

**TOWNSHIP OF HARDWICK
TOWNSHIP COMMITTEE MEETING MINUTES
WEDNESDAY SEPTEMBER 20, 2023**

OPENING ROLL CALL

The meeting was called to order by Mayor Jacksic at 7:00 pm. Those present were Committeeman Lovell, and Deputy Mayor Meuse. Also, present were DPW Supervisor Campbell, Chief Financial Officer Rolef, Township Attorney Igor Bykov, and Municipal Clerk Shippis.

SUNSHINE STATEMENT

“Adequate notice of this meeting has been provided in accordance with the Open Public Meeting Act, P.L. 1975, Ch. 231 setting forth the time, date, place, and purpose of this Public Meeting through a legal notice published in New Jersey Herald and The Express times following the Township’s Annual Reorganization Meeting at which the 2023 meeting schedule was adopted.”.

PRESENTATION

Paulins Kill- Lower Delaware Wilds and Scenic River Tributary Expansion Project.

Tara Mezzanotte discussed the goals of the Lower Delaware Wild and Scenic River Management Plan. The plan included water quality, Natural Resources, Historic & Cultural Resource, Recreation, Economic Development and Open Space Preservation. The Benefits will draw attention to potentially increases in property values, open the door to NPS technical and financial support and has been proven to enable grant applications and other processes to become more competitive. The committee agreed to review a resolution at the next meeting in support of the Lower Delaware Wilds and Scenic River Tributary Expansion Project.

PUBLIC COMMENT

Peggy Van Beek stated that there is an issue with her internet and asked if there was any update.

Mayor Jacksic stated that he has had several conversations with Altice, Planet Network and Bright

Speed and he is doing his best to get better internet service in Hardwick Township.

Kathy Cameron asked for an update on the cleanup at 12 East Crisman Road. Committeeman Lovell stated that there is a court date in November and will hope to have an update then.

DEPARTMENT REPORT

DPW Supervisor Tom Campell stated that the DPW is preparing for paving on East Crisman and Primrose.

MINUTES

July 19, 2023, Executive Session Meeting Minutes

July 19, 2023, Public Session Meeting Minutes

Motion made by Lovell, second by Meuse and carried to approve the above minutes.

ORDINANCE

Public Hearing/ Adoption

2023- 12 An Ordinance “Fixing the Salaries and Wages Range of the Officials, Appointees and Employees of Hardwick Township in the County of Warren and State of New Jersey.

BE IT ORDAINED by the Mayor and Township Committee of Hardwick Township, in the County of Warren and State of New Jersey:

SECTION 1: That the Salary Range of the elected officials, appointees and employees of the Hardwick Township, in the County of Warren and State of New Jersey, shall be as follows:

ADMINISTRATION	AMOUNT	PER	PAYABLE
Township Committee Members	3,300.00-5,000.00	Year	Quarterly
Township Clerk/Registrar	45,000.00-60,000.00		Interlocal Agreement
Office Assistant (P/T)	13.00-22.00	Hour	Bi-Weekly
Recreation	1,000-4,000.00	Year	End of Year
Grants Coordinator	750.00-2,500.00	Year	Monthly
FINANCE			
Chief Financial Officer	17,000.00-28,000.00	Year	Monthly
Tax Assessor	20,000.00-28,000.00		Interlocal Agreement
Tax Collector	14,000.00-23,000.00		Interlocal Agreement
Qualified Purchasing Agent	2,500.00	Year	Monthly
LAND USE			
Board Secretary	10,000.00-20,000.00	Year	Quarterly
Extra Meeting Above 12	85.00-125.00	Year	Quarterly
Code Enforcement Official	13,000.00-23,000.00	Year	Monthly
DEPARTMENT OF PUBLIC WORKS			
Director of Public Works	85,000.00-105,000.00	Year	Bi-Weekly
Equipment Operator/Laborer	20.00-35.00	Hour	Bi-Weekly
Emergency Truck Driver	21.00-30.00	Hour	Bi-Weekly
Summer Help	15.50-25.00	Hour	Bi-Weekly

CLEAN COMMUNITIES

Recycling Coordinator 250.00-500.00 Year Quarterly

ANIMAL CONTROL

Animal Control Officer 7,500.00-13,000.00 Year Quarterly

(\$15.00 per hour for court)

EMERGENCY MANAGEMENT

Coordinator 2,500.00-5,000.00 Year Quarterly

911 Coordinator \$1,000-\$3,500.00 Year Quarterly

SECTION II: Other employees' benefits and compensation are set forth in a Personnel Policy as amended and said guidelines are further amended consistent with this ordinance.

