

**TOWNSHIP COMMITTEE
JULY 11, 2017 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 Dana Desiderio presided.

Other officials in attendance were Township Committee members Louis DiMare, Peter Melick, Shaun Van Doren and William Voyce.

John Eskilson, Interim Township Administrator, Roberta Brassard, Municipal Clerk and Michael Selvaggi, Township Attorney were in attendance.

There were approximately four members of the public in attendance.

1. Open Public Meetings Statement

Mayor Desiderio 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, 2017.

2. Flag Salute

Those present stood and pledged allegiance to the American flag.

3. Public Participation

George Cassa noted recent break-ins in the Township that involved the removal of electric meters from homes. He questioned if JCP&L could be contacted to see if there is a way to protect or replace the devices and/or a way to make removal impossible. Mr. Eskilson stated that he would contact Ms. Espinoza (JCP&L Area Manager) to bring the matter to her attention.

William Woodard, current owner of property located at 95 Fairmount Road East (Block 16 Lot 26.02) stated that there is an issue related to a patio that was installed without permits that has become evident during the sale of the home. A permitted hot tub was installed in 2006 by a prior owner on an existing (non-permitted) patio. Mr. Woodard is asking for relief from the Committee for the impervious coverage percentage as the patio brings their coverage over the allowable percentage and when the hot tub was approved, the patio existed.

Mr. Selvaggi stated that he recommended that the Woodards come to the meeting to state their case and receive a decision from the Committee. He added that the homeowner may have to apply to the Land Use Board for a variance relief if the Committee cannot reach consensus. He further stated that the matter originated prior to the Woodard's ownership and the Zoning Officer at the time did not include the existing patio as adding to the impervious coverage when the hot tub was added.

Mr. DiMare noted that the patio is over 15 years old and the Woodard's concern related to the property is the impervious coverage percentage.

Further discussion followed regarding the allowable impervious coverage percentage and when that percentage changed via the Township Master Plan.

Mr. Melick made a motion to sign off on the matter as long as the impervious coverage percentage at the time of construction of the patio was not exceeded. He added that the motion

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was made to alleviate the existing situation and to allow the patio to be grandfathered in, seconded by Dr. Voyce. The motion was approved. Ayes: Desiderio, DiMare, Melick, Van Doren, Voyce. Nays: none.

Mr. Selvaggi stated that he would work with Mrs. Goodchild to draft a letter to the Woodards.

With regard to the matter presented by Mr. Woodard, Robert Becker stated that a similar matter was before the Land Use Board (LUB) and he felt it unfair that the Woodard situation was resolved by the Township Committee. He stated that the LUB applicant had to pay engineering and application fees and opined that the Township Committee should not have addressed and resolved this matter at the Township Committee level.

4. Actions to be taken

➤ **Ordinance Public Hearing**

Mr. Melick made a motion to open the Public Hearing on Ordinance #05-2017, seconded by Mr. Van Doren. The motion was approved. Ayes: Desiderio, DiMare, Melick, Van Doren, Voyce. Nays: None.

Ms. Brassard provided proof of publication from the 06-22-17 Hunterdon County Democrat.

There being no comments from the public, Mr. Van Doren made a motion to close the Public Hearing on Ordinance #05-2017, seconded by Mr. Melick. The motion was approved. Ayes: Desiderio, DiMare, Melick, Van Doren, Voyce. Nays: None.

Mr. Van Doren moved adoption of Ordinance #05-2017, seconded by Dr. Voyce. A roll call vote was taken and the motion was approved. Ayes: Desiderio, Melick, Van Doren, Voyce. Nays: DiMare.

ORDINANCE NO. #05-2017

**AN ORDINANCE OF THE TOWNSHIP OF TEWKSBURY, COUNTY OF HUNTERDON,
STATE OF NEW JERSEY TO AMEND CHAPTER 8.16 ENTITLED "FIRE PREVENTION" OF
TITLE 8 OF THE CODE OF THE TOWNSHIP OF TEWKSBURY, COUNTY OF HUNTERDON,
STATE OF NEW JERSEY**

BE IT ORDAINED, by the Township Committee of the Township of Tewksbury, in the County of Hunterdon, and State of New Jersey that Chapter 8.16, entitled "Fire Prevention" of the Code of the Township of Tewksbury is hereby amended as follows by adding the following section:

• **8.16.090 – Fire alarm evacuation requirements.**

Upon activation of any fire alarm, all occupants of the building or buildings are required to evacuate, in an orderly fashion, and not to return to the facility until cleared to do so by the Officer in Charge of the responding fire company.

