

**DECEMBER 18, 2019  
YEAR-END MEETING**

The work meeting of the Hope Township Committee convened at 4:05 P.M. at the Hope Township Municipal Building with the following members present: Mayor Timothy McDonough, Deputy Mayor Christopher John Kruk and Committeeman Terry Urfer. Also present was Deputy Clerk Robin Keggan, Ted Rodman, P.E. and Kathleen Reinalda, CFO.

Under the provisions of the "Open Public Meetings Act", adequate notice of the meeting had been provided by publishing notice in The Star Gazette and The New Jersey Herald and by posting notices in the Hope Post Office and on the Township bulletin boards.

**Reports:**

**Mayor Tim McDonough:** Tree trimmers on Silver Lake took a lot of trees down.

**Deputy Mayor Christopher John Kruk:** Made mention Executive Session would be needed re: Personnel.

**Committeeman Urfer:** Spoke about the Campbell Foundry (work is almost complete). DEP approved a plan by PEAK. Mr. Urfer stated that we didn't receive a copy of that plan and will ask for a copy so that Mr. Rodman can review same. Montalvo property hired an engineer. Drainage issues still need to be addressed around the Township. Ms. Reinalda mentioned the 2015 Ordinance she just found that still had money left in it for drainage work. This money will be used to put towards those issues. Anything under \$40,000 needs 2 quotes. No quotes needed if Mr. Whitmore performs the work on Township overtime. The Lantern Tour turned out nicely regardless of the bad weather. It was mentioned that a Proclamation may want to be made for the people who helped with the Lantern Tour.

**Township Engineer Report:** Cemetery Road was re-cored for testing of samples on December 18, 2019. The penalty will be about 15% (\$7500) and will be returned to the State. Mayor McDonough was going to gather more information on the State receiving the penalty monies back. The bill for Denville Line Striping was paid as they will come out and re-stripe should Cemetery Road need it after the re-coring and determination by Tilcon on what their plan is is ascertained.

**Chief Financial Officer:** Mrs. Reinalda reported that any further bills that come in from December 18, 2019 to the end of the year will be charged to next year's (2020) budget and more money will need to be appropriated in certain line items due to this. She also spoke to the Township Committee about getting a better handle on spending money, particularly when it comes to the Celebrations account. P-cards (credit cards) were discussed as a way of getting a better handle on spending money. Ms. Reinalda will look into this more.

**Payment of Bills:** Bills for the month of December in the amount of \$384,221.02 were paid on a motion from Mr. Urfer, seconded by Mr. Kruk. Roll Call: Mr. Urfer – yes; Mr. Kruk – yes; Mayor McDonough – yes.

**RESOLUTIONS:**

**RESOLUTION 2019-59**

RESOLUTION OF THE HOPE TOWNSHIP COMMITTEE AUTHORIZING A CHANGE IN SIGNATORS ON  
THE HOPE TOWNSHIP BANK ACCOUNTS, SAFE DEPOSIT BOX, ON-LINE BANKING, AND REMOTE  
DEPOSIT ACCESS

WHEREAS, the Judith Fisher, Municipal Clerk, is authorized by Hope Township to execute certain financial documents related to the banking activity with its depository, the First Hope Bank; and

WHEREAS, Judith Fisher will be retiring her respective positions as Municipal Clerk on December 31, 2019 and that Robin Keggan will be appointed as the new Municipal Clerk for the Township of Hope on January 1, 2020.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hope in the County of Warren, New Jersey that the First Hope Bank is authorized and directed to delete Judith Fisher and add Robin Keggan as authorized signer on the following accounts, safe deposit box, or other financial access effective January 1, 2020:

- 1) Bank Accounts – General Account #0524115, Payroll Account #0524123, Dog Account #0018864, Planning Board Escrow Account #0018848, Board of Adjustment Escrow Account #0018856, Recreation Trust Fund Account #0534714, Public Defender Account #0596698, Developer Fee Account #0862959, Public Events Trust Fund Account #0863181, Capital Account #0863173.
- 2) Safe Deposit Box #132.
- 3) Remote Deposit Access.
- 4) On-line Banking Portal (Keggan only).

BE IT RESOLVED, that effective January 1, 2020 Robin Keggan, Municipal Clerk is hereby directed to provide a certified copy of this action to the First Hope Bank and the Hope Township Chief Financial Officer.

