

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

December 15, 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 4:30PM 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., Committeewoman Jodi Butler and Committeeman Elect Chris Jacksic

Also present: Township Attorney Michael Lavery, CPWM Thomas Campbell, CMFO Christine Rolof and Township Clerk Judith Fisher

Absent: None

Ms. Butler will not be attending the executive session interviewing for a new Municipal Clerk. She plans to attend the 7:00PM Business portion of the meeting.

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 4:31PM.

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. Interviews for new Municipal Clerk
 - B. Personnel

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: 4:31PM

Present: Mr. Lovell, Mr. Duffy and Committeeman Elect Chris Jacksic

Also Present: Attorney Michael Lavery and Township Clerk Judith Fisher

Time Out: 6:47PM

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.

Mr. Lavery, Township Attorney noted that he met with the Committee and discussed two issues, interviews for new Municipal Clerk and Personnel. No official action was taken by the Committee at this time. Copies of the minutes will be made available at such time as the Committee determines that there is no harm to the public interest.

PAYMENT OF THE BILLS:

Before the motion was made to pay the bills, Ms. Butler questioned the invoice for Caco Creations for \$245.00 DPW work shirts. Question for the Attorney if the Township can do

business with a relative, family-owned business of Mr. Campbell. According to Mr. Campbell, that at the Fall Clean Up he had clean up signs made that masks must be worn from the same vendor and there were no questions then. The Committee looked towards Mr. Lavery for advice and guidelines for the future.

A motion was made by Mr. Lovell, seconded by Mr. Duffy to pay the October bills that totaled \$189,221.75. Motion carried followed by a roll call vote:

Roll Call

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

Nays: None

Abstentions: None **Absent:** None

RESOLUTION:

Motion was made by Mr. Lovell, seconded by Ms. Butler to adopt the following Resolution 2021-47. Motion carried, followed by a Roll Call vote:

Roll Call

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

Nays: None

2021-47 Resolution to Cancel/Re-issue Reconciling items greater than 180 days Old

WHEREAS, there are outstanding checks and reconciling items greater than 180 days old in various accounts; and

WHEREAS, it has been determined that checks and reconciling items over 180 days old should be cancelled to the appropriate funds or re-issued to applicable vendors,

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Committee of the Township of Hardwick, County of Warren, and State of New Jersey that reconciling items over 180 days be cancelled to the appropriate funds or re-issued to applicable vendors.

CERTIFICATION

I, Judith M. Fisher, RMC, Municipal Clerk of the Township of Hardwick in the County of Warren, New Jersey hereby certify the foregoing to be a true and accurate copy of a Resolution adopted by the Hardwick Township Committee on December 15, 2021.

Judith M. Fisher, RMC
Municipal Clerk

RESOLUTION:

Motion was made by Mr. Lovell, seconded by Ms. Butler to adopt the following Resolution 2021-48. Motion carried, followed by a Roll Call vote:

Roll Call

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

Nays: None

2021-48 Transfer of 2020 Budget Appropriations

WHEREAS, NJSA 40A:4-59 permits appropriation transfers during the first 3 months of the succeeding year; and;

WHEREAS, there are certain appropriations requiring transfers of 2020 appropriation reserves:

NOW, THEREFORE, BE IT RESOLVED, confirmation 2/3 of the full Committee

Transfer From:

Computer Services:	\$ 9,885.39
Administration – O/E	\$ 1,900.00
Human Resources – Personal Training	\$ 3,213.27

Transfer To:

Financial Administration O/E	\$ 752.35
Legal Services O/E	\$ 6,271.84
Engineering – O/E	\$ 2,476.50
Building and Grounds O/E	\$ 6,497.97

CERTIFICATION

I, Judith M. Fisher, RMC, Municipal Clerk of the Township of Hardwick in the County of Warren, New Jersey hereby certify the foregoing to be a true and accurate copy of a Resolution adopted by the Hardwick Township Committee on December 15, 2021.

Judith M. Fisher, RMC
Municipal Clerk

RESOLUTION:

Motion was made by Mr. Lovell, seconded by Ms. Butler to adopt the following Resolution 2021-49. Motion carried, followed by a Roll Call vote:

Roll Call

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

Nays: None

2021-49 AUTHORIZING THE TRANSFER OF FUNDS

WHEREAS NJSA 40A:4-58 permits transfers between current year budget appropriations during the last two months of the municipal fiscal year; and;

WHEREAS there are certain Budget Year 2021 appropriations that require transfers to meet the charges and obligations that will be incurred by the end of this fiscal year.

