

**TOWNSHIP COMMITTEE
JANUARY 28, 2014 MINUTES**

The Tewksbury Township Committee met in a work session on the above date at the Municipal Building, Mountainville, NJ.

The meeting was called to order at 7:00 PM, roll call held and a quorum established. Mayor Shaun Van Doren presided.

Other officials in attendance were Township Committee members Dana Desiderio, Louis DiMare, Peter Melick and William Voyce.

Jesse Landon, Township Administrator was in attendance.

There were approximately nine members of the public in attendance.

1. Open Public Meetings Statement

The Open Public Meetings Statement was read by Mayor Van Doren.

2. Flag Salute

Those present stood and pledged allegiance to the American flag.

3. Executive Session

At 7:00 PM Dr. Voyce moved adoption of the following Resolution, seconded by Ms. Desiderio. The motion was approved. Ayes: Desiderio, DiMare, Melick, Van Doren, Voyce. Nays: None.

**RESOLUTION #33A-2014
A RESOLUTION AUTHORIZING AN EXECUTIVE SESSION OF THE TEWKSBURY
TOWNSHIP COMMITTEE**

BE IT RESOLVED, pursuant to N.J.S.A. 10:4-13 and 10:4-12 that the Tewksbury Township Committee hold a closed session to discuss Personnel.

It is expected that the discussion undertaken in closed session can be made public at the time official action is taken.

Shaun Van Doren
Mayor

4. Reconvened

The meeting reconvened at 7:25 PM.

5. Actions to be taken

➤ **Proclamation**

The following Proclamation was read into the minutes by Ms. Desiderio. Mr. Melick made a motion to adopt the Proclamation, seconded by Dr. Voyce. The motion was approved. Ayes: Desiderio, DiMare, Melick, Van Doren, Voyce. Nays: None.

**PROCLAMATION
TO HONOR BEN KURZROCK**

**TOWNSHIP COMMITTEE
JANUARY 28, 2014 MINUTES**

WHEREAS, Ben Kurzrock, Boy Scouts of America, Troop 199, has attained the designation of Eagle Scout, Scouting's highest award; and

WHEREAS, Ben Kurzrock has been an active Scout demonstrating outstanding leadership and has contributed many service hours during his years of Scouting; and

WHEREAS, Ben Kurzrock designed and constructed a 9/11 memorial at the Oldwick Volunteer Firehouse; and

WHEREAS, Ben Kurzrock submitted an application to the Port Authority of NY/NJ to apply for an artifact from the original World Trade Centers which was eventually donated by NJ Governor Christie; and

WHEREAS, Ben Kurzrock's project involved many hours of planning with a team including the Fire Company Committee, landscaper, architect, scouts and many volunteers; and

WHEREAS, Ben Kurzrock planned and led a 9/11 ceremony that was held on September 11, 2012 which was attended by over 70 people; and

WHEREAS, Ben Kurzrock's project benefited the community and will remind everyone of what happened on that day in 2001 and to never forget.

NOW, THEREFORE, BE IT RESOLVED, that the Township Committee of the Township of Tewksbury, County of Hunterdon, State of New Jersey hereby extends to Ben Kurzrock individually, collectively and with great pride, sincere congratulations for achieving this highest of Scouting awards which symbolizes the American ideal of good citizenship and service to community; and

BE IT FURTHER RESOLVED that the Township Committee wishes Ben Kurzrock much success in all his future endeavors.

Shaun C. Van Doren
Mayor

➤ **Appointments**

Ms. Desiderio made a motion to approve the following appointments seconded by Dr. Voyce. The motion was approved. Ayes: Desiderio, DiMare, Melick, Van Doren, Voyce. Nays: None.

Melissa Burruezo	Board of Health	Alternate #1	12-31-14
Hope Kaufman	Scenic Roads & Bridges Commission	Regular Class 2	12-31-16
Ulrich von Hollen	Scenic Roads & Bridges Commission	Regular Class 4	Unexpired 1 yr

➤ **Consent Agenda**

Dr. Voyce moved adoption of the Consent Agenda, seconded by Ms. Desiderio. A roll call vote was taken and the motion was approved. Ayes: Desiderio, DiMare, Melick, Van Doren, Voyce. Nays: None.

