

TOWNSHIP OF HAMILTON
6101 THIRTEENTH STREET
MAYS LANDING, NJ
MONDAY, JANUARY 4, 2016

REORGANIZATION 6:00 PM
REGULAR MEETING IMMEDIATELY FOLLOWING REORGANIZATION

- Flag Salute
- Certification of compliance with N. J. Open Meetings Law
- ADMINISTRATION OF OATH OF OFFICE TO RODNEY GUISHARD AS TOWNSHIP COMMITTEE MEMBER FOR A 3-YEAR TERM EFFECTIVE JANUARY 1, 2016 THROUGH DECEMBER 31, 2018 - ADMINISTERED BY ASSEMBLYMAN VINCE MAZZEO.
- ADMINISTRATION OF OATH OF OFFICE TO ARTHUR SCHENKER AS TOWNSHIP COMMITTEE MEMBER FOR A 3-YEAR TERM EFFECTIVE JANUARY 1, 2016 THROUGH DECEMBER 31, 2018 - ADMINISTERED BY ROBERT S. SANDMAN, ESQ.
- ROLL CALL: **(Township Clerk presiding until Permanent Chairperson is selected)**
____GATTO ____GUISHARD ____KURTZ ____SCHENKER ____SILVA
- Moment of silence for private reflection
- 1. Selection of Permanent Chairperson (Mayor) for year 2016
 - (1) Call for nominations for 2016 Permanent Chairperson.
 - (2) Call for motion to close nominations.
 - (3) Call for vote on nominees.
- 2. Selection of Permanent Deputy Chairperson (Deputy Mayor) for year 2016
 - (1) Call for nominations for 2016 Permanent Deputy Chairperson.
 - (2) Call for motion to close nominations.
 - (3) Call for vote on nominees.
- 3. Appointments of Professionals for year 2016 or until successor is appointed
 - A. Solicitor -
 - B. Engineer -
 - C. Labor Counsel -
 - D. Alternate/Conflict Solicitor -
 - E. Alternate/Conflict Engineer -
 - F. Municipal Court Prosecutor -
 - G. Municipal Court Public Defender -
 - H. Certified Property Appraiser -
 - I. Risk Management Consultant -
 - J. Township Architect -
- 4. Authorize Administrator to prepare formal Fair & Open Professional Services Contracts for appointees for 2016 or until successor is appointed and authorize Mayor & Township Clerk to execute same:
 - A. Solicitor -
 - B. Engineer -
 - C. Labor Counsel -
 - D, Alternate/Conflict Solicitor -
 - E. Alternate/Conflict Engineer -
 - F. Municipal Court Prosecutor -
 - G. Municipal Court Public Defender -
 - H. Certified Property Appraiser -
 - I. Risk Management Consultant -
 - J. Township Architect -
- 5. Appointment of Township Physicians for year 2016 or until a successor is appointed to be compensated on "Services as rendered" basis:
 - AtlantiCare Occupational Health Services.
 - Shore Urgent Care
 - Atlantic Investigations

6. Zoning Board of Adjustment appointments: **TOWNSHIP COMMITTEE APPOINTMENTS**
 - A. Regular Members - 4 year terms each 1/1/2016 to 12/31/2019
WAYNE CHOYCE & ELAINE VALENTINO - TERMS EXPIRED 12/31/2015
 - B. Regular Member to fill unexpired 4 year term of George Samuelson ending 12/31/16
 - C. Alternate I - 2 year term ending 12/31/2017
Lisa Avis. - TERM EXPIRED 12/31/15

