

**TOWNSHIP OF HARDWICK
WARREN COUNTY, NEW JERSEY**

July 7, 2021

The 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 6:31PM by the Township Clerk Judith Fisher who noted that this meeting was being held in compliance with the "Open Public Meetings Act":

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 Larry Cohen, CPWM, CPWM Thomas Campbell

Absent: CMFO Christine Rolef

EXECUTIVE SESSION: RESOLUTION

A motion was made by Mr. Lovell, seconded by Ms. Butler, and carried to adopt the Resolution to go into Closed Session at 6:31PM.

RESOLUTION

WHEREAS, Section 8 of the Open Public Meeting Act, Chapter 231, P. L 1975 permits the exclusion of the public from a meeting under certain circumstances; and

WHEREAS, this public body is of the opinion that such circumstances presently exist.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Hardwick, in the County of Warren and State of New Jersey as follows:

1. The public shall be excluded from that portion of this meeting.
2. The general nature of the subject matter to be discussed is as follows:

A. Attorney Client/Possible Litigation – Paulinskill Road

As nearly as can be ascertained, the matter or matters to be discussed at this time will be disclosed to the public when such matters are resolved.

Time In: 6:31PM

Present: Mr. Lovell, Ms. Butler, Mr. Duffy

Also Present: Attorney Larry Cohen, CPWM Mr. Campbell and Township Clerk Judith Fisher

Time Out: 7:03PM

Motion was made by Ms. Butler, seconded by Mr. Lovell, and carried to come out of closed session. Motion carried and a voice vote was unanimous.

PAYMENT OF THE BILLS:

A motion was made by Mr. Lovell, seconded by Ms. Butler to pay the June bills that totaled \$399,261.27. Motion carried followed by a roll call vote:

Roll Call

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

Nays: None

Abstentions: None **Absent:** None

Christine Dunbar, Coordinator, Paulinskill watershed was present tonight to talk about the Watershed Clean Up that will take place this Fall, October 23. She referenced the need for volunteers and the hope of partnering together with the Clean Communities Coordinator. She asked about Hardwick Day and right now, the Township has no hard date. Her hopes were to have a table there with educational information of the Organization and what they do. The Committee thanked Christine for coming tonight.

REPORTS:

Mr. Campbell, CPWM: talked about the roadside mowing, mowing at the Tower and Park. Do to the heavy rain, several tree that had come down were cleaned up. He then talked about the "specs" for the new truck. Through the Co-Op he would like to order a medium diesel dump truck, cost \$118,377.69. He is looking for permission to go forward with signing off on the order and getting a PO from Christine.

Mr. Lovell moved to authorize Mr. Campbell to sign off on the purchase order and to get a PO from the CFO for this purchase of a new medium dump truck for \$118,377.69, second by Ms. Butler. Motion carried followed by a roll call vote:

Roll Call

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

Nays: None

Mr. Campbell then asked if the Committee would do anything for him for the 2 ½ months that he worked by himself. Mr. Lovell said that the answer was that the Committee discussed, and the answer was no. He did add that he would discuss this again with the other Committee members in closed session. Mr. Duffy talked about a number of employees that stepped up because of the Covid pandemic and worked above and beyond their normal working hours. Mr. Lovell recognizes that there is no easy answer to this request.

Mrs. Rolef, CFO: Absent

Mr. Cohen, Twp. Attorney: No update at this time

Mrs. Fisher, Twp. Clerk: no update at this time

Mr. Robert Wolff, Retired Fire Warden: reported that it has been busy up to March when the Covid pandemic happened. In 2022, the Tower will be celebrating it's 100 Anniversary.

RESOLUTION

Motion was made by Mr. Lovell, seconded by Ms. Butler to adopt **Resolution 2021-40** as presented tonight. Motion carried and a voice vote was unanimous.

