

**GREEN TOWNSHIP COMMITTEE
FEBRUARY 25, 2013**

CALL TO ORDER

The February 25, 2013, meeting of the Green Township Committee was called to order at 6:15 p.m.

PLEDGE OF ALLEGIANCE

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; CFO, Mrs. Linda Padula; Tax Assessor, Mrs. Penny Holentstein; Township Auditor, Mr. Tom Ferry; DPW Supervisor, Mr. Watson Perigo; OEM, and Mr. Jim Powderley

DISCUSSIONS:

- a. **Budget** – Mrs. Padula reviewed the following changes that were made since the last budget meeting:
 - Removed items such as the ambulance, salt shed at the DPW Yard, Municipal Building parking lot, DPW trucks, recreational fields and replacement of the roof at the municipal building. These items are included with the Bond Ordinance
 - In turn, kept the capital improvement fund at \$55,000.00
 - Increased debt services.
 - Increased administrative O&E budget by \$51,000.00 for security measures in the municipal building, grant writing and changes in personnel
 - Have not heard from State regarding the DOT grant funding. The budget can be amended accordingly.
 - At this time, the budget is at a municipal tax rate of zero increase

The budget will be introduced on March 11 and adopted at the April 8 meeting. Mr. Bilik asked what kind of aid we can expect in 2014 with anticipation of lost revenues from Superstorm Sandy. Mr. Ferry explained the Township’s surplus account is at a comfortable level. Mr. Kurzeja asked about the municipal court budget. It was explained that at this point, the Township is not sure what direction they are in, will have a better understanding after the upcoming budget court meeting. Costs associated with the Deputy Court Administrator were kept in the budget, minus health benefits. Mr. Conkling asked Mr. Ferry for his opinion in the fact that there has been no increase in taxes for the past 4 years. Mr. Ferry believes that it is a good practice to raise taxes accordingly. Green Township has been frugal with their budgets and kept costs low and revenues higher, however there will be a time when expenditures catch up to revenues. At this time, Mr. Ferry feels there is enough in the surplus. Mr. Bilik asked the Committee to revisit the Open Space Tax. The Open Space fund is well funded therefore Mr. Bilik feels the Township can lower the tax rate from 3 cents to 1.5 cents on a 100. The Ordinance states the Township can set the rate annually therefore this tax can be adjusted each year. Mr. Bilik made a motion to change the rate from 3 to 1.5 cent for 2013

Seconded: Mr. Chirip

Discussion: The Committee discussed the average cost to the household at 3 cents and 1.5 cents and the long term implication of reducing this tax.

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

This is Resolution 2013-48.

Mr. Chirip made a motion to make a change to the surplus to reduce it and take the money from the reduced Open Space tax rate and move it to surplus.

Seconded: Mrs. Phillips

Discussion: None

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

This is Resolution 2013-49. Mr. Ferry explained that a resolution is needed to change the rate. Mrs. Holenstein mentioned this resolution should be sent to the County Tax Board office.

Mrs. Holenstein explained the reassessment process and the history of the reassessment. The county Tax Board ordered the revaluation. There were many tax appeals in 2012. The Tax Board was asked to recind the reval order and a reassessment was approved. This enabled the Township to look at all the values, collect at the data and collect sales data and set values by neighborhood based on sales in the neighborhood. All information is available on Appraisal Systems website for any resident to review. The average was 25% loss in value. There was further discussed the outcome of the reassessment and the values.

The Committee adjourned for a short recess at 7:30 p.m.

The Committee returned from recess at 7:41 p.m.

- b. Security of Municipal Building – Proposal from T&R Alarm – Mr. Tom Sansone** – Held to next meeting pending proposal.
- c. Escrow Agreement for Housing Trust Fund** – Mr. Stein stated Mr. Vito Gallo, COAH Administrator, has received a response from the NJ League of Municipalities. Held to next meeting pending response from the League.
- d. Creek Road Land Parcel Donation (Pittenger)** – Mrs. Peralta received a Non-Cash Charitable Contribution Form from Mr. Pittenger to be signed by the Mayor. Mr. Stein explained that municipalities qualify as charitable entitles. A property owner donating land to a municipality is entitled to claim a charitable deduction, requiring an appraisal and signed by the Mayor. Once this property is available the Township will fix up and dedicate as Pittenger Park, where there will be public access to the Pequest River.

