

**APRIL 26, 2023  
WORK MEETING**

The Work Meeting of the Hope Township Committee convened at 4:00 P.M. at the Hope Township Municipal Building with the following members present: Mayor Timothy McDonough, Committeeman Christopher John Kruk, and Deputy Mayor Terry Urfer. Also present were Municipal Clerk, Robin Keggan, RMC; Deputy Clerk, Zondra Belstra, Patti Whitmore, Events Coordinator and Donald Whitmore, DPW Foreman.

**FLAG SALUTE AND SUNSHINE STATEMENT**

Under the provisions of the “Open Public Meetings Act”, adequate notice of this meeting has been provided by publishing notice in the New Jersey Herald and Express Times New Jersey Edition and by posting notices in the Hope Post Office and on the Township Web and Bulletin Boards.

**Roll call: Mr. Kruk- present**

**Mr. Urfer – present**

**Mayor McDonough- present**

**School Budget Highlights:** Kevin Newman, School Administrator, attended the meeting to give us highlights on the 2023 school budget. The school lost \$79,596 (18%) in state aid. The local tax levy for the school is 2% which equates to \$82,461. No cuts to staff or programming. Budgeted for in-house lunch program to begin next year.

**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 4:27 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 Matters – Interview for Assistant to Public Events Coordinator
  - B. Personnel Matters – Salary structure

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:** 4:27 PM

Present: Committeeman Kruk, Deputy Mayor Urfer, Mayor McDonough, Lacey DiTondo, Donald Whitmore.

Also Present: Robin Keggan, Municipal Clerk

**Time Out:** 4:56 PM

A motion made by Mr. Urfer, seconded by Mr. Kruk and carried to return to regular session. No Official Actions were taken. An interview took place for the Assistant to the Public Events Coordinator. Also discussed were salary structures of employees.

**Payment of Bills:** Bills in the amount of \$864,791.40 were approved subject to passage of Ordinance 2023-03 during the course of this meeting on a motion made by Mr. Urfer; seconded by Mr. Kruk and roll called: Mr. Kruk yes; Mr. Urfer yes; Mayor McDonough yes

**Reports:**

**Tax Collector: Month Ending March 2023 - \$128,090.69 Y-T-D for 2023 \$1,669,179.38**

**Animal Control Officer:** Quarterly report on file with the Clerk.

**Environmental Commission:** Mrs. Sobon was present to confirm that the Township Committee was on-board with everything being put together for the Green Fair this weekend.

**Mayor Tim McDonough:** Reported that the DOT Commissioner is looking into discretionary funding to help cover the cost gap between the DOT grant and actual cost of the Ridgeway Avenue, Section 2 paving project. Also updates on the municipality going from a Tier B to a Tier A status were given, the liquor license reform that the Governor is trying to put into place (but has been held up due to pushback from present liquor license holders), a status update acknowledging the fact that our Emergency Operating Plan was approved by the State and County and needs to be done every 2 years. Mayor McDonough noted that his Mayor's meeting with the State Police went well and that the State Police will be holding these meetings on a regular basis and inviting the surrounding community mayors to them.

**Deputy Mayor Terry Urfer:** Mr. Urfer stated that a decision needs to be made regarding Hissim Road (Part 2). South State will not pave Ridgeway Avenue until they are paid for Hissim Road. Mayor McDonough will speak with DOT and get their take on the situation we are faced with. Alternatively, we may ask that South State re-seal the road to help protect it from the freeze/thaw cycle since many cracks are already developing on the second section. Mr. Urfer also requested that Mayor McDonough ask for close-out paperwork for the LSRP work done in the DPW yard. Mentioned that the \$5,000 Highlands Grant the municipality was awarded needs to be decided upon as soon as possible (paperwork needs to be signed and submitted at this point).

**Committeeman John Kruk:** Reported that he spoke with the Outside Sports Director, Chris Beatty, regarding the need for another port-o-john at Swayze Mill Park to service the public on a new soccer field that has been put in place in the vicinity of the gazebo. Mrs. Belstra will look into that.

