

TOWNSHIP OF HARDWICK  
WARREN COUNTY, NEW JERSEY

**MARCH 3, 2021**

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 7:01PM 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 John Lovell, Jr. and Committeewoman Jodi Butler

**Also present:** Township Attorney Michael Lavery, CPWM, Township Engineer Ryan Brownell, CPWM Thomas Campbell, CMFO Christine Rolef

**Absent:** None

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

**PAYMENT OF THE BILLS:**

**A motion** was made by Mr. Lovell, seconded by Ms. Butler to pay the March bills that total \$335,255.85. Motion carried followed by a roll call vote:

**Roll Call**

**Ayes:** Mr. Lovell, Ms. Butler, Mr. Duffy

**Nays:** None

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

**REPORTS:**

**Mr. Brownell, Twp. Engineer:** noted that he will be handling the driveway permits applications. He then talked about an application made to Farmland Preservation for Block 1201 Lot 1 in Old Orchard Road. The application is proceeding towards closing and they are preparing the survey asking if there will be any request from the Municipality for future right-of-way or other road and maintenance requests that need to be excepted out of the area being preserved. Mr. Lovell asked about the width of the road. Mr. Brownell noted that it is 33 feet and discussed that the right-of-way be dedicated as part of the boundary survey and made part of the application. He will reach out to Stefanie Miller, Regional Acquisitions Coordinator to discuss this with her.

**Mr. Campbell, CPWM:** reported that it was a bad month for snow. He talked about the Warren County Public Works Shared Service. Years ago, the Township did join but never used. Their fee schedule included the equipment and operator. The Clerk was asked to hold this to the next month meeting to discuss further.

**Mrs. Rolef, CFO:** reviewed her monthly report with the Committee

**Mr. Lavery, Twp. Attorney:** no report for this month

**Mrs. Fisher, Twp. Clerk:** no report for this month

**RESOLUTION**     None currently at this time

**PROCLAMATION:** 3<sup>rd</sup> Week of March as National Poison Prevention Week

**WHEREAS**, Congress designated the third full week in March to be National Poison Prevention Week (NPPW) in 1961 and since then this week has helped to raise national awareness of the dangers of potentially dangerous medicines, household products and chemicals, environmental contaminants, and other substances; and

**WHEREAS**, poison control centers across the country will focus the public's attention on the free, lifesaving services provided by poison centers as well as educating the public on ways to prevent poisoning exposures; and

**WHEREAS**, the NJ Poison Control Center, a division of the Department of Emergency Medicine at Rutgers New Jersey Medical School, provides 24/7 expert medical treatment advice, drug

information, and prevention education at no cost to the public through the Poison Help hotline; and

**WHEREAS**, the NJ Poison Control Center's specialized medical professionals (doctors, pharmacists, and nurses) provide accessible, free, and confidential poisoning/medical treatment advice and information to all; and

**WHEREAS**, the NJ Poison Control Center's services save healthcare dollars by eliminating thousands of unnecessary emergency department/room visits and result in shorter lengths of stay for patients hospitalized for poisoning; and

**WHEREAS**, the NJ Poison Control Center is instrumental in the surveillance and management of poisoning exposures across the state, including the use, misuse, and abuse of; medications, legal and illicit drugs, environmental contaminants, bioterrorism agents, and common household products and chemicals; and

**WHEREAS**, the NJ Poison Control Center is involved in New Jersey's efforts in homeland defense, counterterrorism, emergency preparedness and pandemic response, and bio surveillance; and

**WHEREAS**, the COVID-19 Hotline at the NJ Poison Control Center, a collaboration with the NJ Department of Health, has assisted nearly 90,000 additional callers to provide up-to-date, unbiased, accurate information as well as medical guidance and links to services; and

**WHEREAS**, unintentional poisoning is the leading cause of unintentional injury death in New Jersey outnumbering deaths by motor vehicles and firearms; and

**WHEREAS**, a poison is defined as anything that can cause harm if taken in the wrong amount, in the wrong way or by the wrong person; and

**WHEREAS**, although most reported poison exposures involve children five (5) years old and younger; most poisoning deaths occur in adults aged 20 to 59; and

**WHEREAS**, overdose deaths from prescription opioids, over-the-counter medications, and illegal drugs remain at epidemic proportions for both New Jersey and the United States; and