**TOWNSHIP COMMITTEE
JANUARY 28, 2014 MINUTES**

**RESOLUTION 34-2014
APPOINTING CERTAIN TOWNSHIP PROFESSIONALS AND AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR CERTAIN TOWNSHIP PROFESSIONALS**

WHEREAS, the Township of Tewksbury has a need to acquire professional services of the professionals set forth below in Paragraph No. 1; and

WHEREAS, the Township of Tewksbury purchasing agent has determined and certified in writing that the value of each acquisition will exceed \$17,500; and

WHEREAS, the anticipated term of each contract is one year, and

WHEREAS, each Township professional set forth below in Paragraph No. 1 has submitted a proposal indicating each will provide the professional services described below in Paragraph No. 1 for the amount set forth in each professional's proposal; and

WHEREAS, each Township professional set forth below in Paragraph No. 1 has completed and submitted a Business Entity Disclosure Certification which certifies that each Township professional has not made any reportable contributions to a political or candidate committee in the Township of Tewksbury in the previous one year, and that the contract will prohibit each Township professional from making any reportable contributions through the term of the contract; and

WHEREAS, a certification of availability of funds, specifying the line item appropriation(s) to be charged as to each contract set forth below in Paragraph No. 1 has been provided by the Chief Financial Officer of the Township of Tewksbury

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

1. The Mayor and Clerk are hereby authorized to execute a contract with each of the following as described below for a one year period through 12/31/14.

Professional	Position	Term of Contract
Suburban Consulting Engineers	Municipal Engineer	Three (3) years* effective 04-01-14

2. The Business Entity Disclosure Certification, Certification of Availability of Funds and the Determinations of Value are hereby placed on file with this Resolution.

3. These contracts are awarded without competitive bidding as a "Professional Service" under the provisions of the Local Public Contracts Law because these are recognized professions licensed and regulated by law and it is not feasible to obtain competitive bids.

4. A copy of this resolution shall be published in the Hunterdon Review and Hunterdon County Democrat as required by law, within ten days of its passage.

Shaun C. Van Doren
Mayor

MISCELLANEOUS

- Claims as submitted by the CFO
- Regular and e/s minutes of 1-14-14

**TOWNSHIP COMMITTEE
JANUARY 28, 2014 MINUTES**

7. Work Session Topics

➤ Parks and Equestrian Committee/Forestry Advisory Board (FAB)

Mayor Van Doren noted that the Committee has held back on appointments to the FAB because of questions related to the Community Forestry Management Plan (CFMP) and whether or not to move forward with a third 5 year plan. It was noted that FAB was not able to successfully hold many meetings in 2013 because there were only 3 members and a quorum could not be reached.

He added that the work of the FAB has not gone unnoticed by the Committee relative to Arbor Day and tree management issues.

In response to a question from Mayor Van Doren, Norman Diegnan and Martha Wrede opined that FAB is working and they agreed that the group should continue.

Mr. Diegnan stressed the need for additional members so that Arbor Day activities can be coordinated.

Mayor Van Doren stated that a potential applicant was interviewed who would be an asset to the FAB. He noted that there is in-kind grant money available and that the requisite number of CEU's was not obtained in 2013.

It was also noted that there are two separate documents over which the FAB has oversight – the Tree City Status report and the CFMP.

Mr. Diegnan stated that he understood the issue of short staff within the Township departments and added that members of the FAB would be able to send someone for CEU training.

In response to a statement by Mr. DiMare, Mr. Diegnan stated that he would personally work to take a different stance to get more residents involved. He added that he would ideally like to have a board of 5 members.

Ms. Desiderio stated that she enjoyed Arbor Day ceremonies adding that the FAB is a great group and should continue. She agreed that more individuals need to be involved.

Mr. Melick suggested that FAB, Equestrian and Parks Committees be combined so that a larger pool of applicants was available. He added that the different areas of expertise could be beneficial. Mr. Diegnan stated that he did not see the Equestrian Committee as a viable partner, but an environmental group could work.

