

TOWNSHIP OF HAMILTON
6101 THIRTEENTH STREET
MAYS LANDING, NJ

AGENDA

Tuesday, January 3, 2017

Reorganization 6:00 PM
Regular Meeting Immediately Following

- Flag salute
- Certification of compliance with Open Meetings Law
- Administration of Oath of Office to Judith Link as Township Committee Member for a 3-year term effective January 1, 2017 through December 31, 2019.
- Administration of Oath of Office to Roger Silva as Township Committee Member for a 3-year term effective January 1, 2017 through December 31, 2019.

Township Clerk Presiding Until Permanent Chairperson is Elected:

- Roll call: GUSHARD KURTZ LINK SCHENKER SILVA

- Moment of silence for private reflection
1. Selection of Permanent Chairperson (Mayor) for the year 2017
 - A. Call for nominations for 2017 Permanent Chairperson.
 - B. Call for motion to close nominations.
 - C. Call for vote on nominees.
 2. Selection of Permanent Deputy Chairperson (Deputy Mayor) for year 2017
 - A. Call for nominations for 2017 Permanent Deputy Chairperson.
 - B. Call for motion to close nominations.
 - C. Call for vote on nominees.
 3. Appointments of Professionals for year 2017 or until a successor is appointed.
 - A. Township Solicitor
 - B. Alternate/Conflict Solicitor
 - C. Labor Counsel
 - D. Township Municipal Court Prosecutor
 - E. Alternate Township Municipal Court Prosecutor
 - F. Township Municipal Court Public Defender
 - G. Risk Management Consultant
 4. Authorize the Administrator to prepare formal Fair & Open Professional Services Contracts for all appointees for 2017 or until a successor is appointed and authorize the Mayor and Township Clerk to execute same.
 5. Appointment of Township Physicians for the year 2017 or until a successor is appointed to be compensated on “Services as rendered” basis:
 - A. AtlantiCare Occupational Health Services
 - B. Shore Urgent Care
 - C. Atlantic Investigations

6. Zoning Board of Adjustment Appointments – Township Committee Appoints

Position	Term	Current Member
Member	4 Year Term to Expire 12/31/20	Michael Angelo
Member	4 year term to expire 12/31/20	Wayne Cain
Alternate I	2 year term to expire 12/31/18	Carl Pitale
Alternate II	Unexpired 4 tear term to expire 12/31/17	Joseph Leyennar Resigned 9/27/16

7. Historic Preservation Commission Appointments- Township Committee Appoints

Position	Term	Current Member
Class C Member	4 year term expires 12/31/20	James Kerrigan
Alternate II	2 Year term expires 12/31/18	Vacant

8. Industrial Commission Appointments- Township Committee Appoints

Position	Term	Current Member
Member	5 year term expired 12/31/21	Michael Collazo
Member	5 year term expires 12/31/21	Susan Hopkins

Member	Unexpired 5 year term ends 12/31/17	James P. Rhodes resigned 12/6/16
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9. Planning Board Appointments Class III Committee Appointment All others appointed by Mayor

Position	Term	Current Member
Class I (Mayor or Designee)	1 year term to expire 12/31/17	Marla Caldwell
Class II (Twp. Official)	1 year term to expire 12/31/17	Allan Womelsdorf
Class III (Twp. Committee)	1 year term to expire 12/31/17	John Kurtz
Class IV	4 year term to expire 12/31/20	Charles Cain
Class IV	4 year term to expire 12/31/20	Dave Adams
Class IV	4 year term to expire 12/31/20	Harry Rogers
Alternate I	2 year term to expire 12/31/18	Jack Percy
Alternate II	2 year unexpired term to expire 12/31/17	Joseph C. Rogers Jr. Resigned 7/21/16

10. Veterans Advisory Board- Township Committee Appoints

Position	Term	Current Member
Member	3 year term to expire 12/31/19	Dominic Francesco
Member	3 year term to expire 12/31/19	Roman Raubertas

11. Hamilton Township Municipal Utilities Authority- Township Committee Appoints

Position	Term	Current Member
Member	5 year term 2/1/17-2/1/2022	Mary Jo Coutts
Alternate 1	5 year term 2/1/17-2/1/2022	Jennie Ayres

