

JULY 12, 2023
BUSINESS MEETING

The Work Meeting of the Hope Township Committee convened at 6:00 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; 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

Payment of Bills: Bills in the amount of \$874,971.85 were approved, with the exception of Ch. No. 15177, on a motion made by Mr. Urfer; seconded by Mr. Kruk and roll called: Mr. Kruk yes; Mr. Urfer yes; Mayor McDonough - yes. In a separate motion made by Mr. Urfer, seconded by Mr. Kruk, a check made payable to Mayor McDonough (Ch. No. 15177) in the amount of \$686.88 was approved, roll called as follows: Mr. Kruk – yes; Mr. Urfer – yes; Mayor McDonough – abstained.

Reports:

Tax Collector: Month ending 6/30/2023 – \$67,251.15 Y-T-D \$3,277,272.37.

Environmental Commission: Ms. Sobon discussed the rain garden project at the Hope Elementary School and thanked everyone who was a part of the installation. She noted a ribbon cutting ceremony may be scheduled for Wednesday, September 6th. This will be firmed up as the date draws closer. She also received approval on a motion made by Mr. Kruk, seconded by Mr. Urfer and all in favor, to her Use of Facilities Request for use of the Community Center on April 26 and April 27, 2024 for the Green Fair. Mr. Urfer also noted that the fee for the garage sales being held the same day as the Green Fair will be waived, as it was last year. The Environmental Commission/Green Team will also be doing a roadside cleanup on July 21st. Mr. Whitmore will be assigning them a road. Project Medicine Drop is invited to the picnic, however, it is at their discretion if they’d like to attend it.

Mayor Tim McDonough: Noted that the WC Mosquito Commission will be spraying for mosquitos on July 12, 2023 on Shiloh Road, Mt. Hermon Road and Jenny Jump Roads. Also noted that the State passed its budget and that Hope Township will be receiving \$19,236.00 in Municipal Relief Aid which will be put into our surplus. He gave an update on the truck traffic and noted that a Resolution has been drafted for the banning of tractor trailers/102s by the County Commissioners. The DOT is reviewing it and it is the Commissioners’ hope that they will be signing it at their next meeting. He also noted that Planet Networks should be hearing about the loan they applied for in the near future and that they have promised a build-out of Hope if they receive it. Mayor McDonough noted that the NJ State Police will be ramping up their activity on Hope Township roads in the hopes of slowing down/citing speeders.

Deputy Mayor Terry Urfer: Updated the Committee on the status of the resolution of problems with the Hissim Road paving project. South State is no longer the Morris County Co-Op contractor, Tilcon will be taking over again. Mr. Urfer is waiting to see if any type of penalty will be accepted by South State as far as the faulty paving project goes. Hoping to have Ridgeway paved within the next couple of months. Still waiting on the window bidders/contract and architect to come back with a status on the Community Center windows and pricing/potential installation of windows. Mr. Miller needs to obtain his spraying license number/certificate before the DPW can start roadside spraying. Follow-up will be made with Mr.

Miller to ensure that he finds out about getting a copy of his license. A Standard Operating Procedure will be put into place for road closures. The Clerk will type up the example given to her and distribute to the Committee for their input. He also noted that the subcommittee for the Planning Board has begun working on the ordinance work as it pertains to the warehousing grant that was secured. It will more than likely be put on the September agenda for the Planning Board.

Committeeman John Kruk: Discussed the portable speedbump being installed on Ridgeway Avenue at a time in the future. It is looking like potentially springtime as the paving project needs to be done first. Noted that there is a new Facebook page for Hope Township recreation where residents can find out about sports sign ups as well as intramural sports (i.e., kickball). Also noted that he is trying to secure an award for Planning for the Town Center, using the fact that we were the first planned community and have maintained a well planned-out town due to the continual good planning that is undertaken.

