

TOWNSHIP OF HAMILTON
6101 THIRTEENTH STREET
MAYS LANDING, NJ

AGENDA

Monday, January 7, 2019

Reorganization 6:00 PM
Regular Meeting Immediately Following

- Flag salute
- Certification of compliance with Open Public Meetings Law
- Administration of Oath of Office to Rodney Guishard as Township Committee Member for a 3-year term effective January 1, 2019 through December 31, 2021.
- Administration of Oath of Office to Arthur Schenker as Township Committee Member for a 3-year term effective January 1, 2019 through December 31, 2021.

Township Clerk Presiding until Permanent Chairperson is Elected:

- Roll call: GUISHARD KURTZ LINK SCHENKER SILVA

- Moment of silence for private reflection
1. Selection of Permanent Chairperson (Mayor) for the year 2019
 - A. Call for nominations for 2019 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 2019
 - A. Call for nominations for 2019 Permanent Deputy Chairperson.
 - B. Call for motion to close nominations.
 - C. Call for vote on nominees.
 3. Appointments of Professionals for year 2019 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 2019 or until a successor is appointed and authorize the Mayor and Township Clerk to execute same.
 5. Appointment of Township Physicians for the year 2019 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 12/31/22	Bruce Strigh
Member	4 year term to expire 12/31/22	Robert Kahrmann
Alternate I	2 year term to expire 12/31/20	John Sacchinelli

7. Historic Preservation Commission Appointments- Township Committee Appoints

Position	Term	Current Member
Class C Member	4 year term expires 12/31/22	Roberta Boney
Class C Member	4 year term expires 12/31/22	Heather Tomasello

Alternate II	2 year term expires 12/31/20	VACANT
--------------	------------------------------	--------

8. Industrial Commission Appointments- Township Committee Appoints

Position	Term	Current Member
Member	5 year term expires 12/31/23	F. Gordon Craig
Member	5 year term expires 12/31/23	Ariane E. Hutchins-Newman
Member unexpired term	5 year term expires 12/31/21	VACANT

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 12/31/19	Maryetta Borkowski
Class II (Twp. Official)	1 year term to expire 12/31/19	Allan Womelsdorf
Class III (Twp. Committee)	1 year term to expire 12/31/19	John Kurtz
Alternate I	2 year term to expire 12/31/20	Jack Percy

10. Veterans Advisory Board- Township Committee Appoints

Position	Term	Current Member
Member	3 year term to expire 12/31/21	Mukesh Roy
Member	3 year term to expire 12/31/21	Lou Green
Alternate	3 year term to expire 12/31/21	VACANT
Alternate	3 year term to expire 12/31/21	VACANT

11. Hamilton Township Municipal Utilities Authority- Township Committee Appoints

Position	Term	Current Member
Member	5 year term 2/1/19-2/1/24	Lisa R. Faust
Alternate I unexpired term	5 year term to expire 2/1/22	VACANT
Alternate II unexpired	5 year term to expire 2/1/23	VACANT

12. Property Maintenance Code Appeals Board- Township Committee Appoints

Position	Term	Current Member
Member unexpired term	3 year term expiring 12/31/19	Vacant
Member	3 year term expiring 12/31/21	Wayne Choyce
Alternate II term	3 year term expiring 12/31/21	Vacant

13. Lake Lenape Dam Advisory Board- Township Committee Appoints

Position	Term	Current Member
Twp. Representative at Large	1 year term expires 12/31/19	Carl Pitale
Twp. Committee Member	1 year term expires 12/31/19	Roger Silva
Twp. Representative PW Dept.	1 year term expires 12/31/19	Brett Noll

