

MARCH 22, 2023
BUDGET/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 Belsta; Donald Whitmore, DPW Foreman; Kathleen Reinalda, CFO; Patti Whitmore, Events Coordinator and Anthony Ardito, Auditor.

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. Urfer- present

Mr. Kruk – present

Mayor McDonough- present

ORDINANCES: PUBLIC SESSION AND ADOPTION

Motion to Open to the Public by Mr. Urfer; seconded by Mr. Kruk. All in favor.

No public comment was heard.

Motion to Close to the Public by Mr. Urfer, seconded by Mr. Kruk. All in favor.

ORDINANCE 2023-02
CALENDAR YEAR 2023

AN ORDINANCE OF THE TOWNSHIP OF HOPE PROVIDING FOR THE APPROPRIATION OF \$11,254.32 FOR ‘JOHN DEERE Z930M ZTRAK’ 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 \$11,254.32 shall be appropriated for the following item from the Capital Improvements Budget for the year 2023:

JOHN DEERE Z930M ZTRAK LAWN MOWER

2. The sum of \$11,254.32 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. Kruk

Second: Mr. Urfer

Roll Call:

Committeeman Kruk: yes Committeeman Urfer: yes Mayor McDonough: yes

NOTICE

NOTICE IS HEREBY GIVEN that the foregoing Ordinance was introduced for first reading at a regular meeting of the Township Committee of the Township of Hope held on February 22, 2023 and ordered published in accordance with the law. Said Ordinance was considered for final reading and adoption and was finally passed at a meeting of the Township Committee held on March 22, 2023 at 4:00P.M.

ORDINANCES: INTRODUCTION/FIRST READING:

**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

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

Motion: Mr. Kruk

Second: Mr. Ufer

Roll Call:

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

NOTICE

NOTICE IS HEREBY GIVEN that the foregoing Ordinance was introduced for first reading at a regular meeting of the Township Committee of the Township of Hope held on March 22, 2023 and ordered published in accordance with the law. Said Ordinance will be considered for final reading and adoption at a meeting of the Township Committee to be held on April 26, 2023 at 4:00P.M., or as soon thereafter as the Township Committee may hear this Ordinance at the Municipal Building, 407 Hope-Great Meadows Road, Hope, New Jersey, at which time all persons interested may appear for or against the passage of said Ordinance.

RESOLUTIONS:

**HOPE TOWNSHIP, WARREN COUNTY, NEW JERSEY
RESOLUTION NO. 2023-22
RESERVE TRANSFER**

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 2022 Reserve Balances in General Administration O/E, Tax Collector O/E, Legal Services O/E, Road Maintenance O/E, Buildings & Grounds O/E, Telephone O/E, and Fuel Oil O/E.

WHEREAS, the following accounts have sufficient excess funds to meet such demands: General Administration S/W, Mayor & Council S/W, Mayor & Council O/E, Municipal Clerk O/E, Financial Administration O/E, Computerized Data Processing, Tax Assessment O/E, Engineering O/E, Historical Sites Office O/E, Planning Board S/W, Planning Board O/E, Zoning Board S/W, Zoning Board O/E, Unemployment Insurance, Emergency Management O/E, Municipal Prosecutor S/W, Road Maintenance S/W, Building & Grounds S/W, Public Health O/E, Environmental Services O/E, Maintenance of Parks O/E, Celebration Coordinator S/W, Celebration of Public Events, Electricity, Street Lighting, Gas, Gasoline, and DCRP.

BE IT RESOLVED that in accordance with the provisions of R.S. 40A:4-59 the Chief Financial Officer is hereby authorized to make the following transfers:

To:	General Administration O/E	8,600.00
	Tax Collector O/E	1,612.00
	Legal Services O/E	343.00
	Road Maintenance O/E	19,932.00
	Buildings & Grounds O/E	220.00
	Telephone O/E	553.00
	Fuel Oil O/E	<u>1,844.00</u>
		33,104.00
From:	General Administration S/W	1,700.00
	Mayor & Council S/W	39.00
	Mayor & Council O/E	705.00
	Municipal Clerk O/E	600.00
	Financial Administration O/E	195.00
	Computerized Data Processing	139.00
	Tax Assessment O/E	196.00
	Engineering O/E	3,116.00
	Historical Sites Office O/E	931.00
	Planning Board S/W	891.00
	Planning Board O/E	2,880.00
	Zoning Board S/W	3,553.00
	Zoning Board O/E	695.00
	Unemployment Insurance	991.00
	Emergency Management O/E	1,000.00
	Municipal Prosecutor S/W	4,304.00
	Road Maintenance S/W	60.00
	Building & Grounds S/W	1,479.00
	Public Health O/E	1,800.00
	Environmental Services O/E	1,090.00
	Maintenance of Parks O/E	940.00
	Celebration Coordinator S/W	1,565.00
	Celebration of Public Events	1,170.00
	Electricity	372.00
	Street Lighting	797.00
	Gas	634.00
	Gasoline	573.00
	DCRP	<u>689.00</u>
		33,104.00

Motion: Mr. Urfer

Second: Mr. Kruk

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

RESOLUTION 2023-23
TOWNSHIP OF HOPE
COUNTY OF WARREN, STATE OF NEW JERSEY
RESOLUTION AWARDING A CONTRACT FOR LANDSCAPE MAINTENANCE OF
TOWNSHIP PROPERTIES

WHEREAS, Hope Township requires landscape services to support the DPW in maintaining Township owned properties, particularly the Swayze Mill park ballfields and the Westbook Park (Hope Elementary School) ball field, for the Spring, Summer and Fall months of 2023.

