

October 10, 2019

The Township Committee met on the above date with Mayor Rita Romeu calling the meeting to order at 7:00 PM. The meeting opened with the flag salute and a moment of silence. Roll call was taken showing present: Mayor Rita Romeu, Deputy Mayor Denise Koetas-Dale, Committeemen Jeremy Liedtka and Shreekant Dhopte and Committeewoman Andrea Katz. Also present John Gillespie, Township Attorney; Joe Hirsh, Township Engineer; Municipal Clerk Caryn Hoyer and Township Administrator/Police Chief Kyle Wilson.

The Open Public Meetings Act statement was read and compliance noted.

AGENDA MATTER(S) REQUIRING RECUSAL(S)

None

COMMENTS FROM THE PUBLIC MATTERS ON THE AGENDA ONLY

None

CONSENT AGENDA

Ms. Koetas-Dale made a motion seconded by Mr. Dhopte to approve the September 26th minutes. All were in favor.

ENGINEER REPORT

2019 NJDOT Municipal Aid Grant Application: 10/10/19 – Plans and specifications to be submitted next week for re-review.

2020 NJDOT Municipal Aid Grant Application: 10/10/19 – Awaiting awards

2019 Municipal Parks Grant Application: 10/10/19 – Awaiting awards

FY 2019 CDBG Grant Applications: 10/10/19 – Awaiting awards

Planning Board Projects: 10/10/19 – Awaiting completion of work

Crosswicks Traffic Situation: 10/10/19 – Met with Burlington County last week and discussed various options for controlling speed and traffic through and heading towards Crosswicks. First step is for the County to obtain speed and class data of traffic for roadways approaching and within Crosswicks. Data may be available early December.

ORDINANCES FOR PUBLIC HEARING

Ms. Koetas-Dale made a motion seconded by Ms. Katz to open the public hearing for Ordinance 2019-22. All were in favor. Hearing no public comments, Ms. Katz made a motion seconded by Mr. Dhopte to close public hearing. All were in favor. Ms. Katz made a motion seconded by Mr. Dhopte to adopt Ordinance 2019-22. All were in favor.

**TOWNSHIP OF CHESTERFIELD
ORDINANCE NO. 2019-22**

**AN ORDINANCE ESTABLISHING THE POSITION OF
ADMINISTRATIVE ASSISTANCE IN AND FOR
THE TOWNSHIP OF CHESTERFIELD**

BE IT ORDAINED AND ENACTED by the Township Committee of the Township of Chesterfield, County of Burlington, State of New Jersey as follows:

ARTICLE I. Creation of Position; Compensation; Duties & Responsibilities; etc.

- A. Office Created. There is hereby created in and for the Township of Chesterfield the position of “Administrative Assistant” who shall be appointed annually by the Township Committee. Compensation shall be in accordance with the Township Salary Ordinance.
- B. Duties & Responsibilities. It shall be the duty and responsibility of the Administrative Assistant to greet the public; answer phone calls; sort mail and distribute to appropriate department; collect and distribute paperwork dropped off by the public; process tax payment and assist with mail of tax bills and notices; assist with processing sewer payments, sewer bills & notices; assist in preparing and mailing purchase orders; prepare bill list for Committee meetings; mail out checks; payroll check distribution; update excel spreadsheets at year end; filing for all departments; assist HPC with paperwork and filing; assist in preparing construction permit jackets and undertake other such duties as time to time may be assigned by the Township Administrator.

ARTICLE II. REPEALER, SEVERABILITY AND EFFECTIVE DATE.

- A. Repealer. Any and all Ordinances inconsistent with the terms of this Ordinance are hereby repealed to the extent of any such inconsistencies.
- B. Severability. In the event that any clause, section, paragraph or sentence of this Ordinance is deemed to be invalid or unenforceable for any reason, then the Township Committee hereby declares its intent that the balance of the Ordinance not affected by said invalidity shall remain in full force and effect to the extent that it allows the Township to meet the goals of the Ordinance.
- C. Effective Date. This Ordinance shall take effect upon proper passage in accordance with the law.