Motion made by Lovell, second by Meuse and carried to open the public hearing.

No public comment.

Motion made by Meuse, second by Lovell and carried to close the public hearing.

Motion made by Meuse, second by Lovell and approved by roll call vote: Lovell—yes, Meuse—yes, Jacksic—yes for the adoption of 2023-12.

Public Hearing/ Adoption

2023-13 Ordinance of the Township of Hardwick, County of Warren, State of New Jersey Creating Chapter 30 Entitled “Pet Waste” As Required by the New Jersey Department of Environmental Protection.

WHEREAS, the New Jersey Department of Environmental Protection is requiring all New Jersey municipalities to adopt certain ordinances in order to comply with the Tier A Stormwater Requirements; and

WHEREAS, certain model ordinances were provided to the Township by the Department for introduction and subsequent adoption; and

WHEREAS, the Township Committee of the Township of Hardwick believes the adoption of these ordinances is in the best interest of the Township and its residents.

NOW, THEREFORE, BE IT ORDAINED by the Township Committee of the Township of Hardwick, County of Warren, State of New Jersey, that Chapter 30 entitled “Pet Waste” be created as follows:

SECTION I.

§ 30-1. Purpose.

An Ordinance to establish requirements for the proper disposal of pet waste in the Township of Hardwick, so as to protect public health, safety and welfare, and to prescribe penalties for failure to comply.

§ 30-2. Definitions.

For the purpose of this Ordinance, the following terms, phrases, words and their derivations shall have the meanings stated herein unless their use in the text of this Chapter clearly demonstrates a different meaning. When not inconsistent with the context, words used in the present tense include the future, words used in the plural number include the singular number, and words used in the singular number include the plural number. The word “shall” is always mandatory and not merely directory.

- a. Immediate – shall mean that the pet solid waste is removed at once, without delay.
- b. Owner/Keeper – any person who shall possess, maintain, house or harbor any pet or otherwise have custody of any pet, whether or not the owner of such pet.
- c. Person – any individual, corporation, company, partnership, firm, association, or political subdivision of this State subject to municipal jurisdiction.
- d. Pet - a domesticated animal (other than a disability assistance animal) kept for amusement or companionship.
- e. Pet solid waste – waste matter expelled from the bowels of the pet; excrement
- f. Proper disposal – placement in a designated waste receptacle, or other suitable container, and discarded in a refuse container which is regularly emptied by the municipality or some other refuse collector; or disposal into a system designed to convey domestic sewage for proper treatment and disposal.

§ 30-3. Requirement for Disposal.

All pet owners and keepers are required to immediately and properly dispose of their pet’s solid waste deposited on any property, public or private, not owned or possessed by that person.

§ 30-4. Exemptions.

Any owner or keeper who requires the use of a disability assistance animal shall be exempt from the provisions of this Chapter while such animal is being used for that purpose.

§ 30-5. Enforcement.

The provisions of this Chapter shall be enforced by Warren County Health Department.

§ 30-6. Violations and Penalties.

Any person(s) who is found to be in violation of the provisions of this Ordinance shall be subject to a fine not to exceed two thousand dollars (\$2,000.00).

SECTION II. Repealer.

Any article, section, paragraph, subsection, clause, or other provision of the Code of the Township of Hardwick inconsistent with the provisions of this Ordinance is hereby repealed to the extent of such inconsistency.

SECTION III. Severability.

The various parts, sections, and clauses of this Ordinance are hereby declared to be severable. If any part, sentence, paragraph, section, or clause is adjudged to be unconstitutional or invalid by a

court of competent jurisdiction the remainder of this Ordinance shall remain in full force and effect.

SECTION IV. Effective Date.

This Ordinance shall take effect upon final passage and publication as provided by law.

Motion made by Meuse, second by Lovell and carried to open the public hearing.

No public comment.

Motion made by Lovell, second by Meuse and carried to close the public hearing.

Motion made by Lovell second by Meuse and approved by roll call vote: Lovell—yes, Meuse—yes, Jacksic—yes for the adoption of 2023-13.

Public Hearing/Adoption

2023-14 Ordinance of the Township of Hardwick, County of Warren, State of New Jersey Creating Chapter 31 Entitled “Wildlife Feeding” as required by the New Jersey Department of Environmental Protection.

WHEREAS, the New Jersey Department of Environmental Protection is requiring all New Jersey municipalities to adopt certain ordinances in order to comply with the Tier A Stormwater Requirements; and

WHEREAS, certain model ordinances were provided to the Township by the Department for introduction and subsequent adoption; and

WHEREAS, the Township Committee of the Township of Hardwick believes the adoption of these ordinances is in the best interest of the Township and its residents.