**WHEREAS**, lead exposure and carbon monoxide (CO) poisoning remain major public health concerns; and

**WHEREAS**, poison center experts encourage the public not to guess, wait for symptoms, or waste time looking up medical information online when potential poisoning exposures occur: call 1-800-222-1222, text 973-339-0702, or chat [www.njpies.org](http://www.njpies.org); and

**WHEREAS**, all residents should save the Poison Help hotline in their cell, home, and office phones because a fast response can make all the difference in preventing serious injury and saving lives;

**NOW, THEREFORE**, I Kevin Duffy, Mayor of the Township of Hardwick, do hereby proclaim the week of March 21-27, 2021 as National Poison Prevention Week in New Jersey and encourage all citizens to pledge their commitment to ensuring the safety of themselves, their families, and their community.

Dated: March 3, 2021

**ORDINANCE:** 2<sup>nd</sup> Reading and Public Hearing

**Motion** made by Ms. Butler, seconded by Mr. Lovell and carried to approve the following **Ordinance 2021-01** for second reading and public hearing

**2021-01** To Exceed the Municipal Budget Appropriation Limits and to Establish a Cap Bank –  
AMENDED

**CALENDAR YEAR 2021  
ORDINANCE TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION LIMITS AND TO  
ESTABLISH A CAP BANK 2021-01  
(N.J.S.A. 40A: 4-45.14) AMENDED**

**WHEREAS**, the Local Government Cap Law, N.J.S. 40A: 4-45.1 et seq., provides that in the preparation of its annual budget, a municipality shall limit any increase in said budget up to 1.0% unless authorized by ordinance to increase it to 3.5% over the previous year's final appropriations, subject to certain exceptions; and,

**WHEREAS**, N.J.S.A. 40A: 4-45.15a provides that a municipality may, when authorized by ordinance, appropriate the difference between the amount of its actual final appropriation and the 3.5% percentage rate as an exception to its final appropriations in either of the next two succeeding years; and,

**WHEREAS**, the Township Committee of the Township of Hardwick in the County of Warren finds it advisable and necessary to increase its CY 2021 budget by up to 3.5% over the previous year's final appropriations, in the interest of promoting the health, safety and welfare of the citizens; and,

**WHEREAS**, the Hardwick Township Committee hereby determines that a 1.0% increase in the budget for said year, amounting to \$8,346.47 in excess of the increase in final appropriations otherwise permitted by the Local Government Cap Law, is advisable and necessary; and,

**WHEREAS** the Hardwick Township Committee hereby determines that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years.

**NOW THEREFORE BE IT ORDAINED**, by the Township Committee of the Township of Hardwick, in the County of Warren, a majority of the full authorized membership of this governing body affirmatively concurring, that, in the CY 2021 budget year, the final appropriations of the Township of Hardwick shall, in accordance with this ordinance and N.J.S.A. 40A: 4-45.14, be increased by 3.5%, amounting to \$29,212.65, and that the CY 2021 municipal budget for the Township of Hardwick be approved and adopted in accordance with this ordinance; and,

**BE IT FURTHER ORDAINED**, that any that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years; and,

**BE IT FURTHER ORDAINED**, that a certified copy of this ordinance as introduced be filed with the Director of the Division of Local Government Services within 5 days of introduction; and,

**BE IT FURTHER ORDAINED**, that a certified copy of this ordinance upon adoption, with the recorded vote included thereon, be filed with said Director within 5 days after such adoption.

**NOTICE**

**NOTICE** is hereby given that the foregoing Ordinance was introduced on first reading at a regular meeting of the Township Committee of the Township of Hardwick held on February 3, 2021 and ordered published in accordance with the law. Said Ordinance will be considered for final reading and adoption at a regular meeting of the Township Committee to be held on March 3, 2021 at 7:00 p.m. or as soon thereafter as the Township Committee may hear this Ordinance at the Municipal Building, 40 Spring Valley Road, Hardwick, New Jersey, at which time all persons interested may appear for or against the adoption of said Ordinance.

Judith Fisher, R.M.C.

Township of Hardwick

A motion was made by Ms. Butler, seconded by Mr. Lovell and carried to open this portion of the meeting to the public for any comment of **Ordinance 2021-01**.

Seeing there was no comment from the public, this portion of the meeting was then closed on a motion made by Ms. Butler, seconded by Mr. Lovell and carried.