Failure to do so will result in a penalty of \$500.00 issued to the owner or business occupancy of the property from which the alarm emanated.

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BE IT FURTHER ORDAINED that all other provisions of Chapter 8.16 shall remain unchanged and in full force and effect.

BE IT FURTHER ORDAINED that this Ordinance shall take effect immediately upon final passage and adoption and publication according to law.

Dana Desiderio
Mayor

➤ **Consent Agenda**

Mayor Desiderio requested that Resolution #79-2017 be removed from the Consent Agenda and voted on separately.

Mr. Van Doren requested that Resolutions #85-2017 and #86-2017 be removed from the Consent Agenda and voted on separately.

Mr. DiMare requested that Resolution #84-2017 be removed from the Consent Agenda and voted on separately.

Mr. Melick requested that Resolution #78-2017 be removed from the Consent Agenda and voted on separately.

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: Desiderio, DiMare, Melick, Van Doren, Voyce. Nays: None.

RESOLUTION #80-2017

**CHAPTER 159
TO ACCEPT FUNDS FROM STATE DEPARTMENT OF THE TREASURY**

WHEREAS, NJSA 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the Budget of any county or municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget; and

WHEREAS, said Director may also approve the insertion of an item of appropriation for an equal amount; and

WHEREAS, the Township of Tewksbury has received \$500.00 from The Isabel & David Mahalick Foundation, Inc. and

WHEREAS, the Township of Tewksbury wishes to amend its 2017 Budget by an additional \$500.00 to include this amount as a revenue.

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NOW, THEREFORE, BE IT RESOLVED, that the Township Committee of the Township of Tewksbury, County of Hunterdon, State of New Jersey hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the Budget of the year 2017 in the sum of \$500.00 which is now available as a revenue from:

The Isabel & David Mahalick Foundation, Inc.

BE IT FURTHER RESOLVED, that the Clerk forward one (1) copy of this Resolution to the Director of the Division of Local Government Services.

Dana Desiderio
Mayor

**RESOLUTION #81-2017
AUTHORIZING CHANGE ORDER**

WHEREAS, a contract was executed with Reclamation LLC for 2017 Potterstown Road Improvements; and

WHEREAS, the cost of the job has exceeded the base bid price of \$59,892.40 in excess of 19%; and

WHEREAS, this additional funding is needed as additional Portland cement and stabilizing agent was required due to the unstable subgrade in the area of Uptom Pine to Grist Mill and Rockaway Road, and is in compliance; and

WHEREAS, the Township Engineer has issued a letter dated 06/23/17 (attached) outlining the additional amount of \$11,539.25 needed to complete the project in a timely manner.

NOW THEREFORE BE IT RESOLVED that Township Committee of the Township of Tewksbury hereby authorized a change order for Reclamation LLC for a total project cost of \$71,431.65.

Dana Desiderio
Mayor

RESOLUTION #82-2017

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

**TO ENTER INTO AN INTERLOCAL AGREEMENT WITH A NATIONALLY RECOGNIZED
COOPERATIVE ENTITY FOR THE PURPOSE OF PURCHASING FIRE APPARATUS**

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WHEREAS, the Township of Tewksbury, is established and operating pursuant to N.J.S.A. 40A:14-70 to -105.1; and,

WHEREAS, the Township of Tewksbury, is authorized pursuant to N.J.S.A. 52:34-6.2(b)(3) to use alternative procurement methods by entering into nationally recognized cooperative agreement; and;

WHEREAS, Houston-Galveston Area Counsel is a regional planning commission and political subdivision of the State of Texas operating under Chapter 391, Texas Local Government Code; and,

WHEREAS, Houston-Galveston Area Counsel is authorized to contract with eligible entities for the purchase of goods and services; and,

WHEREAS, Houston-Galveston Area Counsel has instituted a cooperative purchasing program under which it contracts with eligible entities; and,

WHEREAS, the Township of Tewksbury desires to contract with Houston-Galveston Area Counsel;

NOW, THEREFORE BE IT RESOLVED THAT:

1. The Township Mayor of Township of Tewksbury is hereby authorized to execute and complete any necessary paperwork required to enter into an inter-local agreement the Houston-Galveston Area Counsel;

