

**WEST AMWELL TOWNSHIP COMMITTEE MEETING**  
**July 15, 2020**  
**Regular Meeting – 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 James Cally, Deputy Mayor Stephen Bergenfeld, Committeemen John Dale, Gary Hoyer and Lucas Lyons along with Township Clerk Maria Andrews and Township Attorney Katrina Campbell.

Township 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 13, 2020, 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.

**AGENDA REVIEW BY TOWNSHIP CLERK**

Township Clerk Andrews noted there were no changes to the posted agenda.

**ANNOUNCEMENTS**

The following announcements were made:

- Residents will be Turned Away from the Trash Depot After 7/18/20 Without a New Permit
- Kindly Turn Cell Phones off During the Meeting

**PRESENTATION OF MINUTES**

A motion by Bergenfeld, seconded by Dale to approve the Committee's 6/17/20 regular session minutes with no revisions noted was unanimously approved by voice vote.

A motion by Hoyer, seconded by Bergenfeld to approve the Committee's 6/17/20 executive session minutes with no revisions noted was unanimously approved by voice vote.

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

Mayor Cally noted that there were no members of the public present at the meeting at this time.

**SPECIAL PRESENTATIONS**

**Reports by Department Heads**

Mayor Cally re-ordered the agenda to address the following issues so Lieutenant Skillman didn't have to sit through the meeting:

**NEW BUSINESS/OTHER**

**Discussion: "Cloud Based" Police Department Policy Management System**

Lieutenant Skillman was present to discuss his request for a "Cloud Based" Policy Management System. He explained the department has approximately 100 policies currently contained in about 12 binders which he remarked takes up a lot of office space and is not the most efficient way to manage the documents.

PowerDMS is a cloud based policy management software system that would save time, money and resources by condensing all of the documents into a single, searchable online source that would automatically disseminate policies, track them and collect signatures of staff acknowledging receipt of newly updated policies and procedures.

Lieutenant Skillman stated the program would eliminate some costs associated with training because the software has the ability to store, distribute and even test employees on training material in various formats such as videos and PowerPoint presentations. He noted the Police Officers would be able to access the program through their Smartphone or computer. The cost is \$3000 per year for use of the system with a \$35 fee for each user.

Minutes: 7/15/20

Committeemen Hoyer and Bergenfeld both suggested Lieutenant Skillman research whether or not the system can be linked to the Township for the Municipal Offices and DPW to utilize as well. It was noted that the Committee was in support of the policy management system.

**Discussion: Body Cameras for Police Patrol Officers**

Lieutenant Skillman explained West Amwell's Police Department has been using dash cams for the past 10 years. He noted the units cost about \$3000 and only show what is happening in front of the vehicle with limited audio capabilities. He noted the State is pushing for Officers to be equipped with body cameras and said the cost is approximately \$500 - \$600 for each one with about 40% of all police departments currently utilizing them.

Lieutenant Skillman suggested he could look into any available grant funding options. It was noted for the record that the Committee supported the use of body cameras instead of dash cams.

**Approval of Class III Officer's 2020 – 2021 Contract**

Lieutenant Skillman stated the High School's new Superintendent Anthony Suozzo is in support of keeping the Class III Officer's for the upcoming school year and clarified the Officers can only perform duties on school property.

A motion by Bergenfeld, seconded by Dale to approve the Class III Officer's 2020 – 2021 Contract was unanimously approved by roll call vote.

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

**INTRODUCTION/PUBLIC HEARING ON ORDINANCES**

**Introduction:** Ordinance 08, 2020: AN ORDINANCE OF THE TOWNSHIP OF WEST AMWELL, COUNTY OF HUNTERDON AND STATE OF NEW JERSEY, AMENDING CHAPTER 51 OF THE CODE OF THE TOWNSHIP OF WEST AMWELL ENTITLED "AFFORDABLE HOUSING" TO ADDRESS THE REQUIREMENTS OF THE FAIR SHARE HOUSING ACT AND THE UNIFORM HOUSING AFFORDABILITY CONTROLS REGARDING COMPLIANCE WITH THE TOWNSHIP'S AFFORDABLE OBLIGATIONS

Mayor Cally read Ordinance 08, 2020 by title.

**ORDINANCE 08, 2020**

**AN ORDINANCE OF THE TOWNSHIP OF WEST AMWELL, COUNTY OF HUNTERDON AND STATE OF NEW JERSEY, AMENDING CHAPTER 51 OF THE CODE OF THE TOWNSHIP OF WEST AMWELL ENTITLED "AFFORDABLE HOUSING" TO ADDRESS THE REQUIREMENTS OF THE FAIR SHARE HOUSING ACT AND THE UNIFORM HOUSING AFFORDABILITY CONTROLS REGARDING COMPLIANCE WITH THE TOWNSHIP'S AFFORDABLE HOUSING OBLIGATIONS**

**WHEREAS**, in accordance with In the Matter of the Adoption of N.J.A.C. 5:96 & 5:97 by the New Jersey Council on Affordable Housing, 221 N.J. 1 (2015), the Township of West Amwell filed an action for declaratory judgment requesting that the Court declare that the Township has complied with its constitutional obligation to provide a realistic opportunity for the development of housing that is affordable to low- and moderate-income families and individuals; and

**WHEREAS**, in order to carry out such constitutional obligation, the Township Committee of the Township of West Amwell adopted an ordinance on November 20, 2019 (Ordinance No. 14-19) to include provisions addressing the Township's constitutional obligation to provide for its fair share of low- and moderate-income housing, as directed by the Superior Court and consistent with N.J.A.C. 5:93-1 et seq., as amended and supplemented; N.J.A.C. 5:80-26.1 et seq., as amended and supplemented; and the New Jersey Fair Housing Act of 1985; and

**WHEREAS**, the Township of West Amwell Planning Board has adopted a Housing Element and Fair Share Plan pursuant to the Municipal Land Use Law, N.J.S.A. 40:55D-1 et seq.; and

**WHEREAS**, the Housing Element and Fair Share Plan has been endorsed by the Township Committee and Mayor; and

**WHEREAS**, the Township Code must be further amended to comply with the directives of the Superior Court and the Township’s Housing Element and Fair Share Plan.