CHESTERFIELD TOWNSHIP COMMITTEE

Introduced: September 26, 2019

Adopted: October 10, 2019

RECORD OF VOTE													
INTRODUCTION							ADOPTION						
TWP COMMITTEE	AYE	NAY	NV	AB	ORD	SEC	TWP COMMITTEE	AYE	NAY	NV	AB	ORD	SEC
S. Dhopte	X						S Dhopte	X					X
A Katz	X					X	A Katz	X				X	
J. Liedtka	X						J. Liedtka	X					
D Koetas-Dale	X				X		D Koetas-Dale	X					
R. Romeu	X						R Romeu	X					



Ms. Katz made a motion seconded by Mr. Dhopte to open the public hearing for Ordinance 2019-23. All were in favor. Hearing no public comments, Mr. Dhopte made a motion seconded by Mr. Liedtka to close public hearing. All were in favor Mr. Dhopte made a motion seconded by Ms. Koetas-Dale to adopt Ordinance 2019-23. All were in favor.

**TOWNSHIP OF CHESTERFIELD
ORDINANCE 2019-23**

**AN ORDINANCE AMENDING ORDINANCE 2019-2 TO FIX AND ADJUST
THE SALARY RANGE FOR CERTAIN POSITIONS**

BE IT ORDAINED that the Township Committee of the Township of Chesterfield in the County of Burlington and State of New Jersey hereby amends the salary range of the following positions:

Administrative Assistant	\$ 25,000.00 - \$45,000.00
DPW Foreman	\$ 40,000.00 - \$60,000.00
Principle Public Works Director	\$ 50,000.00 - \$90,000.00
Township Administrator	\$ 25,000.00 - \$65,000.00

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TWP COMMITTEE	AYE	NAY	NV	AB	ORD	SEC	TWP COMMITTEE	AYE	NAY	NV	AB	ORD	SEC
S Dhopte	X				X		S Dhopte	X				X	
A Katz	X					X	A Katz	X					
D Koetas-Dale	X						D Koetas-Dale	X					X
J Liedtka	X						J Liedtka	X					
R Romeu	X						R Romeu	X					

X – Indicates Vote NV – Not Voting AB – Absent ORD – Motion SEC - Seconded



Mr. Liedtka made a motion seconded by Mr. Dhopte to open the public hearing for Ordinance 2019-24. All were in favor. Hearing no public comments, Ms. Katz made a motion seconded by Mr. Liedtka to close public hearing. All were in favor. Ms. Koetas-Dale made a motion seconded by Ms. Katz to adopt Ordinance 2019-24. All were in favor.

**TOWNSHIP OF CHESTERFIELD
ORDINANCE NO. 2019-24**

AN ORDINANCE AMENDING CHAPTER 39 OF THE CODE OF THE TOWNSHIP OF CHESTERFIELD AND ESTABLISHING THE POSITION OF PUBLIC WORKS FOREMAN IN AND FOR THE TOWNSHIP OF CHESTERFIELD

ARTICLE I. AMENDED SECTION.

A. **Section 39-10** entitled “**Principal Public Works Manager**” is hereby amended to alphabetize the existing text as paragraph A, “Principal Public Works Manager”, and to add an additional new “paragraph B” as follows:

“B. **Public Works Foreman.** There is hereby created the position of Public Works Foreman, who shall be appointed annually by the Township Committee, and whose compensation shall be established in the annual Township Salary Ordinance. The Public Works Foreman shall work under the direction of the Principal Public Works Manager, and the Township Administrator, but shall assign work to departmental employees and oversee the same to ensure safety precautions are followed. The Public Works Foreman shall also:

1. Maintain daily contact with the Principal Public Works Manager, and in the absence of the Manager, with the Township Administrator;
2. Maintain a working relationship with other local, county and state agencies, as well as contractors and engineering representatives;
3. Ensure the proper care and use of equipment, material and supplies relative to buildings and grounds;
4. Attend meetings, conferences and seminars when assigned;
5. Make investigations and complaints relative to buildings and grounds operations, and take action to see that they are remedied with minimum delay;
6. In the absence of the Principal Public Works Manager, schedule manpower to perform their assigned duties and perform such other duties of public works labor as may be required by the Foreman.”