NOW, THEREFORE, BE IT RESOLVED, that the transfer below is hereby authorized by a 2/3 vote of the full Governing Body

Transfer From:

Administration – Other Professionals	\$ 6,000.00
Computer Services	\$ 2,703.00

Transfer To:

Mayor and Committee S/W	\$ 93.00
Audit Services	\$ 1,010.00

Building and Grounds O/E	\$ 5,000.00
Utilities - Electric	\$ 600.00
Utilities – Telephone	\$ 2,000.00

CERTIFICATION

I, Judith M. Fisher, RMC, Municipal Clerk of the Township of Hardwick in the County of Warren, New Jersey hereby certify the foregoing to be a true and accurate copy of a Resolution adopted by the Hardwick Township Committee on December 15, 2021.

Judith M. Fisher, RMC
Municipal Clerk

RESOLUTION:

Motion was made by Mr. Lovell, seconded by Ms. Butler to adopt the following Resolution 2021-50. Motion carried, followed by a Roll Call vote:

Roll Call

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

Nays: None

2021-50 Transfer of 2020 Unexpended Balances to Trust Reserves

WHEREAS, the Township of Hardwick has unexpended balances within the 2020 Budget Appropriations that they wish to cancel to Other Trust Fund Reserves; and

WHEREAS, the Township determined \$15,000 from Streets and Roads – Other Expense and \$1,000 from Recreation – Other Expenses should be transferred to Other Trust Reserves.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Committee of the Township of Hardwick, County of Warren, and State of New Jersey that the following 2020 Unexpended Budget Appropriations be transferred to the following Trust Reserves:

Reserve for Storm Recovery Trust Fund	\$15,000.00
Reserve for Recreation Trust Fund	\$ 1,000.00

CERTIFICATION

I, Judith M. Fisher, RMC, Clerk of the Township of Hardwick, County of Warren and State of New Jersey do hereby certify the foregoing to be true and correct copy of a Resolution duly adopted by the Hardwick Township Committee at a meeting of said Committee held on December 15, 2021.

Judith M. Fisher, RMC, Township Clerk

OLD BUSINESS:

Altice/Optimum: Committee discussed the Property Access Agreement from Altice. The Attorney discussed this with the Committee in closed session and will be sending Altice a revision to their agreement before the Committee signs. The revision is that Altice must remove their equipment off the poles when and if the leave.

New Web Site: Update

Mayor Duffy is hoping to have the new Web up and running before the end of the year.

MEL Cyber Risk: Requirements to bring Township into compliance (proposed cost)

This was briefly discussed by the Committee, and they will be working on it during 2022 with the IT Consultant Mr. Reece.

New Internet and new Phones: Quote from IT Consultant JP Reece

He suggested that we wait until we have the new internet installed which will not happen until 2022.

Proposal: Wireless for visitors Committee will hold discussion for the December 21 meeting

Proposal: ARAE Network Solutions Annual Support Maintenance Proposal
Committee will hold discussion for the December 21 meeting.

Township Official Street and Road Map: Proposed cost from Engineer

Mr. Lovell is working on this with the Township Engineer Denis Kean. We have a quote of \$2,000 and the question is it this firm or a not to exceed.

Municipal Building: Security and Safety

Mr. Lovell is working on this. Any updates will not be until January 2022

Proposal: Clean of the Municipal Building

We have two quotes the first from Opulent Commercial Cleaning Service, Newton, NJ for first cleaning \$350 Carpet shampoo \$275 and then regular cleaning \$225 bi-weekly and Jan-Pro for \$98.15 once a week. Mr. Lovell noted that he would like to stay with a local company. He has a contract from Opulent Commercial Cleaning Service that will be forwarded to the Attorney for his review. If all is in order, approval of their contract will be at the December 21, 2021 meeting.

NEW BUSINESS:

Bob Canace: Appraisal proposal from Webb Appraisal, Phillipsburg, NJ for Block 902 Lot 2, 154 Stillwater Road and Resolution 2021-51

This is a Green Acres project, and the Township is working with the County on the acquisition. Motion was made by Mr. Lovell, seconded by Ms. Butler to award the contract to Webb Appraisal for \$1850.00 and to adopt **Resolution 2021-51**. Motion carried followed by a roll call vote:

Roll Call

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

Nays: None

2021-51 RESOLUTION OF THE TOWNSHIP OF HARDWICK, COUNTY OF WARREN, STATE OF NEW JERSEY AUTHORIZING AWARD OF A CONTRACT FOR PROFESSIONAL SERVICES WITH WEBB APPRAISAL FOR APPRAISAL SERVICES

WHEREAS, the Township of Hardwick has a need to obtain appraisal services in connection with 154 Stillwater Road, Block 901, Lot 2, 61.87 vacant acres within the Township; and

WHEREAS, pursuant to N.J.S.A. 40A:11-5(1)(a)(i), a contract for such services may be awarded without competitive bidding by reason that such services constitute "professional services" which are services rendered or performed by a person authorized by law to practice a recognized profession, whose practice is regulated by law and the performance of which services requires knowledge of an advanced type in a field of learning acquired by a prolonged

formal course of specialized instruction and study as distinguished from general academic instruction or apprenticeship; and

