

WEST AMWELL TOWNSHIP COMMITTEE MEETING

January 20, 2016 - 7:30 p.m.

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

The regular meeting of the West Amwell Township Committee was called to order at 7:30 p.m. Present were Mayor Zachary T. Rich, Deputy Mayor John Dale, Committeeman Stephen Bergenfeld, Clerk Lora Olsen and Attorney Philip J. Faherty III. Also in attendance were Cathy Urbanski, Hal Shute, George Fisher and Dave Beaumont.

Mayor Rich announced that this meeting is called pursuant to the provisions of the Open Public Meetings Act. Notice of this meeting was included in the Resolution faxed to the Hunterdon County Democrat and Trenton Times on January 7, 2016, 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 Municipal Clerk.

The meeting was recorded via digital recording system.

PLEDGE OF ALLEGIANCE TO THE AMERICAN FLAG

The assembled group joined the mayor in the pledge to the nation's flag.

AGENDA REVIEW BY TOWNSHIP CLERK

The following items were added: 11. New Business: Resolution Authorizing Contracts with Approved State Contract Vendors and Resolution Authorizing Purchase on State Contract. Additions were unanimously approved on motion by Rich, seconded by Bergenfeld

ANNOUNCEMENTS

- Municipal Offices Closed for President's Day, February 15, 2016
- Please Come to the Table if You Wish to Address the Committee
- Kindly Turn Cell Phones Off During Meeting

PRESENTATION OF MINUTES

The December 30, 2015 Regular and January 6, 2016 Re-organization minutes were unanimously approved on motion from Dale, seconded by Bergenfeld.

OPEN TO THE PUBLIC/TOPIC NOT ON THE AGENDA

No one came forward.

SPECIAL PRESENTATION(S)

None

INTRODUCTION OF ORDINANCE AND/OR PUBLIC HEARING

Introduction: Ordinance 01, 2016

The following ordinance was read by title and introduced on first reading:

CALENDAR YEAR 2016

ORDINANCE TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION LIMITS AND TO ESTABLISH A CAP BANK (N.J.S.A. 40A: 4-45.14)

WHEREAS, the Local Government Cap Law, N.J.S. 40A: 4-45.1 et seq., provides that in the preparation of its annual budget, a municipality shall limit any increase in said budget up to 0% unless authorized by ordinance to increase it to 3.5% over the previous year's final appropriations, subject to certain exceptions; and,

WHEREAS, N.J.S.A. 40A: 4-45.15a provides that a municipality may, when authorized by ordinance, appropriate the difference between the amount of its actual final appropriation and the 3.5% percentage rate as an exception to its final appropriations in either of the next two succeeding years; and,

WHEREAS, the Township Committee of the Township of West Amwell) in the County of Hunterdon finds it advisable and necessary to increase its CY 2016 budget by up to 3.5% over the previous year's final appropriations, in the interest of promoting the health, safety and welfare of the citizens; and,

WHEREAS, the Township Committee hereby determines that a 3.5% increase in the budget for said year, amounting to \$0 in excess of the increase in final appropriations otherwise permitted by the Local Government Cap Law, is advisable and necessary; and,

WHEREAS the Township Committee hereby determines that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years.

NOW THEREFORE BE IT ORDAINED, by the Township Committee of the Township of West Amwell, in the County of Hunterdon, a majority of the full authorized membership of this governing body affirmatively concurring, that, in the CY 2016 budget year, the final appropriations of the Township of West Amwell shall, in accordance with this ordinance and N.J.S.A. 40A: 4-45.14, be increased by 3.5% , amounting to \$ 92,001.00, and that the CY 2016 municipal budget for the Township of West Amwell be approved and adopted in accordance with this ordinance; and,

BE IT FURTHER ORDAINED, that any that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years; and,

BE IT FURTHER ORDAINED, that a certified copy of this ordinance as introduced be filed with the Director of the Division of Local Government Services within 5 days of introduction; and,

BE IT FURTHER ORDAINED, that a certified copy of this ordinance upon adoption, with the recorded vote included thereon, be filed with said Director within 5 days after such adoption.