2021-40 Authoring a Grant Application to the New Jersey Department of Transportation for the Primrose Road Project

WHEREAS, Hardwick Township is submitting a grant application to the New Jersey Department of Transportation for a project to pave a portion of Primrose Road; and

WHEREAS, the Township Committee of the Township of Hardwick formally approves the grant application for the above stated project; and

BE IT RESOLVED that the Township Engineer is hereby authorized to submit an electronic grant application identified as MA-2022-Primrose Road-00577 to the New Jersey Department of Transportation on behalf of the Township of Hardwick.

BE IT FURTHER RESOLVED that Mayor and Clerk hereby authorized to sign the grant agreement on behalf of the Township of Hardwick and that their signature constitutes acceptance of the terms and conditions of the grant agreement and approves the execution of the grant agreement.

Judith Fisher, RMC
Township Clerk

ORDINANCE: 2nd Reading and Public Hearing

Motion made by Ms. Butler, seconded by Mr. Lovell and carried to approve the following **Ordinance 2021-05** for second reading and public hearing. Motion carried and a voice vote was unanimous.

NOTICE OF PENDING BOND ORDINANCE AND SUMMARY

The bond ordinance, the summary terms of which are included herein, was introduced and passed upon first reading at a meeting of the Township Committee of the Township of Hardwick, in the County of Warren, State of New Jersey, on June 2, 2021. It will be further considered for final passage, after public hearing thereon, at a meeting of the Township Committee to be held at its meeting room in the Municipal Building, 40 Spring Valley Road, Hardwick, New Jersey, on July 7, 2021 at 7:00 P.M. During the week prior to and up to and including the date of such meeting copies of the full ordinance will be available, at no cost and during regular business hours, at the Clerk's office for the members of the general public who shall request the same. The summary of the terms of such bond ordinance follows:

Title: BOND ORDINANCE TO AUTHORIZE THE RESURFACING OF ROADS AND THE ACQUISITION OF A NEW AUTOMOTIVE VEHICLE, INCLUDING ORIGINAL APPARATUS AND EQUIPMENT, IN, BY AND FOR THE TOWNSHIP OF HARDWICK, IN THE COUNTY OF WARREN, STATE OF NEW JERSEY, TO APPROPRIATE THE SUM OF \$360,000 TO PAY THE COST THEREOF, TO MAKE A DOWN PAYMENT, TO AUTHORIZE THE ISSUANCE OF BONDS TO FINANCE SUCH APPROPRIATION AND TO PROVIDE FOR THE ISSUANCE OF BOND ANTICIPATION NOTES IN ANTICIPATION OF THE ISSUANCE OF SUCH BONDS. 2021-05

The purposes, appropriations and bonds/notes authorized in this multipurpose bond ordinance are as follows:

SCHEDULE OF IMPROVEMENTS, PURPOSES AND AMOUNTS

A. Resurfacing of Millbrook Stillwater Road (Phase 2) and such other roads as determined by the Township Committee. It is hereby determined and stated that said roads being improved are of "Class B" or equivalent construction as defined in Section 22 of the Local Bond Law (Chapter 2 of Title 40A of the New Jersey Statutes Annotated, as amended; the "Local Bond Law").

Appropriation and Estimated Cost	\$230,000
Down Payment Appropriated	\$ 11,500
Bonds and Notes Authorized	\$218,500
Period of Usefulness	10 years

B. Acquisition of a new automotive vehicle, including original apparatus and equipment, consisting of a mason dump truck for the use of the Department of Public Works.

Appropriation and Estimated Cost	\$130,000
Down Payment Appropriated	\$ 6,500
Bonds and Notes Authorized	\$123,500
Period of Usefulness	5 years

Aggregate Appropriation and Estimated Cost	\$360,000
Aggregate Down Payment Appropriated	\$ 18,000
Aggregate Amount of Bonds and Notes Authorized	\$342,000

Grants (if any) Appropriated: \$-0-
Section 20 Costs: \$45,000
Useful Life: 8.19 years

This Notice is published pursuant to N.J.S.A. 40A:2-17.