12. Property Maintenance Code Appeals Board- Township Committee Appoints

Position	Term	Current Member
Member	3 year term expiring 12/31/19	Russell Bongiovanni, Sr.
Alternate 1	3 year term expiring 12/31/19	Vacant

13. Lake Lenape Dam Advisory Board- Township Committee Appoints

Position	Term	Current Member
Twp. Representative at Large	1 year term expires 12/31/17	Carl Pitale
Twp. Committee Member	1 year term expires 12/31/17	Roger Silva
Twp. Representative PW Dept.	1 year term expires 12/31/17	Brett Noll

14. Green Team - Township Committee Appoints

Position	Term	Current Member
Citizen Representative	1 year term expires 12/31/17	Suzanne Marx
Citizen Representative	1 year term expires 12/31/17	Susan Lazarchick
Citizen Representative	1 year term expires 12/31/17	Patrice Rainey
Citizen Representative	1 year term expires 12/31/17	Fran Saravia
Citizen Representative	1 year term expires 12/31/17	Michele Bellinger
Citizen Representative	1 year term expires 12/31/17	Carol Dupras
Citizen Representative	1 year term expires 12/31/17	Kristine Demark
Municipal Official	1 year term expires 12/31/17	Ingrid Perez
Twp. Committee Representative	1 year term expires 12/31/17	Rodney Guishard

15. Senior Citizens Advisory Committee- Township Committee Appoints

Position	Term	Current Member
Fairways Representative	1 year term expires 12/31/17	William Schmidt
Tavistock Representative	1 year term expires 12/31/17	Viona Corbo
Woods Landing Representative	1 year term expires 12/31/17	Ruth Zahn
Citizen Representative	1 year term expires 12/31/17	Patricia Johnson
Citizen Representative	1 year term expires 12/31/17	Pam Scott
Citizen Representative	1 year term expires 12/31/17	Diane Welke
Citizen representative	1 year term expires 12/31/17	Diane Fox

16. Great Egg Harbor National Scenic & Recreation River Council – River Council recommends- Twp. Committee Appoints- 2 year terms each

Member- William Christman and Alternate Member Michael C. Dupras

17. Emergency Management – Coordinator Appoints/Mayor Confirms- All 1 year terms

-3 Co-Deputy Coordinators- Paul Sorrentino, Michael Brandenberger & Henry Dorsey, Jr.

-Emergency Management Staff Members- Debra Fiedler, Ted Kinsey, John Percy, III, George Sanders, Anthony Alcott, Chris Tilley, Gregory Ciambone, Christopher Prychka, Joseph Guerrier, Carlton Platt, Loretta Platt, the Mayor, the Deputy Mayor and there is one vacancy.

18. Local Emergency Planning Committee (formerly Citizens’ Advisory Council) - Mayor Appoints Coordinator, Coordinator Appoints Co-Coordinators, Mayor Appoints Members-All 1 year terms.

- Emergency Management Coordinator, 3 Co-Deputy Coordinators, Chief of Police, ESAB Chairman, Chief of Hamilton 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, HTMUA Executive Director, Mayor of Mayor’s Designee, Deputy Mayor, Township Administrator.

19. Emergency Services Advisory Board- Mayor Appoints

- Chiefs of the 5 fire companies or their designees
- Chief of the Rescue Squad & Dive Team or the Chief’s Designee
- Fire Official
- Chief of Police
- Emergency Management Coordinator
- Communications Coordinator
- Township Committee Liaison to Public Safety
- Up to three (3) residents of the Township Henry Dorsey & John Percy term to expire 12/31/16
There is one vacancy.