B. **Section 39-11** entitled “**Public Works Department**” is hereby amended to revise the language at paragraph B, “Public Works Laborer” to now read as follows:

“B. **Public Works Laborer.** There is hereby created the position of Public Works Laborer, who shall be appointed annually by the Township Committee, and whose compensation shall be set forth in the Township’s annual Salary Ordinance. The Public

Works Laborer may be a part-time/seasonal laborer, may be employed on an hourly basis, or an as-needed basis, and shall have the following duties and responsibilities:

1. Shall work under the direction of the Principal Public Works Manager and/or Public Works Foreman;
2. Perform a variety of unskilled or semi-skilled maintenance work and operate a variety of equipment in the construction, operation, repair, maintenance and replacement of municipal streets, parks, buildings, equipment, storm drains, etc.;
3. Inspect streets and drainage systems to ensure they are functioning properly;
4. Ensure the proper maintenance of equipment and tools by cleaning same after each use;
5. Perform all duties in conformance with appropriate safety and security standards;
6. Perform required labor involved in construction and maintenance projects as part of a crew, including, but not limited to pavement cutting, ditch digging, etc.;
7. Operate a variety of hand and power tools;
8. Performance street maintenance repairs, including potholes, curb repair, manholes covers, etc.;
9. Load and unload material from truck;
10. Trim, remove and plant vegetation;
11. Clear debris from stormwater inlets, creeks, retention ponds, roads, etc.;
12. Mow and trim grass along municipal roads and property owned by the Township;
13. Assist with carpentry and masonry projects;
14. Paint municipally-owned buildings, roads, equipment, stop lines, etc.;
15. Clean municipal property;
16. Install street signs, new fences and guardrails;
17. Remove snow and ice from roadways, sidewalks, walking paths, etc.;
18. Be available to respond in and to emergency calls to address any issues including, but not limited to, those set forth above; and
19. Perform any other duties as directed by the Township Administrator, Principal Public Works Manager, or Public Works Foreman.

ARTICLE II. REPEALER, SEVERABILITY AND EFFECTIVE DATE.

- A. Repealer. Any and all Ordinances inconsistent with the terms of this Ordinance are hereby repealed to the extent of any such inconsistencies.
- B. Severability. In the event that any clause, section, paragraph or sentence of this Ordinance is deemed to be invalid or unenforceable for

any reason, then the Township Committee hereby declares its intent that the balance of the Ordinance not affected by said invalidity shall remain in full force and effect to the extent that it allows the Township to meet the goals of the Ordinance.

- C. Effective Date. This Ordinance shall take effect upon proper passage in accordance with the law.

CHESTERFIELD TOWNSHIP COMMITTEE

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S. Dhopte	X						S Dhopte	X					
A Katz	X						A Katz	X					X
J. Liedtka	X				X		J. Liedtka	X					
D Koetas-Dale	X					X	D Koetas-Dale	X				X	
R. Romeu	X						R Romeu	X					
X – Indicates Vote NV – Not Voting AB – Absent ORD – Motion SEC - Seconded													

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**RESOLUTIONS**

Mr. Liedtka made a motion seconded by Mr. Dhopte to add Resolutions 2019-10-1 “RESOLUTION CERTIFYING COMPLIANCE WITH THE REGULATIONS PROMULGATED BY LOCAL FINANCE BOARD REGARDING THE 2018 MUNICIPAL AUDIT” and Resolution 2019-10-2 “RESOLUTION AUTHORIZING REFUND TO TAX LIEN HOLDERS FOR OVERPAYMENT AT TAX SALE ON OCTOBER 2, 2019” to the agenda. All were in favor.