WHEREAS, Webb Appraisal submitted a proposal dated December 14, 2021, to provide the aforementioned services; and

WHEREAS, the value of these services will be a flat cost of \$1,850 for Webb Appraisal to provide an Appraisal in summary report format on said property; and

WHEREAS, funding is available as evidenced by the attached Certification of Funds; and

WHEREAS, the Township Committee finds it to be in the best interest of the Township of Hardwick to authorize said work, which is not subject to public bidding.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hardwick, County of Warren, State of New Jersey, that the Mayor and Municipal Clerk are authorized to enter into a Contract with Webb Appraisal as described therein, subject to the certification of funds, NOT TO EXCEED \$1,850.00 without further authorization from the Township Committee.

BE IT FURTHER RESOLVED that the Clerk is hereby authorized and directed to cause a notice to be published in the manner provided by law setting forth the nature, duration, service and amount of the Contract and that the resolution and Contract are on file in the Office of the Clerk and are available for public inspection.

CERTIFICATION

I, Judith M. Fisher, RMC, Clerk of the Township of Hardwick, County of Warren and State of New Jersey do hereby certify the foregoing to be true and correct copy of a Resolution duly adopted by the Hardwick Township Committee at a meeting of said Committee held on December 15, 2021.

Judith M. Fisher, RMC, Township Clerk

Knowlton Township: Shared Service Agreement for Nixle Community Information Service – 2022 and **Resolution 2021-52**

Knowlton Township will be the lead agency.

Motion was made by Ms. Butler, second by Mr. Lovell to enter into this Shared Service Agreement with Knowlton. Motion carried followed by a roll call vote:

Roll Call

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

Nays: None

2021-52 RESOLUTION AUTHORIZING MAYOR AND CLERK TO EXECUTE A SHARED SERVICES AGREEMENT WITH KNOWLTON TOWNSHIP FOR NIXLE COMMUNITY INFORMATION SERVICES

WHEREAS, the Township of Hardwick has entered into a contract with Everbridge, Inc. for Nixle community information services for a period of one year; January 1, 2022 to December 31, 2022, and

WHEREAS, Hardwick's portion of such services shall be \$1,250.00 year; and

WHEREAS, it is in the best interest of the Township to continue to share such service with the Township of Knowlton; and

WHEREAS, copies of the Shared Services Agreement between the Township of Knowlton and the Township of Hardwick will be available for public inspection upon the adoption of this Resolution; and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Committee of the Township of Hardwick, County of Warren, State of New Jersey, that the Mayor and Township Clerk are hereby authorized to execute a Shared Services Agreement for Community Information Services Between Knowlton Township and Hardwick Township in substantially the same form as attached hereto as Exhibit A.

CERTIFICATION

I, Judith M. Fisher, RMC, Municipal Clerk of the Township of Hardwick in the County of Warren, New Jersey hereby certify the foregoing to be a true and accurate copy of a Resolution adopted by the Hardwick Township Committee on December 15, 2021.

Judith M. Fisher, RMC
Municipal Clerk

DISCUSSION

Fire Damage Structure: 12 East Crisman Road

There was a discussion that this house was a total loss from the fire. No one was living there. The owner doesn't want to demolish the structure. The Township will be letting the Construction Department (DCA) know about the damage and let them inform the owner as to do he needs to do for safety reason. Mr. Lovell will send a letter to the Construction Official, Mr. Jim Miller explaining the Township's concerns.

Vass Farmstead Lease: Mayor Duffy noted that the lease has been approved. The Township Attorney has made the revisions and the Township Committee and Hardwick Historical Society have been copied to their review. The Township will still need to do a sub-agreement with the Hardwick Historical Society along with a 5-year agreement. Mr. Lovell questioned if he would have a conflict as he is the President of the Historical Society and on the Township Committee. Mr. Lavery doesn't see any conflict.

Spring Valley Road: Update

A suggestion was made to invite the Warren Committee Engineer and the County Administrator or County Commissioner to our January meeting to talk about the improvement.

As for the 4-way stop at Spring Valley (County Route 659) and Stillwater Road, it will take an act of God to get this done. The Committee just wants to slow down the traffic, maybe State Police presents might help.

APPROVAL OF MINUTES: None currently

PUBLIC COMMENTS:

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

The Fire Chief from the Blirstown Fire Company was present and talked about the House fire on East Crisman.

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 currently

Mr. Lovell: wishes everyone a Merry Christmas and a Happy New Year

Mr. Duffy: wished everyone the same. He also thanked Ms. Butler her service as the Township Committeewoman, even though it was for one year.

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 7:48PM

Respectfully submitted,
Judith M. Fisher, RMC