

**HOPEWELL TOWNSHIP COMMITTEE REGULAR MEETING
HOPEWELL TOWNSHIP MUNICIPAL BUILDING AUDITORIUM**

Monday, January 13, 2020 – 7:20 p.m.

**WELCOME BY STANLEY SAPERSTEIN – HOPEWELL TOWNSHIP OFFICIAL
TOWN CRIER**

Mr. Saperstein explained that traditionally each year he provides a history of town criers however; this year he would recite a poem. He began by saying that the tradition of ringing-in the new year with bells is very old but the more modern version came from England where each year every ship in the English Navy and the Merchant Marine was required to return to their home port the day before New Year. The reason being was that each home port at the stroke of midnight would ring their bells and would set the clock for the ships.

The town criers were actually the town clerks for each town and they would read into the record law and court orders for the public. On the first day of the convening of the legislature or court session the town crier would ring his bell and announce in full voice, “Oyez! Oyez! Oyez!”

In honor of the new year and the new Township Committee, Mr. Saperstein read a portion of a poem by Alfred Lord Tennyson entitled “Ring Out, Wild Bells” which is a section of a larger poem entitled “The Memorial.”

“Ring out, wild bells, to the wild sky,
The flying cloud, the frosty light:
The year is dying in the night;
Ring out, wild bells, and let him die.
Ring out the old, ring in the new,
Ring, happy bells, across the snow:
The year is going, let him go;
Ring out the false, ring in the true.
Ring out the grief that saps the mind
For those that here we see no more;
Ring out the feud of rich and poor,
Ring in redress to all mankind.
Ring out a slowly dying cause,
And ancient forms of party strife;
Ring in the nobler modes of life,
With sweeter manners, purer laws.
Ring out the want, the care, the sin,
The faithless coldness of the times;
Ring out, ring out my mournful rhymes
But ring the fuller minstrel in.
Ring out false pride in place and blood,
The civic slander and the spite;
Ring in the love of truth and right,
Ring in the common love of good.
Ring out old shapes of foul disease;
Ring out the narrowing lust of gold;
Ring out the thousand wars of old,
Ring in the thousand years of peace.
Ring in the valiant man and free,
The larger heart, the kindlier hand;
Ring out the darkness of the land.”

Mr. Saperstein wished everyone a healthy, prosperous and happy new year. Mayor McLaughlin thanked Mr. Saperstein and remarked that the new year would not be the same without him.

PROPER STATEMENT OF NOTICE – Mayor McLaughlin called the meeting to order stating that notice of the meeting had been posted on the municipal bulletin board and forwarded to the Hopewell Valley News, The Times, the Trentonian and the Hopewell Express (the official newspapers) on January 3, 2020, in accordance with the Open Public Meetings Act, Chapter 231, P.L. 1975.

ROLL CALL: Those answering the roll call of the Municipal Clerk:

COMMITTEE MEMBERS PRESENT: Blake, Kuchinski, Peters-Manning, Ruger, Mayor McLaughlin

ABSENT: None

STAFF PRESENT: Administrator/CFO Borges, Municipal Clerk Gompf, Director of Community Development/Engineer Kataryniak, Attorney Galella

PLEDGE OF ALLEGIANCE TO THE FLAG – Mayor McLaughlin led those in attendance in the Pledge of Allegiance to the flag.

COMMITTEE MEMBERS AND STAFF REPORTS

Mr. Kataryniak reported on a follow-up meeting with Mercer County, Ewing and Lawrence Townships regarding improvements at Federal City and Bull Run Roads remarking that the County is looking into alternative concepts for the intersection with their on-call consultant and more meetings are planned in the coming months with Ewing and Lawrence Townships. He also reported that a meeting was held with Elizabethtown Gas who will be advancing their gas main construction on the east side of Elmridge Park (Honeybrook and Bayberry Roads). Construction will begin at the end of January and take approximately two to three months to complete. Information will be placed on the Township's website.

Ms. Borges reported that the Township Calendar has gone to the printer; announced the dates of the upcoming energy aggregation meetings; Mercer County Improvement Authority is currently picking up recycling, although behind schedule; and FOHVOS and D&R Greenway have contacted the Township for approval for planning and signage for the Woosamonsa parking area.

