

**GREEN TOWNSHIP COMMITTEE
JULY 8, 2013**

CALL TO ORDER

The July 8, 2013, meeting of the Green Township Committee was called to order at 7:14 p.m.

PLEDGE OF ALLEGIANCE

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

ROLL CALL: Present: Mr. Bilik, Mr. Conkling, Mr. Kurzeja, and Mrs. Phillips

Absent: Mr. Chirip

Also present: Clerk/Administrator, Mrs. Linda Peralta; Township Attorney, Mr. Richard Stein; DPW Superintendent, Mr. Watson Perigo; and Deputy Clerk, Mrs. Patty DeClesis

Mrs. Phillips made a motion to excuse 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			

DISCUSSIONS:

- a. **April 4 Order to Show Cause Hearing – Kevin Kelly, Special Counsel** – Mr. Kelly was not able to attend the meeting. This discussion will be tabled until the August meeting.

PUBLIC COMMENT: Mr. Lou Tommaso, 143 Creek Road, made a suggestion to the Township Committee to consider having time dedicated at the beginning of a meeting for public comment. He feels there is lack of participation from the residents and that it may be beneficial to move Public Comments to the beginning of the meeting rather than at the end. Mayor Conkling explained that there is usually not heavy participation at the Committee Meetings and if the Committee is aware of a resident's concerns they would allow them to speak earlier in the meeting. Mr. Tommaso also mentioned that there are 3 test wells at Trinca Airport that were installed prior to Green Township purchasing the property. They are a hazard to the farmers and have damaged equipment during harvesting. Mayor Conkling stated that the test wells must remain at this time because of the previous leak at the property due to vandalism. Mayor Conkling suggested marking the location of the holes during plowing so that they are visible to the farmers. Mr. Tommaso also asked if the property on Creek Road that was donated by Mr. Pittenger can be maintained and groomed. Mayor Conkling stated that the Township's new attorney, Mr. Stein will review the contract to determine if all stipulations have been met. The Committee will direct the DPW to maintain the property.

Mr. Austin Neary, 19 Green Farms Road and Mr. Nick Lally, 17 Hamilton Road updated and advised the Committee of the power lines being installed by PPL and PSE&G to go through the Delaware Water Gap. These towers are 185 feet tall. Environmental groups are trying to stop the power lines from going through the Gap, and the project has been on hold. There are concerns that if the District Judge in Washington decides that the lines cannot go through the Gap there is an alternate southern route that may be considered. This route runs through a portion of Green Township. At this point, we are awaiting the Judge's decision.

Mr. Kevin Conn, 7 Creek Road, stated that his wife had sent a letter in June regarding the sign on County Road 517 not being updated and volunteered to update the sign on a regular basis. He thanked Mrs. Peralta for her response letter and the fact that the sign is now being regularly updated. The sign is a public face and an important source of information, particularly during emergencies such as Hurricane Sandy. Mr. Conn does not agree with the concern of insurance as a reason to decline his wife's offer to update the sign. All volunteers of Green Township should be covered by the Township's insurance.

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DISCUSSIONS (continued):

- b. Employee Handbook** – Mr. Stein submitted a proposal to update the Employee Handbook and Personnel Policies for an amount not to exceed \$2,500.00. Mrs. Phillips excused herself from the discussion due to work conflict. The Handbook was last updated 4 years ago, therefore contains outdated information. Mr. Stein will prepare a draft Handbook for the Committee’s review. After review the Committee can adopt an Ordinance to formally approve the Handbook. Any future revisions will be done by Resolution.

Mr. Bilik made a motion to accept Mr. Stein’s proposal.

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. CIT-e-Net Proposal and Contract (Draft Resolution)

Mrs. Phillips made a motion to move forward with the CIT-e-NET contract and website. Mr. Stein stated he has reviewed the draft service agreement and it is legally acceptable. Emails can be added as needed.

