

TOWNSHIP OF HAMILTON  
6101 THIRTEENTH STREET  
MAYS LANDING, NJ

AGENDA

Tuesday, January 2, 2018

Reorganization 6:00 PM  
Regular Meeting Immediately Following

- Flag salute
- Certification of compliance with Open Public Meetings Law
- Administration of Oath of Office to John Kurtz as Township Committee Member for a 3-year term effective January 1, 2018 through December 31, 2020.

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 2018
  - A. Call for nominations for 2018 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 2018
  - A. Call for nominations for 2018 Permanent Deputy Chairperson.
  - B. Call for motion to close nominations.
  - C. Call for vote on nominees.
3. Appointments of Professionals for year 2018 or until a successor is appointed.
  - A. Township Solicitor
  - B. Alternate/Conflict Solicitor
  - C. Labor Counsel
  - D. Bond Counsel
  - E. Township Municipal Court Prosecutor
  - F. Township Municipal Court Public Defender
  - G. Risk Management Consultant
  - H. Township Auditor
  - I. Township Engineer
  - J. Alternate Township Engineer
  - K. Traffic Engineer
  - L. Alternate Traffic Engineer
  - M. Township Architect
  - N. Certified New Jersey General Appraiser
4. Authorize the Administrator to prepare formal Fair & Open Professional Services Contracts for all appointees for 2018 or until a successor is appointed and authorize the Mayor and Township Clerk to execute same.
5. Appointment of Township Physicians for the year 2018 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 12/31/21	William Christman
Alternate I	2 year term to expire 12/31/18	Vacant
Alternate II	2 year term to expire 12/31/19	Vacant

7. Historic Preservation Commission Appointments- Township Committee Appoints

Position	Term	Current Member
Class C Member	4 year term expires 12/31/21	Thelma Witherspoon
Class A Member	4 year term expires 12/31/21	Ronald McArthur
Alternate I	2 year term expires 12/31/19	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 expires 12/31/22	Jack Carson
Member	5 year term expires 12/31/22	Harry Rogers

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 12/31/18	John Kurtz
Class II (Twp. Official )	1 year term to expire 12/31/18	Allan Womelsdorf
Class III (Twp. Committee)	1 year term to expire 12/31/18	Art Schenker
Class IV	4 year term to expire 12/31/21	Harry Bilicki
Alternate II	2 year term to expire 12/31/19	Marla Caldwell

10. Veterans Advisory Board- Township Committee Appoints

Position	Term	Current Member
Member	3 year term to expire 12/31/20	Robert Campbell, Sr.
Member	3 year term to expire 12/31/20	Frank Williams
Member	3 year term to expire 12/31/20	Albert Davenport

11. Hamilton Township Municipal Utilities Authority- Township Committee Appoints

Position	Term	Current Member
Member	5 year term 2/1/18-2/1/2023	Frank Tomasello
Alternate II	5 year term 2/1/18-2/1/2023	Bruce Strigh

12. Property Maintenance Code Appeals Board- Township Committee Appoints

Position	Term	Current Member
Member	3 year term expiring 12/31/19	Vacant
Member	3 year term expiring 12/31/20	Allan Womelsdorf
Alternate II	2 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 12/31/18	Carl Pitale
Twp. Committee Member	1 year term expires 12/31/18	Roger Silva
Twp. Representative PW Dept.	1 year term expires 12/31/18	Brett Noll

14. Green Team - Township Committee Appoints

Position	Term	Current Member
Citizen Representative	1 year term expires 12/31/18	Suzanne Marx
Citizen Representative	1 year term expires 12/31/18	Susan Lazarchick
Citizen Representative	1 year term expires 12/31/18	Patrice Rainey
Citizen Representative	1 year term expires 12/31/18	Fran Saravia
Citizen Representative	1 year term expires 12/31/18	Michele Bellinger
Citizen Representative	1 year term expires 12/31/18	Carol Dupras
Citizen Representative	1 year term expires 12/31/18	Kristine Demark
Municipal Official	1 year term expires 12/31/18	Ingrid Perez
Twp. Committee Representative	1 year term expires 12/31/18	Rodney Guishard

15. Senior Citizens Advisory Committee- Township Committee Appoints

Position	Term	Current Member
Fairways Representative	1 year term expires 12/31/18	William Schmidt
Tavistock Representative	1 year term expires 12/31/18	Viona Corbo
Woods Landing Representative	1 year term expires 12/31/18	Ruth Zahn
Citizen Representative	1 year term expires 12/31/18	Patricia Johnson
Citizen Representative	1 year term expires 12/31/18	Pam Scott
Citizen Representative	1 year term expires 12/31/18	Diane Welke
Citizen representative	1 year term expires 12/31/18	Diane Fox

16. Emergency Management Coordinator – Mayor Appoints

Position	Term	Current Member
Emergency Mgmt. Coordinator	3 year term to expire 12/31/20	Mike Robison

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

-4 Co-Deputy Coordinators- Paul Sorrentino, Christopher Prychka, Ted Kinsey & Henry Dorsey, Jr.  
 -Emergency Management Staff Members- Debra Fiedler, Ted Kinsey, John Percy, III, George Sanders, Brett Noll, Anthony Alcott, Chris Tilley, Gregory Ciabrone, Joseph Guerrier, Amy Gatto, Shawn Valluri, the Mayor, the Deputy Mayor.

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, 4 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 or Mayor's Designee, 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 12/31/17  
 There is one vacancy.

