

**GREEN TOWNSHIP COMMITTEE
AUGUST 12, 2013**

CALL TO ORDER

The August 12, 2013, meeting of the Green Township Committee was called to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE

ADEQUATE NOTICE: Mrs. Peralta read the statement of adequate notice.

ROLL CALL: Present: Mr. Bilik, Mr. Chirip, Mr. Conkling, Mr. Kurzeja, and Mrs. Phillips
Also present: Clerk/Administrator, Mrs. Linda Peralta; Township Attorney, Mr. Richard Stein; Township Engineer, Mr. John Miller; Special Counsel, Mr. Kevin Kelly; and DPW Superintendent, Mr. Watson Perigo

Mayor Conkling asked for a motion to change the order of the agenda and to enter Executive Session with Mr. Kevin Kelly.

Mr. Chirip made a motion at 7:00 p.m. to enter into Executive Session to discuss Attorney-Client Privilege

Seconded: Mr. Bilik

Discussion: None

	AYE	NAY	ABSTAIN	ABSENT
Mr. Bilik	X			
Mr. Chirip	X			
Mr. Kurzeja	X			
Mrs. Phillips	X			
Mr. Conkling	X			

Mr. Chirip made a motion at 7:17 p.m. to return from Executive Session.

Seconded: Mrs. Phillips

Discussion: None

	AYE	NAY	ABSTAIN	ABSENT
Mr. Bilik	X			
Mr. Chirip	X			
Mr. Kurzeja	X			
Mrs. Phillips	X			
Mr. Conkling	X			

Note that Mr. Bilik was not present during Executive Session.

DISCUSSIONS:

a. Mr. John Miller, Township Engineer

- **Invoicing for Scenic Drive and County Rout 517** – The Committee asked Mr. Miller for an explanation for his invoicing which has exceeded the not to exceed amount of \$13,500.00. Mr Miller stated the reason was due primarily to underestimating the costs associated with the project. An additional \$1,500.00 has been invoiced and Mr. Miller estimates an additional \$1,500.00 for communication fees to resolve the issues with the County. The Committee asked Mr. Miller to inform them in the future well in advance of exceeding the not to exceed amount.

Mr. Chirip made a motion to extend the not to exceed amount by the requested \$3,000.00.

Seconded: Mr. Kurzeja

Discussion: Mrs. Phillips expressed concerns that Mr. Miller’s employees should watch their hours.

	AYE	NAY	ABSTAIN	ABSENT
Mr. Bilik	X			
Mr. Chirip	X			
Mr. Kurzeja	X			
Mrs. Phillips	X			
Mr. Conkling	X			

Scenic Drive and County Route 517 Discussion Continued – Mr. Rich Stein reviewed the survey. The long piece of property along Decker Pond Road was intentionally held back by Lake Tranquility Developers so that the

**GREEN TOWNSHIP COMMITTEE
AUGUST 12, 2013**

properties would not have direct access to County Route 517. Mr. Stein has tracked down the widow of the last known surviving shareholder officer and director of Lake Tranquility. A quit claim deed was filed and any rights are given to the Township. There has been very limited contact from the County to resolve the issue. In addition to the bushes in the county’s right of way, the kiosk is another obstacle. There is no recorded license or documentation as to who owns the kiosk. Mr. Stein sent a letter to the local company that advertises on the kiosk asking for proof of rights and if there is no proof to remove the kiosk.

- **Bid for Municipal Building Parking Lot and Garage**—Mr. Miller reviewed the drawings at a recent Planning Board Meeting. The specs and plans are completed. Mr. Rich Stein has prepared two resolutions for the parking lot one with the prefab garage and one without the garage. After discussion, the Committee decided to obtain quotes for the garage separately.

Mrs. Phillips made a motion to authorize the bid process.

Seconded: Mr. Bilik

Discussion: The Committee discussed the best location for the garage. Mrs. Phillips had several questions on the drawings which were answered by Mr. Miller.