Motion: Mr. Urfer

Second: Mr. Kruk

Committee polled: Mr. Kruk - yes

Mr. Urfer - yes

Mayor McDonough - yes

## **RESOLUTION 2019-60**

### **CANCELLATION RESOLUTION 2019-60**

**WHEREAS**, the Chief Financial Officer has reviewed the Grant Receivables and Appropriation Reserves and finds that there are balances which are no longer valid and may be canceled to Operations.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Hope that the following unexpended and dedicated balances be canceled to **OPERATIONS**:

<b><u>Grant Description</u></b>	<b><u>Amount</u></b>
Honey Run Rd DOT Receivable	\$58,795.00
Far View Rd DOT Receivable	\$12,164.00
Smith & Green Streets DOT Receivable	\$12,611.45
Jenny Jump Rd. DOT Receivable	\$35,365.28
Radon Awareness Grant Receivable	\$2,000.00
Birch Ridge Rd DOT Receivable	\$1,213.03
Osmun Rd DOT Receivable	\$816.62
Appropriated Reserve – Honey Run Rd	\$53,842.00
Appropriated Reserve – ANJEC Grant	\$1,500.00
Appropriated Reserve – Far View Rd.	\$12,163.97
Appropriated Reserve – Moravian Distillery Project	\$7,411.00
Appropriated Reserve – Smith & Green Streets	\$13,860.00
Appropriated Reserve – Jenny Jump Rd.	\$32,886.28
Appropriated Reserve – Radon Awareness Grant	\$2,000.00
Appropriated Reserve – Sustainable Jersey Grant	\$9,930.00
Appropriated Reserve – Birch Ridge Rd	\$1,213.03
Appropriated Reserve – Osmun Rd	\$816.62
Appropriated Reserve – Moravian Grange Generator Grant	\$750.00

Motion: Mr. Urfer

Second: Mr. Kruk

Roll Call: Mr. Kruk – yes

Mr. Urfer – yes

Mayor McDonough - yes

CERTIFICATION

I, Robin L. Keggan, Deputy Municipal Clerk of the Township of Hope in the County of Warren, New Jersey, hereby certify the foregoing to be a true and accurate copy of a Resolution adopted by the Hope Township Committee on December 18, 2019.

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Robin L. Keggan, Deputy Municipal Clerk

**RESOLUTION 2019-61**

**TOWNSHIP OF HOPE  
County of Warren, State of New Jersey**

**RESOLUTION 2019-61  
RESOLUTION AWARDING A CONTRACT FOR SUPPLEMENTAL SNOW PLOWING OF  
TOWNSHIP ROADS AS MAY BE REQUIRED UPON REQUEST**

**WHEREAS**, Hope Township requires supplemental snow plowing to support the DPW as may occasionally be required upon request by the Department of Public Works Supervisor for the winter months of 2019-2020.

**WHEREAS**, two (2) quotes were solicited; and

**WHEREAS**, the following quotation was received for the 2019-2020 season from one (1) contractors:

Drake's Landscaping

\$110.00/hr. truck with  
plow

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Hope that the contract for supplemental snow plowing for the Township roads be and hereby is awarded to Drake's Landscaping for its lowest responsible, responsive quotation as per company estimate dated September 4, 2019.

Motion: Mr. Urfer

Second: Mr. Kruk

Roll Call: Mr. Kruk – yes

Mr. Urfer – yes

Mayor McDonough – yes

CERTIFICATION

I, Robin L. Keggan, Deputy Municipal Clerk of the Township of Hope in the County of Warren, New Jersey, hereby certify the foregoing to be a true and accurate copy of a Resolution adopted by the Hope Township Committee on December 18, 2019.

Robin L. Keggan, Deputy Municipal Clerk

**RESOLUTION 2019-62**

**RESOLUTION 2019-62  
TRANSFER RESOLUTION**

**BE IT RESOLVED** by the Township Committee of the Township of Hope, County of Warren, State of New Jersey, that there are insufficient funds to meet the demands necessary for the 2019 balances in the Current Fund Budget. Includes General Administration S/W, Financial Administration O/E, Tax Collector S/W, Tax Collector O/E, Tax Assessment S/W, Tax Assessment O/E, Zoning Board S/W, Unemployment Insurance, Road Maintenance O/E, Buildings & Grounds O/E, Celebration of Public Events O/E, Telephone O/E, Social Security, Municipal Court S/W, and Municipal Court O/E.

**WHEREAS**, the following accounts have sufficient excess funds to meet such demands: Liability Insurance, Road Maintenance S/W, Buildings & Grounds S/W, Recreation O/E, General Administration O/E, Employee Group Insurance, Mayor and Council O/E, Municipal Clerk O/E, Legal Services O/E, Planning Board S/W, Maintenance of Parks O/E, Computerized Data Processing, Engineering Services O/E, Municipal Prosecutor S/W.