NOW, THEREFORE, BE IT ORDAINED by the Township Committee of the Township of Hardwick, County of Warren, State of New Jersey, that Chapter 31 entitled “Wildlife Feeding” be created as follows:

SECTION I.

§ 31-1. Purpose.

An Ordinance to prohibit the feeding of unconfined wildlife in any public park on any other property owned or operated by the Township of Hardwick, so as to protect public health, safety and welfare, and to prescribe penalties for failure to comply.

§ 31-2. Definitions.

For the purpose of this Ordinance, the following terms, phrases, words and their derivations shall have the meanings stated herein unless their use in the text of this Chapter clearly demonstrates a different meaning. When not inconsistent with the context, words used in the present tense include the future, words used in the plural number include the singular number, and words used in the singular number include the plural number. The word “shall” is always mandatory and not merely directory.

- a. Feed – to give, place, expose, deposit, distribute or scatter any edible material with the intention of feeding, attracting or enticing wildlife. Feeding does not include baiting in the legal taking of fish and/or game.
- b. Person – any individual, corporation, company, partnership, firm, association, or political subdivision of this State subject to municipal jurisdiction.
- c. Wildlife – all animals that are neither human nor domesticated.

§ 31-3. Prohibited Conduct.

No person shall feed, in any public park or on any other property owned or operated by the Township of Hardwick, any wildlife, excluding confined wildlife (for example, wildlife confined in zoos, parks or rehabilitation centers, or unconfined wildlife at environmental education centers, or feral cats as part of an approved Trap-Neuter-Release program).

§ 31-4. Enforcement.

- a. This Ordinance shall be enforced by the New Jersey State Police, the New Jersey Park Police, as well as the Hardwick Township Animal Control Officer.
- b. Any person found to be in violation of this Ordinance shall be ordered to cease the feeding immediately.

§ 31-5. Violations and Penalties.

Any person(s) who is found to be in violation of the provisions of this Ordinance shall be subject to a fine not to exceed two thousand dollars (\$2,000.00).

SECTION II. Repealer.

Any article, section, paragraph, subsection, clause, or other provision of the Code of the Township of Hardwick inconsistent with the provisions of this Ordinance is hereby repealed to the extent of such inconsistency.

SECTION III. Severability.

The various parts, sections, and clauses of this Ordinance are hereby declared to be severable. If any part, sentence, paragraph, section, or clause is adjudged to be unconstitutional or invalid by a court of competent jurisdiction the remainder of this Ordinance shall remain in full force and effect.

SECTION IV. Effective Date.

This Ordinance shall take effect upon final passage and publication as provided by law.

Motion made by Lovell, second by Meuse and carried to open the public hearing.

No public comment.

Motion made by Meuse, second by Lovell and carried to close the public hearing.

Motion made by Lovell second by Meuse and approved by roll call vote: Lovell—yes, Meuse—yes, Jacksic—yes for the adoption of 2023-14.

Public Hearing/Adoption

2023-15 Ordinance of the Township of Hardwick County of Warren, State of New Jersey Creating Chapter 32 Entitled “Litter Control” as required by the New Jersey Department of Environmental Protection.

WHEREAS, the New Jersey Department of Environmental Protection is requiring all New Jersey municipalities to adopt certain ordinances in order to comply with the Tier A Stormwater Requirements; and

WHEREAS, certain model ordinances were provided to the Township by the Department for introduction and subsequent adoption; and

WHEREAS, the Township Committee of the Township of Hardwick believes the adoption of these ordinances is in the best interest of the Township and its residents.

NOW, THEREFORE, BE IT ORDAINED by the Township Committee of the Township of Hardwick, County of Warren, State of New Jersey, that Chapter 32 entitled “Litter Control” be created as follows:

SECTION I.

§ 32-1. Purpose.

An Ordinance to establish requirements to control littering in the Township of Hardwick so as to protect public health, safety and welfare, and to prescribe penalties for the failure to comply.

§ 32-2. Definitions.

For the purpose of this Ordinance, the following terms, phrases, words, and their derivations shall have the meanings stated herein unless their use in the text of this Chapter clearly demonstrates a different meaning. When not inconsistent with the context, words used in the present tense include the future, words used in the plural number include the singular number, and words used in the singular number include the plural number. The word “shall” is always mandatory and not merely directory.