Mayor McLaughlin reminded everyone of the importance of filling out the 2020 Census and urged residents to participate; reported that she has called Mercer County Improvement Authority regarding recycling problems, as has Ms. Borges; and that she has reached out to Hopewell and Pennington Boroughs regarding additional shared services.

Committee Member Blake reported on Department of Public Works activities; urged residents to check the Township Website, Facebook and Instagram pages for timely information; and announced a Trenton Waterworks informational meeting set for January 21st at Stony Brook Elementary School which will include an update on rate increases.

Committee Member Peters-Manning reported that there is a beautiful art exhibit at the Mercer County Library, Lawrence Branch, of the Lawrence Hopewell Trail.

Committee Member Kuchinski reported on the 2020 budget process; that the Capital Budget will be passed in advance of the broader budget which will allow better planning and scheduling for projects; that the next five budget meetings have been scheduled; that shared services are a priority in this year's budget; the presentation for energy aggregation will be placed on the Have Your Say Hopewell web page; and announced the Recreation and Planning Board reorganization meeting dates.

PUBLIC SECTION

The following members of the public spoke during public comment:

James Burd, a resident of Nursery Road, made comments about the upcoming Energy Aggregation meetings and requested an explanation of what would take place at those meetings.

Melanie Philips, a resident of Washington Crossing-Pennington Road, commented that there is a Board of Education meeting conflicting with the Committee meeting this evening; made comments on the fire in Bound Brook and, in light of that fire, urged the Committee to establish certain requirements for future developments.

The detailed public comment may be viewed at www.hopewelltp.org in the video library.

PRESENTATION – Jim Waltman of the Watershed Institute

Mr. Waltman requested the Township Committee’s support for a grant application that the Watershed Institute will be submitting in conjunction with the Mercer County Parks Commission. The grant proposal is to support work that will address a harmful algal bloom (HABs) phenomenon that occurred last summer at Rosedale Lake in the Mercer Meadows Park. He explained the causes of HABs, which is a cyanobacteria and is harmful to humans and animals.

The grant would allow the Watershed Institute to work with the Mercer County Parks Commission on a number of interventions that may help the problem. Mr. Waltman requested a letter of support from the Township Committee to submit with the application. Committee Members responded favorably to Mr. Waltman’s request.

ORDINANCE – INTRODUCTION AND FIRST READING

Mayor McLaughlin read by title the ordinance for introduction.

ORDINANCE OF THE TOWNSHIP OF HOPEWELL ACCEPTING A DONATION

Motion by Blake, seconded by Kuchinski to introduce the ordinance on first reading.

ROLL CALL VOTE:

AYES: Blake, Kuchinski, Peters-Manning, Ruger, Mayor McLaughlin

NOES: None

ORDINANCE INTRODUCED

Second reading, public hearing date January 27, 2020 at 7:00 p.m.

ORDINANCE – INTRODUCTION AND FIRST READING

Mayor McLaughlin read by title the ordinance for introduction.

CALENDAR YEAR 2020 ORDINANCE TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION AND TO ESTABLISH A CAP BANK (N.J.S.A. 40A:4-45.14)

Motion by Kuchinski, seconded by Blake to introduce the ordinance on first reading.

ROLL CALL VOTE:

AYES: Blake, Kuchinski, Peters-Manning, Ruger, Mayor McLaughlin

NOES: None

ORDINANCE INTRODUCED

Second reading, public hearing date January 27, 2020 at 7:00 p.m.

**CONSENT AGENDA ITEMS
RESOLUTIONS #20-14 THROUGH #20-18.** Read by title.

Motion by Ruger, seconded by Peters-Manning to adopt Resolution #20-14 through #20-18.

MOTION UNANIMOUSLY CARRIED

R E S O L U T I O N #20-14

**A RESOLUTION AUTHORIZING REFUND OF
TAX OR SEWER OVERPAYMENTS**

WHEREAS, the Tax Collector has determined that overpayments of taxes and/or utility charges have been made; said overpayments are caused by duplicated payments from owners, title agencies and mortgage companies who have been contacted by the Collector for proper settlement; tax appeals; or utility overpayments.

NOW, THEREFORE, BE IT RESOLVED, on this 13th day of January 2020 by the Township Committee of the Township of Hopewell, County of Mercer, State of New Jersey, that the individuals and/or corporations so specified below be refunded the overpayment of taxes. Further, a copy of this approved resolution shall be forwarded to the Collector and to the Finance Officer.