**NOW, THEREFORE, BE IT ORDAINED**, by the Township Committee of the Township of West Amwell as follows:

**Section 1.** The Township Committee of the Township of West Amwell, County of Hunterdon, and State of New Jersey, hereby amends Chapter 51 the Code of the Township of West Amwell entitled “Affordable Housing” as follows (Additions indicated in boldface and italics *thus*; deletions indicated with strike-through ~~thus~~):

## CHAPTER 51 AFFORDABLE HOUSING

### ARTICLE I. General Program Purposes, Procedures

#### § 51-1 Affordable Housing Obligation. – *No change*

##### *§51-1.1. Reporting requirements*

***A. Trust fund activity. On the first anniversary of the entry of the order granting West Amwell a final judgment of compliance and repose in In re Township of West Amwell Compliance with Mount Laurel Third Round Affordable Housing Obligation, and every anniversary thereafter through the end of the repose period, the Township shall provide annual reporting of its affordable housing trust fund activity to the New Jersey Department of Community Affairs, Council on Affordable Housing or Division of Local Government Services, or other entity designated by the State of New Jersey, with a copy provided to Fair Share Housing Center and posted on the municipal website, using forms developed for this purpose by the New Jersey Department of Community Affairs, Council on Affordable Housing or Division of Local Government Services. The reporting shall include an accounting of all affordable housing trust fund activity, including the source and amount of funds collected and the amount and purpose for which any funds have been expended.***

***B. Affordable housing activity. On the first anniversary of the entry of the order granting West Amwell a final judgment of compliance and repose in In re Township of West Amwell Compliance with Mount Laurel Third Round Affordable Housing Obligation, and every anniversary thereafter through the end of the repose period, the Township shall provide annual reporting of the status of all affordable housing activity within the Township through posting on the municipal website, with copies provided to Fair Share Housing Center, using forms previously developed for this purpose by the Council on Affordable Housing or any other forms endorsed by the court-appointed special master and Fair Share Housing Center. For the midpoint realistic opportunity review due on July 1, 2020, as required pursuant to N.J.S.A. 52:27D-313, the Township shall post on its municipal website, with copies provided to Fair Share Housing Center, a status report as to its implementation of its affordable housing plan and an analysis of whether any unbuilt sites or unfulfilled mechanisms continue to present a realistic opportunity. Such posting shall invite any interested party to submit comments to the Township, with copies provided to Fair Share Housing Center, regarding whether any sites no longer present a realistic opportunity and***

should be replaced. Any interested party may by motion request a hearing before the court regarding these issues.

C. **Very low-income housing.** For the review of very low income housing requirements required by N.J.S.A. 52:27D-329.1, within 30 days of the third anniversary of the entry of the order granting West Amwell a final judgment of compliance and repose in *In re Township of West Amwell Compliance with Mount Laurel Third Round Affordable Housing Obligation*, and every third year thereafter, the Township will post on its municipal website, with copies provided to Fair Share Housing Center, a status report as to its satisfaction of its very low income requirements, including the family very low-income requirements referenced herein. Such posting shall invite any interested party to submit comments to the Township, with copies provided to Fair Share Housing Center, on the issue of whether the Township has complied with its very low-income housing obligation.

§ 51-2 Definitions – No change

§ 51-3 Mandatory Affordable Housing Set-aside – No change

§ 51-4 New Construction.

The following requirements shall apply to all new or planned developments that contain low- and moderate- income housing units.

A. **Phasing.** Final site plan or subdivision approval shall be contingent upon the affordable housing development meeting the following phasing schedule for low- and moderate-income units whether developed in a single phase development, or in a multi-phase development:

Maximum Minimum Percentage of Low-  Moderate- Income	Percentage  Market-Rate Units and	of
	<u>Completed</u>	<u>Units Completed</u>
	25	0
	25+1	10
	50	50
	75	75
	90	100

B. **Design.** In inclusionary developments, to the extent possible, low- and moderate-income units shall be integrated with the market units.

C. **Utilities and Common Elements.** In inclusionary developments, affordable units shall utilize the same type of heating source as the market units within the development, and the occupants of the affordable units shall have access to all of the same common elements and facilities as the occupants of the market units within the development.

D. **Low/Moderate Split and Bedroom Distribution of Affordable Housing Units:**

(1) Affordable units in a development shall be divided equally between low- and moderate- income units, except that where there is an odd number of affordable housing units, the extra unit shall be a low-income unit.

(2) In each affordable development, at least 50% of the restricted units within each bedroom distribution shall be low-income units, *including that 13% shall be very-low income.*

(3) At least 13% of all affordable rental units *within each bedroom distribution* shall be very low-income units (affordable to households earning 30% or less of median income). The very low-income units shall be counted as part of the required number of low income units within the development.