14. Green Team - Township Committee Appoints

Position	Term	Current Member
Citizen Representative	1 year term expires 12/31/19	Suzanne Marx
Citizen Representative	1 year term expires 12/31/19	Susan Lazarchick
Citizen Representative	1 year term expires 12/31/19	Josie Bellina
Citizen Representative	1 year term expires 12/31/19	Fran Saravia
Citizen Representative	1 year term expires 12/31/19	Michele Bellinger
Citizen Representative	1 year term expires 12/31/19	Carol Dupras
Citizen Representative	1 year term expires 12/31/19	Patrice Rainey
Municipal Official	1 year term expires 12/31/19	Ingrid Perez
Twp. Committee Representative	1 year term expires 12/31/19	Rodney Guishard

15. Senior Citizens Advisory Committee- Township Committee Appoints

Position	Term	Current Member
Fairways Representative	1 year term expires 12/31/19	William Schmidt
Tavistock Representative	1 year term expires 12/31/19	Viona Corbo
Woods Landing Representative	1 year term expires 12/31/19	VACANT
Citizen Representative	1 year term expires 12/31/19	Patricia Johnson
Citizen Representative	1 year term expires 12/31/19	VACANT
Citizen Representative	1 year term expires 12/31/19	Nancy A. Galimi
Citizen representative	1 year term expires 12/31/19	Diane Fox

16. Great Egg Harbor National Scenic & Recreation River Council – River Council recommends – Township Committee Appoints

Position	Term	Current Member
Member	2 year term to expire 2/1/21	William Christman
Alternate	2 year term to expire 2/1/21	Michael C. Dupras

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, John Percy, III, George Sanders, Brett Noll, Anthony Alcott, Chris Tilley, Gregory Ciambrone, 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 12/31/18
 There is one vacancy.

20. Mayor’s Announcement of 2019 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 2019.

New Year’s Day	1/01/19	Election Day	11/05/19
Martin Luther King Day	1/21/19	Veteran’s Day	11/11/19
President’s Day	2/18/19	Thanksgiving Day	11/28/19
Good Friday	4/19/19	Black Friday	11/29/19
Memorial Day	5/27/19	½ Day Christmas Eve	12/24/19
Independence Day	7/04/19	Christmas Day	12/25/19
Labor Day	9/02/19	New Year’s Day (2020)	1/01/20
Columbus Day	10/14/19		

22. Designation of depositories for Township Funds for 2019:

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 2019:

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:

- | | |
|---|--|
| Monday, January 07, 2019 (Reorganization) | Monday, July 01, 2019 |
| Tuesday, January 22, 2019 * | Monday, July 15, 2019 |
| Monday, February 04, 2019 | Monday, August 05, 2019 |
| Tuesday, February 19, 2019* | Monday, August 19, 2019 |
| Monday, March 04, 2019 | Tuesday, September 3, 2019* |
| Monday, March 18, 2019 | Monday, September 16, 2019 |
| Monday, April 01, 2019 | Monday, October 7, 2019 |
| Monday, April 15, 2019 | Monday, October 21, 2019 |
| Monday, May 06, 2019 | Tuesday, November 12, 2019* |
| Monday, May 20, 2019 | Monday, December 2, 2019 |
| Monday, June 03, 2019 | Monday, December 16, 2019 |
| Monday, June 17, 2019 | Monday, January 6, 2020 (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 2019

