, 2018 to June 30, 2019

- Strategic Plan for Funding Municipal Alliances: As the lead for the South County Alliance, the mayor was authorized to sign on motion from Bergenfeld, seconded by Hoyer. Motion carried unanimously.

- Resolution for Fiscal Grant Cycle July 2014-June 2019

RESOLUTION #159-2017 FORM 1B

WHEREAS, the Governor's Council on Alcoholism and Drug Abuse established the Municipal Alliances for the Prevention of Alcoholism and Drug Abuse in 1989 to educate and engage residents, local government and law enforcement officials, schools, nonprofit organizations, the faith community, parents, youth and other allies in efforts to prevent alcoholism and drug abuse in communities throughout New Jersey.

WHEREAS, The Township Council of the Township of West Amwell, County of Hunterdon, State of New Jersey recognizes that the abuse of alcohol and drugs is a serious problem in our society amongst persons of all ages; and therefore has an established Municipal Alliance Committee; and,

WHEREAS, the Township Council further recognizes that it is incumbent upon not only public officials but upon the entire community to take action to prevent such abuses in our community; and,

WHEREAS, the Township Council has applied for funding to the Governor's Council on Alcoholism and Drug Abuse through the County of Hunterdon;

NOW, THEREFORE, BE IT RESOLVED by the Township of West Amwell, County of Hunterdon, State of New Jersey hereby recognizes the following:

1. The Township Council does hereby authorize submission of a strategic plan for the South Hunterdon Municipal Alliance grant for fiscal year 2019 in the amount of:

DEDR	<u>\$16,108.00</u>
Cash Match	<u>\$ 4,027.00</u>
In-Kind	<u>\$12,081.00</u>
2. The Township Council acknowledges the terms and conditions for administering the Municipal Alliance grant, including the administrative compliance and audit requirements.

John Dale

APPROVED: _____
John Dale, Mayor

CERTIFICATION

I, Lora L. Olsen, Municipal Clerk of the Township of West Amwell, County of Hunterdon, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council on this 27th day of December, 2017.

Lora L. Olsen

Lora L. Olsen, Municipal Clerk

The Resolution was unanimously approved on motion by Dale, seconded by Rich.

Upcoming League Seminars for Municipal Officials – There was no interest expressed at this time about attending the upcoming seminars on budgets, orientation for municipal officials or the legislative day.

St. Huberts Contract for 2018 – The Committee initially expressed interest in a one year contract; however, the decision was to go with one for two years. The paperwork received from St. Huberts has to be amended for both number of years and price as they used the wrong census number.

Rich motioned to authorize the mayor to sign the corrected contract when received and Bergenfeld seconded. Motion carried.

Social Affairs Permit – Curtain Up Productions for January 5th. This latest State-issued permit has been shared with AOIC Skillman. This notification is basically a FYI to the Township that an event has been scheduled. Wine will be available for purchase.

Payroll Questions – Representatives from PrimePoint are to be invited to the next meeting to address how best to automate the payroll process. Suggestions for increased efficiency in other areas were sought.

An employee pay issue concerning two positions held but with separate pay rates was raised. The mayor relayed that the higher pay rate was for the position with more responsibility. The other is in accordance with the existing salary and wage resolution.

OPEN TO THE PUBLIC

There was no public in attendance at this time.

ADMINISTRATIVE REPORTS

Treasurer –

- Transfer Resolution

RESOLUTION #160-2017
(attached to original minutes)

The Resolution was unanimously approved on motion by Dale, seconded by Bergenfeld.

Presentation of Bills for Approval:

RESOLUTION #161-2017

BE IT RESOLVED by the Township Committee of the Township of West Amwell that the vouchers listed on the Bill List, in the amount of \$102,113.91, dated December 27, 2017, as presented by the Township Treasurer/Chief Financial Officer, be paid from existing appropriations.

Rich motioned to approve the evening's bills for payment, seconded by Dale, and carried unanimously.

Treasurer Report: Appropriations through December 27, 2017 were provided and reviewed.

Tax Collector –

- Resolutions to Cancel Overpayment/Pennies; Cancel Small Balances

RESOLUTION #162-2017

WHEREAS, there are overpayment of taxes for the following blocks and lots, and

WHEREAS, it is the desire of the Tax Collector to return these small balances to surplus before the New Year

THEREFORE BE IT RESOLVED, that the following credits be cancelled:

BLOCK/LOT	AMOUNT
8/38.01	.52
8/52.02	.01
12/14	.60
13/39	.26
16/17.01 Q0212	.27
17/16	.42
23/32	.10
29/2	.65
31/2.02	.70
41/2	.01
55/1	.13
TOTAL:	3.67

The Resolution was unanimously approved on motion by Rich, seconded by Bergenfeld.

RESOLUTION #163-2017

WHEREAS, there exists taxes due for the following blocks and lots, and

WHEREAS, it is the desire of the Tax Collector to cancel these small balances before the New Year

THEREFORE BE IT RESOLVED, that the following balances be cancelled:

BLOCK/LOT	AMOUNT
5/5Q0005	.53
8/19	.02
12/21.03	.17
13/14	.01
13/63 Q0220	.02
16/7	.03
16/16	.62
18/7 Q0027	.12
21/45	.09
23/14	.21
29/16.02 Q0024	.03

30/1.03	.07
30/18	.03
33/10.01 Q0233	.16
35/2	.18
40/19	.28
49/4	.01

TOTAL: 2.58

The Resolution was unanimously approved on motion by Rich, seconded by Bergenfeld.

Construction – The Permit Fee Log Summary for November 2017 reflect the issuance of 21 permits and 3 updates for a total of \$4,650.00 for West Amwell. Three (3) COs and twenty two (22) CA's were processed per the Certificate Log Summary. The Permit Fee Log Summary for East Amwell reported 31 permits and 7 updates issued and \$18,590.00 collected. Three (3) CO's and thirty six (36) CA's were processed according to the Certificate Log Summary.

Website Review - none

The reports were accepted as received and without comment.

CORRESPONDENCE

The correspondence as listed on the Agenda was ordered filed.

ADJOURNMENT

There being no further business, the meeting was unanimously adjourned at 10:55 p.m. on motion from Rich.

Respectfully submitted,

Lora Olsen, RMC
Township Clerk

APPROVED: January 17, 2018