<u>BLOCK/LOT</u>	<u>REFUND TO</u>	<u>REASON</u>	<u>LOCATION</u>	<u>AMOUNT</u>
136/10	CoreLogic	Tax Paid on Exempt	128 River Dr	\$4,516.90

R E S O L U T I O N #20-15

**RESOLUTION FOR REDEMPTION
OF TAX SALE CERTIFICATE ON
MUNICIPAL LIENS**

WHEREAS, on April 18, 2018 the Township held its annual Tax Sale for delinquent 2017 tax, sewer and miscellaneous charges; and

WHEREAS Block 39, Lot 3, known as 104 Penn Rocky Hill Road, assessed to Hayden Maximillian James III, did not sell, and was subsequently struck off to the Township as Municipal Lien #18-00004; and

WHEREAS, on January 8, 2020 Municipal Lien 18-00004 was redeemed by AFRM Title & Abstract LLC as agent-at-sale.

WHEREAS, the Township can now release the Lien Certificate to the redeemer.

NOW, THEREFORE, BE IT RESOLVED, on this 13th day of January 2020, that the Township Committee of the Township of Hopewell, Mercer County, State of New Jersey, hereby authorize the Mayor to endorse Tax Sale Certificate 18-00004 and the Tax Collector to release the Lien Certificate listed to the redeemer as specified above.

R E S O L U T I O N #20-16

**RESOLUTION FOR REDEMPTION
OF TAX SALE CERTIFICATE ON
MUNICIPAL LIENS**

WHEREAS, on June 19, 2019 the Township held its annual Tax Sale for delinquent 2018 and prior tax, sewer and miscellaneous charges; and

WHEREAS, Block 70, Lot 4, known as 127 Route 31 South, assessed to Stout Arthur & Penelope, did not sell, and was subsequently struck off to the Township as Municipal Lien #19-00011; and

WHEREAS, on December 31, 2019 Municipal Lien 19-00011 was redeemed by Ashwin Patel as prior lien holder (09-00010); and

WHEREAS, the Township can now release the Lien Certificate to the redeemer.

NOW, THEREFORE, BE IT RESOLVED, on this 13th day of January 2020, that the Township Committee of the Township of Hopewell, Mercer County, State of New Jersey, hereby authorize the Mayor to endorse Tax Sale Certificate 19-00011 and the Tax Collector to release the Lien Certificate listed to the redeemer as specified above.

RESOLUTION #20-17

**RESOLUTION FOR REDEMPTION
OF TAX SALE CERTIFICATES**

WHEREAS, on June 19, 2019 US Bank Cust- Tower DB IX Trust 2019-1 purchased Tax Sale Certificate 19-00002, for property located at Block 16 Lot 21 known as 230 Hopewell Princeton Road, assessed to Country Squire Associates LLC; this certificate was redeemed by AFRM Title & Abstract, LLC, as closing agent, on January 8, 2020; and

WHEREAS, the Township can now release the principal and interest received, and premium(s) if applicable.

NOW, THEREFORE, BE IT RESOLVED, on this 13th day of January 2020, that the Township Committee of the Township of Hopewell, Mercer County, State of New Jersey, hereby authorize the Tax Collector to release the amounts listed to the Lien Holder(s) as specified below:

<u>BLOCK/LOT</u>	<u>OWNERS' NAME(S)</u>	<u>AMOUNT</u>	<u>LIEN HOLDER</u>	<u>PREMIUM</u>
16/21	Country Squire Associates LLC	\$25,325.05	Tower DB IX Trust 2019-1	\$10,500.00

BE IT FURTHER RESOLVED that a copy of this approved resolution is forwarded to the Tax Collector.

RESOLUTION #20-18

**RESOLUTION OF HOPEWELL TOWNSHIP
TO ACCEPT A DONATION FROM
JEAN S. WEASNER**

WHEREAS, the Township of Hopewell has received a donation in the amount of \$100.00 from Jean S. Weasner, for the purpose of saving the American Chestnut tree.

NOW, THEREFORE, BE IT RESOLVED on this 13th day of January, 2020 by the Township Committee of the Township of Hopewell, in the County of Mercer, State of New Jersey, that the Township of Hopewell hereby accepts the donation in the amount of \$100.00 from Jean S. Weasner; and

BE IT FURTHER RESOLVED that the donated funds shall be used by the Township for the purpose of saving the American Chestnut tree.