DPW: Roadside mowing, mowing of the parks and the buildings has been ongoing. Oil and stone are done on Camp Hope Lane and the Swayze Mill Park. Patching of potholes; clearing of tree limbs; storm cleanup; and a loss prevention meeting with PAIC (our insurance company) were also projects worked on. Mr. Urfer noted that the Rodman files need to be moved from the Grange attic in the near future. Mr. Whitmore and the Township Clerk will work together to do this in the coming months. A discussion regarding the salt shed came up. The Clerk advised another quote would be needed before we could award a job. Also noted that the floor will need to be pitched back due to the new stormwater management rules being put into place by the State. The salt shed project will be updated at coming meetings. Also noted that there is a resident dumping millings on Jenny Jump Road and perhaps a letter from the Township attorney needs to be sent. Mr. Urfer will visit the office with details on this.

Events Coordinator: Ms. Whitmore updated the Committee on her progress with the picnic and Christmas Craft Market. Both events are in good shape and most everything is secured for both of them. Mr. Urfer motioned, and Mr. Kruk seconded, to repeal the Ordinance disallowing alcohol on Township-owned properties for this event. A roll call vote took place as follows: Mr. Kruk – yes; Mr. Urfer -yes; Mayor McDonough – yes. Ms. DiTondo was also present as a volunteer working with Mrs. Whitmore and updated the Committee on her work to update the Craft Market Website. The Facebook page will be next in line. She also thanked the Committee for the approval of her roadside cleanups and stated that she and a group she is working with will be making birdhouses and donating them to Swayze Mill Park.

RESOLUTIONS:

RESOLUTION 2023-38

RESOLUTION PROVIDING FOR THE INSERTION OF SPECIAL ITEMS OF REVENUE IN THE 2023 BUDGET PURSUANT TO N.J.S.A. 40A:4-87 (CHAPTER 159, P.L. 1948)

WHEREAS, N.J.S.A. 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item(s) of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount, thereof, was not determined at the time of the adoption of the budget; and,

WHEREAS, the director may also approve the insertion of any item of appropriation for equal amount.

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township Hope, County of Warren, hereby requests the Director of the Division of Local Government Services to approve the insertion of items of revenue in the budget of the year as follows:

O. Equipment Operator PT/Seasonal	\$ 21.32 per hour
P. Code Enforcement Officer	\$11,252.00 per annum
Additional Hours above regular hours	\$ 52.50 per hour (paid quarterly)
Q. Christmas Market/Public Events Coordinator	\$10,500.00 per annum
R. Assistant Public Events Coordinator	\$ 15.68 per hour
S. Animal Control Officer	\$ 7,792.00 per annum
	\$ 26.00 per hour/court
T. Deputy Animal Control Officer	\$ 100.00 per annum (lump sum)
U. Dog Licensing Clerk	\$ 780.00 per annum (lump sum)
V. Temporary Clerical Assistant	\$ 17.22 per hour
W. Custodian	\$ 15.68 per hour
X. Secretary to the Planning Board	\$14,060.00 per annum
	\$ 187.00 per meeting
Y. Secretary to the Zoning Board of Adjustment	\$ 5,138.00 per annum
	\$ 187.00 per meeting
Z. Secretary to the Historic Preservation Commission	\$ 1,695.00 per annum
AA. Secretary to the Environmental Commission	\$ 1,662.00 per annum
BB. Sports Director	
(a) Outdoor Sports Director	\$ 8,616.00 per annum
(b) Basketball Director	\$ 4,255.00 per annum
CC. Court Administrator	\$54,075.00 per annum
	\$ 68.00 per call out
DD. Deputy Court Administrator/Violations Clerk	\$ 27.04 per hour
EE. Court Reporter	\$ 26.52 per hour
FF. Violations Clerk:	\$ 19.79 per hour
GG. Municipal Court Prosecutor	\$ 552.00 per session
HH. Municipal Court Judge	\$32,253.00 per annum
II. Municipal Court Treasurer	\$ 4,528.00 per annum
JJ. Municipal Court Officer – Level I	\$ 200.00 per session
KK. Municipal Court Officer – Level II	\$ 30.59 per hour

Motion: Mr. Urfer

Second: Mr. Kruk

Roll Call: Mr. Kruk – yes

Mr. Urfer – yes

Mayor McDonough – yes

**HOPE TOWNSHIP, WARREN COUNTY, NEW JERSEY
RESOLUTION AUTHORIZING A GRANT APPLICATION TO THE NEW JERSEY
DEPARTMENT OF TRANSPORTATION FOR THE 2024 KOSTENBADER ROAD PROJECT
RESOLUTION 2023-40**

WHEREAS, Hope Township is submitting a grant application to the New Jersey Department of Transportation for a project to pave Kostenbader Road in 2024; and,

WHEREAS, the Township Committee of the Township of Hope formally approves the grant application for the above stated project; and,

NOW, THEREFORE, BE IT RESOLVED that the Township Engineer is hereby authorized to submit an electronic grant application identified as 2024-MA-00412– Hope Township Kostenbader Road to the New Jersey Department of Transportation on behalf of the Township of Hope.

