

**November 12, 2020**

The Township Committee met on the above date via Gotomeeting.com with Mayor Liedtka calling the meeting to order at 7:00 PM. Roll call was taken showing present: Mayor Jeremy Liedtka, Deputy Mayor Lido Panfili, Committeemen Shreekant Dhopte and Michael Russo and Committeewoman Denise Koetas-Dale. Also present Thomas Sahol, Township Administrator and Caryn Hoyer, Township Clerk and John Gillespie, Township Attorney

The Open Public Meetings Act statement was read and compliance noted. The statement on public comment during remote meetings was read.

**AGENDA MATTER(S) REQUIRING RECUSAL(S)**

Mr. Liedtka stated he will recuse himself from Resolution 2020-11-1 and 2020-11-2.

**COMMENTS FROM THE PUBLIC – MATTERS APPEARING ON THE AGENDA ONLY**

None

**CONSENT AGENDA**

Mr. Dhopte made a motion seconded by Mr. Panfili to approve the October 22, 2020 minutes and the department reports. Roll Call was taken: Mr. Dhopte – yes; Ms. Koetas-Dale – yes; Mr. Panfili – yes; Mr. Liedtka – yes. Mr. Russo – yes.

**ORDINANCE FOR INTRODUCTION**

Mr. Gillespie advised the Committee to re-introduce the correct version of the ordinance regarding shade tree advisory board since there are two different versions. He stated the difference in the two is whether 1 member is from the Environmental Commission or not. Ms. Koetas-Dale questioned the 1 member from the staff and does not believe we have done this before. She agree with the advisory board as long as there is a member form the Environmental Commission on the advisory board. Mr. Sahol explained the staff member being considered would be Troy from public works or another DPW member as they would have direct knowledge of the issues. Mr. Dhopte asked Mr. Gillespie what the difference is between an advisory board and a commission. Mr. Gillespie said that there are immunities offered for a commission. However, we would still have the immunities if it was an advisory board since the Township is protected under the Tort Claim Act. Commissions work outside of the Governing Body and have the authority to adopt ordinances make their own rules and set fines for violations. In a commission form, the township committee would have no jurisdiction. Mr. Gillespie read the statute. Mr. Dhopte stated he agrees it should be a board provided that one member is from the Environmental Commission. Mr. Gillespie further explained the Shade Tree Advisory Board would not be an extension of the Environmental Commission, just have a common denominator, and would answer to the governing body.

Mr. Panfili made a motion seconded by Ms. Koetas-Dale to introduce Ordinance 2020-13 to require one (1) member selected for the first two-year term on the Shade Tree Advisory Board from the Environmental Commission.

Roll Call was taken: Mr. Dhopte – yes; Ms. Koetas-Dale – yes; Mr. Panfili – yes; Mr. Russo – yes; Mr. Liedtka – yes. Public Hearing is scheduled for December 10, 2020.

**TOWNSHIP OF CHESTERFIELD  
ORDINANCE 2020-13**

**AN ORDINANCE OF THE TOWNSHIP OF CHESTERFIELD  
AMENDING CHAPTER 4 OF THE CODE OF THE TOWNSHIP OF CHESTERFIELD  
TO ESTABLISH A SHADE TREE ADVISORY BOARD AND ECONOMIC  
DEVELOPMENT ADVISORY COMMITTEE, AND CONSOLIDATE OTHER ADVISORY  
BOARDS INTO THE SAME CHAPTER**

**WHEREAS**, the Township Committee has determined that it is appropriate to consolidate various Chapters of the Code of the Township of Chesterfield (“Code”), and to create a Shade Tree Advisory Board and an Economic Development Advisory Committee within the consolidated chapter; and

**WHEREAS**, N.J.S.A. 40A:63-7(d) allows a Township Committee to create such advisory councils to the municipality as the governing body may choose, including councils for the functions absorbed by them of any heretofore existing boards, commissions or districts; and

**WHEREAS**, the Township Committee deems it advantageous to the community to seek the advice of residents on a number of issues affecting the municipality, and therefore, to establish advisory boards and committees to assist the Township Committee in its various legislative and administrative undertakings.

