

TOWNSHIP COMMITTEE MARCH 8, 2016 MINUTES

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

The meeting was called to order at 7:30 PM, roll call held and a quorum established. Mayor Peter Melick presided.

Other officials in attendance were Township Committee members Shaun Van Doren and William Voyce.

Dana Desiderio and Lou DiMare were absent.

Jesse Landon, Township Administrator, Roberta Brassard, Municipal Clerk and Michael Selvaggi, Township Attorney were in attendance.

There were approximately eleven members of the public in attendance.

1. Open Public Meetings Statement

Mayor Melick opened the meeting by announcing that adequate notice of the meeting had been provided by posting a copy thereof on the Police/Administration Building bulletin board, transmitting a copy to the Hunterdon Review and the Hunterdon County Democrat, and filing with the Municipal Clerk, all on January 5, 2016.

2. Flag Salute

Those present stood and pledged allegiance to the American flag.

3. Public Participation

Maureen Chatfield of 8 Boulder Hill Road stated that her dirt road is in terrible condition, is dangerous and so narrow, two cars cannot pass safely. She stated that she would like the road to be made safer and smoother, suggesting that a side of the road could be gouged out so that it could be widened.

Mayor Melick agreed that the road is very narrow, adding that dirt roads are always in their worst condition at the end of the winter. He stated that he would drive the road personally to check on its condition.

Ms. Chatfield noted that she loves the road being dirt, but is seriously concerned with its condition and a possible fatal accident occurring.

Blake Johnstone, Tewksbury Rescue Squad (TRS) president stated that he was informed of a memo dated 2-16-16 regarding proposed changes to the TRS coverage. He stated that he has been a member of the squad for a long time and has not witnessed two men who work harder or are more loyal than Paul Zanelli and Bryan Richards. He stated that it was not fair that the Township consider changing the coverage area and the way that the determination was made was an "unfair injustice." He noted that the squad has had no lawsuits filed against them, has received no serious complaints and has not missed any calls since November 2015. He stated that the manner in which TRS responds to calls is efficient, as members often arrive with their gear in advance of the ambulance. He stressed the need to have TRS representatives sit with the Committee to determine the needs for the Township and how the TRS can best serve the residents.

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Bryan Richards TRS Deputy Chief stated that the numbers discussed at the recently held subcommittee meeting were incorrect and the missed calls noted were because TRS members were already on other calls. He discussed the number of members, non probationary EMT's, members on leave, drivers and cadets currently serving on the squad. He stated that he was upset with how the subcommittee went about making their recommendation and requested that further conversation be held.

Mr. Van Doren noted that neither Dr. Voyce nor Mayor Melick sat on the subcommittee and they (the subcommittee) were not finished with their work.

Mr. Johnstone interrupted by stating that the discussion was gone about in the wrong way and there needs to be further discussion with additional information available to both parties. He stated that the results of the subcommittee's meetings were "shocking" to the members of the squad.

Nancy Held of 3 Woodedge Road stated that the DPW men "butchered" a flowering crab apple tree on her property and she wanted a replacement. She expressed her dismay with the work done, the fact that the tree was on her property and the work being done was not properly publicized. Discussion followed regarding the Township's responsibility and ability to trim vegetation in right of ways, regular maintenance and the need to keep roadways clear and safe to the travelling public.

John Anderson stated that JCP&L has a new software program consisting of an outage management tool. This program will pinpoint where power is down, coordinate with Hunterdon County Office of Emergency Management and also report closures. He noted that county roads always take precedence over local municipal roads.

Amy Elliott was present to advise the Committee of her wish to serve on the Parks Committee. She noted that she has an interest in Township parks, has two children in the school system and has lived in the Township for seven years. Dr. Voyce advised her that Parks Committee meetings are held on the second Wednesday of each month: Mrs. Elliott stated that she has availability.

Mrs. Chatfield questioned why there are so many lights at the 517/523 intersection south of Oldwick. It was noted that this is a County road and the decision to expand the intersection was theirs. Mrs. Chatfield opined that there are too many lights and the Township should not have to pay for them.

Randy Diggelmann noted that the Oldwick Fire Company (OFC) dinner is scheduled for 03/19/16. He added that the OFC is the only fire company in the Township and they receive funding from the Township and other municipalities. He noted that the OFC is in need of a new fire truck as the current vehicle is 26 years old and needs to be replaced. He added that the OFC has currently spent \$3000.00 this year for maintaining and testing the vehicles. Mr. Diggelmann reminded this present to change their clocks for daylight savings time and to replace batteries in smoke and carbon monoxide devices.