RESOLUTION #20-19. Read by title.

Motion by Blake, seconded by Kuchinski to adopt Resolution #20-19.

MOTION UNANIMOUSLY CARRIED

RESOLUTION #20-19

**A RESOLUTION APPOINTING AN ALTERNATE MEMBER TO THE
HOPEWELL TOWNSHIP AFFORDABLE HOUSING COMMITTEE**

BE IT RESOLVED on this 13th day of January 2020, by the Township Committee of the Township of Hopewell, County of Mercer, State of New Jersey, that Janet Gray is hereby appointed as an alternate member of the Hopewell Township Affordable Housing Committee for a two-year unexpired term expiring December 31, 2021.

RESOLUTION #20-20. Read by title.

Motion by Kuchinski, seconded by Peters-Manning to adopt Resolution #20-20.

MOTION UNANIMOUSLY CARRIED

R E S O L U T I O N #20-20

**2014 DEBT SERVICE RESOLUTION
(MATURING ON FEBRUARY 1, 2020)**

WHEREAS, N.J.S.A. 40A:4-19 provides authority for appropriating in a resolution the permanent debt service requirements for the coming fiscal year; and

WHEREAS, debt service payments will be due on February 1, 2020 on a 2014 Bond issued and outstanding;

NOW, THEREFORE, BE IT RESOLVED on this 6th day of January 2020, by the Township Committee of the Township of Hopewell, County of Mercer, State of New Jersey, that the following appropriations be made to cover the payments due February 1, 2020.

DEBT SERVICE – TOWNSHIP OF HOPEWELL 2010 BONDS

	<u>Interest</u>	<u>Principal</u>
Current Fund	\$115,940.00	\$800,000.00
Open Space	\$ 62,527.50	\$175,000.00
Affordable Housing	\$ 173,006.25	\$455,000.00
TOTAL	\$351,473.75	\$1,430,000.00

RESOLUTION #20-21. Read by title.

Motion by Ruger, seconded by Blake to adopt Resolution #20-21.

MOTION UNANIMOUSLY CARRIED

R E S O L U T I O N #20-21

**2010 DEBT SERVICE RESOLUTION
(MATURING ON FEBRUARY 15, 2020)**

WHEREAS, N.J.S.A. 40A:4-19 provides authority for appropriating in a resolution the permanent debt service requirements for the coming fiscal year; and

WHEREAS, debt service payments will be due on February 15, 2020, on a 2010 Bond issued and outstanding;

NOW, THEREFORE, BE IT RESOLVED on this 13th day of January 2020, by the Township Committee of the Township of Hopewell, County of Mercer, State of New Jersey, that the following appropriations be made to cover the payments due February 15, 2020.

DEBT SERVICE – TOWNSHIP OF HOPEWELL 2010 BONDS

	<u>Interest</u>	<u>Principal</u>
Current Fund	\$103,415.30	\$764,800.00
Open Space	\$ 75,027.60	\$388,600.00
Affordable Housing	\$ 47,032.10	\$246,600.00
TOTAL	\$225,475.00	\$1,400,000.00

RESOLUTION #20-22. Read by title.

Motion by Ruger, seconded by Blake to adopt Resolution #20-22.

MOTION UNANIMOUSLY CARRIED

R E S O L U T I O N #20-22

**A RESOLUTION REAPPOINTING WILLIAM H. SPRINGER, JR. AS
EXECUTIVE COORDINATOR OF THE HOPEWELL
VALLEY OFFICE OF EMERGENCY MANAGEMENT**

WHEREAS, the Township of Hopewell is a member of the Hopewell Valley Office of Emergency Management, a regional office that includes the Boroughs of Hopewell and Pennington; and

WHEREAS, Hopewell Township Lieutenant William H. Springer, Jr. has served as the Executive Coordinator of the Hopewell Valley Office of Emergency Management for the past three years; and

WHEREAS, it is necessary to reappoint an Executive Coordinator annually.

NOW, THEREFORE, BE IT RESOLVED on this 13th day of January 2020, by the Township Committee of the Township of Hopewell, County of Mercer, State of New Jersey that William H. Springer, Jr. is hereby re-appointed Executive Coordinator of the Hopewell Valley Office of Emergency Management effective January 1, 2020.