**NOW, THEREFORE, 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. Amended Chapters.**

- A. Chapter Title. The Code of the Township of Chesterfield is hereby amended by revising Chapter 4, “Agricultural Advisory Board”, to be renamed: “Advisory Boards and Committees.”
- B. Chapter 4 shall be further amended to include “Article I Agricultural Advisory Board”, with the existing Code section numbers 4-1 through 4-3 remaining, and to include two new sections, 4-4 and 4-5 to be created and reserved for future use.
- C. Chapter 4 shall be further amended to include “Article II. Shade Tree Advisory Board”, which is hereby created and upon creation shall exist in sections 4-6 through 4-11 as follows, and as enumerated and outlined herein:

**“Article II. “Shade Tree Advisory Board.”**

- “4-6 Shade Tree Advisory Board Established; powers and duties; membership.
- “4-7 Terms of Office.
- “4-8 Powers and Duties.
- “4-9 Officers; Rules and Regulations; Journal; Quorum.

“4-10 Reserved.

“4-11 Reserved.

“4-6 Shade Tree Advisory Board established; powers and duties; membership. There is hereby created a Shade Tree Advisory Board (Board) which, pursuant to this chapter, shall exercise the functions, powers and duties prescribed by this chapter. The Board shall consist of five (5) members appointed by the Mayor (except as otherwise provided below), and such members shall be residents of the municipality and shall serve without compensation, except in the case of the municipal staff member of the board who shall be permitted to reside outside the municipality.

“4-7 Terms of office.

“A. First Board Members.

1. The first Board Members shall be appointed annually, and their terms of office shall commence upon the day of their appointment and be for the following periods:
  - a. One (1) member for a two-year term who shall be selected by the Township Committee.
  - b. One (1) member for a two-year term who shall be selected from the Environmental Commission.
  - c. One (1) member for a three-year term who shall be selected from the staff of the Township.
  - d. One (1) member for a four-year term.
  - e. One (1) member for a five-year term.
2. The above terms shall be calculated from January 1, 2021. The term of each appointee shall be designated in the appointing resolution at the time of appointment.

“B. All subsequent appointments, except to fill vacancies, shall be for a full term of five (5) years, to take effect on January 1st.

“4-8 Powers and Duties.

“A. The Board shall advise and assist the Township Committee with respect to the selection, planting, care, culture, trimming and where appropriate, removal of shade trees in the township. It shall develop and recommend to the Township Committee a suitable shade tree program for the township.

“B. It shall be the responsibility of the Board to study, investigate, develop, and update as-needed and administer a policy for the care, preservation, pruning, planting, replanting, removal or disposition of trees and shrubs in parks, along streets and in other public areas. Such plan will be presented initially to the Township Committee for consent and approval, and as often as needed when modifications are made to the plan. The Shade Tree Advisory Board, when requested by the Township Committee, shall consider, investigate, make findings, report and recommend upon any special matter or question coming within the scope of its work.

“4-9 Officers; Rules and Regulations; Journal; Quorum.

“A. The Shade Tree Advisory Board shall designate its own officers who shall, at a minimum, be the chairperson, vice-chairperson, and recording secretary, all selected from among its membership. The Board shall make its own rules for conducting meetings of the Board. The Board shall keep a journal or record of its proceedings and actions.

“B. A majority of the members shall constitute a quorum for the conduct of business.

“4-10 Reserved.

“4-11 Reserved.

D. Chapter 4 shall be further amended to include Article III, “Economic Development Advisory Committee”, which is hereby created and upon creation shall exist in sections 4-12 through 4-17 as follows and as enumerated and outlined herein:

“4-12 Economic Development Advisory Committee

“4-13 Terms of Office.

“4-14 Powers and Duties.

“4-15 Officers; Rules and Regulations; Journal; Quorum.

“4-16 Reserved.

“4-17 Reserved.

“4-12. Economic Development Advisory Committee: Committee established; powers and duties; membership.