Judith M. Fisher, RMC
Township Clerk
Township of Hardwick
County of Warren
State of New Jersey

Motion was made by Ms. Butler, seconded by Mr. Lovell and carried to open this option of the meeting to the Public for any questions/comments.

Seeing that there were no questions from the Public on **Ordinance 2021-05**, a motion was then made by Ms. Butler to close this portion of the meeting to the Public, seconded by Mr. Lovell. Motion carried.

Motion was then made by Ms. Butler, seconded by Mr. Lovell to adopt **Ordinance 2021-05** on 2nd reading. Motion carried followed by a roll call vote:

Roll Call

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

Nays: None

ORDINANCE: 1st Reading

Motion made by Ms. Butler, seconded by Mr. Lovell and carried to introduction **Ordinance 2021-06** the **2021 Salary Ordinance** for first reading. Motion carried and a voice vote was unanimous. After a brief discussion, Ordinance 2021-06 was reintroduced as amended on a motion made by Ms. Butler, seconded by Mr. Lovell. Motion carried and a voice vote was unanimous.

2021-06 An Ordinance to Amend and Ordinance Entitled "An Ordinance Fixing the Salaries of the Employees of the Township of Hardwick, County of Warren, State of New Jersey".

WHEREAS, the Township Committee of the Township of Hardwick wishes to adopt an ordinance establishing the salaries and compensation of several employees of the Township in 2021

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hardwick that salary for 2021 for the following employees shall be as follows:

SECTION 1: The not to exceed annual salaries for the following Township Employees shall be:

Township Committee Members	3,381.00 per annum
Township Clerk	48,673.00 per annum
Township Clerk – Stipend	2,000.00 per annum
Chief Financial Officer	18,213.00 per annum
Tax Collector	14,902.00 per annum
Deputy Tax Collector	3,312.00 per annum
Tax Assessor	22,344.00 per annum
Land Use Board Secretary	11,796.00 per annum
Recreation Coordinator	1,009.00 per annum
Animal Control Officer	8,893.00 per annum
Licensing Clerk	1,371.00 per annum
Zoning Official	13,610.00 per annum
911 Coordinator	1,109.00 per annum
Emergency Management Coordinator	2,502.00 per annum
Deputy Emergency Management Coordinator	1.00 per annum
Grants Coordinator	833.00 per annum
Recycling Coordinator	259.00 per annum

Road Foremen/Certified Public Works Manager	43.39 per hour
Equipment Operator/Laborer	28.51 per hour
Emergency Truck Driver	21.80 per hour
Extra Help	20.00 per hour
On Call Stipend - Road Foreman/Certified Public Works Manager	2,14.00 per annum
On Call Stipend - Road Laborer	1,654.00 per annum

The salaries set forth in this ordinance herein shall be effective and retroactive to January 1, 2021.

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 introduced and passed on first reading at a regular meeting of the Township Committee of the Township of Hardwick on July 7, 2021 and will be considered for final reading and adoption at the Regular Meeting of the Township Committee held on August 4, 2021 at 7:00PM at the Municipal Building, 40 Spring Valley Road, Hardwick Township, New Jersey.

Judith M. Fisher, RMC
Township Clerk

OLD BUSINESS:

Fall Clean Up – Scheduled for September 20 – 25, 2021 at the Township Garage.

Altice/Optimum: The Township is still waiting for the invoice from Altice for the \$2500 the Township agreed to pay for the permit.

Web Site: Update After reviewing several website development companies and their services, Mayor Duffy and Mrs. Fisher both agreed to recommend ARAE Network Solutions our IT Consultant as the new website developer. His proposal was reviewed and seeing no questions, Mr. Lovell moved to authorize the Mayor to sign his contract for \$8100.00, seconded by Ms. Butler. Motion carried followed by a roll call vote:

Roll Call

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

Nays: None

Committee talked about the new email address and the agreed to use their first initial, last name and then @ hardwick-nj.us.