Ms. Katz made a motion to introduce Resolution 2019-10-1 and Resolution 2019-10-2 seconded by Ms. Koetas-Dale. All were in favor.

**TOWNSHIP OF CHESTERFIELD  
RESOLUTION 2019-10-1**

**RESOLUTION AUTHORIZING REFUND OF 2020 PREPAID PROPERTY TAX ON  
BLOCK 202.07 LOT 7 KNOWN AS 31 FENTON LANE**

**WHEREAS**, Block 202.07 Lot 7, 31 Fenton Lane prepaid the 2020 preliminary tax bill on August 8, 2019 in the amount of \$6,342.59; and

**WHEREAS**, the property is under contract for sale; and

**WHEREAS**, buyer of the property is presently without a home and closing is scheduled for the week of October 14, 2019; and

**WHEREAS**, the prepayment of the property taxes by the seller creates a financial hardship on the purchaser; and

**WHEREAS**, the seller and buyer have both requested the prepayment be refunded to the seller to accommodate the sale of the property.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Chesterfield in the County of Burlington and State of New Jersey that the Tax Collector is hereby authorized to refund the 2020 prepayment in the amount of \$6,342.59 to Christine & Leo Kirby 31 Fenton Lane, Chesterfield, NJ 08515.

**CHESTERFIELD TOWNSHIP COMMITTEE**



**TOWNSHIP OF CHESTERFIELD  
RESOLUTION 2019-10-2**

**RESOLUTION AUTHORIZING REFUND TO TAX LIEN HOLDERS  
FOR OVERPAYMENT AT TAX SALE ON OCTOBER 2, 2019**

**WHEREAS**, the Annual Tax Sale was held on October 2, 2019; and

**WHEREAS**, all liens were sold to outside buyers; and

**WHEREAS**, the sewer properties listed in the tax sale projected another month of penalty and created the amount listed for sale as more than the required amount; and

**WHEREAS**, this was not discovered until the payments were posted to each account; and

**WHEREAS**, two of the lien holders requested the overpayments be refunded to them and the other Christiana Firstrust requested the amount to be processed as a subsequent payment; and

**WHEREAS**, the overpayment amounts are as listed below:

|               |           |                      |        |
|---------------|-----------|----------------------|--------|
| Block 202     | Lot 50.01 | Pro Cap 8            | \$4.46 |
| Block 202.08  | Lot 20    | Christiana Firstrust | \$1.65 |
| Block 202.104 | Lot 4     | Pro Cap 8            | \$2.66 |
| Block 202.105 | Lot 8     | Pro Cap 8            | \$1.37 |
| Block 202.105 | Lot 7     | Trystone             | \$4.08 |
| Block 206.220 | Lot 2     | Pro Cap 8            | \$4.11 |

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Chesterfield in the County of Burlington and State of New Jersey that the Tax Collector is hereby authorized to refund Pro Cap 8 \$12.60 and Trystone \$4.08.

**CHESTERFIELD TOWNSHIP COMMITTEE**



## DISCUSSION

Create Township resident committee concerning Old Municipal Building – Ms. Koetas-Dale wants to create a committee to figure out what to do with the old municipal building. She would like this committee to consist of people from the community. Ms. Hoyer agreed to put a post on our website, next door and Facebook along with our citizen leadership form asking for all to reply by October 24<sup>th</sup>.

John Cancelliere – Magical Acres – approval to build additional horse barn –

Mr. Cancelliere is back before the Township Committee to get approval to build another horse barn. Mayor Romeu made a motion seconded by Mr. Liedtka to allow the building of the horse barn. All were in favor. Ms. Hoyer told Mr. Cancelliere to meet with Mr. McMahon to move forward with the zoning application process.

SEWA – Food Drive Box & flyer set up in township lobby –

SEWA is requesting to put a food drop off box and flyers at the Township as they did last year for their annual food drive. Additionally, they asked if we can help advertise by posting their flyer on the Township website and Facebook page. The Township Committee was in agreement.