(4) ***At least 25 percent of the obligation shall be met through rental units, including at least half in rental units available to families.***

(5) ***A maximum of 25 percent of the Township's obligation may be met with age restricted units. At least half of all affordable units in the Township's Plan shall be available to families.***

(46) Affordable developments that are not age-restricted shall be structured in conjunction with realistic market demands such that:

(a) The combined number of efficiency and one-bedroom units shall be no greater than 20% of the total low- and moderate-income units;

(b) At least 30% of all low- and moderate-income units shall be two-bedroom units;

(c) At least 20% of all low- and moderate-income units shall be three-bedroom units; and

(d) The remaining units may be allocated among two- and three-bedroom units at the discretion of the developer.

(57) Affordable developments that are age-restricted shall be structured such that the number of bedrooms shall equal the number of age-restricted low- and moderate-income units within the inclusionary development. The standard may be met by having all one-bedroom units or by having a two-bedroom unit for each efficiency unit.

E. Accessibility Requirements:

(1) The first floor of all restricted townhouse dwelling units and all restricted units in all other multistory buildings shall be subject to the technical design standards of the Barrier Free Subcode, N.J.A.C. 5:23-7.

(2) All restricted townhouse dwelling units and all restricted units in other multistory buildings in which a restricted dwelling unit is attached to at least one other dwelling unit shall have the following features:

(a) An adaptable toilet and bathing facility on the first floor;

(b) An adaptable kitchen on the first floor;

(c) An interior accessible route of travel on the first floor;

(d) An interior accessible route of travel shall not be required between stories within an individual unit;

(e) An adaptable room that can be used as a bedroom, with a door or the casing for the installation of a door, on the first floor; and

(f) An accessible entranceway as set forth at P.L. 2005, c. 350 (N.J.S.A. 52:27D-311a et seq.) and the Barrier Free Subcode, N.J.A.C. 5:23-7, or evidence that the Township has collected funds from the developer

sufficient to make 10% of the adaptable entrances in the development accessible:

(1) Where a unit has been constructed with an adaptable entrance, upon the request of a disabled person who is purchasing or will reside in the dwelling unit, an accessible entrance shall be installed.

(2) To this end, the builder of restricted units shall deposit funds within the Township of West Amwell's affordable housing trust fund sufficient to install accessible entrances in 10% of the affordable units that have been constructed with adaptable entrances.

(3) The funds deposited under paragraph (2) herein, shall be used by the Township for the sole purpose of making the adaptable entrance of any affordable unit accessible when requested to do so by a person with a disability who occupies or intends to occupy the unit and requires an accessible entrance.

(4) The developer of the restricted units shall submit a design plan and cost estimate for the conversion from adaptable to accessible entrances to the Construction Official of the Township of West Amwell.

(5) Once the Construction Official has determined that the design plan to convert the unit entrances from adaptable to accessible meet the requirements of the Barrier Free Subcode, N.J.A.C. 5:23-7, and that the cost estimate of such conversion is reasonable, payment shall be made to the Township of West Amwell's affordable housing trust fund in care of the Chief Financial Officer who shall ensure that the funds are deposited into the affordable housing trust fund and appropriately earmarked.

(6) Full compliance with the foregoing provisions shall not be required where an entity can demonstrate that it is impracticable to meet the requirements on the site. Determinations of site impracticability shall be in compliance with the Barrier Free Subcode, N.J.A.C. 5:23-7.

F. Maximum Rents and Sales Prices.

(1) In establishing rents and sales prices of affordable housing units, the administrative agent shall follow the procedures set forth in UHAC ~~and in COAH, utilizing the regional income limits established by COAH or as determined by the Court or other appropriate jurisdiction.~~ ***utilizing the most recently published regional weighted average of the uncapped Section 8 income limits by HUD and by the Superior Court.***

(2) The maximum rent for restricted rental units within each affordable development shall be affordable to households earning no more than 60% of median income, and the average rent for restricted low- and moderate-income units shall be affordable to households earning no more than 52% of median income.

(3) The developers and/or municipal sponsors of restricted rental units shall establish at least one rent for each bedroom type for both low-income and moderate-income units.

- (a) At least ~~10%~~ **13%** of all low- and moderate-income rental units shall be affordable to households earning no more than 30% of median income, ***with such very low-income units counted toward the low-income housing requirement.***
- (4) The maximum sales price of restricted ownership units within each affordable development shall be affordable to households earning no more than 70% of median income, and each affordable development must achieve an affordability average of 55% for restricted ownership units; in achieving this affordability average, moderate-income ownership units must be available for at least three different prices for each bedroom type, and low-income ownership units must be available for at least two different prices for each bedroom type.
- (5) In determining the initial sales prices and rents for compliance with the affordability average requirements for restricted units other than assisted living facilities, the following standards shall be met:
  - (a) A studio or efficiency unit shall be affordable to a one-person household;
  - (b) A one-bedroom unit shall be affordable to a one- and one-half-person household;
  - (c) A two-bedroom unit shall be affordable to a three-person household;
  - (d) A three-bedroom unit shall be affordable to a four and one-half person household; and
  - (e) A four-bedroom unit shall be affordable to a six-person household.
- (6) In determining the initial rents for compliance with the affordability average requirements for restricted units in assisted living facilities, the following standards shall be met:
  - (a) A studio or efficiency unit shall be affordable to a one-person household;
  - (b) A one-bedroom unit shall be affordable to a one- and one-half-person household; and
  - (c) A two-bedroom unit shall be affordable to a two-person household or to two one-person households.
- (7) The initial purchase price for all restricted ownership units shall be calculated so that the monthly carrying cost of the unit, including principal and interest (based on a mortgage loan equal to 95% of the purchase price and the Federal Reserve H.15 rate of interest), taxes, homeowner and private mortgage insurance and condominium or homeowner association fees do not exceed 28% of the eligible monthly income of the appropriate size household as determined under N.J.A.C. 5:80-26.4, as may be amended and supplemented; provided, however, that the price shall be subject to the affordability average requirement of N.J.A.C. 5:80-26.3, as may be amended and supplemented.
- (8) The initial rent for a restricted rental unit shall be calculated so as not to exceed 30% of the eligible monthly income of the appropriate household size as determined under N.J.A.C. 5:80-26.4, as may be amended and supplemented; provided, however, that the rent shall be subject to the affordability average requirement of N.J.A.C. 5:80-26.3, as may be amended and supplemented.