2. All activities under this agreement will be in accordance with all applicable rules, regulations, ordinances and laws in effect or promulgated during the term of the agreement;

3. The initial period of the agreement shall be for the balance of the Calendar year;

4. The agreement shall thereafter automatically be renewed annually for each succeeding fiscal year, provided that such renewal shall not have the effect of extending the period in which any payments are due under any contract entered into for the purchase of fire apparatus pursuant to this agreement;

5. The purchase of any product will be in accordance with procedures established by the Houston-Galveston Area Counsel and in accordance with the Laws of the State of New Jersey;

6. Any payments made pursuant to the agreement will be in accordance with procedures established by the Houston-Galveston Area Counsel;

7. The agreement may be amended only by a written amendment executed in accordance with procedures established by the Houston-Galveston Area Counsel;

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8. The agreement may be terminated by either party at any time upon thirty (30) days written notice by certified mail to the other party to this agreement.

Dana Desiderio
Mayor

RESOLUTION #83-2017

A RESOLUTION CONCERNING THE TOWNSHIP'S 2016 ANNUAL AUDIT

WHEREAS, N.J.S.A. 40A:5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions; and

WHEREAS, The Annual Report of Audit for the year 2016 has been filed by a Registered Municipal Accountant with the Municipal Clerk pursuant to N.J.S.A. 40A:5-6, and a copy has been received by each member of the governing body; and

WHEREAS, R.S. 52:27BB-34 authorizes the Local Finance Board of the State of New Jersey to prescribe reports pertaining to the local fiscal affairs; and

WHEREAS, the Local Finance Board has promulgated NJAC 5:30-6.5, a regulation requiring that the governing body of each municipality shall by Resolution certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, as a minimum, the sections of the annual audit entitled

“Schedule of Findings and Recommendations – General Findings”; and

WHEREAS, the members of the governing body have personally reviewed as a minimum the Annual Report of Audit, and specifically the sections of the Annual Audit entitled “Schedule of Findings and Recommendations – General Findings” as evidenced by the group affidavit form of the governing body attached hereto; and

WHEREAS, such Resolution of certification shall be adopted by the Governing Body no later than forty-five days after the receipt of the annual audit, pursuant to NJAC 5:30-6.5; and

WHEREAS, all members of the governing body have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board, and

WHEREAS, failure to comply with the promulgations of the Local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of R.S. 52:27BB-52 - to wit:

R.S. 52:27BB-52 - "A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office."

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NOW, THEREFORE BE IT RESOLVED, that the Township Committee the Township of Tewksbury, hereby states that it has complied with NJAC 5:30-6.5 and does hereby submit a certified copy of this Resolution and the required affidavit to said Board to show evidence of said compliance.

Dana Desiderio
Mayor

MISCELLANEOUS

- Claims as submitted by the CFO 6/27/17 and 7/11/17
- Correspondence List
- Regular and E/S minutes of 06-13-17

ITEMS REMOVED FROM THE CONSENT AGENDA

Dr. Voyce made a motion to adopt Resolution #78-2017, seconded by Mr. Van Doren. The motion was approved. Ayes: Desiderio, DiMare, Van Doren, Voyce. Nays: None. Abstain: Melick.

RESOLUTION # 78-2017

AUTHORIZING THE EXECUTION OF THE CONTRACT BETWEEN THE TOWNSHIP OF WASHINGTON AND THE TOWNSHIP OF TEWKSBURY

WHEREAS, the Township of Washington (Morris County) and the Township of Tewksbury (Hunterdon) wish to continue the Intermunicipal Agreement for fire fighting services with the Fairmount Volunteer Fire Company for a term to commence June 2017 and to terminate on December 31, 2017.

NOW, THEREFORE BE IT RESOLVED, that the Township Committee of the Township of Tewksbury, County of Hunterdon, State of New Jersey hereby authorizes the Mayor to sign the Intermunicipal Agreement between the Township of Washington (Morris County) and the Township of Tewksbury (Hunterdon) for services related to the Fairmount Volunteer Fire Company.

Dana Desiderio
Mayor

Mr. Van Doren made a motion to adopt Resolution #79-2017, seconded by Mr. Melick.