BE IT FURTHER RESOLVED that Mayor and Clerk hereby authorized to sign the grant agreement on behalf of the Township of Hope and that their signature constitutes acceptance of the terms and conditions of the grant agreement and approves the execution of the grant agreement.

Motioned: Mr. Ufer

Seconded: Mr. Kruk

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

ORDINANCES – PUBLIC SESSION AND ADOPTION

A motion was made by Mr. Urfer, seconded by Mr. Kruk, all in favor, this Ordinance was opened up to the public for comment.

No public comment was heard.

A motion was made by Mr. Urfer, seconded by Mr. Kruk, all in favor to close this Ordinance to the public session.

A motion was made by Mr. Urfer, seconded by Mr. Kruk and roll called as follows: Mr. Kruk – yes; Mr. Urfer – yes; Mayor McDonough – yes to finally approve and adopt this Ordinance.

2023-06

**AN ORDINANCE FIXING THE SALARIES, WAGES OR
COMPENSATION TO BE PAID TO THE
OFFICIALS, APPOINTEES AND EMPLOYEES OF THE TOWNSHIP OF HOPE,
COUNTY OF WARREN, NEW JERSEY FOR THE CALENDAR YEAR 2023**

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

SECTION 1. That the Salary Range of the elected officials, appointees and employees of the Township of Hope, in the County of Warren and State of New Jersey, shall be as follows:

ADMINISTRATION	AMOUNT	PER	PAYABLE
Mayor	2,500 – 6,500	Annum	Monthly
Township Committee Person (not Mayor)	2,000 – 6,000	Annum	Monthly
Municipal Clerk/Registrar	47,000 - \$90,000	Annum	Bi-weekly
Deputy Clerk/Deputy Registrar	15.00 – 27.00	Hour	Bi-weekly
Temporary Clerical Assistant	13.00 – 20.00	Hour	Bi-weekly
Dog Licensing Clerk	600 – 1200	Annum	One time per year

FINANCE

CMFO/Treasurer	13,333 – 35,000	Annum	Monthly
Treasurer	4,500 – 9,000	Annum	Monthly
Qualified Purchasing Agent	1 – 2,000	Annum	Monthly
Tax Assessor	15,000 – 30,000	Annum	Monthly
Tax Search Officer	3,000 – 9,000	Annum	Monthly
Tax Collector	20,000 – 40,000	Annum	Monthly
Deputy Tax Collector	2,000 – 7,000	Annum	Monthly

LAND USE

Planning Board Secretary	10,000 – 20,000	Annum	Monthly
	100 – 250	per meeting	Monthly
Zoning Board of Adjustment Secretary	4,000 – 10,000	Annum	Monthly
	100 – 250	per meeting	Monthly
Code Enforcement Officer	7,500 – 15,000	Annum	Monthly
	40 – 70	Hourly	Monthly

BOARD SECRETARIES NOT FOR LAND USE

Historic Commission Secretary	\$1,200 – 2,000	Annum	Monthly
Environmental Commission Secretary	1,200 – 2,000	Annum	Monthly

DEPARTMENT OF PUBLIC WORKS

Foreman	29.00 – 42.00	Hour	Bi-weekly
DPW Laborer	18.00 – 28.00	Hour	Bi-weekly
Equipment Operator PT/Season	17.00 – 27.00	Hour	Bi-weekly
Custodian	14.00 – 19.00	Hour	Bi-weekly
Deputy Emergency Management Coordinator	500 – 1,200	Annum	One time per year