There is hereby created an Economic Development Advisory Committee which, pursuant to this chapter, shall exercise the functions, powers and duties prescribed herein. The Committee shall consist of five (5) members who shall be residents of the municipality and shall serve without compensation, and shall be appointed by the Mayor.

“4-13. Terms of Office.

“A. First Committee members.

1. The first committee shall be appointed following adoption of this ordinance, and the terms of office shall commence upon the day of the appointment and be for the following periods:

- a. One (1) member for a one-year term.
- b. Two (2) members for two-year terms.
- c. Two (2) members for three-year terms.

2. The term of each appointee shall be designated in members' appointments.

“B. All subsequent appointments, except to fill vacancies, shall be for the full term of three (3) years.

“4-14. Powers and duties.

“A. The Economic Development Advisory Committee shall advise and assist the Township Committee with respect to commercial and industrial development which, in addition to the customary uses and industries, which shall also include supporting and development of the agri-commerce & agri-industry business.



**A CAPITAL ORDINANCE OF THE TOWNSHIP OF CHESTERFIELD AUTHORIZING THE APPROPRIATION OF \$14,654 FROM THE CAPITAL IMPROVEMENT FUND FOR POLICE EQUIPMENT**

**BE IT ORDAINED** by the Township Committee of the Township of Chesterfield as follows:

SECTION 1. There is hereby approved as capital projects within the Township of Chesterfield, not to exceed the costs noted below:

<u>Project / Purpose</u>	<u>Amount Authorized</u>
POLICE EQUIPMENT	\$ 14,654

SECTION 2. There is hereby appropriated from the Chesterfield Township Capital Improvement Fund for the sum of \$14,654 to cover the cost of the projects described in Section 1.

SECTION 3. This ordinance shall take effect upon final adoption and publication in accordance with the law.

SECTION 4. The capital budget of the Township of Chesterfield is hereby amended to conform with the provisions of this ordinance to the extent of any inconsistency herewith. The resolution in the form promulgated by the Local Finance Board showing full detail of the amended capital budget and capital program as approved by the Director of Local Government Services is on file with the Clerk of the Township and is available for public inspection.

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Mr. Gillespie read the title and explained after the ordinance is introduced it will go to the Planning Board and then back to the Township Committee. There will also need to be a third amendment to the development agreement.

Mayor Liedtka recused himself and left the meeting. Deputy Mayor Panfili took reign of the meeting.

Mr. Dhopte made a motion seconded by Mr. Russo to introduce Ordinance 2020-14. Roll Call was taken: Mr. Dhopte – yes; Ms. Koetas-Dale – yes; Mr. Russo – yes; Mr. Panfili – yes; Public Hearing is scheduled for December 10, 2020.

**TOWNSHIP OF CHESTERFIELD  
ORDINANCE NO. 2020-14**

**AN ORDINANCE AMENDING CHAPTER 130-40 OF THE TOWNSHIP CODE TO  
CREATE NON-CUSTOMARY ACCESSORY USES WITHIN THE PVD-3 DISTRICT**

**WHEREAS**, by Developer’s Agreement, the Township of Chesterfield reached certain agreements with both Traditions at Chesterfield, LLC and Chesterfield, LLC, regarding the development of property known as Block 202, Lots 24.01, 25.01, and 25.02 comprised of single-family residential dwelling units, duplex/triplex units, apartments, and commercial square footage located within Old York Village; and

**WHEREAS**, in consideration of the negative economic impacts created by the COVID-19 pandemic, and the desire to promote the completion of construction, and the occupancy of the last mixed-use building within Old York Village, Chesterfield, LLC has proposed a “Work/Live Unit concept”, whereby the predominant storefront portion of a suite is dedicated to commercial use, and a subordinate rear portion is a connected living space for the lessee/operator of the suite; and

**WHEREAS**, the work/live arrangement is intended to foster a supportive environment that encourages artisans to live and present their creative work in the Township of Chesterfield; and

**WHEREAS**, the work/live arrangement helps promote sound economic development and increase employment opportunities for the Township’s residents by responding to changing economic conditions; and

**WHEREAS**, the proposed work/live units will allow for the architecturally appropriate incorporation of residential uses into existing non-residential structures to ensure that any modifications are compatible with the surrounding commercial area’s design and character.