(9) The price of owner-occupied low- and moderate-income units may increase annually based on the percentage increase in the regional median income limit for each housing region. In no event shall the maximum resale price established by the administrative agent be lower than the last recorded purchase price.

(10) The rent of low- and moderate-income units may be increased annually in accordance with N.J.A.C. 5:80-26.12(b), which requires rent increases to be consistent with the regional income limits ~~published by COAH, or as otherwise established~~ by the Court or other appropriate jurisdiction. Rents for units constructed pursuant to low- income housing tax credit regulations shall be indexed pursuant to the regulations governing low- income housing tax credits.

(11) Tenant-paid utilities that are included in the utility allowance shall be so stated in the lease and shall be consistent with the utility allowance approved by ~~DCA~~ **HUD** for its Section 8 program.

**§ 51-5 Condominium and Homeowners Association Fees. – No change**

## **ARTICLE II. Affordable Unit Controls and Requirements**

**§ 51-6 Purpose. – No change**

**§ 51-7 Affirmative Marketing.**

A. The affirmative marketing plan is a regional marketing strategy designed to attract buyers and/or renters of all majority and minority groups, regardless of race, creed, color, national origin, ancestry, marital or familial status, gender, affectional or sexual orientation, disability, age or number of children to housing units which are being marketed by a developer, sponsor or owner of affordable housing. The affirmative marketing plan is also intended to target those potentially eligible persons who are least likely to apply for affordable units in that region. It is a continuing program that directs all marketing activities toward COAH Housing Region 2 and covers the period of deed restriction.

B. The affirmative marketing plan shall provide a regional preference for all households that live and/or work in COAH Housing Region 3, consisting of Hunterdon, Middlesex and Somerset Counties.

C. Although the Township has the ultimate responsibility for implementing all aspects of West Amwell's affordable housing program, the Administrative Agent designated by the Township shall assure the affirmative marketing of all affordable units is consistent with the Affirmative Marketing Plan for the municipality.

D. In implementing the affirmative marketing plan, the Administrative Agent shall provide a list of counseling services to low- and moderate-income applicants on subjects such as budgeting, credit issues, mortgage qualification, rental lease requirements, and landlord/tenant law.

E. The affirmative marketing process for available affordable units shall begin at least four months prior to the expected date of occupancy.

F. The costs of advertising and affirmative marketing of the affordable units shall be the responsibility of the developer, sponsor or owner, unless otherwise determined or agreed to by the Township of West Amwell.

G. The Affirmative Marketing Plan for each affordable housing development shall describe the media to be used in advertising and publicizing the availability of housing. In implementing the Affirmative Marketing Plan, the Administrative Agent shall consider the use of language translations where appropriate.



H. Applications for affordable housing shall be available in several locations, including, at a minimum, the County Administration Building and/or the County Library for each county within the housing region; the municipal administration building and the municipal library in the municipality in which the units are located; and the developer's rental office. Applications shall be mailed to prospective applicants upon request.

***I. In addition to other affirmative marketing strategies, the Administrative Agent shall provide specific notice of the availability of affordable housing units in Milford, and copies of the applications forms, to the following entities: Fair Share Housing Center, the new Jersey State Conference of the NAACP, the Latino Action Network, NORWESCAP, the Supportive Housing Association, and the Central Jersey Housing Resource Center.***

§ 51-8 Occupancy Standards. – *No change*

§ 51-9 Selection of Occupants of Affordable Housing Units. – *No change*

§ 51-10 Control Periods for Restricted Ownership Units and Enforcement Mechanisms. – *No change*

§ 51-11 Price Restrictions for Restricted Ownership Units, Homeowner Association Fees and Resale Prices. – *No change*

§ 51-12 Capital Improvements To Ownership Units – *No change*

§ 51-13 Buyer Income Eligibility. – *No change*

§ 51-14 Limitations on **Indebtedness Secured By Ownership Unit; Subordination.** – *No change*

§ 51-15 Control Periods for Restricted Rental Units. – *No change*

§ 51-16 Rent Restrictions for Rental Units; Leases. – *No change*

§ 51-17 Tenant Income Eligibility. – *No change*

§ 51-18 Conversions. – *No change*

## ARTICLE III. Affordable Housing Administration

§ 51-19 Municipal Housing Liaison.