	AYE	NAY	ABSTAIN	ABSENT
Mr. Bilik	X			
Mr. Chirip	X			
Mr. Kurzeja	X			
Mrs. Phillips	X			
Mr. Conkling	X			

This is Resolution 2013-116. The bid documents will be available August 19. The bids will be opened at 10:00 a.m. on September 5 and award contract at the September 9 Committee Meeting. The contracts will be executed to begin work prior to the winter months.

- **Bid for New Roofs at the Greendell and Tranquility Post Office Buildings** – Mr. Miller reviewed the plans in detail for repairs to the roofs. The bids for both post offices will be opened on September 5.

Mr. Chirip made a motion to authorize the bid process.

Seconded: Mr. Kurzeja

Discussion: None

	AYE	NAY	ABSTAIN	ABSENT
Mr. Bilik	X			
Mr. Chirip	X			
Mr. Kurzeja	X			
Mrs. Phillips	X			
Mr. Conkling	X			

This is Resolution 2013-117.

- **Whitehall Road Project (NJDOT Grant \$80,000.00)** – This project will be completed utilizing co-op and State contracts. Mr. Perigo and Mr. Miller will walk the road, determine what is needed to complete the project. The Committee agreed and authorized Mr. Miller to move forward.

Mr. Chirip made a motion to authorize use of the Co-Op/State contract for this project.

Seconded: Mrs. Phillips

Discussion: None

	AYE	NAY	ABSTAIN	ABSENT
Mr. Bilik	X			
Mr. Chirip	X			
Mr. Kurzeja	X			
Mrs. Phillips	X			
Mr. Conkling	X			

This is Resolution 2013-119.

**GREEN TOWNSHIP COMMITTEE
AUGUST 12, 2013**

b. Mr. John Miller and Mr. Rich Stein – 29 Hillside Terrace Rehab Project – There were no bidders present at either of the two bid openings. Mr. Stein explained that under the Local Public Contracts Law, the Township can negotiate a contract or contracts with anyone to do the work. Plans and specs essentially need to be the same that were bid on. Two quotes will be needed on each of the elements of work.

c. Mr. Rich Stein

- **Bid for Generators** – Mr. Stein put together a generic bid document for emergency generators for the municipal and DPW buildings. Mr. Stein explained the bid specs and after a brief discussion on whether propane or diesel would be beneficial, the Committee decided on propane.

Mr. Chirip made a motion to authorize the bid process.

Seconded: Mrs. Phillips

Discussion: None

	AYE	NAY	ABSTAIN	ABSENT
Mr. Bilik	X			
Mr. Chirip	X			
Mr. Kurzeja	X			
Mrs. Phillips	X			
Mr. Conkling	X			

This is Resolution 2013-110.

- **Bid for Salt Shed** – Mr. Perigo obtained technical specs from two different companies for a fabric structure.

Mrs. Phillips made a motion to authorize the bid process.

Seconded: Mr. Chirip

Discussion: None

	AYE	NAY	ABSTAIN	ABSENT
Mr. Bilik	X			
Mr. Chirip	X			
Mr. Kurzeja	X			
Mrs. Phillips	X			
Mr. Conkling	X			

This is Resolution 2013-111.

d. Trinca Airport Workshop – Mr. Bilik discussed the possibility of selling the airport and using the funds to pay off the bond. One option would be to have an airport community including five homes having airport access. Another option would be to subdivide the non-airport parcel into two parcels into farmland preservation. There are companies that specialize in airport real estate. Mr. Bilik requested permission to make contacts to see if there is any interest in buying the property. At this time, Mayor Conkling accepted comments from Mr. Gene Bambara, 4 Old Forge Lane. Mr. Bambara suggested an alternate option for the property. A deed restricted 55 plus community would be beneficial and a good source of revenue for the town with no additional burden on the school. The Committee look at all options presented to them.

e. Proposal from Planner to Revise Land Use Ordinance – Jessica Caldwell, Township Planner submitted a proposal to completely revise the Land Use Ordinances, Chapter 30 and 33 for \$37,500.00. Mrs. Peralta has discussed with Chairpersons of the Planning and Board of Adjustment Boards. They are in support of the revision.