Updates on Crosswicks traffic speeding issues – progress to date -

Chief Wilson gave an update on the traffic issue in Crosswicks. He said there was an increase in police presence in Crosswicks since the last meeting. Public Works cleared the brush covering up the 35 mph sign on Ward Avenue. He contacted the County to pick up the concrete that was left after falling off of trucks. The County VMS Board is now on Chesterfield-Crosswicks Road warning to obey speed & stop signs. He also met with the County along with the Twp Engineer and Director of Public Works regarding all of the issue that were brought up by residents. The County provided him with traffic reports of Crosswicks done throughout the years. Chief Wilson then met with the County Traffic Engineers and sub-contractor ARH Associates. They agreed to do a complete traffic survey of Crosswicks in late October to early November for 7 straight days. Based on the survey, they will come up with a traffic calming report based on the data. Additionally, they will compare the new data with the old data from previous years and then come up with a plan. Chief Wilson anticipates having more information to report on at the December meeting. Mr. Dhopte asked Chief Wilson if there is a cost associated with the traffic study. Chief Wilson stated there is no cost to the Township.

Monopoles – Chief Wilson met with Public Service regarding the monopoles. He anticipates a lot of truck traffic generated from this job. He suggests establishing a truck traffic route in order to keep the traffic out of Crosswicks. Mayor Romeu would like to educate the public on this situation so they are aware of what is going on and the extra traffic that will result of the work. Chief Wilson said they will need to adopt an ordinance in order to establish a truck traffic route. Ms. Katz asked that we put information on our website with a timeline.

Algae in ponds – Mr. Dhopte asked what is going on with the algae in the ponds. Mr. Wilson stated the first “hard frost” will eliminate the algae. The algae is only a problem in one of the ponds. DEP did not indicate which was the issue so all the ponds were



posted. Mr. Wilson has had conversations with DEP regarding stocking of the ponds which will help with the issue going forward.

### **PAYMENT OF BILLS**

Ms. Koetas-Dale made a motion seconded by Mr. Dhopte to approve the bill list. All were in favor.

### **COMMENTS FROM THE PUBLIC AND COMMITTEE**

Mr. Liedtka made a motion to open the meeting to public comment seconded by Mr. Dhopte. All were in favor.

Joe Landree - 151 Hogback Road - has issues with speeders on his road especially at a sharp bend right in front of his house. His mailbox and electric pole has been taken out by speeders several times and there has been at least 3 accidents in front of his house due to the bend in the road. Mr. Landree is asking for signage to be put at the bend to alert drivers to slow down. Chief Wilson and the Township Engineer are looking into putting up chevron signs near the curb. They plan to have this completed in the next month. Chief Wilson asked Mr. Landree if he had a problem with the signage on his side of the road. Mr. Landree had no issue with that.

Dawn Sheridan – 79 Bordentown-Chesterfield Road – She thanked the Environmental Commission for all of their work on the Beaver Wild Life Plan. Ms. Sheridan said we need more police presence at the round-about on Bordentown-Chesterfield Road. There are a lot of speeders and no one stops or yields. People are flying down Bordentown-Chesterfield Road. Chief Wilson said he will make sure there is more police presence.

Agnus Marsala - 43 Cromwell Drive - asked about the status of the electric doors at the Township. Mr. Hirsh will follow up with the County. He has not heard anything yet about the grant awards.

Doreen Codella - 470 Main Street – She is following up with the traffic situation in Crosswicks. She said the police presence the past 2 weeks has helped but they need more. She is very happy with Chief Wilson's update on the situation. Ms. Codella asked about lowering the speed limit to 20 mph in Crosswicks. Chief Wilson plans to send this request to the State DOT Commissioner since he has the authority to change the speed limit below 25 mph. Ms. Codella asked Chief Wilson how many extra tickets have the police given out in the past 2 weeks. Chief Wilson replied that there has been close to 200 car stops in the past 2 weeks and approximately 100 tickets issued in Crosswicks.