20. Mayor's Announcement of 2018 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 2018.

New Year's Day	1/01/18	Election Day	11/06/18
Martin Luther King Day	1/15/18	Veteran's Day	11/12/18
President's Day	2/19/18	Thanksgiving Day	11/22/18
Good Friday	3/30/18	Black Friday	11/23/18
Memorial Day	5/28/18	½ Day Christmas Eve	12/24/18
Independence Day	7/04/18	Christmas Day	12/25/18
Labor Day	9/03/18	New Year's Day (2019)	1/01/19
Columbus Day	10/8/18		

22. Designation of depositories for Township Funds for 2018:

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

23. Designation of official newspapers for municipal legal advertising for 2018:

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

24. Establish Regular Township Committee Meeting dates and times:

Tuesday, January 02, 2018*(Reorganization)	Monday, July 02, 2018
Tuesday, January 16, 2018 *	Monday, July 16, 2018
Monday, February 05, 2018	Monday, August 06, 2018
Tuesday, February 20, 2018*	Monday, August 20, 2018
Monday, March 05, 2018	Tuesday, September 4, 2018*

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|------------------------|------------------------------------------|
| Monday, March 19, 2018 | Monday, September 17, 2018               |
| Monday, April 02, 2018 | Monday, October 1, 2018                  |
| Monday, April 16, 2018 | Monday, October 15, 2018                 |
| Monday, May 07, 2018   | Tuesday, November 13, 2018*              |
| Monday, May 21, 2018   | Monday, December 3, 2018                 |
| Monday, June 04, 2018  | Monday, December 17, 2018                |
| Monday, June 18, 2018  | Monday, January 7, 2019 (Reorganization) |

Meetings begin at 6:30 pm with the exception of Reorganization meetings which begin at 6:00 pm.  
 \* Indicates meetings rescheduled to Tuesday due to Monday holidays.

- 25. Certification of Memberships for year 2018
  - 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 2, 2018 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 ACTION MAY BE TAKEN**
  - A. Proposed Ordinance Amending Exhibit A, Section 1, Article II of Chapter 66 of the Code of Township of Hamilton, Providing for the Maximum Number of Employees – Fire Sub Code/Fire Official (will be Ordinance 1870-2018 with Public Hearing set for 1/16/18 if introduced)
- 4. Introduction of Ordinances- Public Hearing to be held January 16, 2018
  - A. Ordinance #1868-2018 – An Ordinance Authorizing the Sale of Lots 5,6,7,8,9,10,11,12,13,22,24 & 32 in Block 390 as Shown on the Tax Map of the Township of Hamilton, and Granting to the Owner or Owners of Said Real Property Contiguous to Same the Right to Prior Refusal to Purchase Such Land in the Township of Hamilton, County of Atlantic and State of New Jersey.
  - B. Ordinance #1869-2018 – An Ordinance to Exceed the Municipal Budget Appropriation Limits and to Establish a Cap Bank.
- 5. Award of Bids/Contracts:
  - A. Award of Contract for Skilled Carpentry to Warriner’s Construction Inc., Bid 2017-14, for the period January 1, 2018 through December 31, 2018.
  - B. Authorize the extension of Bid 2014-19 Pump Maintenance and Testing with Fire Apparatus Repair Inc., on a month to month basis (not to exceed \$10,000.00 or until a new contract is awarded.
  - C. Authorize and award Phoenix Advisors, LLC of Bordentown, NJ to act as Continuing Disclosure Agent to the Township for required, scheduled filings for the current year ending 12/31/18, not to exceed \$1,150.00.
  - D. Approve Inter-local Agreement for Solid Waste Collection Services with ACIT.
  - E. Approve Inter-local Agreement for Solid Waste Collection Services with Atlantic County Special Services Schools.
  - F. Approve Inter-local Agreement for Solid Waste Collection Services with Hamilton Township Board of Education
  - G. Award contract to Professional Property Appraisers Inc., for Residential Inspection & Measurement Services for 2018 and authorize Mayor, Township Clerk and Assessor to execute the agreement on behalf of the Township.
- 6. Consent Agenda
  - A. Business Registrations
    - 1.
  - B. Adopt 2018 Temporary Budget
  - C. Adopt 2018 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 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 2018:
  - 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 certifying compliance with the EEOC's "Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964."
- L. Resolution directing distribution of dividends issued by the ACMJIF.
- M. Resolution authorizing submission of an application for a Historic Preservation Grant Fund.
- N. Authorize the Preparation of a Contiguous Owner Land Sale Ordinance for Block 526 Lot 1- a 4.37 Acre Lot located on Belmont Ave.

7. Personnel:

- A. Resolution appointing Rita Martino, Township Clerk, as Municipal Improvement Search Officer for the year 2018.
- B. Resolution appointing Renee DeSalvo, Tax Collector, as Municipal Tax Search Officer for the year 2018.
- C. Resolution appointing Christopher DiBiase as Property Maintenance Enforcement Officer at \$3,500.00 annually, effective 1/1/2018.
- D. Resolution appointing John Lake as Operations Supervisor at \$60,000.00 annually, effective 1/3/18.
- E. Authorization to advertise for a Deputy Operations Supervisor.

8. Approvals:

- A. Minutes of December 18, 2017 regular meeting.
- B. Executive Session Minutes of December 18, 2017.
- C. Payrolls and Bills – bill list total \$ 828,476.99

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