In response to Mr. DiMare's question as to how the merit increases were given, Mr. Eskilson stated that he and the finance subcommittee decided upon a 1% merit increase across the board due to the drastic change in senior management. He stated that there was no clear way

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to judge individuals' performance and there was no due process, adding that it would behoove the Committee to look at a new system of evaluation procedures moving forward.

Mr. DiMare questioned if the Township had a policy regarding granting merit increases to individuals who resigned. He noted that he agreed with merit increases for individuals who retired, but an individual who resigned should forfeit the merit pay.

Mayor Desiderio stated that she disagreed with any salary or merit increase for Mr. Landon, but was not opposed to the Resolution as presented for all other employees.

Upon advise of Attorney, Mayor Desiderio asked Mr. Van Doren to amend his motion to exclude Jesse Landon from the Resolution.

As Mr. Van Doren stated that Mr. Landon worked the entire year of 2016 and "left on his own accord" he stated that he would not amend his motion.

Mr. Melick stated that if he "were a Committee of one" the proposed Resolution would "look a lot different", adding that the manner in which the subcommittee crafted the Resolution was most equitable.

A roll call vote was taken and the motion was approved. Ayes: Melick, Van Doren, Voyce.
Nays: Desiderio, DiMare.

**RESOLUTION #79-2017
A RESOLUTION SETTING THE 2017 SALARIES AND WAGES FOR OFFICERS AND
EMPLOYEES OF THE TOWNSHIP OF TEWKSBURY**

BE IT RESOLVED by the Township Committee of the Township of Tewksbury, County of Hunterdon, State of New Jersey that the salaries or wages to be paid to certain officers and employees of the Township of Tewksbury be, and the same are hereby determined and fixed, at the respective amount or rates for the calendar year 2017 and until same is amended. This Resolution hereby supercedes previous salary and wage actions taken by the Township Committee.

BE IT FURTHER RESOLVED that Mr. Van Doren is recused from voting on the salary of his brother in this Resolution as his brother is employed by the Township of Tewksbury.

NAME	TITLE	SALARY	MERIT PAY
EXECUTIVE			
Dana Desiderio	Township Committee	4,510.13/annum	
Louis DiMare	Township Committee	4,510.13/annum	
Peter Melick	Township Committee	4,510.13/annum	
Shaun Van Doren	Township Committee	4,510.13/annum	
William Voyce	Township Committee	4,510.13/annum	

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<u>ADMINISTRATION</u>			
Jesse W. Landon	Administrator	130,639.91/annum	1,280.78
Roberta Brassard	Municipal Clerk	68,157.64/annum	668.21
Kathleen Reddy	Receptionist/Secretary	23.35/hour	416.59
Stephanie Koven	Perc Test Witness	75.00 /inspection	
Thomas Anderson	Fire Marshall	27.90/hour	72.75
<u>CONSTRUCTION CODE ENFORCEMENT</u>			
Charles Rogers	Construction Code Official Electrical Subcode Official Building, Electrical, Plumbing & Fire Inspector	99,957.47/annum	979.98
Ralph Price	Construction Code Official Electrical Subcode Official Building, Electrical, Plumbing & Fire Inspector	95,000.00/annum	302.99
Robert J. O'Connor	Plumbing Subcode Official & Inspector	44.96/hour	294.34
Kelly Marookian	Technical Assistant	36,000.00/annum	
Patrick Murphy	Construction Code	40.00/hour	
<u>FINANCE</u>			
Marie Kenia	Chief Financial Officer	90,202.68.00/annum	884.34
Marie Kenia	Tax Collector	10,000/annum	
Judith Demaris	Finance Assistant – Purchasing Agent	49,226.53/annum	482.61
Kay Winzenried	Tax Collector	48,955.64/annum	479.96
Ann Marie Obiedzinski	Tax Assessor	35,317.00/annum	346.25
Lisbeth DeSheplo	Financial Assistant	20.00/hour	
<u>LAND USE</u>			
Shana Goodchild	Land Use Administrator	89,068.64/annum	873.22