Mrs. Phillips made a motion to authorize Mr. Stein to prepare the professional service resolution for the next meeting and for Mrs. Peralta to notify Jessica Caldwell.

Seconded: Mr. Bilik

Discussion: Mr. Chirip questioned what was wrong with the current ordinances. Mrs. Peralta explained they are difficult to use and there are a lot of inconsistencies. Mr. Stein concurred that he has found mistakes which has caused some issues. Mr. Stein will have a formal resolution prepared for the next meeting.

**GREEN TOWNSHIP COMMITTEE
AUGUST 12, 2013**

Mr. Bilik	X			
Mr. Chirip	X			
Mr. Kurzeja	X			
Mrs. Phillips	X			
Mr. Conkling	X			

f. **911 Shared Services Agreement with Andover Township** – Mrs. Peralta informed the Committee that the 911 contract will expire at the end of the year and suggested a subcommittee be formed to begin negotiating. The County 911 facility will be functioning as of January 1, 2014. Mayor Conkling suggested he and Mrs. Phillips meet with Andover’s Committee. Mrs. Peralta will email Andover’s Township Clerk.

g. **2013 Older American Award** – The Committee will discuss in Executive Session later in the meeting.

CONSENT AGENDA:

- a. **Resolution 2013-105A – Authorize Temporary Seasonal Employee to Perform Municipal-Wide Dog License**
- b. **Resolution 2013-106 – Refund Taxes for Block 60 Lot 8 - Wolosky**
- c. **Resolution 2013-107 – Refund Taxes (Airport Road, Monticciolo, Jansons, LoPresti, Shamy, Saviettieri, and Smith)**
- d. **Resolution 2013-108 – Refund Taxes for Block 06, Lot 10 - Seratelli**
- f. **Minutes ready for approval – July8, 2013 regular minutes**
- g. **Department Reports**

Motion: Mr. Chirip

Seconded: Mrs. Phillips

Discussion: Mrs. Peralta noted a change to Resolution 2013-105A. The Township is required by State Statute to conduct a dog census every two years. The last one performed in Green Township was in 2001. Mrs. Peralta briefly explained how a census is conducted. The money is available in the dog trust fund. Ms. Nellie Klaver is a certified Animal Control Officer qualified to conduct the census. The Risk Manager and Mr. Stein thought it better to hire a temporary seasonal employee to be covered under the Township’s insurance.

Mayor Conkling requested Resolution 2013-109 be pulled from the Consent Agenda and voted on separately.

	AYE	NAY	ABSTAIN	ABSENT
Mr. Bilik	X			
Mr. Chirip	X			
Mr. Kurzeja	X			
Mrs. Phillips	X			
Mr. Conkling	X			

e. Resolution 2013-109 – Refund Soil Erosion Fees to Forest Knolls

Motion: Mrs. Phillips

Seconded: Mr. Chirip

Discussion: None

	AYE	NAY	ABSTAIN	ABSENT
Mr. Bilik	X			
Mr. Chirip	X			
Mr. Kurzeja	X			
Mrs. Phillips	X			
Mr. Conkling			X	

OLD BUSINESS: None

**GREEN TOWNSHIP COMMITTEE
AUGUST 12, 2013**

NEW BUSINESS:

a. Resolution 2013-112 – Bills List (07/03/13 to 08/06/13) and Developer’s Escrow Trust (06/28/13 to 08/06/13)

Motion: Mrs. Phillips
 Seconded: Mr. Chirip
 Discussion: Mrs. Peralta noted that the DPW truck was delivered on August 8; the purchase order for \$47,675.00 for the 2013 Dump Body Plow and Spreader Truck was not included on the Bills List. Mrs. Phillips made a motion to add payment of the truck to the Bills List.
 Seconded: Mr. Bilik
 Discussion: None

	AYE	NAY	ABSTAIN	ABSENT
Mr. Bilik	X			
Mr. Chirip	X			
Mr. Kurzeja	X			
Mrs. Phillips	X			
Mr. Conkling	X			

b. Resolution 2013-113 –Aqua NJ Driveway Easement to Owner Block 81, Lot 21 – Mr. Stein explained the attorney for Aqua New Jersey wrote a letter asking for the Township’s concurrence to allow them to grant a driveway easement to the owner of Block 81, Lot 21. The driveway on the property is the access way into the wells owned by Aqua NJ. This creates a title issue for the owner of the property since they do not own the land where their driveway is without an easement. NJ Aqua is willing to grant an easement with the township’s concurrence.