Dale moved to introduce the Ordinance on first reading and Bergenfeld seconded. Motion carried unanimously. The public hearing will be held February 17, 2016.

Introduction: Ordinance 02, 2016 *

The following ordinance was read by title and introduced on first reading:

AN ORDINANCE TO AMEND CHAPTER 109 OF THE CODE OF THE TOWNSHIP OF WEST AMWELL – Checklist No. 1 Land Development Application

BE IT ORDAINED by the Township Committee of the Township of West Amwell, Hunterdon County, New Jersey that Checklist No. 1, Land Development Application, Development Review Checklist of Chapter 109 be deleted and replaced with a revised Development Review Checklist dated December 15, 2015.

All ordinances or parts of ordinances inconsistent with this ordinance are hereby repealed to the extent of such inconsistency.

This Ordinance shall take effect immediately upon final passage and publication as provided by law, and upon filing a copy thereof with the Hunterdon County Planning Board in accordance with N.J.S.A. 40:55D-16.

* A copy of the revised checklist is attached to the original minutes.

Dale moved to introduce the Ordinance on first reading and Bergenfeld seconded. Motion carried unanimously. The public hearing will be held February 17, 2016.

STANDING COMMITTEE REPORTS

Open Space

- *Fulper*: Hal Shute spoke to the status of the two Fulper projects noting that the SADC spiked the project due to it being tied to the GDP. At this point it's all or nothing on that front or proceed under the current 8 acre zoning. Mr. Shute indicated that Rob Fulper is okay with a move to 8 acres on the South side. In addition, reducing the build out from 67 to 52 homes has been proposed. The direction as outlined received a positive consensus by the Committee members. In order to move forward, appraisals are needed. Mr. Shute estimated that the per acre cost will run around \$7500, less than the normal option of around \$10,000/acre. If the Committee is on board, Mr. Shute advised that the SADC will have to weigh in. Also relayed was that although the Township pays for appraisal, it is reimbursable. Mr. Shute estimated that appraisal cost for the two properties would run between \$8,000-\$10,000. This project was noted as one with lots of moving parts, so it's a maybe for next year. An overview of open space funds available was presented. Although cash is available, Mr. Shute relayed that it's another year before the debt drops. Approval to move forward to the next step was granted.

- *Project Status Updates*: Cathy Urbansky advised on the status of the municipal grant application to the County. The Township will received \$30,000+ for the Open Space Trust

account. Although she has questions for the County and will be meeting with Bill Millett on Friday, a January filing is required and the mayor will need to sign. Arrangements for this were not seen as problematic. Mr. Shute advised that, in addition, the Township can now apply for Lambert appraisal money reimbursement.

Environmental

- *Authorization to Post November 12, 2015 Minutes to Website:* Approved
- *Discussion/Recommendation for Median Strip Planting (Estates):* Mrs. Urbanski relayed that this topic has spawned a lot of discussion, with the goal to do something pretty. She offered that to counter the starkness of the lamp posts, that low growing native shrubs and deer proof flowering plants be considered to surround them. However, more research is needed. Also proposed is a tree in the center, also shrub surrounded. Mrs. Urbanski then spoke briefly about the neighborhood conflict over the tree removal.
- *Discussion on Reduction of Mowing (Estates):* In an effort to reduce the mowing burden, Mrs. Urbanski suggested that warm season grasses be considered. Apparently there was some negative feedback on the reduced mowing last year.
- *Township Property Violations:* Violations by Lambertville side residents were noted. Mr. Shute advised that there is a house under construction so this may be a temporary concern. However, the information will be passed along to Mr. Cronce.

Parks & Recreation

- *Authorization to Post 2015 Minutes to Website:* Approved

Finance Advisory

- *Authorization to Post November 19, 2015 Minutes to Website:* Approved
- Dave Beaumont inquired about whether anything has come from the State concerning the ratio challenge and was advised in the negative. Mr. Shute noted that some of the money from the JCP&L payment could be used for the Calton project. He also recommended that the extra money be put into road projects.