20. Mayor’s Announcement of 2017 Department Chairpersons and Deputy Chairpersons:

Administration & Finance (Personnel, Insurance, Audit, Purchasing, Tax Assessment, Tax Collection, Safety Committee, Strategic Planning Process Oversight, MUA)

Chairperson-
Deputy Chairperson-

Public Works (Street Lighting, Garbage/Trash/Recycling)

Chairperson-
Deputy Chairperson-

Public Safety- (Police, Municipal Court, Emergency Mgmt., Fire & Rescue, Animal Control)

Chairperson-
Deputy Chairperson-

Planning/Zoning/Community Development (Planning, Green Team, Historic Preservation Commission, Zoning, Construction & Code Enforcement, Industrial Commission)

Chairperson-
Deputy Chairperson-

Special Events (Veterans’ Advisory Board, Special Events: Hometown Celebration, 911 Ceremonies, Halloween Parade, Tree Lighting, POW/MIA Day, Veterans’ Day)

Chairperson-
Deputy Chairperson-

21. Designation of holidays for full-time salaried employees for 2017.

New Year’s Day	1/2/17	Election Day	11/7/17
Martin Luther King Day	1/16/17*	Veteran’s Day	11/10/17
President’s Day	2/20/17 *	Thanksgiving Day	11/23/17
Good Friday	4/14/17	Black Friday	11/24/17
Memorial Day	5/29/17	½ Day Christmas Eve	12/22/17**
Independence Day	7/4/17	Christmas Day	12/25/17**
Labor Day	9/4/17	New Year’s Day (2018)	1/1/18
Columbus Day	10/9/17		

* Denotes National Monday Holiday Law observance

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

22. Designation of depositories for Township Funds for the 2017:

Wells Fargo Bank, Ocean City Home Bank, Ocean First Bank, PNC Bank, Bank of America, Sun National Bank, TD Bank

23. Designation of official newspapers for municipal legal advertising for 2017:

Atlantic County Record, Hammonton News, Camden Courier, Press of Atlantic City, Vineland Daily Journal, Record Journal, Mainland Journal, Newark Star Ledger

24. Establish Regular Township Committee Meeting dates and times:

Tuesday, January 3, 2017**	Monday, July 3, 2017
Tuesday, January 17, 2017 **	Monday, July 17, 2017
Monday, February 6, 2017	Monday, August 7, 2017
Tuesday, February 21, 2017**	Monday, August 21, 2017
Monday, March 6, 2017	Tuesday, September 5, 2017**
Monday, March 20, 2017	Monday, September 18, 2017
Monday, April 3, 2017	Monday, October 2, 2017

Monday, April 17, 2017
 Monday, May 1, 2017
 Monday, May 15, 2017
 Monday, June 5, 2017
 Monday, June 19, 2017

Monday, October 16, 2017
 Monday, November 13, 2017
 Monday, December 4, 2017
 Monday, December 18, 2017
 Tuesday, January 2, 2018 (Reorganization) **

** Indicates meetings rescheduled to Tuesday due to Monday holidays. Meeting times: 6:30 PM except for 2018 Reorganization which shall be at 6:00 PM on Tuesday, January 2, 2018.

25. Certification of Memberships for year 2017

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| 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 | (1) |