Lido Panfili - 518 Ward Avenue - has seen a significant improvement regarding the speeding in Crosswicks in the past 2 weeks. Police presence has been good. Mr. Panfili would like to see warning signs and reduce speed ahead signs. He would like cars to slow down before they get into the village. Chief Wilson stated that signs are a temporary effect. We will be looking for ways to slow down the traffic but also need to look at all the road to see what effect it will have on them.

Hearing no further comment, Ms. Katz made a motion seconded by Ms. Koetas-Dale to go into Executive Session at 8:00 pm. All were in favor.

**RESOLUTION 2019-6-10-3**

**A RESOLUTION PROVIDING FOR A MEETING NOT OPEN TO THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF THE NEW JERSEY OPEN PUBLIC MEETINGS ACT, N.J.S.A. 10:4-12**

**WHEREAS**, the Township Committee of the Township of Chesterfield is subject to certain requirements of the Open Public Meetings Act, NJSA 10:4-6, et. seq.; and

**WHEREAS**, the Open Public Meetings Act, NJSA 10:4-12 provides that an Executive Session not open to the public may be held for certain specified purposes when authorized by Resolution; and

**WHEREAS**, it is necessary for the Township Committee of the Township of Chesterfield to discuss, in a session not open to the public, certain matters relating to the item or items authorized by Resolution; and

**WHEREAS**, it is necessary for the Township Committee of the Township of Chesterfield to discuss, in a session not open to the public, certain matters relating to the item or items authorized by NJSA 10:4-12b and designated below:

- Matters required by law to be confidential.
- Matters where the release of information would impair the right to receive funds.
- Matters involving individual privacy.
- Matters relating to collective bargaining agreements.
- Matters relating to the purchase, lease, or acquisition of real property or the investment of public funds.
- Matters relating to public safety and property.
- Matters relating to litigation, negotiations and the attorney-client privilege.
- Matters relating to the employment relationship.
- Matters relating to the potential imposition of a penalty.
- Matters relating to deliberations on administrative and/or quasi-judicial matters.
- Matters relating to contact negotiations.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Chesterfield, assembled in public session on October 10, 2019 that an Executive Session closed to the public shall be held at 8:00 PM in the Chesterfield Township Municipal Building for the discussion of matters relating to the specific items designated above. It is anticipated that the deliberations conducted in closed session may be disclosed to the public upon the determination of the Township Committee that the public interest will no longer be served by such confidentiality.

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Returned to regular session at 8:28 pm.

Mr. Wilson asked the Township Committee how they felt about going out to bid for landscaping in the development for maintenance. Right now we pay \$45,000 a year to outsource one third of the development. For the additional two thirds, it would be \$60,000 more. We would have to go out to bid for the additional two thirds. He stated the Township is getting a lot of complaints about the maintenance in the development and we are going to continue to take on more work as the developer completes the development.

Mr. Gillespie advised that we go out for Competitive Contracting by adopting a Resolution at the next Township meeting. All were in agreement.

Mr. Liedtka made a motion seconded by Mrs. Katz to add Ordinance 2019-25 "AN ORDINANCE TO AMEND SECTIONS 182-9 AND 182-25 OF THE CODE OF THE TOWNSHIP OF CHESTERFIELD REGULATING THE EXCLUSION OF TRUCKS OVER FOUR (4) TONS FROM TRAVELING ON CERTAIN ROADS WITHIN THE TOWNSHIP OF CHESTERFIELD" by title only to the agenda. All were in favor.

Mr. Liedtka made a motion seconded by Ms. Katz to introduce Ordinance 2019-25. All were in favor. Public Hearing will be October 24, 2019.

Hearing no further comment, Mr. Dhopte made a motion seconded by Ms. Katz to adjourn the meeting. All were in favor. The meeting adjourned 8:45 PM

Respectfully submitted,

Rachel Fryc, RMC
Deputy Municipal Clerk