- a. Litter - any used or unconsumed substance or waste material which has been discarded, whether made of aluminum, glass, plastic, rubber, paper, or other natural or synthetic material, or any combination thereof, including, but not limited to, any bottle, jar or can, or any top, cap or detachable tab of any bottle, jar or can, any unlighted cigarette, cigar, match or any flaming or glowing material or any garbage, trash, refuse, debris, rubbish, grass clippings or other lawn or garden waste, newspapers, magazines, glass, metal, plastic or paper containers or other packaging or construction material, but does not include the waste of the primary processes of mining or other extraction processes, logging, sawmilling, farming or manufacturing.
- b. Litter Receptacle – a container suitable for the depositing of litter.
- c. Person – any individual, corporation, company, partnership, firm, association, or political subdivision of this State subject to municipal jurisdiction.

§ 32-3. Prohibited Acts and Regulated Activities.

1. It shall be unlawful for any person to throw, drop, discard or otherwise place any litter of any nature upon public or private property other than in a litter receptacle, or having done so, to allow such litter to remain.
2. Whenever any litter is thrown or discarded or allowed to fall from a vehicle or boat in violation of this ordinance, the operator or owner, or both, of the motor vehicle or boat shall also be deemed to have violated this ordinance.

§ 32-4. Enforcement.

This Ordinance shall be enforced by the New Jersey State Police, Warren County Health Department, and the Hardwick Township Zoning Officer.

§ 32-5. Violations and Penalties.

Any person(s) who is found to be in violation of the provisions of this Ordinance shall be subject to a fine not to exceed two thousand dollars (\$2,000.00).

SECTION II. Repealer.

Any article, section, paragraph, subsection, clause, or other provision of the Code of the Township of Hardwick inconsistent with the provisions of this Ordinance is hereby repealed to the extent of such inconsistency.

SECTION III. Severability.

The various parts, sections, and clauses of this Ordinance are hereby declared to be severable. If any part, sentence, paragraph, section, or clause is adjudged to be unconstitutional or invalid by a court of competent jurisdiction the remainder of this Ordinance shall remain in full force and effect.

Motion made by Lovell, second by Meuse and carried to open the public hearing.

No public comment.

Motion made by Meuse, second by Lovell and carried to close the public hearing.

Motion made by Jacksic second by Meuse and approved by roll call vote: Lovell—yes, Meuse—yes, Jacksic—yes for the adoption of 2023-15.

CONSENT AGENDA

1. 2023-47 – Fixing the Salaries and Wages of Officials, Appointees and Employees of the Township of Hardwick of Officials, Appointees and Employees of the Township of Hardwick in the County of Warren, State of New Jersey for 2023.

ADMINISTRATION	AMOUNT	PER
Township Committee Person	3,605.00	Year
Township Clerk – Interlocal Blairstown Township	51,500.00	Year
Recreation Director	1,045.00	Year
FINANCE		
Chief Financial Officer		25,000.00 Year

Qualified Purchasing Agent	2,500.00	Year
Tax Assessor- Interlocal-Blairstown Township	23,015.00	Year
Tax Collector – Interlocal – Blairstown Township	20,000.00	Year

LAND USE

Board Secretary	12,576.00	Year
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DEPARTMENT OF PUBLIC WORKS

Director		47.33	Hour
Equipment Operator/Laborer		20.00-35.00	Hour
Emergency Truck Driver	21.00-30.00		Hour
Summer Help	15.50-25.00		Hour

CONSTRUCTION AND ZONING

Zoning Officer	17,085.00	Year
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HEALTH DEPARTMENT

Animal Control Officer	9,205.00	Year
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EMERGENCY MANAGEMENT

Coordinator	2,668.00	Year
911 Coordinator	1,183.00	Year

BE IT FURTHER RESOLVED that other employees’ benefits and compensation are set forth in a Personnel Policy, as amended.

BE IT FURTHER RESOLVED that this resolution shall be retroactive to January 1, 2023, except as otherwise noted.

2. 2023-56 Cancellation of 2023 Taxes (Block 801 Lot 6.01).

WHEREAS, a County Tax Appeal was granted in 2022 for a reduction in assessed valuation,

WHEREAS, the Tax Assessor granted a reduction in the assessed valuation of the following property for the tax year 2023,

WHEREAS, the tax assessment software did not correctly update the property tax record thereby creating an overbilling of the assessed valuation,

Block 801 Lot 6.01
 49-A Sunset Lake Road
 Champignon, Craig S. & Vicki L.