Seconded: Mr. Bilik

Discussion: None

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

This is Resolution 2013-105.

- d. 2013 New Jersey League of Municipalities Conference** – Mrs. Peralta has not received any requests to attend the Conference in November.
- e. Municipal Affordable Housing Trust Fund Current Balance** – Mr. Stein updated the Committee. The letter dated June 25, 2013, from Mr. Sean Thompson, Acting Executive Director of COAH, reflects the most current court decision and asks for certification by August 2. The Township has submitted the Spending Plan, however, COAH never met to approve the plan. Mr. Stein has drafted a letter of response. COAH cannot take any town’s money without an opportunity to be heard from the full COAH Board. Mrs. Phillips made a motion to authorize the Mayor, Township Clerk, or Municipal Attorney to take appropriate action if necessary to respond to the June 25th letter.

Seconded: Mr. Kurzeja

Discussion: None

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

- f. Conditional Approval for Reach the Beach Race** – Reach the Beach Relay is an organization that holds a race on county roads throughout the state in October. The County requires them to obtain conditional approval from each town prior to County approval.

Motion: Mrs. Phillips

Seconded: Mr. Kurzeja

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Discussion: None

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

CONSENT AGENDA:

- a. Resolution 2013-92 – Authorize CFO to Cancel Balances in the General Capital Fund
- b. Resolution 2013-94 – Appoint Jackie Wershing to Environmental Committee
- c. Resolution 2013-95 – Award of Contract to John Miller for Project Coordination of Whitehall Road
- d. Resolution 2013-96 – Appoint Junior Fire Fighter – Anna C. Kellahe
- e. Resolution 2013-97 – Award of Contract for Municipal Prosecutor Mr. Hinkes
- f. Resolution 2013-98 – Fall/Winter 2013 Recreation Activities
- g. Resolution 2013-99 – Tax Refund – Lereta, LLC and Allied Title, LLC
- h. Resolution 2013-100 – Authorize Tonnage Grant Application for 2012
- i. Minutes ready for approval – June 10, 2013 regular and executive session
- j. Department Reports

Mrs. Peralta noted a correction to Resolution 2013-95.

Motion: Mrs. Phillips

Seconded: Mr. Bilik

Discussion: Mrs. Phillips noted that the Dept. of Health report mistakenly included a road that is in Sparta not Green Township. Mr. Bilik inquired about the Zoning Official’s report, which was not included with the Department Reports. Mr. Stein explained that for Resolution 2013-100 the DEP requires the tonnage grant application be filed electronically. Mrs. Donna Zilberfarb is a certified recycling coordinator.

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

OLD BUSINESS:

- a. Ordinance 2013-08 – Authorize the Sale of Block 59, Lot 10 and Block 59, Lot 27 (Public Hearing)

There being no public comments, Mr. Bilik made a motion to close public hearing and adopt the Ordinance

Seconded: Mrs. Phillips

Discussion: The public sale is scheduled for 6:30 p.m. on August 12, 2013.

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

NEW BUSINESS:

- a. Resolution 2013-101 – Bills List (06/16/13 to 07/02/13) and Developer’s Escrow Trust (06/06/13 to 06/27/13)

Motion: Mrs. Phillips

Seconded: Mr. Bilik

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			

b. Resolution 2013-102 –Corrective Action Plan

Motion: Mrs. Phillips
 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. Resolution 2013-103 – Revise Resolution 2012-107 Frelinghuysen’s Contribution for New Pumper-Tanker for the GTVFD

Motion: Mrs. Phillips
 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 2013-104 – Revise Resolution 2011-159 Authorize CFO to Revise Frelinghuysen’s Invoicing for Contribution

Motion: Mrs. Phillips
 Seconded: Mr. Bilik
 Discussion: Mr. Bilik explained that the fire truck is a pumper not a pumper-tanker. The word tanker will be removed from Resolution 2013-103.