**BE IT RESOLVED**, that in accordance with the provisions of R.S. 40A:4-58 the Chief Financial Officer is hereby authorized to make the following transfers:

TO:	General Administration S/W	6,000.00
	Financial Administration O/E	23.00
	Tax Collector S/W	2.00
	Tax Collector O/E	1,212.00
	Tax Assessment S/W	1.00
	Tax Assessment O/E	278.00
	Zoning Board S/W	265.00
	Unemployment Insurance	300.00
	Road Maintenance O/E	5,000.00
	Buildings & Grounds O/E	10,000.00
	Celebration of Public Events O/E	20,000.00
	Telephone O/E	4,000.00
	Social Security	3,000.00
	Municipal Court S/W	6,000.00
	Municipal Court O/E	<u>6,000.00</u>
		\$62,081.00
FROM:	Liability Insurance	9,335.00
	Road Maintenance S/W	9,000.00
	Buildings & Grounds S/W	3,500.00
	Recreation O/E	10,000.00

General Administration O/E	3,000.00
Employee Group Insurance	10,000.00
Mayor and Council O/E	705.00
Municipal Clerk O/E	590.00
Legal Services O/E	7,000.00
Planning Board S/W	1,330.00
Maintenance of Parks O/E	3,000.00
Computerized Data Processing	911.00
Engineering Services O/E	1,603.00
Municipal Prosecutor S/W	<u>2,107.00</u>
	62,081.00

Motion: Mr. Urfer

Second: Mr. Kruk

Roll Call: Mr. Kruk – yes

Mr. Urfer – yes

Mayor McDonough - yes

### CERTIFICATION

I, Robin L. Keggan, Deputy Municipal Clerk of the Township of Hope in the County of Warren, New Jersey, hereby certify the foregoing to be a true and accurate copy of a Resolution adopted by the Hope Township Committee on December 18, 2019.

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Robin L. Keggan, Deputy Municipal Clerk

**Old Business:** Christmas Craft Market update was given by Ms. Walsh and Mrs. Whitmore. The Craft Market was a little lower than average this year due to the lateness of it on the calendar.

Mr. Urfer spoke to the CFO about the Open Space Tax. There is currently about \$160,000 in that account. Discussed using money (perhaps a grant if one can be found) to take down the house on Walnut Street that the Township owns. Mr. Kruk stated that maybe it should be listed for sale and if sold have stipulations in place that the new owner must have it torn down within 6 months. If it is Historic it will require State approval for the municipality to take down. Owned privately it does not.

Computer upgrade quotes were received by MSI. Will need to be put into the 2020 budget.

**New Business:** Date of the Appreciation Dinner is February 22, 2020 with a rain/snow date of February 29, 2020. Mayor McDonough asked that the Events Coordinator get quotes from a few other local businesses to cater the event for us.

**Public Participation:** Mrs. Rusin was in the audience and stated she would donate a blue spruce to the Community Center for the town's use around the holidays.

Mrs. Sobon also inquired about getting some help from the Township for the Swayze Mill garden that she has been working on in the coming year.

**Use of Facilities:** None.

**Executive Session:**

A motion was made by Mr. Urfer, seconded by Mr. Kruk and carried to adopt the Resolution to go into Closed Session at 5:15 PM.

### **RESOLUTION**

WHEREAS, Section 8 of the Open Public Meeting Act, Chapter 231, P. L. 1975 permits the exclusion of the public from a meeting under certain circumstances; and

WHEREAS, this public body is of the opinion that such circumstances presently exist.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Hope, in the County of Warren and State of New Jersey as follows:

1. The public shall be excluded from that portion of this meeting
2. The general nature of the subject matter to be discussed is as follows:
  - A. Personnel – Decision on appointments of Sports Directors

As nearly as can be ascertained, the matter or matters to be discussed at this time will be disclosed to the public when such matters are resolved.

**Time In:** 5:15 PM

Present: Committeeman Kruk, Committeeman Urfer and Committeeman McDonough

Also Present: Robin Keggan, Deputy Clerk

**Time Out:** 5:22 PM

A motion made by Committeeman Urfer, seconded by Committeeman Kruk and carried to return to regular session.

No official action was taken by the Committee at this time. Copies of the minutes will be made available at such time as the Committee determines that there is no harm to the public interest.

Upon reconvening at 5:22 PM from the Executive Session back into the General Session, the Township Committee announced on a motion from Mr. Ufer, seconded by Mr. Kruk, all in favor the appointment of Brielle Walsh as Softball/Baseball Director and Christopher Beatty as Soccer Director on a motion from Mr. Urfer, seconded by Mr. Kruk, all in favor (subject to Mr. Beatty's application being received by the Township) effective January 1, 2020 with present salaries as per the 2019 Hope Township Salary Ordinance.

Seeing there was no other business for tonight, this meeting of the Hope Township Committee was adjourned at 5:30 p.m. on a motion made by Mr. Kruk, seconded by Mr. Urfer. All in favor. Motion carried.

Respectfully submitted,

Robin L. Keggan  
Deputy Municipal Clerk