

**OCTOBER 27, 2021
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, Deputy Mayor Christopher John Kruk, Committeeman Terry Urfer. Also present was Deputy Clerk, Zondra Belstra, Ted Rodman, Township Engineer and Donald Whitmore, DPW (arrived at approximately 4:40 due to paving of Ridgeway Avenue).

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 the Star Gazette 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

Reports:

Mr. Urfer: Mr. Urfer spoke about the truck traffic and the possibility of a 3D study being done on the 519 intersections to show the difficulty of tractor trailers being able to navigate the tight turns at these intersections. He will follow up with Dave Dech from the Warren County Planning Department with this. A group of Hope residents will be speaking at the Warren County Commissioners’ Meeting on 10/27/2021.

Weed wackers were bought for the DPW and they will be starting to weed wack in the coming days. The Deputy Clerk will speak to Josh Miller about taking the pesticides classes offered by Rutgers. Also, a date will be ascertained for the Township Committee to go back and meet with the DPW personnel to see the progress made on the clean up of the grounds and the condition of their equipment. The Clerk will coordinate with the DPW for a date in January 2022 to do this.

Mr. Kruk: Mr. Kruk noted that he is 100 percent behind the truck traffic ban. In lieu of that, even a reduction in truck traffic if one can be reached would be great.

Ted Rodman: Noted that Ridgeway was now paved from CR 519 to the Route 80 overpass and also from Silver Lake-Marksboro Road intersection to Green Street. Approximately 1,027 tons was laid down at a cost of \$74.50 per ton. The road striping and guide rails still need to be done, as well as painting the MPH on the road. Mr. Rodman will try to submit the MPH painting with the State DOT grant. Also, white striping will be done on the shoulders in an effort to slow down the pace of traffic on that road. The drainage that was fixed on Ridgeway seemed to work. Mr. Kruk asked about being able to hot patch the potholes that are between Smith Street and Green Street. Mr. Whitmore will check to if there is a hotbox available for rental to do that.

Resolutions:

TOWNSHIP OF HOPE, COUNTY OF WARREN, STATE OF NEW JERSEY

RESOLUTION NO. 2021-53

RESOLUTION ADOPTING PERSONNEL PRACTICES AND AUTHORIZING THE CLERK TO IMPLEMENT SAID PRACTICES.

WHEREAS, it is the policy of the Township of Hope to treat employees and prospective employees in a manner consistent with all applicable employment laws and regulations including, but not limited to Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, the Age Discrimination in Employment Act, the Equal Pay for Equal Work Act, the Fair Labor Standards Act, the New Jersey Law Against Discrimination, the Americans with Disabilities Act, the Family and Medical Leave Act, the Conscientious Employee Protection Act, the Public Employee Occupational Safety and Health Act, the New Jersey Civil Service Act, the New Jersey Attorney General's guidelines with respect to Police Department personnel matters, the New Jersey Workers Compensation Act, the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA), the Open Public Meeting Act, as well as all relevant guidance provided by the New Jersey Municipal Excess Liability Institute; and

WHEREAS, the Township of Hope has determined that the updated Personnel Policies and Procedures Manual is consistent with the relevant laws, regulations, and guidance, and ensures that employees and prospective employees are treated in a manner consistent with these laws and regulations.

NOW, THEREBY, BE IT RESOLVED by the Township of Hope that the changes made to the Personnel Policies and Procedures Manual attached hereto are hereby adopted.

BE IT FURTHER RESOLVED that this Personnel Policies and Procedures Manual shall apply to all Township officials, appointees, employees, volunteers and independent contractors. In the event there is a conflict between these rules and any collective bargaining agreement, personnel services contract or Federal or State law, the terms and conditions of that contract or law shall prevail. In all other cases, these policies and procedures shall prevail.

BE IT FURTHER RESOLVED that this Personnel Policies and Procedures Manual is intended to provide guidelines covering public service by Township employees and is not a contract. The provisions of this Manual may be amended and supplemented from time to time without notice and at the sole discretion of the Township.

BE IT FURTHER RESOLVED that to the maximum extent permitted by law, employment practices for the Township shall operate under the legal doctrine known as "employment at will."