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Bill Farrell, Secretary of the OFC stated that they would like to discuss the operating and capital budget with the Committee, adding that the OFC continues to have a good relationship and communication with the Committee. He added that finances are tight and the OFC is seeking for ways to be fiscally responsible, noting that they have applied for grant money through FEMA. He stressed the need to sit with the finance subcommittee to determine how the budgets are being reviewed.

Blake Johnstone noted a 03-04-16 letter from the Land Use Board (LUB) requesting that the Committee consider reinstating some form of a zoning inspection prior to the sale of a house in Tewksbury. He noted recent incidences in the Township that uncovered zoning issues and illegal uses of propertied. Mr. Johnstone added that the members of the LUB directed him to personally bring the letter to the attention of the Committee.

4. Actions to be taken

➤ **Ordinance Public Hearing**

Dr. Voyce mad e a motion to open the Public Hearing on Ordinance #03-2016, seconded by Mr. Van Doren. The motion was approved. Ayes: Melick, Van Doren, Voyce. Nays: None. Absent: Desiderio, DiMare.

Ms. Brassard provided proof of publication from the 02-12-16 Courier News and a letter from the Land Use Board noting their review of the Ordinance and finding it not inconsistent with the Master Plan.

There being no comments from the public, Dr. Voyce made a motion to close the Public Hearing on Ordinance #03-2016, seconded by Mr. Van Doren. The motion was approved. Ayes: Melick, Van Doren, Voyce. Nays: None. Absent: Desiderio, DiMare.

Dr. Voyce moved adoption of Ordinance #03-2016, seconded by Mr. Van Doren. A roll call vote was taken and the motion was approved. Ayes: Melick, Van Doren, Voyce. Nays: None. Absent: Desiderio, DiMare.

**TOWNSHIP OF TEWKSBURY
COUNTY OF HUNTERDON
ORDINANCE # 03-2016**

**AN ORDINANCE TO FUND IMPROVEMENTS TO MUNICIPAL FACILITIES, DPW
EQUIPMENT, POLICE VEHICLES**

BE IT ORDAINED by the Township Committee of the Township of Tewksbury, County of Hunterdon, State of New Jersey that the following items will be funded through the Capital Improvement Fund for 2016.

	FOR	FROM	AMOUNT
1	Painting DPW buildings and facilities	Capital Improvement Fund	\$16,000.00
2	Police 4 x 4 vehicle	Capital	\$42,000.00

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		Improvement Fund	
3	DPW pick up w/plow and equipment	Capital Improvement Fund	\$42,000.00
4	DPW 2 dump trucks	Capital Improvement Fund	\$300,000.00
5	Fire system upgrade to PAB/DPW	Capital Improvement Fund	\$7,000.00
TOTAL			\$407,000.00

4. There being no debt incurred for this purpose, the total sum of four hundred and seven thousand dollars and no cents is hereby appropriated.
5. That this Ordinance shall take effect after final passage, adoption and publication according to law.

Peter Melick
Mayor

➤ **2016 Budget Introduction**

It was noted that the State has mandated that a User Friendly Budget be prepared by the CFO for the municipality in addition to the full Budget.

Dr. Voyce made a motion to introduce the 2016 Budget, seconded by Mr. Van Doren. A roll call vote was taken and the motion was approved. Ayes: Melick, Van Doren, Voyce. Nays: None. Absent: Desiderio, DiMare.

The Public Hearing is scheduled for 04-12-16 at 7:30 PM in the Mountainville Meeting Hall.

➤ **Consent Agenda**

Dr. Voyce requested that the following item be removed from the Consent Agenda and voted on separately.

- Authorization to allow Committeeman William Voyce perform wedding on 9-4-16 in Ringoes NJ

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

RESOLUTION #32-2016

A RESOLUTION SETTING THE 2016 SALARIES AND WAGES FOR AN EMPLOYEE OF THE TOWNSHIP OF TEWKSBURY

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BE IT RESOLVED by the Township Committee of the Township of Tewksbury, County of Hunterdon, State of New Jersey that the following salary and wage for the employee so stated is hereby set for the year 2016.