**DPW:** Mr. Whitmore gave his update and status of projects that he has been working on, including patching potholes, paving projects, Swayze Mill Park maintenance and obtaining quotes for oil and stone.

**RESOLUTIONS:**

**HOPE TOWNSHIP, WARREN COUNTY, NEW JERSEY  
RESOLUTION APPOINTMENT OF INTERIM  
MUNICIPAL COURT ADMINISTRATOR  
3/24/2023-3/23/2024**

**RESOLUTION #2023-24**

WHEREAS, Ms. Kayleigh Keggan was hired on March 24, 2021 as the North Warren Municipal Court of hope Municipal Court Administrator; and,

WHEREAS, Ms. Kayleigh Keggan is currently considered an Interim Municipal Court Administrator pursuant to N.J.S.A. 2B:12-11(e) since she was hired March 24, 2021 and does not hold a municipal court administrator certificate; and,

WHEREAS, the statute allows the governing body to appoint a person as Municipal Court Administrator that is not a certified Municipal Court Administrator, on an interim basis, for a period not to exceed one (1) year commencing on the date of the appointment (March 24, 2021); and,

WHEREAS, the statute further states, “Any person so appointed may, in consultation with the judge of the municipal court, be reappointed as a municipal court administrator, on an interim basis, for two (2) subsequent one-year terms. The municipal court administrator appointed on an interim basis may be reappointed for a fourth, and if necessary, a fifth additional one-year term, provided the municipal court administrator is currently enrolled in the certification program and need additional time to complete that program.”

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hope, Warren County, State of New Jersey, that it hereby appointed Kayleigh Keggan as Interim Municipal Court Administrator for a one-year term commencing retroactively back to March 24, 2023 and ending March 23, 2024.

Motion: Mr. Urfer Second: Mr. Kruk

Roll Called: Mr. Kruk – yes; Mr. Urfer – yes; Mayor McDonough - yes

**RESOLUTION 2023-25  
TOWNSHIP OF HOPE  
COUNTY OF WARREN, STATE OF NEW JERSEY**

**RESOLUTION AWARDING A CONTRACT FOR PAVING OF  
SECTIONS OF FOUNDRY ROAD AND SHILOH ROAD**

**WHEREAS**, Hope Township requires the service of a contractor for paving of roads within the municipality; and,

**WHEREAS**, three (3) quotes were solicited, being attached to this Resolution and listed below; and,

**WHEREAS**, the following quotation was received for the paving of a section of Foundry Road and Shiloh Road within the municipality:

Noces Paving and Sealcoating	\$37,500.00
Charlies Paving, Inc.	\$37,200.00
C&H Paving	\$20,000.00

**WHEREAS**, the monies for these two paving projects will be utilizing funds secured by Hope Township from the American Rescue Plan Act.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Hope that the contract for the repaving of sections of Foundry Road and Shiloh Road in the Township, **BE** and is hereby **AWARDED** to C& H Paving for its lowest responsible, responsive quotation as per company estimate dated April 13, 2023.

Motion: Mr. Urfer    Seconded: Mr. Kruk

Roll Called: Mr. Kruk – yes; Mr. Urfer- yes; Mayor McDonough - yes

**ORDINANCES: PUBLIC SESSION AND ADOPTION:**

Mr. Urfer made a motion to open this Ordinance to the public; seconded by Mr. Kruk. All in favor.  
No public comment was heard.

Mr. Urfer made a motion to close this Ordinance to public session; seconded by Mr. Kruk. All in favor.

**ORDINANCE 2023-03  
CALENDAR YEAR 2023**

**AN ORDINANCE OF THE TOWNSHIP OF HOPE PROVIDING FOR THE APPROPRIATION OF \$7,600.00 FOR A 7 X 16 FOOT ENCLOSED TRAILER FROM THE GENERAL CAPITAL – CAPITAL IMPROVEMENT FUND**

**BE IT ORDAINED** by the Township Committee of the Township of Hope, County of Warren, State of New Jersey, as follows:

1. The sum of **\$7,600.00** shall be appropriated for the following item from the Capital Improvements Budget for the year 2023:

**7 X 16 FOOT ENCLOSED TRAILER**

2. The sum of \$7,600.00 is available in the Capital Improvement Fund
3. The appropriation herewith does not authorize any debt of the Township of Hope.
4. This Ordinance shall take effect immediately on final passage and publication as provided by law.