RESOLUTION #20-23. Read by title.

Motion by Kuchinski, seconded by Peters-Manning to adopt Resolution #20-23.

MOTION UNANIMOUSLY CARRIED

R E S O L U T I O N #20-23

**A RESOLUTION AUTHORIZING THE TOWNSHIP
ENGINEER TO SIGN CERTAIN APPLICATIONS**

WHEREAS, it is necessary to authorize an official to sign certain applications on behalf of Hopewell Township.

NOW, THEREFORE, BE IT RESOLVED, on this 13th day of January 2020 by the Township Committee of the Township of Hopewell, County of Mercer, State of New Jersey, that Mark Kataryniak, P.E., be authorized to sign the following applications:

- 1) NJDEP Treatment Works Applications
- 2) D&R Canal CP-1 Permit Applications
- 3) Mercer County Soil Conservation District Permit Applications
- 4) All permit, grant and loan applications related to Hopewell Township Capital

Projects

BE IT FURTHER RESOLVED that a certified copy of this Resolution be transmitted to the Administrative Officer, Zoning Officer, Construction Official and Public Works Director.

RESOLUTION #20-24. Read by title.

Motion by Kuchinski, seconded by Ruger to adopt Resolution #20-24.

MOTION UNANIMOUSLY CARRIED

R E S O L U T I O N #20-24

**AUTHORIZE THE AWARD OF A REQUIRED DISCLOSURE CONTRACT WITH
“RND CONSULTING LLC” FOR IT CONSULTING SERVICES**

WHEREAS, the Township of Hopewell has a need for information technology service and consulting for the daily operations of the Township of Hopewell supplied by RND Consulting LLC, 957 Route 33, Hamilton Square, NJ 08690-2727, as a required disclosure contract pursuant to the provisions of N.J.S.A. 19:44A-20.4; and

WHEREAS, Sean Canning, Q.P.A., has determined and certified in writing that the value of the services will exceed \$17,500; and

WHEREAS, RND Consulting LLC, 957 Route 33, Hamilton Square, NJ 08690-2727 in the aggregate is expected to be in excess of the play threshold of \$17,500.00; and

WHEREAS, RND Consulting LLC, 957 Route 33, Hamilton Square, NJ 08690-2727, has completed and submitted a Business Entity Disclosure Certification and a Personal Contribution Disclosure form which certifies that RND Consulting LLC, 957 Route 33, Hamilton Square, NJ 08690-2727 has not made any reportable contributions to a political or candidate committee in the Township of Hopewell in the previous one year, and that the contract will prohibit RND Consulting

LLC, 957 Route 33, Hamilton Square, NJ 08690-2727 from making any reportable contributions through the term of the contract; and

WHEREAS, the Chief Financial Officer hereby certifies that funds NOT TO EXCEED \$36,920.00 are available as follows;

Line Item: 0-01-20-100-028

NOW, THEREFORE, BE IT RESOLVED, that the Township Committee of the Township of Hopewell authorizes the Business Administrator to enter into a contract with RND Consulting LLC, 957 Route 33, Hamilton Square, NJ 08690-2727 not to exceed \$36,920.00 for the 2020 budget year; and

BE IT FURTHER RESOLVED, that the Business Disclosure Entity Certification and Personal Contribution Disclosure form, Determination of Value be placed on file with this resolution.

RESOLUTION #20-25. Read by title.

Motion by Ruger, seconded by Blake to adopt Resolution #20-25.

MOTION UNANIMOUSLY CARRIED

R E S O L U T I O N #20-25

GRANTING AUTHORITY FOR APPROVAL OF CERTAIN PURCHASES THROUGH NEW JERSEY STATE CONTRACTS AND/OR PURCHASING COOPERATIVES FOR 2020

WHEREAS, pursuant to the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq. and P.L.2011, c.139, the governing body may delegate the power to award purchases, contracts and/or agreements through New Jersey State Contracts and/or Purchasing Cooperatives to which the Township of Hopewell is a member; and

WHEREAS, in the interest of streamlining Township operations and improving efficiency, it is the desire of the Mayor and Township Committee to authorize the Purchasing Officer/Qualified Purchasing Agent (QPA) to approve purchases, contracts and agreements through New Jersey State Contracts and/or Purchasing Cooperatives, subject to provisions and requirements of the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq. and P.L.2011, c.139 below the \$40,000.00 threshold in individual purchases and the aggregate as defined by N.J.S.A.40A:11-2(19);