<u>COURT</u>		
Julie Kosakowski	Deputy Court Administrator	\$19.00/hour *pending satisfactory completion of NJSP background check
<u>LAND USE</u>		
Matthew Kane	Zoning Officer	\$25.00/hour *pending satisfactory completion of NJSP background check

Peter Melick
Mayor

**TOWNSHIP OF TEWKSBURY
COUNTY OF HUNTERDON, NEW JERSEY**

**SELF-EXAMINATION OF BUDGET RESOLUTION
RESOLUTION #33-2016**

WHEREAS, N.J.S.A. 40A:4-78b has authorized the Local Finance Board to adopt rules that permit municipalities in sound fiscal condition to assume the responsibility, normally granted to the Director of the Division of Local Government Services, of conducting the annual budget examination; and

WHEREAS, N.J.A.C. 5:30-7 was adopted by the Local Finance Board on February 11, 1997; and

WHEREAS, pursuant to N.J.A.C. 5:30-7.2 through 7.5, the Township of Tewksbury has been declared eligible to participate in the program by the Division of Local government Services, and the Chief Financial officer has determined that the local government meets the necessary conditions to participate in the program for the 2016 budget year.

NOW THEREFORE BE IT RESOLVED by the governing body of the Township of Tewksbury that in accordance with N.J.A.C. 5:30-7.6a & 7.6b and based upon the Chief Financial Officer's certification, the governing body has found the budget has met the following requirements:

1. That with reference to the following items, the amounts have been calculated pursuant to law and appropriated as such in the budget:

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- a. Payment of interest and debt redemption charges
- b. Deferred charges and statutory expenditures
- c. Cash deficit of preceding year
- d. Reserve for uncollected taxes
- e. Other reserves and non-disbursement items
- f. Any inclusions of amounts required for school purposes.

2. That the provisions relating to limitation on increases of appropriations pursuant to N.J.S.A. 40A:4-45.2 and appropriations for exceptions to limits on appropriations found at N.J.S.A. 40A:4-45.3 et seq., are fully met (complies with CAP law).

3. That the budget is in such form, arrangement, and content as required by the Local Budget Law and N.J.A.C. 5:30-4 and 5:30-5.

4. That pursuant to the Local Budget Law:

- a. All estimates of revenue are reasonable, accurate and correctly stated,
- b. Items of appropriation are properly set forth
- c. In itemization, form, arrangement and content, the budget will permit the exercise of the comptroller function within the municipality.

5. The budget and associated amendments have been introduced and publicly advertised in accordance with the relevant provisions of the Local Budget Law, except that failure to meet the deadlines of N.J.S.A. 40A:4-5 shall not prevent such certification.

6. That all other applicable statutory requirements have been fulfilled.

BE IT FURTHER RESOLVED that a copy of this resolution will be forwarded to the Director of the Division of Local Government Services upon adoption.

Peter Melick
Mayor

**TOWNSHIP OF TEWKSBURY
COUNTY OF HUNTERDON
STATE OF NEW JERSEY**

RESOLUTION #34-2016

**2016 BUDGET- SPECIAL ITEMS OF REVENUE
PUBLIC AND PRIVATE REVENUES**

WHEREAS, the 2016 Local Municipal Budget was introduced on the 8th day of March, 2016; and,

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WHEREAS, during the fiscal year 2016 the Township of Tewksbury has been allocated a state grant for various programs in the amount of \$28,299.00.

NOW, THEREFORE BE IT RESOLVED, that petition be made herewith to the Director of the Division of Local Government Services that the 2016 Local Municipal Budget include a special item of revenue under the heading of "**Special Items of General Revenue Anticipated with Prior Written Consent of Director of Local Government Services-Public and Private Revenues Offset with Appropriations:**"

Highlands LUP Conformance Grant	\$ 12,800.00
SIF Risk Control Grant	2,275.00
Recycling Tonnage Grant-2014	3,267.00
Body Worn Camera Program	5,000.00
DEP Recreational Trail Grant	3,700.00
Body Armor Grant-2014	<u>1,257.00</u>
	<u>\$ 28,299.00</u>

Peter Melick
Mayor

**TOWNSHIP OF TEWKSBURY
COUNTY OF HUNTERDON
STATE OF NEW JERSEY**

RESOLUTION #35-2016

**2016 BUDGET- SPECIAL ITEMS OF REVENUE
OTHER SPECIAL ITEMS**

WHEREAS, the 2016 Local Municipal Budget was introduced on the 8th day of March, 2016; and,

WHEREAS, during fiscal year 2016, the Township of Tewksbury will receive revenue for various other special items in the amount of \$855,000.00.