CONSENT AGENDA:

- a. Resolution 2013-45 – Raffle License – Frelinghuysen Township Booster Club
- b. Minutes ready for approval – February 11, 2013, regular and executive session

Mr. Chirip made a motion to approve a and b and separate Department Reports.

Seconded: Mr. Bilik

Discussion: None

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

- c. Department Reports

Motion: Mr. Chirip

Seconded: Mrs. Phillips

Discussion: Mr. Bilik excused himself from voting on Department Reports

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

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Mrs. Phillips	X			
Mr. Conkling	X			

OLD BUSINESS:

a. Ordinance 2013-01 – Multipurpose Bond (Public Hearing) Mayor Conkling opened Public Hearing Mr. Chirip made a motion to close public hearing and adopt the ordinance.

Seconded: Mr. Bilik

Discussion: Mrs. Peralta stated the Planning Board has approved.

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

b. Ordinance 2013-02 – Establish Cap Bank (Public Hearing) Mayor Conkling opened Public Hearing Mr. Chirip made a motion to close public hearing and adopt the ordinance.

Seconded: Mr. Bilik

Discussion: None

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

c. Ordinance 2013-03 –To Amend Land Use Regulations – Right to Farm (Public Hearing) Mayor Conkling opened public hearing. Mr. Stein mentioned one minor recommendation from the Planning Board. Mr. Chirip made a motion to close public hearing with the amendment and adopt the ordinance.

Seconded: Mr. Bilik

Discussion: None

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

NEW BUSINESS:

a. Resolution 2013-46 – Bills List 01/18/13 to 02/15/13 and Developer’s Escrow Trust 01/18/13 to 02/15/13

Motion: Mr. Chirip

Seconded: Mr. Bilik

Discussion: Mr. Bilik inquired about Mr. John Miller’s report. Mrs. Peralta stated she has seen the first draft however there was an issue with identifying where Airport Road comes into County Road 517. Suburban Consulting needs to do more research. Mr. Miller is on vacation and will follow-up when he returns. Mr. Bilik also questioned if the payment for the internet services is prepay for the whole year and are we locked into a contract. Because of the timeframe it is suggested for Mr. Bilik and Mr. Kurzeja to continue with their research of internet services.

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

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Mr. Conkling	X			
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CORRESPONDENCE: Mrs. Peralta noted the following:

- Letter from Mr. Dennis McConnell inquiring if Green Township has any interest in purchasing the property on Scenic Drive, Block 48 Lot 40 for a fair market value. After a brief discussion, the Committee decided to discuss further in Executive Session.

MATTERS FROM THE GOVERNING BODY: Mr. Kurzeja questioned the length of time of a project from 2010 on the Zoning Officer’s report. Mr. Stein explained a Notice of Violation was sent by the Zoning Officer to the property owner who must return to the Zoning Board of Adjustment for an extension and therefore the project is still in progress.

Mrs. Phillips explained the concerns of the Recreation Committee, particularly the Director of the Summer Recreation Program with regards to safety of the children during the Summer Recreation Program. Mrs. Phillips and Mrs. Peralta have discussed with the Risk Manager the potential liability to the town. The Risk Manager assured that there is insurance coverage if something goes wrong. There was discussion about establishing some level of protocol such as signing children out making sure children are leaving with authorized individuals. There was no specific guidance provided. The Risk Manager has reviewed and approved the registration form. Mr. Stein suggested conducting background checks for all volunteers. It was also suggested to ask the Risk Manager for a list of improvements that the Township should make to the Recreation Program.

MATTERS FROM THE TOWNSHIP CLERK/ADMINISTRATOR: Mrs. Peralta noted the following:

- Mayor Conkling asked Mr. Perigo for an estimate from the in-house mechanic to fix the Ford Focus. After reviewing the estimate, it was suggested to donate the car to the fire department if a trade-in is impossible.