Motion: Mrs. Phillips
 Seconded: Mr. Kurzeja
 Discussion: None

	AYE	NAY	ABSTAIN	ABSENT
Mr. Bilik	X			
Mr. Chirip	X			
Mr. Kurzeja	X			
Mrs. Phillips	X			
Mr. Conkling	X			

c. Resolution 2013-118 – Accept Highest Bid for Sale of Block 59, Lots 10 and 27 – Mr. Stein stated that the Public Sale was held at 6:30 p.m. today. Mr. and Mrs. Capasso were the only bidders in which they bid the minimum amount of \$2,800.00 on each lot for a total of \$5,600.00, which was formally accepted. Mrs. Capasso handed Mrs. Peralta \$1,000.00 cash deposit. Mr. Stein will prepare the deed.

Motion: Mr. Chirip
 Seconded: Mr. Bilik
 Discussion: None

	AYE	NAY	ABSTAIN	ABSENT
Mr. Bilik	X			
Mr. Chirip	X			
Mr. Kurzeja	X			
Mrs. Phillips	X			
Mr. Conkling	X			

d. Resolution 2013-114 – Request Approval of Items of Revenue and Appropriation

Motion: Mrs. Phillips
 Seconded: Mr. Kurzeja
 Discussion: None

	AYE	NAY	ABSTAIN	ABSENT
Mr. Bilik	X			
Mr. Chirip	X			

**GREEN TOWNSHIP COMMITTEE
AUGUST 12, 2013**

Mr. Kurzeja	X			
Mrs. Phillips	X			
Mr. Conkling	X			

CORRESPONDENCE: Mrs. Peralta noted the following:

- Invitation to the dedication and wetdown of the two new fire trucks.
- Application from Dennis Walker to join the Environmental Committee. Currently, the Environmental Committee has no openings. Mr. Walker’s application will be kept on file for future reference.
- Letters from Mr. Stein regarding Scenic Drive and County Route 517.

MATTERS FROM THE GOVERNING BODY: None

MATTERS FROM THE TOWNSHIP CLERK/ADMINISTRATOR: Mrs. Peralta would like to proceed with the new website. Cit-e-Net would like the Committee to identify 3 or 4 municipal websites that they like and pictures of Green Township for the homepage. After discussion, the Committee would like Mr. Brian Borri to present at the next meeting.

Mrs. Peralta has created a draft Emergency Handbook that includes Emergency Guidelines, Chain of Command, and Contact List. This document is a confidential work product and not available to the public. Mr. Stein followed up that every municipality is required by state law to have an Emergency Management Plan. These documents are not subject to OPRA, very specifically states they are not disclosed publically. The Handbook will be reviewed at the next Emergency Management Council meeting.

Mrs. Peralta has updated the Emergency Response Plan, which includes a map of exits and what to do in certain emergency situations. She will roll the Plan out at a staff meeting in the near future. The Plan includes recommendations from the Sheriff’s Department.

The Risk Manager, Mr. Wayne Dietz, has arranged for security and safety training from the company that dealt with the aftermath of the movie theatre shooting in Colorado. There are two sessions, day and evening, tentatively scheduled for September 16, 2013. The Committee further discussed security of the municipal building. Mrs. Phillips suggested waiting until the trainings next month as new ideas may be presented.

Swift 911 is an emergency service communication capable of notifying those that sign up to receive notifications via text, voice, email, facebook, twitter, etc. A proposal was submitted for \$2,450.00 per year.

Mrs. Phillips made a motion to accept the proposal.

Seconded: Mr. Chirip

Discussion: It was recommended to include a link to Swift 911 on the new website.