NEW BUSINESS:

**2020 Township Audit Report: Review Comments and Recommendations
Resolution 2021-39 and Group Affidavit**

The Committee received their copy of the 2020 Township Audit and they reviewed the comments and recommendation which were none.

Mr. Lovell moved to accept the 2020 Township Audit and approve Resolution 2021-39, seconded by Ms. Butler. Motion carried and a roll call vote followed

Roll Call

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

Nays: None

2021-39 GOVERNING BODY CERTIFICATION OF THE ANNUAL AUDIT

WHEREAS, N.J.S.A. 40A:5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions, and

WHEREAS, the Annual Report of Audit for the year 2020 has been filed by a Registered Municipal Accountant with the *Municipal Clerk* pursuant to N.J.S.A. 40A:5-6, and a copy has been received by each member of the governing body; and,

WHEREAS, R.S. 52:27BB-34 authorizes the Local Finance Board of the State of New Jersey to prescribe reports pertaining to the local fiscal affairs; and,

WHEREAS, the Local Finance Board has promulgated N.J.A.C. 5:30-6.5, a regulation requiring that the governing body of each municipality shall by resolution certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, as a minimum, the sections of the annual audit entitled "Comments and Recommendations, and,

WHEREAS, the members of the governing body have personally reviewed as a minimum the Annual Report of Audit, and specifically the sections of the Annual Audit entitled "Comments and Recommendations, as evidenced by the group affidavit form of the governing body attached hereto; and,

WHEREAS, such resolution of certification shall be adopted by the Governing Body no later than forty-five days after the receipt of the annual audit, pursuant to N.J.A.C. 5:30-6.5; and,

WHEREAS, all members of the governing body have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board, and

WHEREAS, failure to comply with the regulations of the Local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of R.S. 52:27BB-52, to wit:

R.S. 52:27BB-52: A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office.

NOW, THEREFORE BE IT RESOLVED, That the Township Committee of the Township of Hardwick, hereby states that it has complied with N.J.A.C. 5:30-6.5 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

I HEREBY CERTIFY THAT THIS IS A TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING HELD ON July 7, 2021.

Judith Fisher, RMC, Township Clerk

Knowlton Fire Service: Request contribution for additional monies for equipment
Correction to this agreement has been made to the term and accepted. Mr. Lovell motioned to authorize the Mayor and Clerk to sign this agreement and adopt Resolution 2021-41, seconded by Ms. Butler. Motion carried, followed by a roll call vote

Roll Call

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

Nays: None

2021 Resolution Authorizing the Execution of a Shared Services Agreement between the Township of Hardwick, The Township of Knowlton, and the Knowlton Township Fire and Rescue Company #1 for the Provision of Fire Protection and Emergency Medical Services

WHEREAS, it is deemed to be in the best interest of the residents of Hardwick to enter into a contract pursuant to NJSA 40A: 65-1 et seq., (“The Uniform Shared Services and Consolidation Act”, hereinafter, the “Act”) to enable Knowlton to afford protection and coverage to the residents of Hardwick through Knowlton Township Fire and Rescue Company #1 (“Company”); and

WHEREAS, Hardwick wishes to ensure the safety and welfare for its residents by having fire protection s coverage for Route 80 and Hardwick on a 24-hour per day, 7-day per week basis which is economical, safe, and prudent; and

WHEREAS, the Act permits and provides a mechanism for contracting between local units such as Knowlton and Hardwick for fire coverage on Route 80 in Hardwick by entering into a Shared Services Agreement, which Agreement must be authorized by resolution; and

WHEREAS, Knowlton Township, the Company and Hardwick all have authority to enter into a Shared Services Agreement pursuant to the Act.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hardwick, County of Warren and State of New Jersey, that the Mayor and Clerk are hereby authorized to execute the attached Shared Services Agreement for the provision of Fire Protection and Emergency Medical Services pending certification of availability of funds.