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Sara Kneis	Zoning Officer-part time	30.60/hour	91.58
<u>POLICE</u>			
Thomas Holmes	Chief	118,947.89/annum	1,166.16
Jean Marie Du Hamel	Secretary	49,369.52/annum	484.01
<u>PUBLIC WORKS</u>			
Hayden Hull	Superintendent	89,892.80/annum	881.30
Brian Conner	Foreman	37.78/hour	776.36
Kevin Pyatt	Assistant Foreman/Sewer Operator	36.52hour	750.58
W. Daniel Fechtman	Senior Public Works Employee	32.73/hour	672.61
Mark Van Doren	Senior Public Works Employee	32.54/hour	668.62
Dale Svenningson	Mechanic	32.64/hour	670.72
Gary Conner	Senior Public Works Employee	28.14/hour	578.29
Floyd Dipple	Senior Public Works Employee	27.60/hour	567.18
Roland Tiger	Senior Public Works Employee	27.59/hour	566.97
Ben Quarne	Public Works Employee	21.22/hour	436.18
<u>COURT</u>			
Edward Martin	Municipal Court Judge	10,297.92/annum	100.96
Katharine Errickson	Municipal Court Prosecutor	7,344.00/annum	9.00
Scott Mitzner	Municipal Court Public Defender	200.00/per case	
Cindy Hooven	Court Administrator		109.02
Julie Kosakowski	Court Administrator	18,360.00/annum	92.29
Jennifer Jeremiah	Violations Clerk	18.36/hour	8.64
Vilma Urbanski	Court Translator, Violations Bureau Court Staff	18.04/hour	66.38
Michael Clancy	Court Security	141.14/court session	11.07

Dana Desiderio
Mayor

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Mr. Van Doren made a motion to adopt Resolution #84-2017, seconded by Dr. Voyce.

Discussion followed regarding Mr. DiMare's question as to whether Katty Wong Taylor was interviewed or whether she had submitted a resume for review.

Mr. Eskilson explained that the need for an Alternate Prosecutor was a last minute matter presented by the Court Administrator.

It was the consensus of the Committee that the Resolution as presented be amended to include a term of 30 days and an interview be scheduled with Ms. Taylor.

Mr. Van Doren amended his motion to include the language that the term is a 30 day appointment, seconded by Dr. Voyce. The motion was approved with the amended wording. Ayes: Desiderio, DiMare, Melick, Van Doren, Voyce. Nays: none.

RESOLUTION #84-2017

APPOINTING ALTERNATE PROSECUTOR

WHEREAS, due to occasional absence, the Township of Tewksbury is in need of an alternate prosecutor for the municipal court, and;

WHEREAS, our Prosecutor, Kathy Errickson, and Court Administrator Julie Kosakowski, have stated that Katty Wong Taylor is qualified to hold that position, and Ms. Taylor has expressed a desire to take on those responsibilities.

NOW THEREFORE, BE IT RESOVLED, by the Township Committee of the Township of Tewksbury, County of Hunterdon, State of New Jersey, that Katty Wong Taylor is hereby named Alternate Prosecutor effective July 11, 2017, for a thirty (30) day period with a salary of \$400.00 per court session.

Dana Desiderio
Mayor

In response to a question from Mr. Van Doren, Mayor Desiderio stated that the subcommittee met to discuss the matter of serving wine at Whittemore dinners and were not opposed to the request.

Mr. Eskilson noted that the applicant would have to apply to the ABC for a Social Affairs Permit and abide by their rules, as outlined in the proposed Resolution.

Mr. Van Doren reiterated his opposition to the matter as he felt it could be more or a liability as Whittemore is solely under Township jurisdiction.

Mr. Melick expressed a concern that a clear not to exceed alcohol percentage be noted in the Resolution.

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Dr. Voyce made a motion to adopt Resolution #85-2017 with the amended language, seconded by Mr. Melick. The motion was approved with the amended wording. Ayes: Desiderio, DiMare, Melick, Voyce. Nays: Van Doren.

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

RESOLUTION #85-2017

**PERMISSION, WITH CONDITIONS , TO ALLOW THE FRIENDS OF WHITTEMORE TO
SERVE WINE AT THEIR FARM TO TABLE FUND RAISING EVENTS ON AUGUST 26, 2017
AND SEPTEMBER 23 (OR ALTERNATIVELY SEPTEMBER 30), 2017**

WHEREAS, the Township of Tewksbury is the owner of property designated as Tax Block 46, Lot 20.01 on the official tax map of the Township; and

WHEREAS, said property was bequeathed to the Township of Tewksbury in the Last Will and Testament of Helen A. Whittemore dated December 15, 1978 for the benefit of the residents of Tewksbury in order to “promote the appreciation of woodland in its natural state and especially to establish and maintain a sanctuary for deer and birds and other wildlife”; and