NOW, THEREFORE BE IT RESOLVED, that petition be made herewith to the Director of the Division of Local Government Services that the 2016 Local Municipal Budget include a special item of revenue under the heading of "**Special Items of General Revenue Anticipated with Prior Written Consent of Director of Local Government Services-Other Special Items:**"

Capital Fund-Reserve for Debt Service	\$150,000.00
Reserve for Open Space-Debt Service	675,000.00
Lease of Municipal Facilities	20,000.00

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Fire Safety Fees

10,000.00
\$855,000.00

Peter Melick
Mayor

**TOWNSHIP OF TEWKSBURY
COUNTY OF HUNTERDON
STATE OF NEW JERSEY**

**RESOLUTION #36-2016
2016 BUDGET INTRODUCTION**

WHEREAS, the Township of Tewksbury is holding a meeting on March 8, 2016, for the purpose of introducing the 2016 Municipal Budget and conducting other matters; and,

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Tewksbury, Hunterdon County, New Jersey, that the Township of Tewksbury hereby petitions the Director of the Division of Local Government Services that the 2016 Local Municipal Budget be introduced and approved on March 8, 2016.

2016 TEWKSBURY TOWNSHIP MUNICIPAL BUDGET

Surplus anticipated general revenues	\$ 2,196,795.00
Total Miscellaneous revenue	1,944,378.00
Receipts from Delinquent Taxes	295,000.00
Local Property Taxes	<u>5,090,175.00</u>
Total General Revenues	<u>\$9,526,348.00</u>
Salaries and Wages	\$2,899,700.00
Other Expenses	2,627,702.00
Capital Improvements	400,000.00
Debt Service	1,887,257.00
Statutory Expenditures	599,238.00
Deferred Charges	10,000.00
Reserve for Delinquent Taxes	<u>1,102,451.00</u>
Total 2016 Municipal Budget	<u>\$9,526,348.00</u>
Municipal Tax Rate	\$0.3750

2016 TEWKSBURY TOWNSHIP MUNICIPAL SEWER UTILITY BUDGET

Surplus anticipated general revenues	\$ 4,000.00
Total Miscellaneous revenue	<u>184,300.00</u>
Total General Revenues	<u>\$188,300.00</u>

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Total Operations	\$152,500.00
Statutory Expenditures	2,150.00
Capital Improvement	13,000.00
Debt Service	<u>20,650.00</u>
Total 2016 Municipal Budget	<u>\$188,300.00</u>

Peter Melick
Mayor

RESOLUTION #37-2016

CREATING AN ESCROW ACCOUNT FOR THE PAYMENT OF THE REGIONAL SPECIAL MASTER

WHEREAS, the Court has ordered that the municipality hold and administer an Escrow Account for the payment of the Regional Special Master appointed by the Court; and

WHEREAS, the Court has ordered that an initial deposit of \$5,000.00 be placed in this Escrow Account by the municipality which may be paid from the municipality's affordable housing trust fund.

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

1. The Chief Financial Officer is hereby authorized to create an escrow account entitled, "Affordable Housing Regional Special Master Escrow Account".
2. The Chief Financial Officer is hereby authorized to make an initial deposit of \$5,000.00 into the Escrow Account no later than March 11, 2016.
3. The \$5,000.00 shall be paid from the municipality's affordable housing trust fund, if available.
4. The municipal CFO shall be responsible for the administration of the Escrow Account and ensure that all invoices are paid within 30 days in accordance with the Court Order.
5. This Resolution shall take effect immediately.

Peter Melick
Mayor

RESOLUTION #38-2016

CREATING AN ESCROW ACCOUNT FOR THE PAYMENT OF THE MUNICIPAL SPECIAL MASTER

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WHEREAS, the Court has ordered that the municipality hold and administer an Escrow Account for the payment of the Municipal Special Master appointed by the Court; and

WHEREAS, the Court has ordered that an initial deposit of \$5,000.00 be placed in this Escrow Account by the municipality which may be paid from the municipality's affordable housing trust fund; and

WHEREAS, the Court has ordered that, where applicable, any intervenors shall be required to submit to the municipality an initial deposit of \$2,000.00 to also be placed in the Escrow Account.

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

6. The Chief Financial Officer is hereby authorized to create an escrow account entitled, "Affordable Housing Municipal Special Master Escrow Account".
7. The Chief Financial Officer is hereby authorized to make an initial deposit of \$5,000.00 into the Escrow Account no later than March 11, 2016.
8. The \$5,000.00 shall be paid from the municipality's affordable housing trust fund, if available.
9. The municipal CFO shall be responsible for the administration of the Escrow Account and ensure that all invoices are paid within 30 days in accordance with the Court Order.
10. This Resolution shall take effect immediately.