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

CORRESPONDENCE: Mrs. Peralta noted the following:

- The letter from Mr. John Miller with explanation for the amendment to increase the amount by \$3,000.00 for the invoice for Scenic Drive and Route 517. Mr. Miller submitted an invoice which exceeded the not to exceed amount. The Committee discussed at the last meeting and requested Mr. Miller provide and explanation for the increased amount. Mr. Stein will discuss further with Mr. Miller. Mr. Miller will be asked to attend the next Committee Meeting on August 12, 2013. It was also suggested that Mr. Stein contact Mr. McConnell of the County relative to the ongoing site distance problems at the corner of Route 517 and Scenic Drive. The Committee agreed.
- The 911 Facility should be ready in January 2014. Green Township’s service contract with Andover Township for 911 services will expire at the end of 2013.
- Review of proposed amendments to OPRA and OPMA.

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- DEP Compliance Alert regarding remediation at Green Hills School. They have not completed their remediation project.
- Suburban Consulting Engineers, Inc. is presenting the municipal parking lot plans as a courtesy review at the Planning Board Meeting on July 11, 2013.
- Mr. Bilik questioned the letter received from Wireless Realty Advisors, LLC regarding lease of cell tower. It was explained that the company is looking to buy Green Township's lease not lease space on the tower.
- **MATTERS FROM THE GOVERNING BODY:** Mrs. Phillips mentioned the Municipal Court was recently audited for 2012; there were no major issues or recommendations.
- Mr. Bilik would like to have a workshop at the next meeting to discuss Trinca Airport. The Committee was in agreement. Mr. Bilik also requested RFPing a professional for next year. This will be furthered discussed at the September meeting.
- Mr. Kurzeja asked if seasonal help could be hired to help Mr. Perigo maintain the parks and fields. Mrs. Peralta suggested to contract for specific services, for example, maintenance of Evergreen Park. This could include cutting the grass, mulching, maintaining the clay fields. The Committee discussed other areas that could benefit from seasonal help such as township roads that need to be sealed. Mrs. Peralta and Mr. Perigo will outline what needs to be done.
- Mr. Kurzeja asked for an update on security of the municipal building. The State Police have several recommendations which the Committee will address at the next meeting. Mrs. Peralta is working on an Emergency Action Plan which will be incorporated into the Employee Handbook. Mrs. Peralta suggested asking Mr. Jim Powderley, OEM, to attend the next Committee Meeting. He has experience with security and may be helpful.
- Mayor Conkling commented on a recent bike ride that occurred through Green Township. It went very smooth.

MATTERS FROM THE TOWNSHIP CLERK/ADMINISTRATOR: Mrs. DeClesis informed the Committee that the Land Conservancy will do the mapping of Green Township under their existing contract for no additional fee. The Committee approved. Mrs. Peralta asked the Committee to consider nominations for Older American and be ready to decide at the next meeting. The Older American Award will be presented at Green Township Day, September 21, 2013.

MATTERS FROM THE TOWNSHIP ATTORNEY: Mr. Stein reviewed the survey of the portion of County Route 517. He has identified the property being owned by Lake Tranquility Developer's Inc. Mr. Stein suggested requesting a quit claim deed from the property owner. The Township would then own that portion of land. It has been determined that the shrubs are in the county's right of way.

MATTERS FROM THE DPW SUPERVISOR: Mr. Perigo mentioned that the new Ford Explorer is scheduled to arrive sometime after July 15th.

PUBLIC COMMENTS AND/OR QUESTIONS: Mr. Conn, 7 Creek Road stated he is against the upgrade in security. He feels it would be uncomfortable for the residents and give a false sense of security. Mayor Conkling explained that the Committee is looking at the safety of the employees without restricting the public.

EXECUTIVE SESSION: None

ADJOURN:

Mr. Bilik made a motion to adjourn at 8:57 p.m.

Seconded: Mr. Kurzeja

Discussion: None

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

Linda Peralta, RMC
Clerk/Administrator

Date Approved