2023 Taxes Originally Billed	\$12,888.22
2023 Corrected Tax Bill Amount	<u>\$11,320.60</u>
2023 Taxes To Be Cancelled	\$1,567.62

NOW, THEREFORE BE IT RESOLVED by the Mayor and Committee of Hardwick Township that the Tax Collector is hereby authorized to cancel 2023 property taxes in the amount of \$1,567.62:

3. 2023-57 Resolution to Cancel Lien on Property.

WHEREAS, Property known on the tax map of Hardwick as Block 203 Lot 9.02 Qualifier D0041, 17 Gaisler Road assessed to Nickey D’Ottavio, Jr. was to have been deleted from the tax record for the year 2022 and reassigned as Blcok 203 lot 9.02 Qualifier Q0304 by the Tax Assessor,

WHEREAS, the Vital Assessment System did not delete the record thereby creating duplicate tax record,

WHEREAS, a 2022 Tax Title Lien in the amount of \$35.66 exists on the property,

NOW, THEREFORE BE IT RESOLVED by the Mayor and Committee of Hardwick Township that the Tax Collector is hereby authorized to cancel said lien from the tax records.

4. 2023-58 Approving Payment of Vouchers.

WHEREAS all claims as reviewed and listed on the attached bill list are approved as reasonable and proper claims against the Township of Hardwick to be paid from its current fund; and

WHEREAS, the CFO has certified that funds are available to pay such claims.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Hardwick, County of Warren, State of New jersey that the bills on the attached bill listed are authorized to be paid

Motin made by Lovell, second by Meuse and approved by roll call vote: Lovell—yes, Meuse—yes, Jacksic—yes to approve the September 20, 2023, Consent Agenda.

UNFINISHED BUSINESS

Spring Valley Rd.

Mayor Jacksic stated that a permit has been submitted to NJDEP.

Personnel Manual

Attorney Bykov stated that the final draft will be presented to the committee within the week to give the committee enough time to review before the next meeting.

Municipal Building Flooring

No update.

Voiceover

Deputy Mayor Meuse said that the final form has been signed and the new phones should be shipped within the next week.

Tree Ordinance

Attorney Bykov provided the committee with a memo about a tree ordinance. The committee will review.

Newsletter

Clerk Shipps stated that the newsletter is currently at the printers and hopes to have the newsletters mailed out within the next two weeks.

NEW BUSINESS

Sussex-Warren Area Energy.

Clerk Shipps stated that Sussex-Warren Area Energy went out for another bid and JCP&L continues to have the lowest rate. They will go out for another bid in the next quarter.

CORRESPONDENCE

Warren County Letter regarding 80 Delaware Water Gap Bridge Crossing.

PSEG letter regarding PSEG File 1026821, Hardwick Township, Warren County.

Committee reviewed above Correspondence.

TOWNSHIP ATTORNEY

Attorney Bykov stated that the addendum for the cell tower bid is almost complete. Once complete the addendum will be sent to Clerk Shipps for publication.

TOWNSHIP CLERK

Clerk Shipps reminded residents that the shredding event will be held from 12 pm to 3 pm at the municipal parking lot on October 21, 2023.

Rabies Clinic will be on December 2, 2023, from 8:30 am to 11:00 am at the Blirstown DPW on Lambert Rd.

TOWNSHIP COMMITTEE REPORTS

Committeeman Lovell discussed having a Christmas Tree at the municipal building. The committee agreed to have a tree which we will be purchased at Lowes or Home Depot.

Deputy Mayor Meuse said that there will be an Office of Emergency Management drill in October with Warren County.

Mayor Jacksic said that the current Police Commander at Hope Barracks is being transferred to Sussex and there will be a new commander. There are two new Special Resource Officers at the school. Nick Coperaro is at North Warren and Tyrone Coronato is at Blirstown Elementary School.

PUBLIC COMMENT

Bob Wolf from the Fire Tower read the call outs for the Stillwater Fire Department.

EXECUTIVE SESSION

Motion made by Meuse, second by Lovell and carried to go into Executive Session at 8:10 pm.
2023-59 Resolution Authoring Executive Session for the purpose of:

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. Contract Negotiations

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.

Motion made by Jacksic, second by Lovell and carried to close executive session at 8:20 pm.

Attorney Bykov stated the township committee met in Executive session to discuss two matters. One was personnel, and the other was ongoing litigation. No action has been taken at this time and copies of these minutes will be available at such time the committee decides there will be no harm to the public interest.

ADJOURNMENT

Motion made by Meuse, second by Lovell and carried to adjourn the meeting at 8:21 pm.

Respectfully submitted by:

Kristin Shipps, RMC