Ag Advisory

- *Authorization to Post December 3, 2015 Minutes to Website:* Approved

UNFINISHED BUSINESS

Possible Appointments – Mayor Rich appointed Michael Rampel to a three year term on the Parks & Recreation committee. A change was also made to the liaison to the Finance committee with Mr. Rich replacing Mr. Bergenfeld. These changes were unanimously approved.

Updates – 1) Concerning ***Unsafe Structure*** on Rt 31, Attorney Faherty relayed that Mr. Helleva is off the hook as a search completed previously has Royal Tax Lien Services as the owner. A call was placed, as mail keeps coming back, and the individual indicated they were not aware of the tax certificate and quick claim deed. The title is good and verifies that Royal Tax Lien owns the lot as well as a tax sale certificate. A copy of the deed, together with a letter concerning the matter, was faxed to the company. A call is anticipated concerning costs involved. Mayor Rich inquired about the ***Connaught Hill*** property. The holdup is funding for a complicated title search, an estimate of which is \$3500. Money from the temporary budget under General Government was authorized. Attorney Faherty and Mr. Bergenfeld will work on obtaining the title search. 2) The third amendment to the SHREC ***Solar Power Purchase Agreement*** has been approved by Ryan Marrone and has been forwarded to the insurance carrier for their blessing. 3) Mrs. Olsen advised that she spoke with the East Amwell Clerk and that the ***Traffic Shared Service Agreement*** was approved with no change from 2015. Signed copy is anticipated shortly. 4) For ***cell phone acquisition***, a Galaxy S4 (free phone) was recommended for the Road Supervisor and Clerk, together with 12 volt car chargers. An otter box for the former was also recommended under consultation with Harry Heller. A 3GB plan per phone with shared minutes on all lines was noted for this sub-account under the current police plan. A copy of the current bill will be provided to the mayor for review. 5) Mayor Rich relayed information from his recent ***insurance*** meeting. The Township's final assessment for 2016 is \$118,480. Although given the Township's three year sign up, claims, and the 3.4% built-in increase, no reduction is available. However, the cost is still below that of the last PAIC assessment. The charge for terrorism is to be removed from the fire company policy and a new bill is to be forthcoming. George Fisher inquired about worker comp and was advised that the \$118,840 included that aspect.

Municipal Building Maintenance Concerns

- *Heat/Cold/Insulation – Climate Control:* Mr. Bergenfeld is working on a new hot water heater and a new plumber will be utilized. The latest opinion is that the current tankless heater did not freeze but went bad inside. A new one is on order with a cost of \$1200 installed. The old unit will be taken to Ferguson for warranty purposes.

- *Cleaning:* Mr. Rich advised the Krista Parsons will provided cleaning services for the police offices. There's been no response for cleaning the municipal building. The need for a day-time cleaning person, not nights or weekends, was re-iterated as the best option due to various security concerns. An outreach to the cleaners used by Lambertville was requested.

Municipal Sign – Mr. Rich relayed his concern over the condition of the sign, requesting that thought be given by the other committeemen for the replacement. There are funds already allocated for this purpose.

NEW BUSINESS

Resolution Refunding Excess Zoning Board Escrow Fees –

RESOLUTION #28-2016

WHEREAS, it has been determined by the ZONING BOARD OF ADJUSTMENT of West Amwell Township that the following applicant's escrow fees are in excess of what was needed to cover their charges, and

WHEREAS, the Zoning Board has approved a refund of the following amount; \$2,174.45 and further requests the account be closed.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of West Amwell that the Treasurer is hereby authorized to refund the following amount to the applicants:

Applicant	Amount Refunded
STEPHEN BERGENFELD Hopewell Valley Community Bank, Account Escrow ID: #77201501	\$2,174.45

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

Christmas Holiday for 2016 – With Christmas falling on Sunday in 2016 and, provision for a two-day holiday, the request for both December 23rd & December 26th were approved.