WHEREAS, the Last Will and Testament of Helen A. Whittemore, further established a Board of Trustees to oversee the finances of her estate; and

WHEREAS, the Friends of Whittemore was established as a not-for-profit 501 c.3 corporation for the purpose of promoting community, culture and conservation on the Whittemore property; and

WHEREAS, the Friends of Whittemore have scheduled “Farm to Table” fund raising events for August 26, 2017 and September 23 (or in the alternative September 30), 2017; and

WHEREAS, the Friends of Whittemore have requested permission to serve wine as part of their “Farm to Table” fund raising events; and

WHEREAS, representatives of the Whittemore Estate Board of Trustees appeared at the June 6, 2017 meeting of the Tewksbury Township Committee in support of the Friends of Whittemore “Farm to Table” fund raising events including the serving of wine subject to the approval of all appropriate governmental authorities.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Tewksbury, County of Hunterdon that it hereby grants the request of the Friends of Whittemore to serve wine (with an alcohol content of not >10%) at their “Farm to Table” fund raising events of August 26, 2017 and September 23 (or in the alternative September 30), 2017 to be held on the Township’s Whittemore property subject to the following conditions:

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1. The issuance of a Special Permit for Social Affair by the New Jersey Department of Law and Public Safety Division of Alcoholic Beverage Control;
2. The Friends of Whittemore shall provide proof to the Township of Tewksbury that they hold the following insurance:

General Liability: \$1,000,000 per occurrence/\$2,000,000 aggregate
Host Liquor Liability: \$1,000,000 per occurrence/\$2,000,000 aggregate

In addition, the applicant shall name the Township of Tewksbury as an additional insured, and the Certificate of Insurance shall be submitted to the Township at least thirty (30) days prior to the event. The Certificate of Insurance must specifically note that coverage is provided for Liquor Liability.

3. Alcoholic beverages, other than wine, shall not be served at the "Farm to Table" fund raising events.
4. The Friends of Whittemore acknowledge and hold harmless the Township of Tewksbury and its municipal officials and employees from any and all claims, damages and cost of suit which may arise.

Dana Desiderio
Mayor

In response to a question from Mr. Van Doren, Mr. Eskilson stated that the delay in the receipt of a tax rate is County wide and the matter should be resolved by next week. Mr. Van Doren noted a grammatical error in Resolution #86-2017.

Mr. Van Doren made a motion to adopt Resolution #86-2017 as corrected, seconded by Dr. Voyce. The motion was approved. Ayes: Desiderio, DiMare, Melick, Van Doren, Voyce. Nays: none.

**RESOLUTION #86-2017
REGARDING THE GRACE PERIOD FOR THE PAYMENT
OF TAX BILLS**

WHEREAS, NJSA 54:4-67 provides that tax bills be allowed a minimum grace period of twenty-five days when tax bills are mailed late; and

WHEREAS, the Hunterdon County Board of Taxation was issued a stop order by the State of NJ DCA/DLSG regarding the production/update and modifications of any materials or databases. This order impacts all Final Tax Book production, as well as any tax bills, etc. As of the date of this resolution, the stop order will remain until further notice.

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NOW, THEREFORE, BE IT RESOLVED that the Township tax bills will be sent out as soon as there is a tax rate, and receipt of third quarter tax payments will be extended 25 days from the date of the mailing.

Dana Desiderio
Mayor

5. Reports

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

Dr. Voyce stated that he attended a recent event in Washington Township at which several volunteers were honored for work done in Tewksbury.

Mr. Van Doren thanked Mr. Eskilson for the financial reports generated. He noted that there are two farmland applications pending that have received certified values from the State, adding that the Township's farmland preservation plan, which is 10+ years old, is non-compliant. Banisch Associates has submitted a quote of not to exceed \$9750.00 to update the plan which will include meetings with the Agriculture Advisory Committee. He added that the State will not pay out any funds toward preservation until the plan is updated. As there is currently no money in the municipal budget, funds from the Hunterdon County Open Space tax can be utilized: \$225,000.00 will be utilized to fund the municipal portion of the applications.

Mr. Van Doren made a motion to authorize a separate contract with Banisch Associates at a cost not to exceed \$10,000.00 to proceed with the plan to update the Township's farmland preservation plan. A memo dated 1-12-17 and an e-mail dated 07-10-17 will be forwarded to the Municipal Clerk to accompany the contract. The motion was seconded by Dr. Voyce. A roll call vote was taken and the motion was approved. Ayes: Desiderio, DiMare, Melick, Van Doren, Voyce. Nays: None.