A. The position of Municipal Housing Liaison for the Township of West Amwell is hereby established. The Municipal Housing Liaison shall be appointed by duly adopted resolution of the Township Committee and be subject to the approval of the Court ~~or COAH, as appropriate.~~

B. The Municipal Housing Liaison must be either a full-time or part-time employee of the Township of West Amwell.

C. The Municipal Housing Liaison must ***be approved by the Court and shall be duly qualified through a training program sponsored by Affordable Housing Professionals of New Jersey before assuming the duties of municipal housing liaison.*** ~~meet COAH's requirements for qualifications, including initial and periodic training.~~

D. The Municipal Housing Liaison shall be responsible for oversight and administration of the affordable housing program for the Township of West Amwell, including the following responsibilities if not contracted out to the Administrative Agent:

- (1) Serving as the municipality's primary point of contact for all inquiries from the State, affordable housing providers, Administrative Agents and interested households;

- (2) The implementation of the Affirmative Marketing Plan and affordability controls, unless contracted to the Administrative Agent;
- (3) When applicable, supervising all Administrative Agents;
- (4) Monitoring the status of all restricted units in the Township of West Amwell's Fair Share Plan;
- (5) Compiling, verifying and submitting annual reports as required by *the Court*; ~~COAH~~;
- (6) Coordinating meetings with affordable housing providers and Administrative Agents, as needed; and
- (7) Attending continuing education opportunities on affordability controls, compliance monitoring and affirmative marketing *at least annually and more often as needed.* ~~as offered or approved by COAH.~~

#### § 51-20 Administrative Agent.

A. The Township shall designate by resolution of the Township Committee, subject to the approval of the Court, one or more Administrative Agents to administer newly constructed affordable units in accordance with N.J.A.C. 5:93 and UHAC.

B. An Operating Manual shall be provided by the Administrative Agent(s) to be adopted by resolution of the governing body and subject to approval of the Court. The Operating Manuals shall be available for public inspection in the Office of the Municipal Clerk and in the office(s) of the Administrative Agent(s).

C The Administrative Agents shall perform the duties and responsibilities of an administrative agent as are set forth in UHAC and which are described in full detail in the Operating Manuals, including those set forth in N.J.A.C. 5:80-26.14, 15, 16 and 18 thereof, which includes:

- (1) Attending continuing education opportunities on affordability controls, compliance monitoring, and affirmative marketing ~~as offered or approved by COAH~~;
- (2) Affirmative Marketing;
- (3) Household Certification;
- (4) Affordability Controls;
- (5) Records retention;
- (6) Resale and re-rental;
- (7) Processing requests from unit owners; and
- (8) Enforcement, although the ultimate responsibility for retaining controls on the units rests with the municipality.
- (9) The Administrative Agent shall, as delegated by the Township Committee, have the authority to take all actions necessary and appropriate to carry out its responsibilities, hereunder.

#### **D. Household certification:**

- (1) *Soliciting, scheduling, conducting and following up on interviews with interested households;*

*(2) Conducting interviews and obtaining sufficient documentation of gross income and assets upon which to base a determination of income eligibility for a low- or moderate-income unit;*

*(3) Providing written notification to each applicant as to the determination of eligibility or non-eligibility;*

*(4) Requiring that all certified applicants for restricted units execute a certificate substantially in the form, as applicable, of either the ownership or rental certificates set forth in Appendices J and K of N.J.A.C. 5:80-26.1 et seq.;*

*(5) Creating and maintaining a referral list of eligible applicant households living in the housing region and eligible applicant households with members working in the housing region where the units are located; and*

*(6) Employing a random selection process as provided in the affirmative marketing plan of the Borough when referring households for certification to affordable units.*

*(7) Notifying the following entities of the availability of affordable housing units in the Borough of Milford: Fair Share Housing Center, the new Jersey State Conference of the NAACP, the Latino Action Network, NORWESCAP, the Supportive Housing Association, and the Central Jersey Housing Resource Center.*

**E. Resales and rentals:**

*(1) Instituting and maintaining an effective means of communicating information between owners and the administrative agent regarding the availability of restricted units for resale or rental; and*

*(2) Instituting and maintaining an effective means of communicating information to low- and moderate-income households regarding the availability of restricted units for resale or re-rental.*

**F. Processing requests from unit owners:**

*(1) Reviewing and approving requests for determination from owners of restricted units who wish to take out home equity loans or refinance during the term of their ownership that the amount of indebtedness to be incurred will not violate the terms of this chapter;*

*(2) Reviewing and approving requests to increase sales prices from owners of restricted units who wish to make capital improvements to the units that would affect the selling price, such authorizations to be limited to those improvements resulting in additional bedrooms or bathrooms and the depreciated cost of central air conditioning systems;*

*(3) Notifying the Township of an owner's intent to sell a restricted unit; and*

*(4) Making determinations on requests by owners of restricted units for hardship waivers.*

**G. Enforcement:**

- (1) Securing annually from the Township a list of all affordable housing units for which tax bills are mailed to absentee owners, and notifying all such owners that they must either move back to their unit or sell it;*
- (2) Securing from all developers and sponsors of restricted units, at the earliest point of contact in the processing of the project or development, written acknowledgement of the requirement that no restricted unit can be offered, or in any other way committed, to any person, other than a household duly certified to the unit by the administrative agent;*
- (3) Posting annually in all rental properties, including two-family homes, of a notice as to the maximum permitted rent together with the telephone number of the administrative agent where complaints of excess rent or other charges can be made;*
- (4) Sending annual mailings to all owners of affordable dwelling units, reminding them of the notices and requirements outlined in N.J.A.C. 5:80-26.18(d)4;*
- (5) Establishing a program for diverting unlawful rent payments to the Borough's affordable housing trust fund; and*
- (6) Creating and publishing a written operating manual for each affordable housing program administered by the administrative agent, to be approved by the Township Mayor and Committee and the court, setting forth procedures for administering the affordability controls.*