- 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 7, 2019 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. N/A
4. Introduction of Ordinances- Public Hearing to be held January 22, 2019
 - A. Ordinance #1891-2019 -An Ordinance to Exceed the Municipal Budget Appropriation Limits and to Establish a Cap Bank.
 - B. Ordinance #1892-2019- An Ordinance Authorizing the Sale of Lot 12 in Block 24 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 of prior refusal to purchase such land in the Township of Hamilton.
5. Award of Bids/Contracts
 - A. Resolution to award contract to Professional Property Appraisers, Inc., for Residential Inspection and Measurement Services for 2019 and authorize Mayor, Township Clerk and Assessor to execute the agreement on behalf of the Township.
 - B. Resolution authorizing an Agreement with Phoenix Advisors, LLC of Bordentown, NJ to act as Continuing Disclosure Agent to the Township for required, scheduled filings for the current year ending 12/31/19 not to exceed \$1,500.00 and authorize the Chief Financial Officer to sign same.
 - C. Resolution authorizing the extension of Bid #2016-11, To Provide Property Maintenance Mowing and Other Specialized Landscaping Services, to Greentrees Landscape and Construction Company on a month to month basis as needed.
 - D. Resolution to approve Change Order No. 2- Final- Liepe Tract Hockey Court Reconstruction (Bid #2017-05) a decrease of \$20,455.59.
6. Consent Agenda
 - A. Business Registrations
 1. Sleep Number -4403 Black Horse Pike
 - B. Adopt 2019 Temporary Budget
 - C. Adopt 2019 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 2019:
 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 release of the four (4) year Stormwater Maintenance Guarantee for Cedar Point Phase II – Adams Branch Major Subdivision (Fidelity and Deposit Company of Maryland Bond #08821766-M2 - \$24,824.25), as recommended by Township Engineer Steve Filippone in his correspondence dated 12/13/18.
 - L. Resolution authorizing release of the four (4) year Stormwater Maintenance Guarantee for Cedar Point Phase III – Adams Branch Major Subdivision (Fidelity and Deposit Company of Maryland Bond #08821767-M1 - \$19,011.15), as recommended by Township Engineer Steve Filippone in his correspondence dated 12/13/18.
 - M. Resolution authorizing release of 4 year Stormwater Maintenance Guarantee for Eaglesmere (Glen Eyre Palette III) (Block 1132.01, Lots 42.02-42.05) in the amount of \$59,566.32 (M&T Bank Irrevocable Standby LOC #SB1796880001) upon its expiration date of 1/20/19, as recommended by Township Engineer Steve Filippone in his correspondence dated 12/18/18.
 - N. Resolution authorizing release of 4 year Stormwater Maintenance Guarantee for Eaglesmere (Glen Eyre Palette III) Volunteer Way Station (Block 1132.01, Lots 42.02-42.05) in the amount of \$25,503.03 (M&T Bank Irrevocable Standby LOC #SB1796920001) upon its expiration date of

1/20/19, as recommended by Township Engineer Steve Filippone in his correspondence dated 12/18/18.

- O. Resolution authorizing release of 4 year Stormwater Maintenance Guarantee for Eaglesmere (Glen Eyre Palette III) Volunteer Way (behind Wawa) (Block 1132.01, Lots 42.02-42.05) in the amount of \$4,797.18 (M&T Bank Irrevocable Standby LOC #SB1796820001) upon its expiration date of 1/20/19, as recommended by Township Engineer Steve Filippone in his correspondence dated 12/18/18.
- P. Resolution canceling Grant Fund Account Receivable and Appropriated Reserve Balances as follows Hazardous Discharge Site Remediation Grant in the amount of \$34,466.00.
- Q. Resolution authorizing submission for a Historic Preservation Fund Grant.
- R. Resolution authorizing Budget Transfers.
- S. Authorization to advertise the purchase and up-fitting of two (2) International Salting Trucks from NJPA, total cost of Equipment and Labor \$136,593.00 EACH.
- T. Resolution for Conveyance of Two Temporary Sidewalk Easements to The State of New Jersey.

7. Personnel:

- A. Resolution appointing Rita Martino, Township Clerk, as Municipal Improvement Search Officer for the year 2019.
- B. Resolution appointing Renee DeSalvo, Tax Collector, as Municipal Tax Search Officer for the year 2019.
- C. Resolution appointing Arthur Train as a Temporary Full-Time Employee assigned as a Class II Special Law Enforcement Officer for the Police Department, at a rate of \$20.57 effective immediately.
- D. Authorization to advertise and test for the position of Full-Time Police Officer.

8. Approvals:

- A. Minutes of December 17, 2018 regular meeting.
- B. Payrolls and Bills – bill list total \$767,070.37

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