	AYE	NAY	ABSTAIN	ABSENT
Mr. Bilik	X			
Mr. Chirip	X			
Mr. Kurzeja	X			
Mrs. Phillips	X			
Mr. Conkling	X			

Resolution 2013-115 is a tax refund for Mrs. Janet Christie.

Motion: Mrs. Phillips

Seconded: Mr. Chirip

	AYE	NAY	ABSTAIN	ABSENT
Mr. Bilik	X			
Mr. Chirip	X			
Mr. Kurzeja	X			
Mrs. Phillips	X			
Mr. Conkling			X	

**GREEN TOWNSHIP COMMITTEE
AUGUST 12, 2013**

Request from Pass It Along to hold their 2nd Annual Bike Tour will be held on September 15, 2013.

Motion: Mr. Chirip
Seconded: Mrs. Phillips
Discussion: None

	AYE	NAY	ABSTAIN	ABSENT
Mr. Bilik	X			
Mr. Chirip	X			
Mr. Kurzeja	X			
Mrs. Phillips	X			
Mr. Conkling	X			

MATTERS FROM THE TOWNSHIP ATTORNEY: Mr. Stein mentioned there is a Boy Scout working on his Eagle Scout project which includes installing a small fence and a historical marker at Huntsville Cemetary. Mrs. Fisher, Zoning Official, would like to waive the \$35.00 zoning permit fee.

Motion: Mr. Chirip
Seconded: Mrs. Phillips
Discussion: None

	AYE	NAY	ABSTAIN	ABSENT
Mr. Bilik	X			
Mr. Chirip	X			
Mr. Kurzeja	X			
Mrs. Phillips	X			
Mr. Conkling	X			

It was brought to the attention of the Tax Assessor four commercial properties received in December a letter stating correctly what their assessment will be. When the tax bill was received the amount was much higher on three properties and lower on one property. Mr. Stein will file a motion with Judge Bianco to correct the four assessments.

MATTERS FROM THE DPW SUPERVISOR: Mr. Perigo informed the Committee the mulch at Evergreen Park playground needs to be remulched. Mr. Perigo presented two options. The wood mulch has been added to every year or the rubber mulch which has more durability. Mr. Perigo presented the different colors and prices of rubber mulch. After discussion, the Committee agreed to authorize the purchase of 64 tons of tan and green rubber mulch and liner under the State Contract or the Morris County Co-Op. The mulch should be in by Green Township Day, September 21, 2013.

Motion: Mr. Chirip
Seconded: Mr. Bilik
Discussion: None

	AYE	NAY	ABSTAIN	ABSENT
Mr. Bilik	X			
Mr. Chirip	X			
Mr. Kurzeja	X			
Mrs. Phillips	X			
Mr. Conkling	X			

Mr. Perigo provided estimates from the Morris County Co-Op to paving a section of Mackerley Road. The new DPW truck has arrived. The new Township car should arrive on Tuesday, August 13.

PUBLIC COMMENTS AND/OR QUESTIONS: None.

Mr. Stein stated he will work with Mrs. Peralta and Mr. Miller to write a letter to County regarding Scenic Drive and County Route 517.

**GREEN TOWNSHIP COMMITTEE
AUGUST 12, 2013**

EXECUTIVE SESSION:

Mr. Chirip made a motion to enter into Executive Session to discuss nominations for Older American Award.

Seconded: Mrs. Phillips

Discussion: None

	AYE	NAY	ABSTAIN	ABSENT
Mr. Bilik	X			
Mr. Chirip	X			
Mr. Kurzeja	X			
Mrs. Phillips	X			
Mr. Conkling	X			

The Committee returned from Executive Session at 9:51 p.m.

ADJOURN:

Mr. Chirip made a motion to adjourn at 9:54 p.m.

Discussion: None

	AYE	NAY	ABSTAIN	ABSENT
Mr. Bilik	X			
Mr. Chirip				X
Mr. Kurzeja	X			
Mrs. Phillips	X			
Mr. Conkling	X			

*ALL RESOLUTIONS AND ORDINANCES ARE ATTACHED TO AND MADE PART OF THESE MINUTES

Linda Peralta, RMC
Clerk/Administrator

Date Approved