Mayor Van Doren reviewed the makeup of the FAB, noting that the group can have up to 6 members – a representative from Scenic Roads and Bridges Commission, Parks Committee, Environmental Commission and 2 public members.

Dr. Voyce agreed that the seats need to be filled, adding that Arbor Day is an important event in the Township. He added that the FAB needs to determine the internal arrangement of who needs to sit on the board.

Mr. DiMare opined that combing boards just to have “more bodies” is not a good idea as the groups have very different missions.

Mr. Diegnan noted that the FAB completed the second CFMP and it was “not tough” adding that “it's easy to steal ideas” from other sources.

**TOWNSHIP COMMITTEE
JANUARY 28, 2014 MINUTES**

Mayor Van Doren requested that the information related to insurance protection that was part of the Township Attorney's January report be made available for review and information.

It was the consensus of the Committee to retain the FAB, to work towards the completion of a third 5 year CFMP, to work with the Superintendent of Public Works and to request representation from the Environmental Commission as a FAB member.

Charlie Garrett noted that he helped with the CFMP reports in the past.

The following discussion dealt with the Equestrian Committee.

Ann Rotunno noted that she is an alternate member of the Committee and loves it. She stated that there is trouble getting members for the committee and she felt that the group needs to meet more often. She stated that there needs to be better publicity for equestrian matters, adding that she did not think combining Parks and the Equestrian Committees would be a viable option. She stressed the need to have a committee sanctioned by the government as opposed to the Tewksbury Trail Association (TTA) which is a private organization. Further comments were made regarding re-implementing the welcome basket/bucket for equestrian properties in the Township.

Loren Spiotta DiMare noted that there was a recent article in the Tewksbury Times related to letting the community know about equestrian activities. She read a thank you note from a resident who recently received a welcome basket adding that she hopes to get more residents interested in sitting on the Committee.

Patty Clucas noted that it is important to have a knowledgeable person inspect the jumps in Township parks and she stated that she was available to do this. She explained that water jumps need to be maintained and inspected several times a year in order to protect the Township. She stated that she did not think that combining Equestrian and Parks would be a problem as long as there is a mutual understanding.

Further discussion followed regarding how often to have meetings, how to notice meetings, problems with having a quorum and general discussion regarding jumps in Township parks.

Ms. Desiderio explained that she was on the Equestrian Committee since 2004 and felt that it is vitally important to educate and inform the community that Tewksbury is an equestrian community. She described how the original welcome baskets were done and what was included in them, adding that equestrian information should be distributed at local businesses, restaurants and realty offices.

Mr. DiMare opined that combining committees could cause the identity of the community and the committee to be lost. He stated that the Committee needs to get revitalized and reenergized, adding that this has happened before as people move and things changes. He urged the Committee to get the word out and get people involved.

Discussion followed regarding the makeup of the Committee (5 regular members – 2 alternate members) and the need to continue recruiting new members. Additional discussion followed regarding how often to hold meetings and the time and location of a meeting – it was stressed that a meeting needs to be held in a public place.

**TOWNSHIP COMMITTEE
JANUARY 28, 2014 MINUTES**

It was also reiterated that meeting minutes have to be taken.

Mrs. Clucas opined that monthly meetings are not necessary as there really is not a lot to do on a regular basis.

Mayor Van Doren suggested reviewing the current mission statement and creating a list of goals for 2014.

In response to a question from Mrs. Spiotta Dimare, Ms. Desiderio stated that the brochure has "fallen through the cracks" and should be redone and distributed to businesses and realty offices.

In closing, Mayor Van Doren noted that the interview process for new applicants helps the Township Committee make sure that the person is the "right fit" for a particular group.

The following discussion dealt with the Parks Committee.

Charlie Garrett and Ed d'Armiento were present to discuss the Parks Committee make up and mission.

Mr. Garrett noted that the Committee lost 4 members last year and there is a need for new members so that fresh energy comes to the group.

Mr. d'Armiento noted that the Committee did not meet that often last year, due to the lack of members and business.