Meetings for Budget Requests – Department heads and Board/committee leaders are to be contacted about bringing their budget requests to the Committee at the February 3rd meeting.

Resolution Amending S & W

RESOLUTION #29-2016
Amending Resolution #84-2015

BE IT RESOLVED by the Committee of the Township of West Amwell that the 2015 Salary and Wage Resolution, adopted May 6, 2015 be amended as follows:

Position	Salary/Compensation
<u>Delete:</u>	
Mayor Fisher	\$3,459.00
Township Committee member Rich	\$2,901.00
<u>Add:</u>	
Mayor Rich	\$3,459.00
Township Committee member Bergenfeld	\$2,901.00

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

Payroll Company Discussion – Mr. Bergenfeld has reviewed the charges for the Township's current payroll provider and believes that money can be save by changing to USA payroll in Cherry Hill. He'll request that the company call to set up a meeting with office staff. For the record, Mrs. Olsen advised that the payroll clerk is very satisfied with the current arrangement.

2016 Hell of Hunterdon Bicycle Ride – The proposed ride is scheduled for March 26th. A map was provided and a certificate of insurance will be requested. Captain Bartzak has also been notified. No objections were lodged.

CEDS Presentation Request – The Freeholders would like to schedule a presentation to share background and new information on the implementation progress for an upcoming meeting. The Clerk will inquire about the time frame involved.

Central Jersey Technical Assistant's Association Meeting – Leslie Grillo has advised of this hosting opportunity. The meeting is scheduled for September 27th. Ms. Grillo will also see about the possibility of donated food.

South Hunterdon Regional Band Parents Associations – Raffle Application

- *Findings & Determination*: The presented information was reviewed and approved as provided.

- Resolution

RESOLUTION #30-2016

WHEREAS, application has been received the Township of West Amwell to grant a raffle license, and

WHEREAS, no objections have been received the Clerk of the Township, nor were any objections made at the regular meeting.

NOW, THEREFORE BE IT RESOLVED that the raffle license be granted

TO: South Hunterdon Regional Band Parents Association
BENEFIT: Marching Band Camp Fees
DATE: March 12, 2016
TIME: 5:30 – 11:00 p.m.
LOCATION: South Hunterdon Regional High School
301 Mt. Airy-Harb. Road, Lambertville NJ 08530

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

Resolution Authorizing Contracts with Approved State Contract Vendors – The new police vehicle needs to be outfitted for duty.

RESOLUTION #31-2016

WHEREAS, the Township of West Amwell, pursuant to N.J.S.A. 40A:11-12a and N.J.A.C. 5:34-7.20 ©), may by resolution and without advertising for bids, purchase any goods or services under the State of New Jersey Cooperative Purchasing Program for any State contracts entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury; and

WHEREAS, the Township of West Amwell has the need on a timely basis to purchase goods or services utilizing State contracts; and

WHEREAS, the Township of West Amwell intends to enter into contracts with the attached Referenced State Contract Vendor(s) through this resolution and properly executed contracts, which shall be subject to all the conditions applicable to the current State contracts;

NOW, THEREFORE, BE IT RESOLVED, that the Township of West Amwell authorizes the Purchasing Agent to purchase certain goods or services from those approved New Jersey State Contract Vendors on the attached list, pursuant to all conditions of the individual State contracts; and

BE IT FURTHER RESOLVED, that the governing body of the Township of West Amwell pursuant to N.J.A.C. 5:30-5.5(b), the certification of available funds, shall either certify the full maximum amount against the budget at the time the contract is awarded, or no contract amount shall be chargeable or certified until such time as the goods or services are ordered or otherwise called for prior to placing the order, and a certification of availability of funds is made by the Chief Finance Officer; and

BE IT FURTHER RESOLVED, that the duration of the contract(s) between the Township of West Amwell and the Referenced State Contract Vendor(s) shall be through December 31, 2016.