Mr. Lovell motioned to adopt **Ordinance 2021-01** as amended, seconded by Ms. Butler. Motion carried.

**Roll Call**

**Ayes:** Mr. Lovell, Ms. Butler, Mayor Duffy

**Nays:** None      **Absent:** None

**ORDINANCE: 2<sup>nd</sup> Reading 4 Public Hearing**

Motion was made by Mr. Lovell, second by Mr. Duffy and carried to approve Ordinance 2021-02 for second reading and public hearing. Motion carried.

**2021-02** An Ordinance of the Township of Hardwick, County of Warren, State of New Jersey Amending and Supplementing Chapter 13-110 Titled: "Stormwater Control" to incorporate Revisions Mandated by the State of New Jersey.

The intention of the Ordinance is to create requirements for stormwater discharge as required by the State of New Jersey pursuant to N.J.A.C. 7:8-1.1. Copies of the Ordinance are on file for public examination and may be viewed on the Township Website, [www.hardwick-nj.us](http://www.hardwick-nj.us). To request a copy of this ordinance, please call or send an email to the Township Clerk at [hardwicktownshipclerk@yahoo.com](mailto:hardwicktownshipclerk@yahoo.com).

Second Reading and Public Hearing is scheduled for March 3, 2021. Due to the COVID-19 public health crisis and the Executive Orders issued by Governor Phil Murphy prohibiting public gatherings, this meeting will be conducted through a web conferencing tool, Zoom virtual meeting services. This meeting will be held at 7:00pm. Detail on accessing the live stream of the meeting and providing public comments will be posted on the Municipal website, [www.hardwick-nj.us](http://www.hardwick-nj.us). Action will be taken at this meeting.

Judith M. Fisher, RMC  
Township Clerk

A motion was made by Mr. Lovell, seconded by Mr. Duffy and carried to open this portion of the meeting to the public for any comment of **Ordinance 2021-02**.

Seeing there was no comment from the public, this portion of the meeting was then closed on a motion made by Ms. Butler, seconded by Mr. Lovell and carried.

Ms. Butler motioned to adopt **Ordinance 2021-02**, seconded by Mr. Lovell. Motion carried.

**Roll Call**

**Ayes:** Mr. Lovell, Ms. Butler, Mayor Duffy

**Nays:** None      **Absent:** None

The Township Committee thanked Mr. Jim McKim and the Land Use Board for their work on this Ordinance.

**OLD BUSINESS:**

**Altice/Optimum:** It was noted that the request for the \$2500 is for the permit fee. The Attorney will be drafting the ordinance with the terms for the next meeting.

**Century Link:** no update at this time

**Web Site:** Update The Mayor is working with several vendors on having them come to a work meeting to talk about their proposal. He would like to start with our present IT person first.

**NEW BUSINESS:**

Camp Mason (YMCA) 2021 Shooting Range Renewal, Zoning Officers Report

The Committee reviewed the Zoning Officers report to approve their renewal. The Township Clerk also noted that they paid the appropriate fee. All paperwork is in order to renew.

Motion was made by Mr. Lovell, seconded by Ms. Butler, and carried to approve the renewal of Camp Mason's Range permit. Motion carried and a voice vote was unanimous.

**Open Space Consultant 2021:** The Committee was able to review Mr. Canace's contact for 2021 with a not to exceed fee of \$5000 for the year.

Motion was then made by Mr. Lovell, seconded by Ms. Butler and carried to approve the 2021 Open Space Consultant contract for Conservation Advising, Bob Canace. Roll Call followed:

**Roll Call**

**Ayes:** Mr. Lovell, Ms. Butler, Mayor Duffy

**Nays:** None      **Absent:** None

**PCFA: (Pollution Control Financing Authority)** The Authority supplied us with their Interlocal Agreement for disposal of bulky waste at the Warren County Landfill. At this time, the Committee didn't see a need for do a contract at this time. They did agree to revisit it next year.

**2020 Tonnage Recycling Grant:** Contract with Linda Gabel, Certified Recycling Professional Ms. Gable will be filing our Tonnage Grant for 2020 per her contract for \$500.