CERIFICATION

I, Judith M. Fischer, RMC, Clerk of the Township of Hardwick, County of Warren, and State of New Jersey, do hereby certify the foregoing to be a true and correct copy of a Resolution duly adopted by the Hardwick Township Committee at a meeting held on July 7, 2021.

Judith M. Fisher, RMC, Township Clerk
Hardwick Township

Broadband Funding Grant Opportunity: Mayor reported that this is a work in progress. If we are successful in getting this grant it would pay the full cost of the web redesign and equipment in full.

Municipal Building: Security and Safety

Mr. Lovell noted that at this time, he is working on this and that there is presently on update.

DISCUSSION

PAIC MEL Cyber Task Force: Response from Mr. Reece, IT Consultant

This report from our IT Consultant was reviewed by the Committee. Clerk will ask Mr. Reece to give us his proposal to have the Township become compliant.

Job Description: Mr. Duffy updated that the zoning/code enforcement job description is complete and has been sent to the Attorney to review.

Vass Farmstead Lease: Lease agreement will be expiring soon. The Township sent a revised lease to the State DEP that rejected it and sent it back with revisions. We have heard nothing back from them yet. Mr. Lovell asked if Mr. Duffy would give Mr. Chudley a call about the lease.

Spring Valley Road: No update at this time

Employee Health Benefits/Options for going forward: Retirement

There was a modification made and the draft was sent to both Ms. Butler and Mr. Duffy to review. Noted was that more information was needed from the Assessor.

APPROVAL OF MINUTES:

March 3, 2021, Business Mtg

March 17, 2021, Work Mtg

April 14, 2021, Business Mtg and Executive Session

April 21, 2021, Work Mtg and Executive Session

May 5, 2021, Business Mtg and Executive Session

June 23, 2021, Work Mtg

Motion was made by Ms. Butler, second by Mr. Lovell to approve the above minutes as corrected. Motion carried and a voice vote was unanimous.

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. Tom Campbell, Taxpayer talked about an issue that happened election day with a Township Resident and Land Use Board Member. He read the following into the record that was taken off his cell phone:

"I can't believe you went to the dark side. I have list all respect for you. If this is about your health insurance, you are now worse than perry. I don't care if you take out Kevin's last year, but you are now screwing your friend Jodi. You don't even live in this town, and you want these morons in to screw our residents? If they get in, we will be at every meeting watching everything they do and get rid of them, and there is no way you will get what you want. I used to think you were a decent guy, now you are as low a scum perry."

Mr. Campbell wants the Committee to remove this person off the Land Use Board. He also referred to the Personnel Policy on this matter.

Mr. Lovell had no comment. Mr. Cohen, Attorney noted that this was not opened for public discussion. He will consult with Mr. Lavery and render an opinion on this matter.

Motion was made by Ms. Butler, seconded by Mr. Lovell to close this portion of the meeting to the public. Motion carrier and a voice vote was unanimous.

Committee Reports:

Ms. Butler: No report at this time

Mr. Lovell: thanked Mr. Ryan, Twp. Engineer for his work on C-1 Mapping. There have been several conversations with the Planning Board Chairman Jim McKim on this. The kiosk out front looks like to needs to be updates. He will see what he can do about updating with a new more modern one. He asked the Committee to delegate maintenance to the building to him, which the Committee had no problem with him undertaking. Noted was that the glass was broken on kiosk at the Park.

Mr. Duffy: reported that the Fire Wise Grant for standpipes was awarded to Hardwick. The Fire Companies and the Fire Wise Coordinator, Ms. Dunn are present working on this. Bob Wolff has been recognized Local Hero Award in District 5. His achievements were read by Mr. Duffy

Adjournment:

A motion was made by Mr. Lovell, seconded by Ms. Butler, and carried to adjourn tonight's meeting of the Hardwick Township Committee at 8:22PM

Respectfully submitted,
Judith M. Fisher, RMC