Mr. Van Doren opined that the DPW is being spread too thin doing projects other than road works, specifically work at Whittemore. He suggested looking at current non-road DPW projects and if any cannot be completed in a timely fashion, to suspend them in order to get back to road work and prep work prior to paving. He added that the DPW needs to "get back to basics."

Discussion followed regarding payment for overtime work at Whittemore and to confirm from which budget the DPW men are being paid.

Mr. Eskilson will coordinate a meeting with Mr. Conner and Mr. Pyatt to discuss DPW matters.

Mayor Desiderio noted that the Hunterdon County Planning Board is looking for new ideas for their "Breakfast Talks".

She noted that the current employee evaluation forms need to be redone so that they are more relevant to the specific department.

Mr. Melick and Dr. Voyce will meet with Mr. Eskilson to discuss creating new evaluation forms and to discuss merit increases.

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➤ **Township Attorney**

Mr. Selvaggi stated that he had items to discuss in Executive Session.

➤ **Interim Township Administrator**

Mr. Eskilson stated that he had received a request to sign a letter allowing hunting on the Township owned property currently farmed by the Sutton family on Farmersville Road. He stated that he had spoken with various State agencies regarding the issuance of a debridation permit and the proper means of disposal of deer taken. He added that the Christie Hoffman Farm contract has language related to hunting written into it.

Mr. Melick made a motion authorizing the interim Township Administrator to sign a letter allowing hunting on the Township owned property located at Block 15 Lot 18.01, seconded by Dr. Voyce. The motion was approved. Ayes: Desiderio, DiMare, Melick, Van Doren, Voyce. Nays: None.

Mr. Eskilson stated that he needs direction to bring to the Canning Group regarding the hiring of a Township Administrator and whether the Committee is considering a part time position. He stated that having an Administrator/Superintendent of Public Works may be a difficult position for which to find an applicant.

Discussion followed regarding Mr. Eskilson's statement that he feels the Township Administrator position could be a part time position based on the work load he has seen since his arrival. He added that the Committee needs to be aware that a part time Administrator may not be available except during actual work hours (i.e. unable to attend dinners or Township events.) Further discussion regarding the position of Superintendent of Public Works followed, with the matter of having a joint Administrator/CPWM. Mr. Eskilson opined that this would be a difficult position to fill, adding that he would post the position at the PW garage on 7/17/17 to determine if any existing staff was interested.

Mr. Eskilson stated that he has contacted some not-for-profit agencies to see if there is an interest in overseeing the Township affordable housing program, as it was not left in good condition with regard to procedure.

It was the consensus of the Committee to instruct the Canning Group to look for and conduct interviews for a part time Township Administrator.

In response to Mr. DiMare's question regarding the \$25.00 application fee for submitting an application to the Police Department for employment, Sergeant Barlow stated that the fee used to be \$50.00 and the department opted to reduce the fee to \$25.00. Further discussion followed regarding the hiring process and how it commences when the applicant comes to the office to pick up an application.

Dr. Voyce and Mr. Melick will meet with Mr. Eskilson to discuss moving forward in the search for a Chief of Police.

Resumes have been received and culled for the position of secretary and interviews will be scheduled. Mr. Eskilson will advise the Committee of the status at the upcoming meeting.

**TOWNSHIP COMMITTEE
JULY 11, 2017 MINUTES**

Mr. Van Doren made a motion to publish the ad for hiring a Police Officer, seconded by Dr. Voyce. The motion was approved. Ayes: Desiderio, DiMare, Melick, Van Doren, Voyce. Nays: None.

Mr. Van Doren stated that a meeting to discuss ball fields in Oldwick is tentatively scheduled for 7/25/17.

6. Executive Session

At 8:50 PM Mr. Van Doren moved adoption of the following Resolution, seconded by Dr. Voyce. The motion was approved. Ayes: Desiderio, DiMare, Melick, Van Doren, Voyce. Nays: None.

**RESOLUTION #87-2017
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 Litigation.

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

Dana Desiderio
Mayor

7. Reconvened

The meeting reconvened at 9:10 PM.

8. Adjournment

There being no further business, the meeting was adjourned at 9:10 PM.

Roberta A. Brassard
Municipal Clerk