

The Shamong Township Committee held a Committee Meeting and Board of Health Meeting on the above date at the Municipal Building.

Mayor Di Croce called the meeting to order at approximately 7:30 p.m.

The Clerk stated to please be advised that proper notice of this meeting has been given in compliance with the Open Public Meeting Act in the following manner; written notice has been sent to and published in the Burlington County Times and sent to the Central Record and posted as required by the Open Public Meeting Act.

Mayor Di Croce acknowledged the Pledge of Allegiance was recited at the earlier reorganization meeting and then extended his thanks to the Committee for his election to the Committee as Mayor.

Roll Call (as noted at earlier meeting)	Mr. Michael Cooney	P
	Mr. Michael Di Croce	P
	Mr. Timothy Gimbel	P
	Mr. Sean Gray	P
	Mr. Martin Mozitis	P

Also in attendance: D. Heinold, Solicitor and D. Guzzi, Engineer

Mayor Di Croce opened the meeting to the public for comments, at which time Mr. D’Andrea, a Manager of Fawn Lake Village, reported progress has slowed down on the septic system repairs, but is still moving forward and he will advise updates at the February meeting.

Mr. Nixon then reported a light that is not working on Willow Grove Road (and Atsion). Mrs. Onorato, the Clerk, advised that Public Works will look into getting the light pole number and following up.

There being no further public comments or questions, Mayor Di Croce then closed the meeting to the public.

ITEMS FOR DISCUSSION AND POSSIBLE OFFICAL ACTION;

On motion of Committeeman Gimbel, seconded by Committeeman Mozitis, the December 5, 2017 Regular and Executive Session minutes were approved as submitted. A roll call vote showed all members present voting yes.

On motion of Committeeman Gimbel, seconded by Committeeman Mozitis, it was moved to award contract to Edmonds and Associates for software support and hardware maintenance agreement at a total cost of \$6,025.00 (\$2,642.75 – Finance Dept and \$3,382.25 Tax Dept) which reflects a 20% discount. The Mayor and Township Administrator shall be authorized to expedite all related documents. A roll call vote showed all members present voting yes.

On motion of Committeeman Cooney, seconded by Committeeman Mozitis, it was moved to appoint M & R Wildlife Removal, Inc. as our Certified Animal Control Officer and award their contract for these services as per the fee schedule submitted for the year ending December 31, 2018. The Mayor and Township Administrator shall be authorized to expedite all related documents. A roll call vote showed all members present voting yes.

On motion of Committeeman Gimbel, seconded by Committeeman Gray, it was moved to approve a One Year 2018 License to Operate renewal for Garden Homes Management Corporation (Oakview Village). A roll call vote showed all members present voting yes.

The Clerk reported that One Year 2018 License to Operate renewal for Fawn Lake Village approval (currently extended to Feb. 6, 2018) is pending review from the Rent Control Board after they meet on January 17, 2018 and review the application. The Clerk reported site inspections of the 113 trailers and one house office were completed/signed off by Mr. Toussaint, Township Building Code Inspector, on December 12, 2017. Mayor Di Croce then notified the public regarding a Park Resident opening on the Rent Control Board. The Clerk reported this is a non-voting position but should have representation and anyone interested should contact the Municipal Office for the application.

The Clerk reported the 2018 temporary budget covers the first three months of the year. The State requires the budget be submitted by February 10, 2018, but this has been extended until March 16, 2018 with final adoption now revised to April 20, 2018. The Clerk reported the 2017 amended budget was \$2,885,937 and the current 2018 projected budget is \$3,366,420. The Clerk reported some of the 2018 projected budget items include the 2.5% COLA (Cost of Living Adjustment) per the State; a reduction in overall staffing salaries due to a staffing retirement (-13,929); the new lease/purchase of a Township plow truck \$60,000; replacement of (6+ years) computers \$10,000; replacement of (11+ years) phone system \$10,000; road improvements and restriping \$200 K +/-; no increase in health benefits and a savings in dental premiums; increase in pension benefits of \$5,229 (7.6%); purchase of a used grader \$30,000

The Clerk reported as of December 14, 2017 (Local Finance Number 2017-26) the State of NJ issued new submission requirement for the budget, as well as required training for the Township CFO.