**H. Additional responsibilities:**

- (1) The administrative agent shall have the authority to take all actions necessary and appropriate to carry out its responsibilities hereunder.*
- (2) The administrative agent shall prepare monitoring reports for submission to the municipal housing liaison in time to meet any monitoring requirements and deadlines imposed by the court.*
- (3) The administrative agent shall attend continuing education sessions on affordability controls, compliance monitoring, and affirmative marketing at least annually and more often as needed.*

§ 51-21 Enforcement of Affordable Housing Regulations. – *No change*

§ 51-22 Appeals. – *No change*

**Section 2. Repealer.** All ordinances or Code provisions or parts thereof inconsistent with this Ordinance are hereby repealed to the extent of such inconsistency.

**Section 3. Severability.** Each section, subsection, sentence, clause and phrase of this Ordinance is declared to be an independent section, subsection, sentence, clause and phrase, and the finding or holding of any Court of competent jurisdiction that any such portion of this Ordinance is un-Constitutional, void or ineffective for any cause or reason, shall not affect any other portion of this Ordinance.

**Section 4. Effective Date.** This ordinance shall take effect upon its passage and publication, as required by law.

Minutes: 7/15/20

I hereby certify the foregoing to be a true copy of an Ordinance passed by the West Amwell Township Committee at a duly convened meeting held on\_\_\_\_\_

Adopted: West Amwell Township Committee

Approved:

\_\_\_\_\_  
Mayor Date

Attest:

\_\_\_\_\_  
Municipal Clerk Date

A motion by Hoyer, seconded by Dale to introduce Ordinance 08, 2020 upon first reading was unanimously approved by roll call vote.

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

It was noted for the record that the public hearing was set for the Committee's 8/19/20 meeting.

**Public Hearing:** Ordinance 05, 2020 – BOND ORDINANCE PROVIDING FOR VARIOUS 2020 CAPITAL IMPROVEMENTS, BY AND IN THE TOWNSHIP OF WEST AMWELL, IN THE COUNTY OF HUNTERDON, STATE OF NEW JERSEY (THE "TOWNSHIP"); APPROPRIATING \$155,800 THEREFOR AND AUTHORIZING THE ISSUANCE OF \$148,000 BONDS OR NOTES OF THE TOWNSHIP TO FINANCE PART OF THE COSTS THEREFOR

Mayor Cally read Ordinance 5, 2020 by title.

## **TOWNSHIP OF WEST AMWELL**

### **ORDINANCE 05, 2020**

**BOND ORDINANCE PROVIDING FOR VARIOUS 2020 CAPITAL IMPROVEMENTS, BY AND IN THE TOWNSHIP OF WEST AMWELL, IN THE COUNTY OF HUNTERDON, STATE OF NEW JERSEY (THE "TOWNSHIP"); APPROPRIATING \$155,800 THEREFOR AND AUTHORIZING THE ISSUANCE OF \$148,000 BONDS OR NOTES OF THE TOWNSHIP TO FINANCE PART OF THE COSTS THEREOF**

**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 aggregate sum of

\$155,800, said sum being inclusive of a down payment in the aggregate amount of \$7,800 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”). The 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 \$155,800 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 \$148,000 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 \$148,000 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 obligations are to be issued, include but are not limited to, as follows:

<u>Description</u>	<u>Appropriation</u>	<u>Authorization</u>	<u>Down Payment</u>	<u>Useful Life</u>
(i) <b><u>Department of Public Works</u></b> - Acquisition of A Mason Dump Truck and A Zero Turn Mower;	\$137,926	\$131,021	\$6,905	9.49 Years
(ii) <b><u>Fire Department</u></b> – Acquisition Of Various Personal Protective Equipment; And	\$12,398	\$11,777	\$621	5 Years
(iii) <b><u>Municipal Court</u></b> - Acquisition And Installation, As Applicable, Of An Audio Recording System For the Municipal Court And Computer Hardware And Software To Improve Sound System For Committee Management.	\$5,476	\$5,202	\$274	5 Years
TOTALS	<u>\$155,800</u>	<u>\$148,000</u>	<u>\$7,800</u>	

(b) The aggregate estimated maximum amount of bonds or notes to be issued for said improvements or purposes is \$148,000.

(c) The aggregate estimated cost of said improvements or purposes is \$155,800, the excess amount thereof over the said estimated maximum amount of bonds or notes to be issued therefor is the down payment available for said purposes.

(d) All such improvements or purposes set forth in Section 3(a) shall include, but are not limited to, as applicable, all engineering, architectural and design work, preparation of plans and specifications, permits, bid documents, and contract administration, and also shall include all work, materials, equipment, accessories, labor and appurtenances necessary therefor or incidental thereto.

**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 unless such bond anticipation notes are permitted to mature at such later date in accordance with applicable law. 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

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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 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 8.97 years.

(c) The supplemental debt statement required by the Local Bond Law has been duly made and filed in the Office of the 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,

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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 \$148,000 and the said obligations authorized by this bond ordinance will be within all debt limitations prescribed by said Local Bond Law.



