

# TOWNSHIP OF HARDWICK WARREN COUNTY, NEW JERSEY

## **MAY 6, 2020**

The monthly Business meeting of the Hardwick Township Committee was held on this date at the Municipal Building, 40 Spring Valley Road, Hardwick, New Jersey. This meeting was called to order at 7:02PM by the Township Clerk Judith Fisher who noted that this meeting was being held in compliance with the "Open Public Meetings Act":

Mayor Duffy noted that since the Municipal Building is closed to the Public, this is a virtual meeting being done through Zoom because of the Coronavirus Pandemic.

In accordance with Chapter 231 of the Public Laws of 1975, notice of this meeting was given by way of notice with the New Jersey Herald and/or the Express-Times, filed in the Municipal Clerk's Office and posted on the Township Web page and in the Hardwick Municipal Building. Mayor Kevin Duffy then led the public in the pledge of allegiance.

### **Roll Call:**

**Present:** Mayor Kevin Duffy, Deputy Mayor Alfred Carrazzone and Committeeman James Perry

**Also present:** Township Attorney Michael Lavery, Engineer Ted Rodman and CMFO Christine Rolef and OEM Joseph Dunn

**Absent:** None

Mayor Duffy thanks those that joined us tonight using Zoom. The other Board meeting will also be using Zoom for their meetings. He apologized for any glitches.

### **Payment of the Bills:**

**A motion** was made by Mr. Carrazzone, seconded by Mr. Perry and carried to authorize the payment of the bills in the amount of \$471,068.00

### **Roll Call**

**Ayes:** Mr. Carrazzone, Mr. Perry and Mr. Duffy

**Nays:** None

**Abstentions:** None     **Absent:** None

## **REPORTS**

**Engineer:** Mr. Rodman reported that Sunset Lake Road (State Aid 2019) guiderail has been completed. This will be submitted as soon as they get the Certification signed by the CFO. There was no change in the status with the request to the County Engineer's office for placing a 4-way stop at the intersections of Route 521 Stillwater Road and Spring Valley Road. Bill Gleba, County Engineer said that a traffic count should be done in spring or summer, but they have not had any feedback yet.

The preliminary paperwork for Millbrook Stillwater Road project has been submitted and we have approval to proceed. The Committee will need to pass a resolution at their next meeting (June) to award the contract to Tilcon.

We have inspected 43 Riverview Drive, Owner Eric Kise, and found that there is a common driveway was already installed and completely paved. We issued permission for the driveway for block 1103.03, lot 16 due to the fact that the driveway standards were met – the first 25 feet to the Township Road was paved and the sight distances were met.

Ted also reported that he dealing with Bob Benbrook on his subdivision at 12 Old Orchard Road. Mr. Benbrook received Township approval but not Warren County Planning Board approval. As a result, he is attempting to bypass the County and the Township with an agricultural subdivision.

Lastly, State Aid for 2021 is due July 1, 2020. The Township will need to let Ted know what road should he put in for.

**CFO:** Mrs. Rolef monthly report was reviewed. Christine also let the Committee know that the Bond came due May 1<sup>st</sup>. She had worked with Bond Counsel about this and they suggested that she contact the present holder, East Brunswick and ask if they were interested in rolling it over. They agreed at an interest rate of 2.325% on \$240,000 Bond. There is a resolution on tonight's agenda for Committee approval.

Christine talked about an issue she is having with Tractor Supply and Sunoco in their received payments. This has happened several times. Her request is asking the Committee approval to do Electronic Funds Transfer (EFT) for these two vendors. She prepared a resolution for the Committee to review and approval. She noted that she will prepare vouchers to be included on the monthly bills list of the payments.

### **RESOLUTION**

Motion was then made by Mr. Carrazzone, second by Mr. Perry and carried to approve the CFO to use the Electronic Funds Transfer for paying Tractor Supply and Sunoco.

**Roll Call**

**Ayes:** Mr. Carrazzone, Mr. Perry and Mr. Duffy

**Nays:** None

**Abstentions:** None **Absent:** None

**Resolution 2020-21 To Pay Certain Vendors by Electronic Funds Transfer (EFT)**

**WHEREAS**, the Chief Financial Officer has requested that certain vendors be paid by Electronic Funds Transfer; and

**WHEREAS**, the Chief Financial Officer will prepare vouchers to be included on monthly bills List of said payments

**WHEREAS**, all payments made by Electronic Funds Transfer be approved by the Governing body prior to Electronic Transfer,

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Committee of Hardwick Township, County of Warren, and State of New Jersey that the following vendors are approved to be paid by Electronic Funds Transfer

Tractor Supply and Sunoco – Wex Bank

**CERTIFICATION:**

It is hereby certified that this is a true and accurate copy of a Resolution adopted by the Township Committee of the Township of Hardwick, Warren County, NJ at a Regular Meeting held on May 6, 2020.