Motion was made by Mr. Lovell, seconded by Ms. Butler and carried to approve her contract, Motion carried followed by a roll call vote:

**Roll Call**

**Ayes:** Mr. Lovell, Ms. Butler, Mayor Duffy      **Nays:** None

**Alina Lodge: Raffle Application RA 2021-01** Drawing June 12, 2021, at 4PM at the Lodge  
The Clerk noted that their paperwork for the Raffle was in order along with the fee to Games of Chance.

Motion was made by Mr. Lovell to approve their application, seconded by Ms. Butler. Motion carried and a voice vote was unanimous.

### **DISCUSSION**

**Old Orchard Road (#7)** Right of Way Block 1201 Lot 1 Application for Farmland Preservation

This was discussed earlier in the meeting with the Township Engineer.

**Vass Farmstead Lease:** Lease agreement The lease was re done again and sent to the State for their review. DEP reviewed and then sent it back that was more restrictive than before. Township feels that there should be more flexibility. Follow up next month.

**Camp No Be Bosco:** Request Proposed Land Swap (Foreclosed Property)

A representative from the Camp contact Mayor Duffy about a piece of property that they feel they own; Block 101 Lot 4.02 and they are requesting that the Township donate the property to them. The piece in question is 0.93 acres that the Township foreclosed (tax foreclosure) on back in 2017. There was a short discussion and question about maybe a swap. It was then explained by the Chairman of Open Space what a swap would entail. The Committee then unanimously agreed to take no action at this time.

**Covid-19** Personnel Policy Manual

Mr. Lovell drafted a Covid-19 – Sick policy that the Committee was copied on to review. This was done in light of a given experience in the past week when an employees tested positive from a family member. His suggestion is that this be place in the Personnel Manual, the Committee agreed.

A motion was then made by Mr. Lovell, seconded by Ms. Butler and carried to place the COVID-19/Sick Policy in the personnel manual. Motion carried and a voice vote was unanimous.

Mr. Lovell then talked about planning for retirement of employee(s) and seasonal workers and how to handle this. He suggested about putting money into the Administration Budget line, \$10,000 in Admin S&W and \$6000 for a retiring employee, making it a total of \$16,000. Ms. Rolef, CFO noted that there is \$16,653 in the Levy Bank but suggested they could take this increase of \$16,000 by using surplus. There was a brief discussion on this about how it would be financed. A motion was then made by Mr. Lovell, seconded by Ms. Butler to put \$16,000 into the Administration Salary and Wages and that this amount would be offset with surplus. Motion carried followed by a roll call:

### **Roll Call**

**Ayes:** Mr. Lovell, Ms. Butler, Mayor Duffy **Nays:** None

Ms. Rolef will notify the Auditor of this increase to the line item in the budget. The 2021 budget will be introduced on April 7<sup>th</sup> with 2<sup>nd</sup> reading and public hearing on May 3<sup>rd</sup>.

**Hardwick House:** Update

Mr. Duffy has tried to reach out to the owners to talk about their intention on what their plans are for the building. Right now, it is a pre-existing non-conforming use. The last anyone had heard is that the owner would like to work on rebuilding because his intent is to re-open. Mr. Lovell talked about DCA which has options that would help the owner. He asked that this remains on the agenda for further discuss at the next Work Meeting.

**APPROVAL OF MINUTES:** Executive Session, January 24, 2021

Mr. Lovell moved to approve the above minutes, second by Mr. Duffy. Motion carried followed by a roll call vote:

### **Roll Call**

**Ayes:** Mr. Duffy

**Nays:** None

**Abstained:** Ms. Butler

### **PUBLIC COMMENTS:**

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

Mr. McKim noted that he supports Mr. Lovells advanced step to normalize the Township with COVID-19/ Sick Policy.

Right now, there is no target date for reopening, but we are moving in the right direction.

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

**COMMITTEE REPORTS**

**Ms. Butler** no Committee report at this time.

**Mr. Lovell** thanked the Clerk for the new Code Book and updates. Asked the CFO if the Township had a FEMA account for snow like a snow trust account. Mr. Lovell thanked Mr. Jacksic for looking into health benefits.

**Mayor Duffy:** No Committee report at this time

**Adjournment:**

A motion was made by Ms. Butler, seconded by Mr. Lovell, and carried to adjourn tonight's meeting of the Hardwick Township Committee at 8:39PM

Respectfully submitted,  
Judith M. Fisher, RMC