

Hopewell Township Finance Advisory Committee

Municipal Building Conference Room
August 6, 2015

Chairman Welsh called the meeting to order at 7:10 p.m.

Members Present: Welsh, Clawson, Robinson (Alternate)

Members Absent: Colina, Sauer, Downey, Guleria (Alternate)

Staff Present: Borges

HTC Liaisons Present: Lester in person and Kuchinski via speakerphone

Prior Minutes

No prior minutes were available for review. Unreviewed minutes will be reviewed at the next meeting.

Review of Vital Records Fees

Chairman Welsh indicated that the one item on the agenda for this meeting was a discussion of the Township's Vital Records fees. Informing the discussion was a spreadsheet of comparative fees (18 towns) created by members Sauer and Downey (attached hereto), as well as two memos prepared by Robert English, Health Officer, which included both Hopewell Township Birth Certificate statistics and recommendations (also attached hereto). Chairman Welsh noted that while our committee has enough information to make a decision regarding Vital Records fees, we do not yet have enough information regarding the other fee categories listed on the Sauer/Downey spreadsheet, such as Environmental Health, Wells, etc., and that the fees associated with these categories would be discussed at a future date.

Chairman Welsh began the discussion, pointing out that Hopewell Township's current fee of \$10 per Birth Certificate copy was at the lowest end of the fee range of comparative towns. Mr. Clawson pointed out that 98% of the copies are requested from non-Hopewell Township residents due to births at Capital Health - Hopewell. The Committee was in unanimous agreement that an increase in the Birth Certificate copy fees was prudent in order to help cover the Township's cost of the service. After much discussion, with input from all members present as well as both liaisons, Mr. Clawson made a motion to recommend to the Township Committee an increase in the Birth Certificate copy fee from \$10 per copy to \$25 for the first copy, and \$10 for each additional copy. Chairman Welsh seconded the motion, and it was approved unanimously by voice vote.

As the discussion moved on to other Vital Records fees, it was agreed by all that a memo from Mr. English on Death Certificates, similar to those provided regarding Birth Certificates would be helpful, as well as more information on marriage certificates. Ms. Borges indicated that she would make that request. Accordingly, further discussion and a recommendation regarding these categories was postponed pending additional data from Mr. English.

Other Items

Chairman Welsh asked the liaisons if there were other items from Township Committee meetings of which the Finance Committee should be aware. A brief discussion followed regarding the Board of Health resolution regarding the proposed PennEast Pipeline, the status of the town's COAH requirements, the concept of a "town center", and the budget calendar.

Public Session

Chairman Welsh opened the meeting to the public. Seeing that there were no members of the public present, Chairman Welsh closed the public comment section.

Next Meeting

The next meeting of the Finance Advisory Committee is scheduled for September 3 at 7:00 pm.

Adjournment

A motion was made for adjournment by Mr. Clawson, seconded by Ms. Robinson, and unanimously approved. The meeting was adjourned at 7:55 pm.

Respectfully submitted,

Kim Robinson, Alternate Member
HT Finance Advisory Committee.