**NOW, THEREFORE BE IT ORDAINED** by the Township Committee of the Township of Chesterfield, County of Burlington and State of New Jersey, that Chapter 130-40 of the Code of the Township of Chesterfield, is hereby amended as follows:

**ARTICLE I. Amended and New Sections.**

**§ 130-40. Use regulations.** § 130-40 of the Code of the Township of Chesterfield is hereby amended to re-number paragraph A(5) “Conditional Uses”, to A(6); and to add the following new subparagraph A(5):

(5) Non-customary accessory uses (in PVD-3 District, Commercial Area Only)

(a) Work/Live Unit.

[1] Purpose. Artisans and creative professionals seek ways to closely integrate life and work. This section provides standards for the experimental development of work/live units to provide an affordable housing option for a specific genre of small businesses while also providing flexibility for development and preserving the commercial vibrancy and viability of the area. Work/live units are intended to be occupied by business operators who live in the same structure that contains the commercial activity. A work/live unit is intended to function predominantly as work space with incidental residential accommodations that meet basic habitability requirements.

[2] Definition. “Work/live Unit” shall mean a unit configured for both commercial and residential use in which the primary activity is the commercial use and the residential use is clearly subordinate and ancillary to the primary commercial activity; which contains residential accommodations for the owner/operator of the business; that meets basic habitability requirements including a sleeping area, cooking facilities, and sanitary facilities. The work/live unit shall be the dwelling of the business owner/operator, and may not be sublet to employees or other third-parties. The resident shall be responsible

for the work performed in the work/live unit and there shall be a valid business license associated with the premises, issued in the name of the occupant or the business owned by the occupant.

[3] Operating Requirements.

- i. Permitted commercial uses in work/live units is hereby limited to the following: Home studios of an artist and artisans, designer, photographer, craftsman, writer, composer, musician, or similar person except that home based hair and nail salons shall not to be considered studios as expressed herein, nor shall the offices of accountants; architects; computer software and multimedia related professionals; consultants; engineers; home-based office workers, insurance, real estate and travel agents; or other licensed professionals.
- ii. No more than two employees (excluding the resident of the dwelling unit) shall work or report to work on the premises at one time.
- iii. No portion of the work/live unit may be rented or sold separately. The premises may not sublet to any individual, including employees.

[4] Design Standards

- i. The residential component of a work/live unit shall comply with all Housing Code requirements.
- ii. A work/live unit shall contain no more than 600 square feet of gross floor area of the rental space devoted to the private residential portion of the unit.
- iii. Regardless of the allocation of square footage dedicated to “work” versus “live” within one of the two specific units, the accessory and subordinate nature of the “live” component, to the principle and primary nature of the “work” component, shall be based upon the total commercial square footage of the building within which the unit is situated. For example, if the unit is 1,200 square feet, but in order to meet habitability standards the “live” component must be 600 square feet, the “live” component is still subordinate and accessory to the “work” component because the space is defined by the total commercial square footage of the building and not the 1,200 square feet of the individual unit.

[5] Lease Required. The owner of the work/live unit shall agree that the commercial use will be maintained as the primary use of the unit, and that the work space will not be leased separately from the residential space.

[6] Prohibited Commercial Uses Within Work/Live Units.