Motion: Mr. Urfer

Second: Mr. Kruk

Roll Call:

Committeeman Kruk: Yes    Committeeman Urfer: Yes    Mayor McDonough: Yes

**Unfinished Business:**

**Internet** – Mayor McDonough spoke about his recent conversation with Optimum and the fact that they are still promising internet in certain areas within the coming months. This is unacceptable. Mayor McDonough and Committeeman Kruk have both reached out to Planet Networks. Mayor McDonough reported that Planet Networks is committed to getting into those areas of Hope Township as soon as possible to get internet up and running.

**Truck Traffic** – Mayor McDonough spoke about his meeting with the DOT Commissioner, Senator Steinhardt, Assemblyman DiMaio and Commissioner Ciesla the week prior to the meeting. A tour was taken with all of them of CR 519 to witness the truck traffic towns are facing and the impact of same on local communities. Several other communities have joined with Hope Township regarding the request to help reduce the truck traffic on CR 519 and banning 102s.

## **New Business:**

Use of Facilities – the Chamber of Commerce submitted a request to use the Community Center on May 2, 2023. Mr. Urfer made a motion to approve this request subject Hope Township becoming a member of the Chamber of Commerce before that date so that it can be recognized as a Township event and fall under our insurance umbrella. Mr. Kruk seconded. Roll called: Mr. Kruk – yes; Mr. Urfer – yes; Mayor McDonough – yes.

Letter of Interest – Mr. Wendell Whitmore sent his letter of interest to become our court attendant on in-person court dates. Mayor McDonough will reach out to him to discuss the compensation he is looking for.

Phone Stipend – The Public Events coordinator is requesting a phone stipend for her use of cell phone in order to perform her duties for the municipality. A stipend of \$50 per month was approved on a motion made by Mr. Urfer; seconded by Mr. Kruk and roll called: Mr. Kruk – yes; Mr. Urfer – yes; Mayor McDonough – yes.

Lead-based Paint Ordinance – the municipality must pass an ordinance regarding lead-based paint inspections. Discussion was had regarding fees. A \$20 fee will be assessed for tracking purposes by the municipality. The clerk was directed to send the Ordinance to the Township attorney for his approval.

Business Registration Ordinance- the municipality must also pass an ordinance regarding businesses registering with the municipality that they have the mandatory insurance coverages set by the State. The version that the Township attorney submitted for review by the Committee was approved. The clerk will let the Township attorney know.

RK Environmental – The Right-to-Know Contract for the year 2023 was approved on a motion made by Mr. Urfer, seconded by Mr. Kruk and roll called as follows: Mr. Kruk – yes; Mr. Urfer – yes; Mayor McDonough – yes.

Budget – A brief discussion was held regarding budget. The Township Committee will be working with the auditor and CFO to wrap up the final numbers. A tax rate increase to the Open Space Tax may be implemented in order to help with the tight budget constraints the municipality finds itself in. This will all be finalized at a final budget meeting being held on April 27, 2023 with the auditor and CFO.

**Approval of Minutes:** The minutes of the March 8 Business and Executive and March 22, 2023 Budget/Work and Executive meetings were approved on a motion made by Mr. Urfer, seconded by Mr. Kruk. All in favor

## **Public Participation:**

Christine Rusin commented that she has been appointed by the Board of Elections to help recruit poll workers and asked that anyone looking reach out to her and also to pass the word along.

Margo Biblin commented on her ongoing issues trying to secure internet service to her home.

Seeing there was no other business for tonight, this meeting of the Hope Township Committee was adjourned at 6:06 p.m. on a motion made by Mr. Urfer; seconded by Mr. Kruk. Motion carried.

Robin L. Keggan, RMC  
Municipal Clerk