7. Planning Board Appointments:
 - A. CLASS I: Mayor or Mayor's designee - 1 year term 1/1/2016 to 12/31/2016:
FRANK GIORDANO (MAYOR'S DESIGNEE)-TERM EXPIRED 12/31/2015
 - B. CLASS II: Township Official 1 year term 1/1/2016-12/31/2016
ALLAN WOMELSDORF - TERM EXPIRED 12/31/2015
 - C. CLASS III: Township Committee Member - 1 year term 1/1/16 to 12/31/2016 **TOWNSHIP COMMITTEE APPOINTMENTS**
JOHN KURTZ - TERM EXPIRED 12/31/2015
 - D. CLASS IV Members **MAYOR APPOINTMENTS**
 - (1) FOUR YEAR TERM 1/1/16-12/31/19
WAYNE CHOYCE - TERM EXPIRED 12/31/15
 - (2) FOUR YEAR TERM 1/1/16-12/31/19
DAVID WIGGLESWORTH - TERM EXPIRED 12/31/15
 - (3) Alternate II - 2 year term 1/1/16 to 12/31/2017:
DAVE ADAMS TERM EXPIRED 12/31/2015

8. Veterans' Advisory Board Appointment **TOWNSHIP COMMITTEE APPOINTMENTS:**
 - A. Regular Members - 3 year term each 1/1/2016 to 12/31/2018
MUKESH ROY & NICOLE SCRIBNER - TERMS EXPIRED 12/31/2015

9. Historic Preservation Commission:
 - A. Move Arlene Blosch from Alternate Member #1 to fill the Class C Member vacancy for a two (2) year term effective January 1, 2016 through December 31, 2017.
 - B. Appointment to fill the Alternate #1 unexpired two (2) year term of Arlene Blosch expiring December 31, 2017.
 - C. Appointment to fill the Alternate #2 one (1) year vacancy expiring December 31, 2016.

10. EMERGENCY MANAGEMENT - **DIRECTOR APPOINTMENTS/MAYOR CONFIRMS:**
 - A. Co-Deputy Emergency Management Directors - 1 year term each 1/1/2016 - 12/31/2016 **APPOINTED BY EMERGENCY DIRECTOR**
PAUL SORRENTINO, MICHAEL BRANDENBERGER & HENRY DORSEY Jr.
TERMS EXPIRED 12/31/2015
 - B. Emergency Management Staff - 1 year term each 1/1/2016 to 12/31/2016:
DEBRA FIEDLER, JOHN J. PERCY III, CHRIS TILLEY, CHRISTOPHER PRYCHKA, GREGORY CIAMBRONE, ANTHONY ALCOTT, THEODORE "TED" KINSEY, GEORGE SANDERS, CARLTON PLATT, LORETTA PLATT, JOSEPH GUERRIER - TERMS EXPIRED 12/31/15
 - C. Local Emergency Planning Committee (formerly Citizens' Advisory Council) - 1 year term each 1/1/2016 to 12/31/2016
 - Emergency Management Director
 - Michael Brandenberger, Paul Sorrentino & Henry Dorsey - Co-Deputy Directors
 - Stacey Tappeiner, Chief of Police
 - ESAB Chairman
 - Chief of Hamilton Township Rescue Squad & Dive Team
 - Director of Public Works
 - Coordinator of Emergency Management for Hamilton Township Public Schools
 - Supt. of Greater Egg Harbor Regional High School
 - H.T.M.U.A. Executive director
 - Mayor or Mayor's Designee
 - Deputy Mayor
 - Township Administrator

11. Emergency Services Advisory Board - 1 year term each 1/1/2016 to 12/31/2016 - **MAYOR APPOINTS (Ord. 1345-99)**
 - Chiefs of the five (5) fire companies or their designees
 - Chief of the Rescue Squad & Dive Team or the Chief's designee
 - Fire Official - Frank Primavera
 - Chief of Police - Stacey Tappeiner
 - Emergency Management Director - Michael Robison
 - Communications Coordinator - Michael Brandenberger
 - Township Committee Liaison to Public Safety -
 - Up to three (3) residents of the Township
 - HENRY DORSEY Jr., JOHN J. PERCY III, VACANCY - TERMS EXPIRED 12/31/2015

12. Appointment of Township Representatives to Lake Lenape Dam Advisory Board - 1 year term each 1/1/2016 to 12/31/2016
 - Carl Pitale (Township Citizen at Large) EXPIRED 12/31/15
 - Roger Silva (Township Committee Member) EXPIRED 12/31/15
 - Brett Noll (Township Public Works Representative) EXPIRED 12/31/15

13. Hamilton Township Municipal Utilities Authority: **TOWNSHIP COMMITTEE APPOINTS:**
 - A. Regular Member -UNEXPIRED 5-YEAR TERM OF WILLIAM MANGELS - TERM EXPIRES 2/1/16.