Referenced State Contract Vendors

<u>Commodity/Service</u>	<u>Vendor</u>	<u>State Contract #</u>
Flashback3 System LED Indicator Lights Software Installation by WinnerFord (Quote 204287553)	L3 Mobile-Vision, Inc 400 Commons Way Rockaway NJ 07866	A81311
Whelen LEDs Whelen Lightbar (Quote 3797)	Motorola Solutions, Inc PO Box 305 Bordentown NJ 08505	83909
Laptop Mounts, et al (Quote 3823)	Same as above	83909

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

Resolution Authorizing Purchase on State Contract –

RESOLUTION #32-2016

WHEREAS, there is a need to purchase various pieces of equipment to outfit the new vehicle for the police department of the Township of West Amwell, in the County of Hunterdon, State of New Jersey as follows;

- 1) Lightbar and associated equipment (\$2526.50)
- 2) Laptop computer mounting and associated equipment (\$1145.00)
- 3) Flashback system (\$5770.46)

and

WHEREAS, these items can be purchased through the following State Contract vendor

#83909 (1 & 2) above Motorola Solutions, Inc.
#A81311 (3) L3 Mobile-Vision, Inc.

; and

WHEREAS, the maximum amount of the purchases is \$9,441.96; and

WHEREAS the CFO has certified to the Township Clerk that funds are available in 2015 Police OE, 2015 Police Vehicle Maintenance and 2016 temporary budget under Police OE and Vehicle Maintenance

WHEREAS, public bids are not required when the purchase is under a state contract in accordance with 40A:11-12 of the Local Public Contracts Law.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of West Amwell, in the County of Hunterdon that the CFO is hereby authorized and directed to approve and forward Purchase Requisitions to the stated vendors for the commodities listed above.

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

OPEN TO THE PUBLIC

Mr. Rich referenced a memo from the Construction Official for upgraded pay for substitute inspections. A question was raised as to the 'industry standards' reference. This request is a budget matter and will be discussed at that time. Mr. Rich also advised that police contract talks will commence soon.

Mr. Beaumont inquired about the status of the discussion on missing construction permits as this should remain on the radar. He also inquired about the 5-man committee and was advised that there will be an ordinance for introduction at the next meeting.

ADMINISTRATIVE REPORTS

Treasurer –

Presentation of Bills for Approval:

RESOLUTION #33-2016

BE IT RESOLVED by the Township Committee of the Township of West Amwell that the vouchers listed on the Bill List, in the amount of \$1,705,692.54, dated January 20, 2016, as presented by the Township Treasurer/Chief Financial Officer, be paid from existing appropriations.

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

Tax Collector – The monthly report for December 31, 2015 was received showing receipts in the amount of \$210,334.49. The 2015 Tax Collector's Annual Report dated January 12, 2016 is attached to the original copy of these minutes. Total money collected for the year was \$11,138,919.53.

Construction – The Permit Fee Log Summary for December 2015 reflects the issuance of 21 permits for a total of \$16,544.00 for West Amwell. Eighteen (18) CA's and three (3) CO's were processed according to the Certificate Log Summary. The Permit Fee Log Summary for East Amwell reported 20 permits and 10 updates issued and \$5,636.00 collected. Thirty four (34) CA's and three (3) CO's were processed according to the Certificate Log Summary.

Court – The December 2015 monthly report was received showing a ticket total of 208 (119 local) and the receipt of \$10,134.60.

Police – The December 2015 Monthly Report showing 733 incidents, 102 summonses and one warning was received. Twenty six (26) summonses were issued in conjunction with the shared service with East Amwell.

Website Review – No comment

The reports were received and reviewed without comment.

CORRESPONDENCE

The correspondence as listed on the Agenda was ordered filed.

ADJOURNMENT

There being no further business, the meeting was unanimously adjourned at 8:30 p.m. on motion from Rich.

Respectfully submitted,

Lora Olsen, RMC
Township Clerk

APPROVED: February 3, 2016