Motion: Mayor Conkling

Seconded: Mr. Chirip

Discussion: None

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

- Resolution 2013-47 – Spring Activities for Recreation

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			

- List of properties currently subject to foreclosure process that the township has a lien on. Mr. Stein stated that since one of the properties might be ready to go to litigation, it is recommended the Committee discuss in Executive Session.
- The FAA asked for a parking plan for Trinca Airport for the Superbowl 2014. Mrs. Peralta has responded several times that Trinca is not a viable alternative for them to use.
- Information from the County they have awarded a consulting contract to study the county correctional facility.
- Proclamation from Green Hills School supporting Read Across America.

Motion: Mr. Chirip

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Seconded: Mrs. Phillips

Discussion: None

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

Mayor Conkling, Deputy Mayor Phillips and Mrs. Peralta signed the Proclamation. The school is interested in having one of the Committee members read to the students during Love of Reading Week.

MATTERS FROM THE DPW SUPERVISOR: Mr. Perigo mentioned the Ford Expedition the Township can purchase through the Morris County Co-Op. Mayor Conkling asked Mr. Perigo to have the cost of the vehicle and all information in writing for the next meeting.

MATTER FROM THE OFFICE OF EMERGENCY MANAGEMENT (OEM): Mr. Jim Powderly has requested to attend a 5 day conference in Atlantic City, May 5-10, 2013, to obtain the 24 CEUs needed annually. Mrs. Peralta explained that the current Personnel Policy states that the Township covers the cost of one overnight conference per year (2 nights) and the cost of the conference. The Township does not pay for meals or mileage. There was discussion of changing policy. Mrs. Peralta has the authority to approve attendance at conferences of 2 days. Any more than 2 days requires approval from the Township Committee. Mayor Conkling asked Mr. Powderly to provide in writing the specific courses needed.

Mr. Chirip made a motion to approve Mr. Powderly's attendance at the conference and for future consideration Mrs. Peralta has the authority to approve 2 days for conferences of mandated courses, more than 2 days would require Township Committee's approval.

Seconded: Mr. Bilik

Discussion: Mr. Bilik suggests the general policy is Mrs. Peralta can approve 2 days with a dollar value of up to \$1,000.00. Mr. Stein suggested Mr. Chirip withdraw the motion and make two motions. Mr. Chirip withdrew his motion.

Mr. Chirip made a motion to approve Mr. Powderly's expenses to obtain the CE credits.

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 to set policy of 2 days stay not to exceed \$1,000.00. If a request for more than 2 days, Township Committee's approval is required.

Seconded: Mr. Bilik

Discussion: Mrs. Phillips's thought is \$1,000.00 may be too much for 2 days. There needs to be a better understanding of the options that are available such as obtaining CEUs more locally rather than overnight and parameters for hotel rooms within the \$1,000.00 range.

After discussion, Mr. Chirip and Mr. Bilik rescinded their motions.

Mrs. Peralta requested approval to attend The International Institute of Municipal Clerks, a 5 night conference in May in Atlantic City. She received a scholarship therefore the registration fee of \$475.00 is paid by the Sussex County Clerk's Association. The hotel is \$113.00 per night for a total of \$565.00

Motion: Mrs. Phillips

Seconded: Mr. Kurzeja

Discussion: Mr. Bilik suggested changing current policy prior to granting approval. Mayor Conkling explained

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PUBLIC COMMENTS AND/OR QUESTIONS: Mr. Lou Caruso stated he is glad the Committee approved Mr. Powderley's conference.

EXECUTIVE SESSION:

Mr. Chirip made a motion to enter Executive Session at 9:04 p.m. to discuss Potential Litigation. Possible action may be taken.

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 9:19 p.m.

Mr. Bilik made a motion to respond to Mr. McConnell that Green Township is not interested in purchasing the property on Scenic Drive.

Seconded: Mr. Chirip

Discussion: None

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

Mrs. Phillips made a motion to start foreclosure proceedings on the properties recommended by the Tax Collector.

Seconded: Mr. Bilik

Discussion: None

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

ADJOURN:

Mr. Chirip made a motion to adjourn at 9:20 p.m.

Seconded: Mr. Bilik

Discussion: None

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

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

Linda Peralta, RMC
Clerk/Administrator

Date Approved