14. Property Maintenance Appeal Board: **TOWNSHIP COMMITTEE APPOINTS**
 - A. Regular Member - 1/1/16 to 12/31/18
 - WAYNE CHOYCE TERM EXPIRED 12/31/15
 - B. Alternate II - 1/1/16 to 12/31/17
 - DEBRA KRAUS TERM EXPIRED 12/31/15

15. Senior Citizen Advisory Committee - **TOWNSHIP COMMITTEE APPOINTS** - 1 year term each 1/1/16 to 12/31/16:
 - WILLIAM SCHMIDT, BURDETTE CONNOR, CAROL PICKETT-YOUNG, PATRICIA JOHNSON, PAM SCOTT, JEANETTE CAMPBELL, & DIANE FOX - ALL TERMS EXPIRED 12/31/15

16. 2016 Green Team **TOWNSHIP COMMITTEE APPOINTS** - 1 year term each 1/1/16 - 12/31/16:
 - SUZANNE MARX, SUSAN LAZARCHICK, JENNIE AYRES, FRAN SARAVIA, MICHELE BELLINGER, CAROL DUPRAS, VACANCY, INGRID PEREZ (MUNICIPAL OFFICIAL) & RODNEY GUISHARD (TWP. COMMITTEE REPRESENTATIVE) - ALL TERMS EXPIRED 12/31/15

17. Mayor's announcement of 2016 Department Chairpersons and Deputy Chairpersons:

<u>ADMINISTRATION & FINANCE:</u>	, Department Chairperson
	, Department Deputy Chairperson
-Administrator	
Personnel	
Insurance	
-Finance	
Audit	
Purchasing	
-Tax Assessment	
-Tax Collection	
-Safety Committee	
-Strategic Planning Process Oversight	
 <u>PUBLIC WORKS:</u>	 , Department Chairperson
	, Department Deputy Chairperson
-Public Works	
Street Lighting	
-Garbage/Trash/Recycling	

17. Mayor's announcement of 2016 Department Chairpersons and Deputy Chairpersons continued:

PUBLIC SAFETY: , Department Chairperson
 , Department Deputy Chairperson

- Police
- Municipal Court
- Emergency Management
- Fire & Rescue
- Animal Control

PLANNING/ZONING/COMMUNITY DEV.: , Department Chairperson
 , Department Deputy Chairperson

- Planning
 - Green Team
 - Historic Preservation Commission
- Zoning
- Construction & Code Enforcement
- Industrial Commission
- Municipal Utilities Authority
- Senior Citizen Advisory Committee

SPECIAL EVENTS: , Department Chairperson
 , Department Deputy Chairperson

- Veterans' Advisory Board
- Special Events:
 - . Hometown Celebration
 - . 911 Ceremonies
 - . Halloween Parade
 - . Tree Lighting
 - . POW/MIA Day
 - . Veterans' Day

18. Designation of holidays for full-time salaried employees for year 2016:

NEW YEAR'S DAY	1/1/16	GENERAL ELECTION DAY	11/8/16
MARTIN LUTHER KING DAY	1/18/16*	VETERANS' DAY	11/11/16
PRESIDENTS' DAY	2/15/16*	THANKSGIVING DAY	11/24/16
GOOD FRIDAY	3/25/16	FRIDAY AFTER THANKSGIVING	11/25/16
MEMORIAL DAY	5/30/16*	1/2 DAY FOR CHRISTMAS EVE	12/23/16
INDEPENDENCE DAY	7/4/16**	CHRISTMAS DAY	12/26/16
LABOR DAY	9/5/16	NEW YEAR'S DAY (2017)	1/2/17**
COLUMBUS DAY	10/10/16*		