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(d) An aggregate amount not exceeding \$5,000 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.

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**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.

**ADOPTED ON SECOND READING**

**DATED: July 15, 2020**

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**MARIA ANDREWS,  
Clerk of the Township of West Amwell**

A motion by Dale, seconded by Lyons to open the floor to public comment on Ordinance 05, 2020 was unanimously approved by voice vote. Seeing no members of the public come forward, a motion was made by Bergenfeld and seconded by Hoyer to close the floor to public comment. The motion was unanimously approved by voice vote.

A motion by Hoyer, seconded by Bergenfeld to adopt Ordinance 05, 2020 upon second reading was unanimously approved by roll call vote.

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

**STANDING COMMITTEE REPORTS**

- A. Open Space – Mayor Cally noted he and Committeeman Hoyer will be meeting with some of the Barry Road residents regarding some tree clearing and ATV riding that has raised concerns. He clarified that the Open Space Chairman and a Board Member have reviewed the subject property owners Woodland Management Plan and found the activities to be in compliance with the plan on file with the Township.
- B. Environmental – No report was given
- C. Ag Advisory – No report was given
- D. Finance Committee – No report was given

**UNFINISHED BUSINESS**

**PennEast Status Update**

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

**NEW BUSINESS/OTHER**

**Approval: Resolution #67-2020: Statewide Insurance Fund Renewal**

**STATEWIDE INSURANCE FUND**

**RESOLUTION TO JOIN (RENEW) THE FUND  
Resolution #67-2020**

WHEREAS, a number of local units have joined together to form the Statewide Insurance Fund (“FUND”), a joint insurance fund, as permitted by N.J.S.A. 40A:10-36, *et seq.*; and

WHEREAS, WEST AMWELL TOWNSHIP (“LOCAL UNIT”) has complied with relevant law with regard to the acquisition of insurance; and

WHEREAS, the statutes and regulations governing the creation and operation of joint insurance funds contain elaborate restrictions and safeguards concerning the safe and efficient administration of such funds; and

WHEREAS, the LOCAL UNIT has determined that membership in the FUND is in the best interest of the LOCAL UNIT.

WHEREAS, the LOCAL UNIT agrees to be a member of the FUND for a period of three (3) years, effective from **January 1, 2021** terminating on **January 1, 2024** at 12:01 a.m. standard time; and

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WHEREAS, the LOCAL UNIT has never defaulted on claims, if self-insured, and has not been canceled for non-payment of insurance premiums for two (2) years prior to the date of this Resolution.

NOW, THEREFORE, BE IT RESOLVED that the LOCAL UNIT does hereby agree to join the Statewide Insurance Fund; and

BE IT FURTHER RESOLVED that to the extent required by law, the Local Unit shall provide notice of the Indemnity and Trust Agreement to the Office of the State Comptroller; and

BE IT FURTHER RESOLVED that the LOCAL UNIT will be afforded the following coverage(s):

Workers' Compensation & Employer's Liability	<u>X</u>
Comprehensive General Liability	<u>X</u>
Automobile Liability and Physical Damage	<u>X</u>
Public Officials and Employment Practices Liability	<u>X</u>
Property	<u>X</u>
Inland Marine Boiler and Machinery	<u>X</u>
Crime-Faithful Performance and Fidelity	<u>X</u>
Pollution Liability	<u>X</u>
Cyber Liability	<u>X</u>
Non Owned Aircraft	<u>X</u>

BE IT FURTHER RESOLVED that the LOCAL UNIT's Fund Commissioner is authorized and directed to execute the Indemnity and Trust Agreement and such other documents signifying the membership in the FUND as required by the FUND's Bylaws and to deliver same to the Administrator of the FUND with the express reservation that said documents shall become effective only upon the LOCAL UNIT's admissions to the FUND following approval of the FUND by the New Jersey Department of Banking and Insurance.

Name of Member Entity:  
**WEST AMWELL TOWNSHIP**

ATTEST:

By: \_\_\_\_\_  
James Cally, Mayor

\_\_\_\_\_  
Maria Andrews, Township Clerk, RMC

A motion by Bergenfeld, seconded by Dale to approve Resolution #67-2020 was unanimously approved by roll call vote.

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

**Approval: Resolution #68-2020: ABC License Renewal – Shyamshvet, Inc./Pine Creek**

#### RESOLUTION #68-2020

WHEREAS, an application for renewal of a Plenary Retail Consumption License was duly filed with the Division of Alcoholic Beverage Control in accordance with their 2020 rules and regulations; and

WHEREAS, the required fee of \$2500.00 has been received by the Township Clerk

BE IT RESOLVED by the Township Committee of the Township of West Amwell pursuant to an act entitled "An Act Concerning Alcoholic Beverages" passed December 6, 1933 and amendments thereof and supplements thereto is hereby authorized to issue a license for the sale of alcoholic beverages in the Township of West Amwell, subject to the conditions prescribed in an Ordinance of the Township of West Amwell dated March 1, 1963, amended February 21, 1969, October 5, 1978, April 2, 1981, February 3, 1983, August 18, 1999, April 18, 2001, April 3, 2002, October 19, 2005, July 19, 2006, March 7, 2007, and further amended on December 27, 2012.