RECREATION/PUBLIC EVENTS

Christmas Market/Public Events Coordinator	7,000 – 15,000	Annum	Bi-weekly
Assistant Public Events Coordinator	14.00 – 20.00	Hour	Bi-weekly
Outdoor Sports Director	6,000 – 12,000	Annum	Monthly
Sports Director – Basketball	3,000 – 7,000	Annum	Monthly

ANIMAL CONTROL

Animal Control Officer	5,000 – 10,000	Annum	Monthly
Deputy Animal Control Officer	100 – 500	Annum	Monthly

MUNICIPAL COURT

Court Administrator	40,000 – 70,000	Annum	Bi-weekly
Call Out	50.00 – 75.00	Per call	
Deputy Court Administrator	23.00 – 30.00	Hourly	Bi-weekly
Violations Clerk	23.00 – 30.00	Hourly	Bi-weekly
Court Reporter	23.00 – 30.00	Hourly	Bi-weekly
Municipal Court Prosecutor	500 – 700	Session	Monthly
Municipal Court Judge	27,000 – 37,000	Annum	Monthly
Municipal Court Treasurer	3,500 – 6,500	Annum	Monthly
Municipal Court Officer – Level I	150-250	Session	Monthly
Municipal Court Officer – Level II	25.00 – 35.00	Hourly	Monthly

SECTION II: Other employees’ benefits and compensation are set forth in a Personnel Policy as amended and said guidelines are further amended consistent with this Ordinance.

This Ordinance shall take effect following publication of the final adoption.

Unfinished Business:

Highlands Council Grant – the Clerk mentioned that no grant monies will be paid out of this grant until a report that encompasses the Scope of Work points approved by the Highlands Council is submitted to the Highlands Council. Mr. Urfer stated that he was aware and that the Planner will be helping to write that submittal up when the proper time comes.

Clean Waters Resolution – Ms. Sobon asked that the Township Committee pass this Resolution. However, they decided that the Planning Board should be offered the opportunity to look the Resolution over before it is decided upon for passage by them. The Clerk will make sure that the Planning Board members receive a copy of the model Resolution for the next Planning Board meeting that is held.

New Business:

Historic Preservation Commission – The HPC Secretary forwarded onto the Committee verbiage for the Community Center plaque that the Historic Preservation Commission worked on at their July 10, 2023 meeting. The Committee were all in agreement that they were pleased with the verbiage and that they are also on board with picking up any price difference between the \$500 grant received for the plaque for the Community Center and the actual price. The clerk will let the HPC members know.

Land Conservancy Agreement (July 15, 2023-July 14, 2024) – The Committee reviewed the agreement submitted by the Land Conservancy for the new contract year. They are in agreement to sign the agreement upon consent from the Agricultural Advisory Board Chairman, Robert May. The clerk will send an email asking for him to weigh in with his opinion and follow up with the Committee.

Approval of Minutes: The minutes of the June 14, 2023 Business meeting were approved on a motion made by Mr. Urfer, seconded by Mr. Kruk. All in favor

Public Participation:

Ann Rhinesmith questioned where the posts that the Township installed on Ridgeway Avenue to slow speeders down went to. The Committee and DPW Foreman advised her that they were probably stolen. An alternative to these posts was discussed in order to try to slow down drivers on Ridgeway.

Norina Bonner questioned a big puddle on Shiloh Road and if anything could be done about that. The DPW foreman advised there is not, it is private property and the rain event that happened last week was out of the norm.

Rob Lawkiel, 161 Lake Just-It Road and his wife, along with Paul Reese and Margo Biblin, also of Lake Just-It Road were in attendance to discuss water runoff issues that keep destroying their yards and landscapes. After discussion with the Committee, it was decided that Mr .Urfer, Mr. Whitmore and these residents will meet on July 24 at 3 pm to see if they can brainstorm ideas before involving the Township engineer.

Mark Wolston and his wife, 151 Lake Just-It Road, were in attendance to discuss a letter they received from the Township attorney regarding the placement of objects in the Township's right-of-way and water runoff. They, too, will be a part of the meeting as stated above.

Seeing there was no other business for tonight, this meeting of the Hope Township Committee was adjourned at 7:50 p.m. on a motion made by Mr. Urfer; seconded by Mr. Kruk. Motion carried.

Robin L. Keggan, RMC
Municipal Clerk