*Denotes National Monday Holiday Law observance

**Denotes Holiday observance for Employees whose work week is Monday-Friday

19. Designation of depositories for Township Funds for the year 2016:

WELLS FARGO BANK	OCEAN CITY HOME BANK	PNC BANK
BANK OF AMERICA	SUN NATIONAL BANK	TD BANK

20. Designation of official newspapers for municipal legal advertising for year 2016:

ATLANTIC COUNTY RECORD	HAMMONTON NEWS	CAMDEN COURIER
PRESS OF ATLANTIC CITY	VINELAND DAILY JOURNAL	RECORD JOURNAL
MAINLAND JOURNAL	NEWARK STAR LEDGER	

JANUARY 4, 2016 REORGANIZATION AGENDA continued

21. Establish Regular Township Committee Meeting dates and times:
- | | |
|-------------------------------------|---|
| Monday, January 4, 2016 | Tuesday, July 5, 2016** |
| Tuesday, January 19, 2016** | Monday, July 18, 2016 |
| Monday, February 1, 2016 | Monday, August 1, 2016 |
| Tuesday, February 16, 2016** | Monday, August 15, 2016 |
| Monday, March 7, 2016 | Tuesday, September 6, 2016** |
| Monday, March 21, 2016 | Monday, September 19, 2016 |
| Monday, April 4, 2016 | Monday, October 3, 2016 |
| Monday, April 18, 2016 | Monday, October 17, 2016 |
| Monday, May 2, 2016 | Monday, November 14, 2016 |
| Monday, May 16, 2016 | Monday, December 5, 2016 |
| Monday, June 6, 2016 | Monday, December 19, 2016 |
| Monday, June 20, 2016 | Tuesday, January 3, 2017 (Reorganization)** |

**Indicates meetings rescheduled to Tuesday due to Monday holidays.

MEETING TIMES: 6:30 PM EXCEPT FOR 2017 REORGANIZATION WHICH SHALL BE AT 6:00 PM ON TUESDAY, JANUARY 3, 2017.

22. Certification of Memberships for year 2016
- A. Atlantic County League of Municipalities (5)
 - B. Atlantic County Mayors' Association (1)
 - C. Atlantic County Association of Township Officials (5)
 - D. Atlantic County Mainland Chamber of Commerce

23. Comments by Chairperson and Committee Members

RECESS FOR PICTURES/CONGRATULATIONS

RECONVENE FOR REGULAR BUSINESS MEETING

JANUARY 4, 2016 REGULAR MEETING AGENDA

1. Approve addition and/or deletion of late items to the agenda of this meeting for consideration and action to be taken tonight
2. Early public comment on agenda items not listed for public hearing.
3. Adjourn to executive session(**IF APPLICABLE**)
4. Confirmation of executive sessions - (**IF APPLICABLE**)
5. Discussions FORMAL ACTIONS MAY BE TAKEN
 - A.
6. Introduction of Ordinances - Public Hearing to be held Tuesday, January 19, 2016.
 - A. #1805-2016 Ordinance to establish a Cap Bank (COLA)
 - B. #1806-2016 Contiguous Owner Land Sale Ordinance for Block 100 Lots 23, 24 and 25 as authorized December 7, 2015: 3 acres on Market Street RD-4 zoning Minimum bid \$1,500.00
 - C. #1807-2016 Contiguous Owner Land Sale Ordinance for Block 41 Lot 5 as authorized December 7, 2015: 0.76 acre on Black Horse Pike HC zoning Minimum bid \$1,500.00
7. Award contract to Professional Property Appraisers, Inc., Delran, NJ for Residential Inspection & Measurement Services for 2016 and authorize Mayor, Township Clerk and Assessor to execute the agreement on behalf of the Township: Class 2 properties new construction \$40 per parcel; Commercial new construction \$200 per parcel; condominiums \$25 per parcel; additions to existing parcels \$25 per parcel.
8. Consent agenda:
 - A. Adoption of 2016 Temporary Budget.
 - B. Adopt Cash Management Plan for 2016.
 - C. Resolution authorizing Tax Assessor to file tax appeals to increase assessments to correct errors discovered.