Discussion followed regarding the makeup of the Committee (5 regular and 2 alternate members), the number of members needed to constitute a quorum and the need for the Township Committee to appoint a chair.

Mr. Garrett noted that having sufficient Parks Committee members to run Movie Nights in 2013 proved difficult. He suggested utilizing individuals who may need to complete community service.

Further discussion followed regarding how and where to advertise for more members, the possibility of contacting the School Board and having community members help at Movie Nights without being a member of the Parks Committee.

Additional discussion followed regarding the need to have the Equestrian and Parks Committee interests overlap and to possibly have liaison members (from each Committee) attend meetings when necessary. Mrs. Spiotta DiMare stated that, if needed, she would attend Parks Committee meetings as the Equestrian Committee liaison.

Mr. Garrett stated that he would be comfortable working with anyone who expressed an interest, adding that he would be willing to be on the Forestry Advisory Board to assist with the writing of the CFMP.

Further comments were made regarding designating a Chair of the Parks Committee, the need to actively advertise for new members and to possibly work with the PTA or the local Scout troops.

**TOWNSHIP COMMITTEE
JANUARY 28, 2014 MINUTES**

➤ Appointments

Ms. Desiderio made a motion to accept the following appointments, seconded by Mr. DiMare. The motion was approved. Ayes: Desiderio, DiMare, Melick, Van Doren, Voyce. Nays: None.

Ann Rotunno	Equestrian Committee	Regular	12-31-16
Melissa Caikoski	Equestrian Committee	Regular	12-31-16

Mr. DiMare made a motion to accept the following appointments, seconded by Ms. Desiderio. The motion was approved. Ayes: Desiderio, DiMare, Melick, Van Doren, Voyce. Nays: None.

Hope Kaufman	Forestry Advisory Board	Public	12-31-15
Charles Garrett	Forestry Advisory Board	Parks Committee Representative	12-31-16

Mayor Van Doren stated that the chair of FAB is chosen by the membership, adding that he would speak with the Environmental Commission chair to get a suggestion for a representative.

Mr. Melick made a motion to accept the following appointment, seconded by Ms. Desiderio. The motion was approved. Ayes: Desiderio, DiMare, Melick, Van Doren, Voyce. Nays: None.

Ed d'Armiento	Parks Committee	Regular	12-31-16
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Mr. Melick stated that he would speak with Doug Schneider to determine if he is interested in still serving on the Parks Committee.

➤ Letter to FCC re: Cell Towers

Mayor Van Doren presented a draft letter for review and approval to send. He noted that he wished to incorporate comments as presented by George Cassa at a previous meeting and submit to the FCC by the 2/2/14 deadline.

Mr. DiMare suggested that the letter be reformatted so that the opening did not deal with outlining specific definitions, adding his concern that the letter would not be read in its entirety.

Mayor Van Doren outlined where he garnered the information for the letter.

Mr. DiMare stated that the letter should be "short and to the point" so that, on the first reading, the FCC would buy into the suggestions and concerns of the Township. He agreed that having language regarding usurping the power of the local authority is important to include.

Ms. Desiderio made a motion authorizing the Mayor to finalize and send the letter to the FCC under the Mayor's signature, seconded by Mr. DiMare. The motion was approved. Ayes: Desiderio, DiMare, Melick, Van Doren, Voyce. Nays: None.

8. Township Committee Comments

Ms. Desiderio noted that she is the Chair of the HC Planning Board, adding that a representative from the Board is planning to attend meetings of all HC municipalities to discuss shared services and to urge the use of HC resources.

**TOWNSHIP COMMITTEE
JANUARY 28, 2014 MINUTES**

Comments were made regarding the upcoming Planning Awards dinner.

Mr. Melick commented that the Township was low on road salt again but 200 tons was recently delivered. He stated that he received some calls related to the condition of the Township roads.

Dr. Voyce noted that the recent storms have caused some accidents.

Mayor Van Doren noted the recent Tewksbury Rescue Squad dinner that afforded recognition to the many volunteers.

9. Adjournment

There being no further business, the meeting was adjourned at 9:00 PM.

Roberta A. Brassard
Municipal Clerk