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Township Committee of the Township of Hopewell that the Purchasing Officer/Qualified Purchasing Agent (QPA) upon receipt of an identified need and direction from the Township is hereby authorized to approve purchases, contracts and/or agreements through New Jersey State Contracts and/or Purchasing Cooperatives to which the Township of Hopewell is a member without further action from Council, provided that funds are available to cover the expenditure; and

BE IT FURTHER RESOLVED, purchase approvals made by the Purchasing Officer/Qualified Purchasing Agent (QPA) by virtue of the adoption of this Resolution shall be subject to the provisions and requirements of the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq. and that no amount of any contract shall be in excess of the bid threshold in a single purchase or the aggregate without express individual resolutions authorizing such cooperative purchases by contract number.

RESOLUTION #20-26. Read by title.

Motion by Blake, seconded by Ruger to adopt Resolution #20-26.

MOTION UNANIMOUSLY CARRIED

R E S O L U T I O N #20-26

A RESOLUTION FOR THE GOVERNING BODY CERTIFICATION OF COMPLIANCE WITH THE UNITED STATES EQUAL EMPLOYMENT OPPORTUNITY COMMISSION'S

**“Enforcement Guidance on the Consideration of Arrest and Conviction Records in
Employment Decisions Under Title VII of the Civil Rights Act of 1964”**

WHEREAS, N.J.S.A. 40A:4-5 as amended by P.L. 2017, c.183 requires the governing body of each municipality and county to certify that their local unit’s hiring practices comply with the United States Equal Employment Opportunity Commission’s “Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964,” *as amended*, 42 U.S.C. § 2000e *et seq.*, (April 25, 2012) before submitting its approved annual budget to the Division of Local Government Services in the New Jersey Department of Community Affairs; and

WHEREAS, the members of the governing body have familiarized themselves with the contents of the above-referenced enforcement guidance and with their local unit’s hiring practices as they pertain to the consideration of an individual’s criminal history, as evidenced by the group affidavit form of the governing body attached hereto.

NOW, THEREFORE BE IT RESOLVED, that the Township Committee of the Township of Hopewell, hereby states that it has complied with N.J.S.A. 40A:4-5, as amended by P.L. 2017, c.183, by certifying that the local unit’s hiring practices comply with the above-referenced enforcement guidance and hereby directs the Clerk to cause to be maintained and available for inspection a certified copy of this resolution and the required affidavit to show evidence of said compliance.

RESOLUTION #20-27. Read by title.

Motion by Ruger, seconded by Kuchinski to adopt Resolution #20-27.

MOTION UNANIMOUSLY CARRIED

R E S O L U T I O N #20-27

**A RESOLUTION AMENDING 2019
PROFESSIONAL SERVICES AGREEMENTS**

WHEREAS, the Township entered into Professional Services Agreements with the firm noted below; and

WHEREAS, it is necessary to amend this agreement to change the amount and/or the term of the contract; and

WHEREAS, the Chief Financial Officer has certified that the funds are available.

NOW, THEREFORE, BE IT RESOLVED on this 13th day of January, 2020 by the Township Committee of the Township of Hopewell, County of Mercer, State of New Jersey, that the Professional Services Agreements be and are hereby amended as follows:

<u>FIRM</u>	<u>CURRENT MAXIMUM</u>	<u>PROPOSED MAXIMUM</u>	<u>CURRENT TERM EXPIRES</u>	<u>PROPOSED TERM EXPIRES</u>
Van Cleef Engineering Assoc. (General) 9-01-20-165-028	\$50,000.00	\$52,500.00	12/31/19	No Change
Van Cleef Engineering Assoc. (Stormwater) 9-01-20-165-028	\$2,500.00	\$0.00	12/31/19	No Change
McManimon, Scotland & Bauman (Bond Counsel) 9-01-20-130-028	13,417.69	14,017.69	12/31/19	No Change
Ruderman & Roth, LLC (Labor Attorney) 9-01-20-115-028	110,464.00	117,464	12/31/19	No Change

RESOLUTION #20-28. Read by title.

Motion by Blake, seconded by Kuchinski to adopt Resolution #20-28.