8. Consent agenda: continued
 - D. Resolution authorizing Tax Assessor to file tax appeals to decrease assessments to correct errors discovered.
 - E. Resolution establishing grace period, rate of interest rates and penalty to be charged for delinquent taxes as set forth in N.J.S.A. 54:4-67.
 - F. Resolution authorizing tax sale pursuant to N.J.S.A. 54:5-19.
 - G. Resolution authorizing cancellation of tax balances under \$5.
 - H. JIF appointments for 2016:
 - (1) Ingrid Perez, Special Projects Manager, J.I.F. Fund Commissioner
 - (2) Michael S. Jacobs, Twp. Administrator, Alternate J.I.F. Fund Commissioner
 - (3) Mary Kelly, Non-police Claims Coordinator
 - (4) Lea Brower, Police Claims Coordinator
 - (5) Michael S. Jacobs, Twp. Adm., and Mary Kelly, Human Resources Director as the authorized JIF Employment Practices Liability Helpline contact persons.
 - (6) Lisa Marcolongo, Safety Coordinator
 - I. Approve Business Registration Licenses
 - J. Authorize release of Aegis Security Insurance Company bond #B10020970, maintenance guarantee for Marlee Contractors, LLC Electrical Modification and Relocation of Township Dispatch Center contract (Bid #2013-06) on January 17, 2016 as recommended by Robert J. Smith III, Township Engineer on November 12, 2015.
 - K. Deny release of Susquehanna bank Letter of Credit #10010340528. stormwater management component maintenance guarantee for Jack Trocki Development Company LLC Cologne Gardens project (Engineer's file #0112-1-062) due to uncompleted punch list items as recommended by Robert J. Smith III, Township Engineer on December 28, 2015.
 - L. Authorize CFO release \$12,841.00 to Jiang Wen Yang from funds being held in escrow as in escrow as a performance guarantee for site improvements at 6142 Harding Highway (Block 732/Lots 52 & 52; Zoning Board file #27-2011; Engineers file #0112-1-128) and to retain \$1,211.40 for 4 years as the stormwater management system maintenance guarantee and \$1,054.80 for 2 years as the maintenance guarantee for all other site improvements pursuant to August 17, 2015 authorization release of the performance escrow subject to posting of maintenance guarantees as recommended by the Township Engineer.
 - M. Approve 2016 Agreement covering Continuing Disclosure Agent Services and appointing Phoenix Advisors, LLC as the Independent Registered Municipal Advisor of Record and authorizing
9. Personnel:
 - A. Appoint Rita Martino, the Public Agency Compliance Officer (PACO) for the year 2016 at \$5,000.00 per year.
 - B. Appoint Joan I. Anderson, Township Clerk, as Municipal Improvement Searcher for the year 2016.
 - C. Appoint Renee DeSalvo, Tax Collector, as Municipal Tax Searcher for the year 2016.
 - D. Re-appoint part-time Substitute Communications Officers (Dispatchers) as defined in the Township Code for part-time hourly employees for the year 2016 at hourly rate set by Ordinance:
 - (1) Christopher Ayrer
 - (2) Lawrence Birch III
 - (3) Nicole Scrofani
 - (4) Calimer Rodney
 - E. Re-appoint part-time Police Records Clerks as defined in the Township Code for part-time employees for the year 2016 at hourly rate set by Ordinance:
 - (1) Nicole Adams
 - (2) Tina Chiari
 - (3) Angela Foggan
 - F. Appoint Desiree A. Harris as a Stockton University Intern in the Township Police Department for the 2016 Spring Semester.
 - G. Accept resignation of Melissa Davenport as Property Maintenance Code Appeals Board Alternate I effective December 31, 2015..

JANUARY 4, 2016 REGULAR MEETING AGENDA continued

10. Approvals:
 - A. September 8, 2015 regular meeting minutes.
 - B. December 21, 2015 regular meeting minutes.
 - B. Bills/payrolls - Bill list total \$3,648,848.80.
11. Reports:
 - A. Administrator
 - B. Solicitor
 - C. Engineer
 - D. Committee Members
12. Public Comment
13. Adjournment to Executive Session (**IF APPLICABLE**)
14. Reconvene for confirmation of Executive Session (**IF APPLICABLE**)
15. Adjourn.