WHEREAS, two (2) quotes were solicited (and Drake’s Landscaping, LLC); and

WHEREAS, the following quotation was received for the 2023 season:

Drake's Landscaping, LLC
Season's Ground Maintenance

\$ (see quotes attached)
Declined quote – not landscaping this
year
Phone call placed 3/22/23

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hope that the contract for landscape maintenance of Township owned properties, particularly the Swayze Mill park and Westbrook Part ball fields, **BE** and is hereby **AWARDED** to Drake's Landscaping for its lowest responsible, responsive quotation as per company estimate dated February 21, 2023.

Motion made by Mr. Urfer, seconded by Mr. Kruk and roll called in favor of making the award: Mr. Kruk – yes; Mr. Urfer – yes; Mayor McDonough – yes.

New Business:

CHPP Grant – Hope Township has received a CHPP grant in the amount of \$2,500. On a motion made by Mr. Urfer, seconded by Mr. Kruk and roll called: Mr. Kruk – yes; Mr. Urfer – yes; Mayor McDonough – yes the paperwork was approved for the grant to be signed and submitted.

Ordinances for Lead Based Paint and Business Registration (Liability Insurance) were briefly discussed. The clerk was directed to request that the Township attorney use the template from surrounding municipalities to draw up an Ordinance to suit Hope Township's needs. Also discussed was the Accessory Building Structure Ordinance as it pertains to Farmland Assessed and Woodland Assessed properties. Mr. Urfer will speak with the Zoning Official regarding this before any work is done with putting together an ordinance for this.

Community Center Grant – On a motion made by Mr. Kruk, seconded by Mr. Urfer and all in favor, the clerk was directed to place the advertisement provided by Eclectic Architecture for the re-bid of the Community Center windows project. The clerk will check with Mr. Margulies to ensure that the dates put into the bid advertisement will still work dependent on when the ad is published.

BUDGET WORK:

Continuation of the 2023 budget work took place.

Members from Blairstown Emergency Squad were in attendance to discuss the past year and give statistics to the Committee. Following their presentation, the Committee agreed to put \$13,950 into the budget again this year as their donation to the Squad since they are servicing the Hope residents.

Sharon Cooper and her new associate, Spiro Molfetas of Acrisure, were in attendance to discuss the Township's 2023 policy renewal and rates, as well as for first introductions to Spiro who will be taking over for Sharon upon her retirement. The re-insurance rates have gone up across the board with every company, but Sharon noted we are still far below what we were paying before we were with her insurance company (we were paying in the neighborhood of \$66,000 per year). This year's re-insurance rate is \$58,624. Cybersecurity is having a huge impact on the re-insurance rates.

Capital improvements were discussed as they pertain to budgeting purposes. A radar sign will be looked into and an amount of \$6,000 was put into the budget for that purpose.

An amount of \$5,000 was put into the budget for special counsel purposes.

Swayze Mill Park and various improvements there were discussed. Mr. Urfer complimented the DPW on their work at the Park as it pertains to invasive species.

The Open Space Tax will be left at a penny and a quarter. This equates to approximately \$27,000 being put into the Open Space account. The balance as of this date is \$177,900. It was noted that money from the Open Space account will be used to pay for Community Center improvements (in conjunction with the grant received).

Salary increases of 5% were given across the board with the committee targeting certain positions with additional raises, to be determined at a later time.

It was determined that the position of Deputy Animal Control Officer would be added into the salary ordinance with a salary of \$100 per annum.

Public Participation:

Ms. Shaw provided a copy of a noise ordinance for the committee's information and use.

Mr. and Mrs. Bonner spoke about the need for a radar/speed sign. The Committee has earmarked money in the 2023 budget and will look into the purchase of one.

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 6:21 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. Potential Litigation

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: 6:21 PM

Present: Committeeman Kruk, Deputy Mayor Urfer, Mayor McDonough.

Also Present: Robin Keggan, Municipal Clerk

Time Out: 6:35 PM

A motion made by Mr. Urfer, seconded by Committeeman Kruk and carried to return to regular session.
No Official Actions were taken.

Seeing there was no other business for tonight, this meeting of the Hope Township Committee was adjourned at 6:35 p.m. on a motion made by Mr. Kruk; seconded by Mr. Urfer. Motion carried.

Robin L. Keggan, RMC
Municipal Clerk