26. Comments by Chairperson and Committee Members

---Adjournment to Regular Business Meeting

RECESS FOR PICTURES/ CONGRATULATIONS

RECONVENE FOR REGULAR BUSINESS MEETING

January 3, 2017 REGULAR MEETING AGENDA

1. Addition/deletion of late agenda items to be considered for action tonight
2. Early Public Comment on agenda items **excluding items listed for public hearings**
3. Discussions: **FORMAL ACTIONS MAY BE TAKEN**
4. Introduction of Ordinances- Public Hearing to be held Tuesday, January, 17, 2017.
 - A. Ordinance # 1839-2017- An Ordinance to Vacate a Portion of Orchard Street
 - B. Ordinance # 1840-2017- An Ordinance to Exceed the Municipal Budget Appropriation Limits and To Establish a Cap Bank.
5. Award of Bids/Contracts:
 - A. Award contract to Professional Property Appraisers, Inc., Delran, NJ for Residential Inspection & Measurement Services for 2017 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 \$200.00 per parcel; condominiums \$25.00 per parcel; additions to existing parcels \$25.00 per parcel.
 - B. Award contract to Phoenix Advisors, LLC of Bordentown, NJ to act as Continuing Disclosure Agent to the Township for required, scheduled filings for the current year ending 12/31/17 not to exceed \$1,050.00.
 - C. Award contract Bid # 2016-10A Animal Control Services, for the period January 1, 2017- December 31, 2017.
 - D. Award contract Bid #2016-11 Property Maintenance Mowing and Other Specialized Landscaping Services, for the period January 1, 2017 to December 31, 2017.
 - E. Award contract to Landberg Construction LLC for Replacement of the Tanglewood Drive Culverts, Bid #2016-12, in an amount not to exceed \$125,697.95
6. Consent Agenda
 - A. Business Registrations
 1. Elite Dental Coverage – provides dental staff to dentist offices
 - B. Adopt 2017 Temporary Budget
 - C. Adopt 2017 Cash Management Plan
 - D. Resolution- Authorized Signatories
 - E. Resolution authorizing the Tax Assessor to file tax appeals to increase assessments to correct errors discovered.
 - F. Resolution authorizing the Tax Assessor to file tax appeals to decrease assessments to correct errors discovered.
 - G. Resolution establishing grace period, rate of interest rates and penalty to be charged for delinquent taxes as set forth in NJSA 54:4-67.
 - H. Resolution authorizing tax sale pursuant to NJSA 54:5-19.
 - I. Resolution authorizing cancellation of small tax balances under \$5.00
 - J. JIF appointments for 2017:
 1. Ingrid Perez, Special Projects Manager, JIF Fund Commissioner
 2. Michael S. Jacobs, Twp. Administrator, Alternate JIF Fund Commissioner

3. Mary Kelly, Non-police Claims Coordinator
 4. Lea Brower, Police Claims Coordinator
 5. Michael S. Jacobs, Twp. Administrator and Mary Kelly, Human Resources Director as the authorized JIF Employment Practices Liability Helpline contact persons.
 6. Lisa Marcolongo, Safety Coordinator
 - K. Resolution authorizing correction to In-Rem Foreclosure List
 - L. Authorize release of Letter of Credit with Amendment #63665350 in the amount of \$221,841.19, posted as a 2-year Maintenance Guarantee for Hamilton Mall, LLC- Hamilton Mall Expansion Project (Block 1135.01, Lots 10.02, 10.03, 10.10, 10.11) upon its expiration date of 2/26/17 as recommended by Steve Filippone, Township Engineer in his correspondence dated 12/22/16.
 - M. Authorize release of Cash Escrow in the amount of \$6,288.41, posted as a 2-year non-stormwater Performance Guarantee for Mercy Medical Associates Office Expansion (Block 774, Lot4) as recommended by Steven Filippone, Township Engineer in his correspondence dated 12/16/16.
 - N. Resolution granting approval to submit a grant application and execute a grant contract with the NJ Department of Transportation for the Reconstruction of Malaga Road-Section 5 project.
 - O. Resolution Ratifying Land Sale to Contiguous Owner Pursuant to Ordinance #1832-2016, Lot 15, Block 606- \$4,700.00.
 - P. Authorize release of Fidelity and Deposit Company of Maryland Bond #09103234 TR#8509 in the amount of \$412,843.72 posted as a 2 year Maintenance Guarantee for WalMart Expansion Project as recommended by Robert Smith, Alternate Township Engineer on 12/27/16.
 - Q. Approve Budget Appropriation Reserve transfers as recommended by the CFO.
7. Personnel:
- A. Resolution appointing Rita Martino, Township Clerk, as Municipal Improvement Search Officer for the year 2017.
 - B. Resolution appointing Renee DeSalvo, Tax Collector, as Municipal Tax Search Officer for the Year 2017.
 - C. Resolution recommending the appointment of a Municipal Court Judge for the Township of Hamilton Regional Municipal Court.
8. Approvals:
- A. Minutes of December 19, 2017 regular meeting.
 - B. Executive Session Minutes of December 19, 2017.
 - C. Payrolls and Bills – bill list total \$ 3,518,049.64.
9. Reports:
- A. Administrator
 - B. Solicitor
 - C. Engineer
 - D. Township Committee Members
10. Public comment
11. Adjourn to Executive Session
12. Reconvene (**if applicable**) for executive session confirmations
-Adjourn