The Clerk reported the Public Works Supervisor, Norman Welsh, has requested the purchase of a backhoe replacement – estimated cost \$100,000+. The Clerk reported this item is not currently in the budget and stated due to start-up cemetery costs and the aforementioned plow truck lease/purchase costs, feels the current year's budget would not accommodate this purchase albeit needed for Public Works in the very near future. The Committee briefly discussed looking into the purchase of a used backhoe commenting the need to be aware of getting one with the same wear/tear issues (i.e. rock salt, etc.).

The Clerk reported the Cemetery is a new Cost Center and is being worked on as a Bonded Cost (spread out cost over ten years) at an estimated \$300,000+ in start-up and development costs. The Clerk reported the estimated salary and wages is \$47,000 with \$20,000 of that being offset from the Administrator and Clerk budget lines. The Clerk reported that operating expenses are estimated at \$33,000 for the first year.

The Clerk reported that additional costs included in the current year's budget is \$257,000 in debt costs; ambulance payment, down payment on plow truck, Green Acres loan, Cemetery land payment, road program payment, and Cemetery bond payment. Additional debt payments would be for a used grader, computers and a phone system.

The Clerk reported the County advised that the Swift 9-1-1 resident notification system will be funded through 12/31/2018, but that it may be a Township funded service in 2019.

The Clerk reported a resident request for permission/extension to remove dead and or fallen trees from Township land which has been an annual request for several years. Proof of insurance and a Hold Harmless agreement has been submitted. **On motion of Committeeman Cooney, seconded by Committeeman Gray, it was moved to approve the resident request for permission to remove dead and or fallen trees from Township land (block 23.01, lot 26 and block 8.01, lot 12.62) through 2/1/2018. A roll call vote showed all members present voting yes.**

RESOLUTIONS:

The Clerk reported this is a one-year appointment required every year and ensures these listed volunteers appointed are covered by the Township insurance. **On motion of Committeeman Gimbel seconded by Committeeman Gray, it was moved to approve Resolution 2018R-20 appointing residents to the Pinelands Regional Community Emergency Response Team (CERT). A roll call vote showed all members present voting yes.**

The Clerk reported this was brought forth by the Burlington County Joint Insurance Fund and was reviewed by the Solicitor. **On motion of Committeeman Cooney, seconded by Committeeman Mozitis, it was moved to approve Resolution 2018R-21 authorizing Certification of Compliance with the United States Equal Opportunity Employment Commission's "Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964". A roll call vote showed all members present voting yes.**

On motion of Committeeman Gimbel, seconded by Committeeman Mozitis, it was moved to approve Resolution 2018R-22 authorizing and ratifying memorandum of understanding (MOU) for Pinelands Regional Community Emergency Response Team (CERT). A roll call vote showed all members present voting yes.

The Clerk reported this request was due to a cancellation of home sale and has been approved by the Construction Code Official. **On motion of Committeeman Cooney, seconded by Committeeman Gray, it was moved to approve Resolution 2018R-23 authorizing refund of Certificate of Occupancy Fees (\$50.00) to Anthony Isch or 402 Indian Mills Road. A roll call vote showed all members present voting yes.**

The Clerk reported this is a seven member Board consisting of the Township Mayor, Deputy Mayor, Administrator and CFO, as well as, the Planner and two residents. **On motion of Committeeman Gray, seconded by Committeeman Mozitis, it was moved to approve Resolution 2018R-24 annual appointments to the Cemetery Advisory Board.**

ORDINANCES:

On motion of Committeeman Cooney, seconded by Committeeman Gimbel, Ordinance 2018-1 to exceed the municipal budget appropriation limits and to establish a cap bank (N.J.S.A.40A:4-45.14) was approved after first reading. A roll call vote showed all members present voting yes.

The Clerk advised there have been very few changes, one being the addition of a Cemetery Administrator and Cemetery Assistant Administrator. The Clerk reported the salary has been reduced on other positions to budget for these two new positions. The Solicitor advised his agreement on these changes. **On motion of Committeeman Gimbel, seconded by Committeeman Cooney, Ordinance 2018-2 fixing annual salary ranges of members of the Township Committee and Certain designated officers was approved after first reading. A roll call vote showed all members present voting yes.**

The Solicitor reported the Committee has the authority to create advisory boards which are given the task of gathering and reviewing information to be presented to the Committee. The Clerk reported on a few things the Cemetery Board is looking into at this time; establishing By-Laws, Standard Operating Procedures, Rules & Regulations and Pricing. **On motion of Committeeman Cooney, seconded by Committeeman Gray, Ordinance 2018-3 creating Chapter 7 of the Township code governing “Cemetery Advisory Board” was approved after first reading. A roll call vote showed all members present voting yes.**