- i. The retail sale of food and/or beverages.
- ii. Entertainment, drinking, and public eating establishments.
- iii. Veterinary services, including groom and boarding, and the breeding or care of animals for hire or for sale.
- iv. Adult-oriented businesses, astrology palmistry, massage, head shops, and similar uses.
- v. Sales, repair or maintenance of vehicles, including automobiles, boats, motorcycles, aircraft, trucks, or recreational vehicles;





**WHEREAS**, Traditions at Chesterfield, LLC, the developer of a project known as Traditions at Chesterfield Phase 7B has an obligation to post a Performance Guarantee covering improvements to be construction at said development; and

**WHEREAS**, the developer has applied for a reduction of the amount to be bonded pursuant to N.J.S.A. 40:55D-53(d) and (e); and

**WHEREAS**, the Township Engineer has reported to the Township Committee, by letter dated September 23, 2020 that site improvements have been completed in a satisfactory manner in accordance with the requirements of the Chesterfield Township Ordinance and has recommended the amount of the developers bond be reduced; and

**WHEREAS**, this recommendation of reduction in no way indicates acceptance of this construction since further work on the tract may damage the construction and require repairs;

**NOW, THEREFORE BE IT RESOLVED** by the Township Committee of the Township of Chesterfield in the County of Burlington and State of New Jersey, upon recommendation of the Township Engineer and pursuant to the Municipal Land Use Law, that the current Performance Guarantee for Traditions at Chesterfield Phase 7B in the amount of one million five hundred three hundred twenty seven thousand one hundred fifty seven and 78 cents (\$1,327,159.78) is hereby authorized to be reduced in the amount of nine hundred twenty nine thousand eleven and 85 cents (\$929,011.85), leaving a guarantee balance in the amount of three hundred ninety eight thousand one hundred forty seven and 93 cents (\$398,147.93);

**BE IT FURTHER RESOLVED** that reduction is conditioned, nevertheless, on the continued compliance with the terms of the Developer's Agreement and the approval received by the developer;

**BE IT FINALLY RESOLVED** by the Township Committee of the Township of Chesterfield that this reduction in the developers bonding obligation is conditioned upon the payment of all fees incurred by the municipality to the Engineer and other professionals in connection with any inspections and / or reports concerning the improvements covered by said guarantee; and further that the reduction in guarantee be accomplished in a pro rata fashion such that the cash component and the performance bond component be reduced commensurately.

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**TOWNSHIP OF CHESTERFIELD  
RESOLUTION 2020-11-2**

**RESOLUTION AUTHORIZING THE RELEASE OF PERFORMANCE GUARANTEE  
AND SUBSTITUTION OF MAINTENANCE GUARANTEE FOR THE PROJECT  
KNOWN AS TRADITIONS AT OLD YORK VILLAGE – PHASE 8**

**WHEREAS**, Traditions at Chesterfield LLC, the developer of the Traditions at Old York Village, has requested release of its performance guarantee with respect to the development known as Traditions at Old York Village Phase 8 and

**WHEREAS**, this request has been reviewed by the Township Engineer who has issued his letter, dated October 19, 2020, finding the project to be in substantial compliance with the approvals and township ordinances and recommending release of the performance guarantee subject to the posting of a maintenance guarantee and other conditions as set forth in his letter with respect to the project, which letter is attached hereto; and

**WHEREAS**, the Township Committee finds the request to be in order subject, nevertheless, to the posting of the maintenance guarantee and other conditions of the Engineer's review letter;

**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:

1. The remaining performance guarantee for Traditions at Old York Village, Phase 8 shall be released upon posting of a two-year maintenance guarantee in the amount of \$165,557.12, which shall be in a form acceptable to the Township Attorney, posting of an inspection escrow of \$8,277.86, compliance with the further conditions set forth in the Township Engineer's letter annexed hereto and continued compliance with the terms of the Developer's Agreement.
2. All of the foregoing releases shall be further subject to the posting by the developer of the sum of \$5,711.35, for Basin/Landscaping Fund contribution attributed to phase 8.

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Mayor Liedtka returned to the meeting and took reign of the meeting.

Mr. Panfili made a motion seconded by Mr. Russo to approve Resolution 2020-11-3. Roll Call was taken: Mr. Dhopte – yes; Ms. Koetas-Dale – yes; Mr. Panfili – yes; Mr. Russo – yes; Mr. Liedtka – yes. Resolution approved.