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BE IT FURTHER RESOLVED that, subject to the aforesaid conditions, the following Plenary Retail Consumption License be granted, the fee being \$2500.00 per year, effective date being October 1, 2020, Shyamshvet, Inc. - Pine Creek Liquors, 394 Route 31, West Amwell Township, NJ license #1026-33-001-008. Governing Body of the said Township be and is hereby authorized to sign said license

*I, Maria Andrews, Township Clerk of West Amwell Township, do hereby certify the above to be a true copy of a Resolution adopted by the West Amwell Township Committee at a meeting of the Committee held July 15, 2020.*

\_\_\_\_\_  
Maria Andrews, Township Clerk, RMC

A motion by Hoyer, seconded by Dale to approve Resolution #68-2020 was unanimously approved by roll call vote.

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

**Appointment: Juliet Rich to Parks and Recreation Committee**

Mayor Cally acknowledged receipt of a Citizens Leadership Form from Juliet Rich and appointed Ms. Rich to the Parks and Recreation Committee to an unexpired 3 year term ending 12/31/22.

**Authorization: Billing Received from Attorney Palilonis**

Deputy Mayor Bergenfeld asked Clerk Andrews to request Mr. Palilonis call him to discuss this matter.

**Discussion: Payable Offenses in Municipal Court**

The Municipal Court requested that the following offenses be considered payable upon first offense rather than being mandatory court appearances:

- Unregistered Dog
- Dog Running at Large
- Parking a Vehicle in the Park after Park Closes
- Open Burn without Permit
- Dogs on Leash

It was noted for the record that the Committee agreed with the Court's recommendation to make the above referenced offenses payable upon first offense with all subsequent violations requiring mandatory court appearances.

**Discussion: E-Waste Collection**

SWAC Coordinator Rollero requested the Committee authorize the purchase of a 20 ft. storage container for "E-Waste" collection. It was noted the container would initially cost \$2200.00 but would essentially pay for itself in the tonnage credit the Township will receive. It was noted for the record that the Committee authorized the expense because the container is something many residents have been asking for.

**OPEN TO THE PUBLIC**

Mayor Cally opened the meeting to public comment. Linda Weber of 273 Mt. Airy-Harbourton Road came forward and asked for an update on the Affordable Housing court hearing held before Judge Miller last month. Mayor Cally explained Fair Share Housing made some minor edits to the proposed Redevelopment Plan and Planner Latini is working on the final draft.

Erica Vavrence of 320 Mt. Airy-Harbourton Road came forward and asked if the Court gave any consideration to the Township already having over-crowded schools and suggested the Redevelopment Plan propose "55 and over" housing to help mitigate the problem. Attorney Campbell noted the State won't allow any more than 25% of the Township's affordable housing obligation to be designated as "55 and over."

Seeing no other members of the public come forward, a motion was made by Dale and seconded by Bergenfeld to close the floor to public comment.

**OTHER – Closed Session**

**Resolution #69-2020: Closed Session – Personnel/Contracts – Litigation/Affordable Housing**

A motion by Hoyer, seconded by Bergenfeld to approve Resolution #69-2020 and enter into closed session was unanimously approved by voice vote.

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A motion by Hoyer, seconded by Bergenfeld to return to open session was unanimously approved by voice vote.

It was noted for the record that the Committee was in closed session from 8:45 PM – 9:26 PM.

Upon returning to open session the Committee authorized Attorney Campbell to move forward with “in rem” foreclosure proceedings on Block 7 Lot 23.

#### **RESOLUTION NO. 70-2020**

##### **A RESOLUTION OF THE TOWNSHIP OF WEST AMWELL, COUNTY OF HUNTERDON, STATE OF NEW JERSEY, AUTHORIZING IN REM FORECLOSURE PROCEEDINGS**

WHEREAS, the Township of West Amwell holds Tax Certificates more specifically set forth in the annexed Tax Foreclosure List, which pertains to properties within West Amwell Township; and

WHEREAS, the Township Committee of West Amwell Township has determined that said Tax Certificates shall be foreclosed by summary proceedings in rem.

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

That the Tax Certificates, as shown on the annexed Tax Foreclosure List, now held by the Township of West Amwell be foreclosed by summary process In Rem as described in N.J.S.A. 54:5-104.29, et. seq., as amended, and pursuant to the Rules of Civil Practice of the Superior Court of New Jersey.

ATTEST:

WEST AMWELL TOWNSHIP COMMITTEE

\_\_\_\_\_  
Maria Andrews, Township Clerk, RMC

\_\_\_\_\_  
James Cally, Mayor

DATED: \_\_\_\_\_

*I, Maria Andrews, 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 adopted by the Township Committee of West Amwell Township at a meeting held on July 15, 2020.*

\_\_\_\_\_  
Maria Andrews, Township Clerk, RMC

A motion by Bergenfeld, seconded by Hoyer approving Resolution #70-2020 was unanimously approved by roll call vote.

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

#### **ADMINISTRATIVE**

##### **Treasurer: 7/15/20 Bill List**

A motion by Dale, seconded by Bergenfeld to approve the 7/15/20 bill list was unanimously approved by voice vote.

It was noted for the record that the Committee also authorized the Technology Committee to initiate the contract with CivicPlus to start designing an upgraded website for the Township.

#### **CORRESPONDENCE**

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

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**ADJOURNMENT**

A motion by Dale, seconded by Bergenfeld to adjourn the meeting was unanimously approved by voice vote.

The meeting adjourned at 9:30 PM.

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Maria Andrews, Township Clerk, RMC

Approved: 8/19/20