The Solicitor reported making some revisions on the Department of Environmental Protection model that were approved but needed some clarifications. **On motion of Committeeman Gimbel, seconded by Committeeman Gray, it was moved to approve Ordinance 2018-4 amending Chapter 90 governing “Flood Damage Prevention”. A roll call vote showed all members present voting yes.**

APPROVAL OF ATTACHED BILL LIST:

The Clerk confirmed that several quotes were received with Ronaldson Electric being the lowest who was hired to do repair and or replace some outside lighting around the Municipal building, a light in the Tax Collector's office and a light in the Public Works building. **On motion of Committeeman Mozitis, seconded by Committeeman Cooney, it was moved to approve the attached Bill List. A roll call vote showed all members present voting yes.**

REPORTS:

The Engineer, Mr. Guzzi, stated Oakshade Road is completed. No other reports.

The Solicitor, Mr. Heinold, thanked the Committee for the appointment. The Solicitor advised the Committee to review the info he provided on the status of sale of property on Atsion and Grassy Lake Road when they have a moment.

The Administrator, Mrs. Onorato advised she had no further reports.

BOARD OF HEALTH MEETING AGENDA:

At this time Mayor Di Croce asked for a motion to recess the Township Committee meeting and conduct the Board of Health meeting. **On motion of Committeeman Gimbel, seconded by Committeeman Gray, the regular meeting was recessed and the Board of Health meeting took place. A roll call vote showed all members present voting yes.**

The Clerk stated to please be advised that proper notice of this meeting has been given in compliance with the Open Public Meeting Act in the following manner; written notice has been sent to and published in the Burlington County Times and sent to the Central Record and posted as required by the Open Public Meeting Act.

The Administrator, Mrs. Onorato, reported the Township sold 282 dog licenses in 2017 and new licenses are due January 31st of every year. The Administrator reported the Township will be having a Free Rabies Clinic on Saturday, March 24, 2018 from 9 am to 11 am at the Municipal Garage. The Administrator also reported the Township saw 79 dogs and 19 cats at the 2017 rabies clinic. Mrs. Onorato stated a dog census is required by the State of New Jersey

The Administrator reported the Burlington County Board of Health inspection reports on food establishments in the Township have been received with satisfactory results. The Administrator reported there was only one issue; the Pic-A-Lilli Inn has conditional satisfactory inspections in November/December which were corrected in December. Additionally, the Administrator reported the Township was notified that there would be a hearing addressing the findings of the two conditional satisfactory inspections, but is confident it will be resolved.

Mayor Di Croce opened the meeting to the public, there being no comments; he closed the Board of Health meeting to the public. **On motion of Committeeman Gimbel, seconded by Committeeman Gray, the Board of Health meeting was adjourned. All present voted yes.**

Mayor Di Croce reconvened the **Regular Meeting** and opened it to the public for questions or comments, at which time Steve Horovitz asked about the “cap bank”. The Solicitor explained that each year the Township has a cap and the ability to carry over (bank) some of the cap; as opposed to maxing it out each year. The Solicitor advised this helps a Township to be more fiscally responsible in their policy and financial decisions. The Administrator additionally gave some examples of how this works for the Township along with brief Committee discussion on taxes.

John Lyons, Coordinator for the Office of Emergency Management (OEM), requested that emergency power for the Township Municipal building be a further consideration. The Committee had a brief discussion regarding the existing emergency services available at local school facilities.

Mayor Di Croce took a moment to thank John Lyons and the OEM volunteers for their assistance at the 1st Annual Christmas Holiday Lights presentation held at the Dingtowntown complex. Mr. Lyons then acknowledged the Township Public Works department for all their work in getting the area prepared.

There being no more comments, Mayor Di Croce closed this portion of the meeting to the public.

On motion of Committeeman Gimbel, seconded by Committeeman Cooney, it was moved to approve Resolution 2018R-25 to go into Executive Session for attorney client privilege. A roll call vote showed all members present voting yes.

The Committee returned to Regular Session and the Solicitor stated some legal questions were discussed regarding the Township cell tower Ordinance and that he was directed to write a letter to the Superintendent of schools. The Solicitor stated he will also follow up with the contract purchaser on the Atsion/Grassy Lake property.

There being no further business, **on motion of Committeeman Gray, the meeting was adjourned with no one opposing.**

Attest:

Susan D. Onorato
Municipal Clerk