BE IT FURTHER RESOLVED that the Clerk and all managerial/supervisory personnel are responsible for these employment practices. The Township Attorney shall assist the Clerk in the implementation of the policies and procedures in this manual.

Mr. Urfer made a motion, seconded by Mr. Kruk to pass this Resolution. All in favor.

**RESOLUTION 2021-54
TOWNSHIP OF HOPE
COUNTY OF WARREN, STATE OF NEW JERSEY
RESOLUTION AWARDED A CONTRACT FOR DRAINAGE/ROADWORK
ON OLD UNION BRICK ROAD**

WHEREAS, Old Union Brick Road has been experiencing issues of washout due to collapsed drainage; and,

WHEREAS, two (2) quotes were solicited (All Terrain Excavating, Inc. and Drake's Excavating); and

WHEREAS, the following quotation was received for the work necessary to be accomplished on Old Union Brick Road:

All Terrain Excavating, Inc.

\$12,600.00 (Section 3 of the quote)

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hope that the contract for this road work and drainage work **BE** and is hereby **AWARDED** to All Terrain Excavating, Inc. for its lowest responsible, responsive quotation as per company estimate dated October 12, 2021.

Mr. Urfer made a motion, seconded by Mr. Kruk and roll called as follows: Mr. Kruk – yes; Mr. Urfer – yes; Mayor McDonough – yes to pass this Resolution.

Old Business:

Truck Traffic – The meeting on October 20, 2021 at the Community Center was well received by the public.

Backhoe – The Clerk gave an update on the purchase of this piece of DPW equipment. She discussed the several options for payment of the backhoe, one of which is to make an annual payment in which the first payment is due one year from the date she signs the paperwork for the backhoe (which would make the first payment due approximately 11/2022). The Township Committee was in agreeance that this is the best manner in which to move forward as it allows them flexibility moving into next year's budget to decide how they'd like to go above paying for this purchase. 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 this method of moving forward was approved.

Discussion of merging Planning and Zoning Boards into a Land Use Board will be continuing.

All Terrain Excavating will begin working on Old Union Brick Road. Currently putting it into his schedule.

New Business:

PTA Raffle – License No. 2021-09 – approved by the Committee on a motion made by Mr. Urfer; Seconded by Mr. Kruk and roll called: Mr. Kruk – yes; Mr. Urfer – yes; Mayor McDonough - yes.

Personnel Policy – 2021 updates were reviewed and approved by the Committee in order to stay in compliance with the PAIC/GIF insurance policies. A Resolution approving the adoption of the updates was passed (see Resolution above).

Certificates of Achievement – The Committee noted that two Township residents, Christine L. Rusin and Brian Kathenes, are being inducted into the Warren County Hall of Fame on November 6, 2021. It was decided that certificates of achievement should be typed up and sent to each of them. The Clerk will make sure that these are delivered to both of them.

COAH Account - An account for depositing Township COAH fees must be opened as the Clerk has begun receiving COAH fees for new houses being built in the municipality. 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, the Clerk was given permission to open an account at First Hope Bank – Hope Branch – the account name to read COAH Account with signatories being Kathleen Reinalda, CFO; Timothy McDonough – Mayor/Committeeman and Robin L. Keggan, RMC.

Best Practices - A discussion was held about the Best Practices Inventory and the questions being asked this year. This inventory is due to be submitted to the State by November 3, 2021. The Committee was in agreement that once the questions are all answered in the portal, they be submitted to the State by the Clerk.

Public Participation: No public in attendance.

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 4:36 PM.

RESOLUTION

WHEREAS, Section 8 of the Open Pubic 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: 4:36 PM

Present: Committeeman Kruk, Committeeman Urfer, Mayor McDonough; Zondra Belstra, Deputy Clerk; Ted Rodman, Township Engineer.

Also Present: Robin Keggan, Municipal Clerk

Time Out: 4:49 PM

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

Motion was made by Mr. Urfer; seconded by Mr. Kruk and all in favor to re-open the meeting to the public at 4:49 p.m.

Seeing there was no other business for tonight, this meeting of the Hope Township Committee was adjourned at 4:50 p.m. on a motion made by Mr. Urfer; seconded by Mr. Kruk. Motion carried.

Respectfully submitted,

Robin L. Keggan, RMC
Municipal Clerk