ROLL CALL VOTE:

AYES: Blake, Kuchinski, Peters-Manning, Ruger, Mayor McLaughlin

NOES: None

RESOLUTION #20-28

2019 BUDGET TRANSFER RESOLUTION #5

BE IT RESOLVED on this 13th day of January, 2020, by the Township Committee of the Township of Hopewell, County of Mercer and State of New Jersey, that a transfer be made in the 2019 Budget appropriations as follows:

From:

Admin O/E	7,000.00
PW S/W	15,000.00
Total	22,000.00

To:

Legal O/E	7,000.00
Health S/W	2,500.00
FICA O/E	12,500.00
Total	22,000.00

RESOLUTION #20-29. Read by title.

Motion by Ruger, seconded by Blake to adopt Resolution #20-29.

MOTION UNANIMOUSLY CARRIED

RESOLUTION #20-29

**A RESOLUTION APPROVING THE PAYMENT OF
UNUSED VACATION AND PERSONAL TIME TO TERESA CASTELLON**

WHEREAS, Teresa Castellon terminated December 5, 2019 from employment with the Township of Hopewell Administration Office; and

NOW, THEREFORE, BE IT RESOLVED on this 13th day of January 2020 by the Township Committee of the Township of Hopewell, County of Mercer, State of New Jersey, that the Township Committee hereby approves the payout of accumulated vacation and personal time as calculated by the Human Resources Director in the amount of \$603.23 to Teresa Castellon.

RESOLUTION #20-30. Read by title.

Motion by Kuchinski, seconded by Peters-Manning to adopt Resolution #20-30.

MOTION UNANIMOUSLY CARRIED

RESOLUTION #20-30

**A RESOLUTION AUTHORIZING CHANGE ORDER #1
TO THE CONTRACT WITH ZSENAK ELECTRIC CO
FOR HOPEWELL TOWNSHIP ELECTRIC VEHICLE CHARGING STATIONS**

WHEREAS, on February 25, 2019 the Township Committee of the Township of Hopewell authorized a contract with Zsenak Electric Co., in the amount of \$99,800.00 for the EV Charging Station Installation at Hopewell Township Municipal Complex (B18-09R); and

WHEREAS, the Township Engineer recommends that Change Order #1 which increases the total contract amount by \$2,400.00 be approved.

NOW, THEREFORE, BE IT RESOLVED on this 13th day of January, 2020 by the Township Committee of the Township of Hopewell, County of Mercer and State of New Jersey:

1. That Change Order #1 representing an increase in the amount of \$2,400.00 be and is hereby approved with respect to the contract for the EV Charging Station Installation Project.

2. That the amount of the change order is a 2.40% increase to the total contract amount, for a new contract amount with Zsenak Electric Co. of \$102,200.00.

RESOLUTION #20-31. Read by title.
 Motion by Blake, seconded by Kuchinski to adopt Resolution #20-31.
MOTION UNANIMOUSLY CARRIED

R E S O L U T I O N #20-31

**A RESOLUTION AMENDING THE TOWNSHIP OF HOPEWELL
 PERSONNEL POLICIES AND PROCEDURES MANUAL**

WHEREAS, several policies have been updated and require the Township of Hopewell to revise their Policy and Procedure Manual to reflect these changes.

NOW, THEREFORE, BE IT RESOLVED, on the 13th day of January, 2020, by the Township Committee of the Township of Hopewell, County of Mercer, State of New Jersey, that the Township of Hopewell Personnel Policies and Procedures Manual be and is hereby amended as follows:

Title	Proposed Change
Table of Contents	Page numbers needed to be updated
Immigration Policy	Pursuant to the Immigration Reform and Control Act, the Township employs only United States citizens and aliens who are authorized to work in the United States.
Domestic Violence Policy	This policy, adopted pursuant to N.J.S.A. 11A:2-6a, is designed to encourage employees who are victims of domestic violence, and those impacted by domestic violence, to seek assistance from the Township’s human resources officers and provide a standard for the Township’s human resources officers to follow when responding to employees.
Overtime Compensation Policy	Language to be consistent with changes in policy

BE IT FURTHER RESOLVED, that a copy of this Resolution be forwarded to the Mid-Jersey Municipal Joint Insurance Fund Administrator’s Office.