Judith Fisher, RMC  
Municipal Clerk

**RESOLUTIONS**

A motion was made by Mr. Carrazzone, seconded by Mr. Perry and carried to approve the following **Resolution 2020-19**. Motion carried.

**Ayes:** Mr. Carrazzone, Mr. Perry and Mr. Duffy

**Nays:** None

**Abstentions:** None **Absent:** None

**Resolution 2020-19 Bond Anticipation Note Renewal \$240,000.00**

Resolution of the Township Committee of the Township of Hardwick, in the County of Warren, New Jersey, covenanting to comply with the Provisions of the Internal Revenue Code of 1986, as amended, applicable to the Exclusion of Gross Income for Federal Income Tax Purposes of Interest on Obligations issued by the Township of Hardwick and Authorizing the Mayor and Township Clerk, Chief Financial Officer and other Township Officials to take such Action s they may deem necessary or advisable to effect such compliance and designating a \$240,000 Bond Anticipation Noted, Dated May 1, 2020, Payable April 30, 2021, as a “Qualified Tax-exempt Obligation” pursuant to Section 265 (b) (3) of the Internal Revenue Code of 1986 as amended

**RESOLUTION 2020-20 Estimated Tax Bills**

Motion was made by Mr. Carrazzone, second by Mr. Perry and carried to approve Resolution 2020-20.

**2020-20 Resolution for Preparation of Estimated Tax Bills**

**WHEREAS**, Governor Philip D. Murphy has declared a state of emergency via Executive Order 103 in response to the COVID-19 outbreak, the Division of Local Government Services has recommended municipalities prepare to issue estimated property tax bills for 2020; and

**WHEREAS**, pursuant to Section 3 of P.L. 1994, c. 72 (C.54:4-66.3) provision is made for the issuance of estimated tax bills when the Governing Body has determined that there will be insufficient cash flow to support operations in late July 2020 unless third quarter revenue is received on time; and

**WHEREAS**, the Tax Collector and the Chief Financial Officer have reviewed and computed an estimated tax levy in accordance with N.J.S.A. 54: 4-66.3,

**NOW, THEREFORE BE IT RESOLVED** by the Mayor and Committee of Hardwick Township hereby authorize that:

1. The Tax Collector is directed to prepare and issue estimated tax bills for the third quarter 2020, in accordance with the provisions of N.J.S.A. 54: 4-66.2et seq.
2. The entire estimated tax levy for 2020 is hereby set at \$5,204,541.47, with the estimated tax rate being \$3.313.

3. The Tax Collector is authorized to take any additional steps necessary to immediately implement this resolution.

Date: May 6, 2020

Motion: Carrazzone

Second: Perry

VOTE: Carrazzone – yes Perry – yes Mayor Duffy - yes

CERTIFICATION:

It is hereby certified that this is a true and accurate copy of a Resolution adopted by the Township Committee of the Township of Hardwick, Warren County, NJ at a Regular Meeting held on May 6, 2020.

Judith Fisher, RMC  
Municipal Clerk

**ORDINANCE: SECOND READING and PUBLIC HEARING**

**Motion** made by Mr. Carrazzone, seconded by Mr. Perry and carried to approve the following **Ordinance 2020-02** for Second reading and Public hearing reading.

**AN ORDINANCE TO AMEND AN ORDINANCE ENTITLED “AN ORDINANCE FIXING THE SALARY ADDING THE SALARY FOR SUMMER HELP FOR THE DEPARTMENT OF PUBLIC WORKS OF THE TOWNSHIP OF HARDWICK, COUNTY OF WARREN, STATE OF NEW JERSEY”. 2020-02**

**WHEREAS**, the Township Committee of the Township of Hardwick wishes to establishing the salary and compensation for Summer Help for the Department of Public Works

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Hardwick wishes to set the salary for Summer Help for the Department of Public Works as follows:

**SECTION II: Department of Public Works (DPW)**

**Extra Help** (April – October) \$19.00 per hour

The salary set forth in this ordinance shall be effective as of April 1, 2020

Any and all other portions and sections of this ordinance inconsistent with this ordinance which are heretofore passed and adopted are hereby repealed only to their inconsistencies.

**NOTICE**

**NOTICE IS HEREBY GIVEN** that the above entitled ordinance was introduce and passed on first reading at a regular meeting of the Township Committee of the Township of Hardwick on April 1, 2020 and will be considered for final reading and adoption at the Business Meeting of the Township Committee held on May 6, 2020 at 7:00PM at the Municipal Building, 40 Spring Valley Road, Hardwick Township, New Jersey.

Judith M. Fisher, RMC  
Township Clerk

Mr. Perry moved to open this portion of the meeting to the Public for any questions on this Ordinance, second by Mr. Carrazzone. Motion carried.

Mr. John Lovell from the public noted that he supported this ordinance. It makes sense to have a person that is qualified to operated the machinery and work with the Road Department.

There were no other comments from the Public at this time.