Peter Melick
Mayor

MISCELLANEOUS

- Claims as submitted by the CFO (2-23-16 and 3-8-16)
- Correspondence List
- Regular minutes of 02-09-16
- Authorization to have the Mayor sign F & D for 5-7-16 50/50 raffle America's Grow a Row
- Authorization to have the Mayor sign F & D for 5-7-16 merchandise raffle America's Grow a Row
- Authorization to have Clerk sign SA permit for America's Grow a Row 5-7-16 event

ITEMS REMOVED FROM THE CONSENT AGENDA

- Mr. Van Doren made a motion authorizing Committeeman William Voyce to perform a wedding on 9-4-16 in Ringoes NJ, seconded by Mayor Melick. The motion was approved. Ayes: Melick, Van Doren. Nays: none. Absent: Desiderio, DiMare. Abstain: Voyce.
- Authorization to allow Committeeman William Voyce to perform a wedding on 9-4-16 in Ringoes NJ

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5. Reports

➤ **Scenic Roads and Bridges Commission**

Harold Wrede and George Cassa presented information to the Committee regarding an inventory of historic bridges in the Township. Mr. Wrede stated that he has spoken with Tom Matthews, County Director of the Roads and Bridges Division and felt confident that the County would work in cooperation with the Township. It was agreed that there currently is a very good working relationship between the two entities.

Mr. Wrede described several bridges that need to be added to existing inventory, along with bridge work that was done that has enhanced the integrity of the structures.

Mr. Cassa mentioned the work done on the Sutton Road Bridge, adding that the County did the work quickly, efficiently and economically.

Mr. Van Doren made a motion authorizing Harold Wrede, Chairman of the Scenic Roads and Bridges Commission to formalize (in writing) the Commission's requests for updating the listing of bridges in the Township to the County Division of Roads and Bridges and to request a meeting to discuss same, seconded by Dr. Voyce. The motion was approved. Ayes: Melick, Van Doren, Voyce. Nays: None. Absent: Desiderio, DiMare.

➤ **Township Committee Sub Committees & Township Committee Comments**

Dr. Voyce noted a recent accident on Route 78 involving a bulldozer falling off of a trailer. He noted that the Cadillac tax implementation has been deferred until 2020.

Mr. Van Doren had no comments.

Mayor Melick noted that he and Mr. Van Doren attended a meeting in Clinton Town recently to discuss COAH with representatives from other Hunterdon County municipalities. The topic of RCA's was discussed.

He noted that dirt roads are generally in the worst condition this time of year due to the thaw and freeze.

➤ **Township Attorney**

Mr. Selvaggi noted that the COAH process is ongoing and continues to be a problem for all concerned. A master has not yet been appointed although two separate Resolutions were adopted tonight creating two separate escrow accounts to pay for the appointed masters. He stated that members of the Committee will be expected to meet with representatives from the Builders Association and the Fair Share Housing Center. He reiterated that the manner in which this matter is being handled is inefficient and problematic. He added that Tewksbury is in good shape because they have complied with all COAH related deadlines to date.

➤ **Township Administrator**

Mr. Landon noted the following items from his report.

- He and Gene Buczynski will be going to the Department of Transportation next week to discuss the funding problems related to Potterstown Road. It was added that Readington Township still has some surveying work to complete.
- He and the Police Chief are meeting with the candidate for the Special Police Officer.

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- He and the Township Sewer Engineer are working on the report for Oldwick sewer capacity.
- He and Mr. Van Doren will meet with the Washington Township Mayor and Administrator to discuss the agreement with the Fairmount Fire Company.
- Two new part time employees will be starting this week.
- A meeting was held with Michael Lavery, Shana Goodchild and Charles Rogers and Mr. Landon to discuss the Haddad matter.

6. Appointment

Dr. Voyce made a motion to appoint Amy Elliott to the Parks Committee as the Alternate #2 member to complete the unexpired term of Greg Davidson through 12-31-16, seconded by Mr. Van Doren. The motion was approved. Ayes: Melick, Van Doren, Voyce. Nays: None. Absent: Desiderio, DiMare.

Amy Elliott	Parks Committee	Alternate #2	To complete unexpired term of Greg Davidson through 12-31-16
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7. Executive Session

At 8:51 PM Dr. Voyce moved adoption of the following Resolution, seconded by Mr. Van Doren. The motion was approved. Ayes: Melick, Van Doren, Voyce. Nays: None. Absent: Desiderio, DiMare.

**RESOLUTION #39-2016
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 Contract Negotiations.

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

Peter Melick
Mayor

8. Reconvened

The meeting reconvened at 9:02 PM.

9. Adjournment

There being no further business, the meeting was adjourned at 9:02 PM.

Roberta A. Brassard
Municipal Clerk