RESOLUTION #20-32. Read by title.
 Motion by Ruger, seconded by Blake to adopt Resolution #20-32.
MOTION UNANIMOUSLY CARRIED

R E S O L U T I O N #20-32

**A RESOLUTION APPROVING
 THE JOB DESCRIPTIONS FOR COMMUNICATIONS AND OUTREACH MANAGER**

WHEREAS, it is necessary to create and/or update the job description for the following job titles: Communications and Outreach Manager; and

WHEREAS, the attached job descriptions have been reviewed and adequately covers the scope and duties for: Communications and Outreach Manager in the Administration Office and;

WHEREAS, the Township Administrator be authorized to update these job descriptions as needed, to reflect new tasks, responsibilities and skills that are required of the job titles mentioned above in the future.

NOW, THEREFORE, BE IT RESOLVED, on this 13th day of January 2020, by the Township Committee of the Township of Hopewell, County of Mercer, State of New Jersey that these job descriptions be and are hereby approved.

RESOLUTION #20-33. Read by title.
MAYOR'S APPOINTMENT

RESOLUTION #20-33

**A RESOLUTION REAPPOINTING MICHAEL VAN CLEF AS
 A MEMBER TO THE HOPEWELL TOWNSHIP
 DEER MANAGEMENT ADVISORY COMMISSION**

BE IT RESOLVED, on this 13th day of January, 2020 that I, Kristin McLaughlin, Mayor of the Township of Hopewell, County of Mercer, State of New Jersey, do hereby reappoint Michael Van Clef as member to the Hopewell Township Deer Management Advisory Commission for a three-year term expiring December 31, 2022.

RESOLUTION #20-34. Read by title.

Motion by Kuchinski, seconded by Blake to adopt Resolution #20-34.

ROLL CALL VOTE:

AYES: Blake, Kuchinski, Peters-Manning, Ruger, Mayor McLaughlin

NOES: None

RESOLUTION #20-34

BILLS & CLAIMS

BE IT RESOLVED, that the list of cash disbursements authorized for approval of bills for payment date January 13, 2020 in the following amounts:

Bills and Claims	\$	827,102.20
Payroll	\$	322,548.51
Total Disbursements	\$	1,149,650.71

Itemized and listed on the submitted schedule are hereby approved and filed as a record as part of the minutes of this meeting.

FUTURE AGENDA ITEMS – AS LISTED ON THE TOWNSHIP WEBSITE ON THE CLERK'S PAGE.

PUBLIC SECTION

The following members of the public spoke during public comment:

No comment from the public.

The detailed public comment may be viewed at www.hopewelltp.org in the video library.

EXECUTIVE SESSION RESOLUTION. Read into the record.

Mayor McLaughlin stated that the regular meeting may reconvene following the Executive Session.

Motion by Kuchinski, seconded by Ruger to go to Executive Session to discuss contract negotiations, real estate, legal and personnel matters.

MOTION UNANIMOUSLY CARRIED

RESOLUTION #20-35

EXECUTIVE SESSION RESOLUTION

WHEREAS, it is necessary for the Township Committee to discuss contract negotiations, real estate, legal, and/or personnel matters; and

WHEREAS, N.J.S.A. 10:4-12 permits the Township Committee to conduct a meeting from which the public is excluded in order to discuss such matters; and

WHEREAS, the Township Committee wishes to discuss the following:

- Contracts
 - CHS
- Contract Negotiations
 - SOA
- Real Estate
 - Chopan Property
 - SADC Farmland Preservation–Block 54, Lots 1, 2 & 11
- Contracts
 - Real Estate

WHEREAS, the time when and circumstances under which discussion conducted in executive session may be disclosed to the public is when appropriate.

NOW, THEREFORE, BE IT RESOLVED, on this 13th day of January, 2020 by the Township Committee of the Township of Hopewell, County of Mercer, State of New Jersey, that the Township Committee shall forthwith conduct an executive session to discuss the above.

At 8:20 p.m. the Executive Session was held.

At 9:07 p.m. the Regular meeting reconvened.

At 9:07 p.m., motion by Blake, seconded by Kuchinski to adjourn the meeting.

MOTION UNANIMOUSLY CARRIED

The detailed public meeting may be viewed at www.hopewelltp.org in the video library.

LAURIE E. GOMPF
MUNICIPAL CLERK