Mr. Perry then moved to closed this portion of the meeting to the Public, second by Mr.

Carrazzone. Mr. Perry then moved to adopt Ordinance 2020-02, second by Mr. Carrazzone.

Motion carried followed by a roll call vote:

**Roll Call**

**Ayes:** Mr. Carrazzone, Mr. Perry and Mayor Duffy

**Nays:** None

**Abstentions:** None **Absent:** None

**OLD BUSINESS: NONE**

**NEW BUSINESS:**

**Service Electric:** Consent under the Municipal Consent/Ordinance – Certificate of Approval Mayor Duffy noted that Service Electric has been purchased by Altice. Hope, Knowlton, Frelinghuysen and Hardwick has not signed the Certificate of Approval yet. The contract issues are being reviewed by the attorneys and as of now, the BPU has not agreed to this buy-out yet.

**Freedom Business Machines – Maintenance Agreement**

This renewal is for the Canon Copies – Canon IR-2525. The agreement includes all toner, drums, parts and labor except for copy paper. The monthly payments are \$62.00/month that also include up to 24,000 pages made annually.

Motion was made by Mr. Carrazzone, second by Mr. Perry and carried to approve the renewal of the maintenance agreement for the Canon IR-2525 at \$62.00/month.

**Roll Call**

**Ayes:** Mr. Carrazzone, Mr. Perry and Mayor Duffy

**Nays:** None

**DISCUSSION**

**Whether to allow Residents to Delay Paying Taxes until June and Adjusting the interest rate for late tax payments.**

Mayor Duffy spoke that this issue came up 2 days before taxes are due with no consult with the Township's. All the Township's are in a tough spot due to the CoronaVirus and many families out of work. He spoke with the Tax Collector and collections are good and that there is no reason right now to extend the tax due date.

**Health Benefits for Committee:**

Mayor Duffy talked about conservation that came up during the budget meeting regarding health benefits for himself and Mr. Carrazzone. There was also a question if this benefit could be a stipend. Upon further discussion and consideration as to what is going on with the pandemic, these benefits will not be accept by both Committeeman, Mr. Duffy or Mr. Carrazzone.

**APPROVAL OF THE MINUTES:** Will be done at a later date

**PUBLIC COMMENTS:**

**A motion** was made by Mr. Perry, seconded by Mr. Duffy and carried to open this portion of the meeting for comments from the Public.

Mr. Dennis Butterfield asked about the Resolution for the 2 Amendment that was submitted back in March. Mayor Duffy noted that it is not on the agenda tonight, but that it will be discussed at a future meeting.

Seeing there was no public comments, a motion was then made by Mr. Carrazzone, seconded by Mr. Perry and carried to close this portion of the meeting to the Public.

**COMMITTEE REPORTS**

**Mr. Carrazzone:** No Report at this time

**Mr. Perry:** spoke about several conference calls with the League and gave updates; also talked about several new bills that are before the Congress and Senate.

**Mayor Duffy:** Reviewed the statistics that he receives from the County on the numbers of Covid-19 positives for Warren County. He reminded all that the best prevention is safe distancing and staying home.

**Mr. Joseph Dunn,** Emergency Management Coordinator (OEM) was finally able to join tonight's meeting. He talked about his OEM Budget for 2020 which is \$1500.00 and he is requesting that the Committee increase it. As of now, he noted that about \$1000 has been spent and there will probably be more expenditures because of the CoronaVirus. He is asking if the Committee could transfer an additional \$3000 to \$4000 to cover any additional expenses. Mr. Perry noted that there are funds in the PSEG account that can be used for this pandemic. Since the 2020 budget has not be introduce, the Committee can check with the Auditor and have an additional \$5000 from that account moved into Joe's OEM budget. The Committee agreed on this increase. The Auditors will be notified of this increase.

Mr. Dunn then suggested forming a Local Emergency Planning Committee. He pointed out that this is part of the Township OEM manual but that it was never formed. The Committee asked that he send a draft of what their responsibilities would be along with the staffing suggestions.

Mr. Perry recommended two residents for this Committee.

Mr. Dunn also talked about FEMA in which the State Police will be taking the lead on this Pandemic and reimbursements (75% - 25%) when the paperwork is filed.

A copy of Mr. Dunn's report tonight was sent to the Committee.

Mr. Perry was asked if had anything else to report on. He noted that there were two resident's that had issues; one on lower end of Spring Valley and Slabtown Creek Road. The complaint was that people walking their dogs don't pick up after them. He asked the Attorney if there is an ordinance in the township and who would enforce it. The other complaint was about contractors and the hour that they can start work. The problem is that there was a landscaper that start work around 7am which he thought was too early. The Attorney will check the Code Book is to see if this is addressed.

**Adjournment:**

A motion was made by Mr. Carrazzone, seconded by Mr. Perry and carried to adjourn tonight's meeting of the Hardwick Township Committee at 8:14PM

Respectfully submitted,

Judith M. Fisher, RMC