**TOWNSHIP OF CHESTERFIELD  
RESOLUTION 2020-11-3**

**RESOLUTION DESIGNATING EMPLOYEE SALARIES FOR VARIOUS POSITIONS IN  
ACCORDANCE WITH SALARY ORDINANCES**

**WHEREAS**, the Township of Chesterfield had adopted Salary Ordinance 2019-23 and 2020-12 setting a salary range for various positions; and

**WHEREAS**, it is desired of the Mayor and Township Committee to designate the employee salaries for certain positions within said salary range for the year 2020.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Township Committee of the Township of Chesterfield, State of New Jersey that the following employee salaries for the positions and time periods noted shall be approved as per the attached 2020 Salaries Chart.

**BE IT FURTHER RESOLVED** that the portion of salaries attributed to the Sewer Utility have been indicated and shall be charged to the Sewer Utility as listed.

**BE IT FURTHER RESOLVED** that the time period unless otherwise noted is for January 1, 2020 to December 31, 2020.

**2020 SALARIES CHART**

**FULL TIME SALARIED EMPLOYEES ANNUAL AMOUNT**

|                                                                                                                                           | BUDGET                                                             | GRANT    | SEWER                             | TOTAL     |
|-------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|----------|-----------------------------------|-----------|
| Brittney Chenosky<br>Municipal Alliance Coordinator<br>Administrative Assistant                                                           | 31,200.00                                                          | 2,300.00 |                                   | 33,500.00 |
| Caryn Hoyer<br>Board of Health Member<br>Recycling Coordinator<br>Registrar of Vital Statistics<br>Tax Collector<br>TDR<br>Township Clerk | 510.00<br>510.00<br>1,530.00<br>27,792.00<br>3,570.00<br>50,595.00 |          | 5,000.00<br>5,000.00              | 94,507.00 |
| Glenn McMahon<br>Board of Health<br>Construction Clerk<br>Housing Inspector<br>Tax Assessor                                               | 510.00<br>58,568.00<br>3,237.00<br>23,502.00                       |          |                                   | 85,817.00 |
| Wendy A. Wulstein<br>Chief Financial Officer<br>Qualified Purchasing Agent<br>Treasurer                                                   | 8,151.00<br>4,907.00<br>55,297.00                                  |          | 5,000.00<br>2,500.00<br>10,000.00 | 85,855.00 |
| Rachel Fryc<br>Clean Communities Coordinator<br>Deputy Township Clerk<br>Recreation Director                                              | 44,366.00<br>5,000.00                                              | 575.00   | 5,000.00                          | 54,941.00 |
| Adelaide Napoleon<br>Dog Registrar<br>Environmental Comm. Secretary<br>Land Use Secretary<br>Police Department Secretary                  | 1,898.00<br>1,430.00<br>7,589.00<br>39,747.00                      |          |                                   | 50,664.00 |
| Troy Ulshafer<br>Public Works Foreman<br>Sewer Maintenance Director                                                                       | 45,900.00                                                          |          | 10,200.00                         | 56,100.00 |
| Greg Lebak 01/01/2020-03/31/2020<br>Public Works Director<br>Sewer Maintenance Director                                                   | 81,144.00                                                          |          | 12,164.00                         | 93,308.00 |
| Kyle Wilson 01/01/2020 – 3/31/2020<br>Township Administrator                                                                              | 50,000.00                                                          |          |                                   | 50,000.00 |

**TOWNSHIP COMMITTEE MEMBERS**

|                    |          |  |  |          |
|--------------------|----------|--|--|----------|
| Shreekant Dhopte   | 6,500.00 |  |  | 6,500.00 |
| Denise Koetas-Dale | 6,500.00 |  |  | 6,500.00 |
| Jeremy Liedtka     | 6,500.00 |  |  | 6,500.00 |
| Lido Panfili       | 6,500.00 |  |  | 6,500.00 |
| Michael Russo      | 6,500.00 |  |  | 6,500.00 |

**HOURLY DPW STAFF – RATE PER HOUR**

|                                                            |       |  |  |       |
|------------------------------------------------------------|-------|--|--|-------|
| Morris Hodson<br>Public Works Laborer                      | 16.83 |  |  | 16.83 |
| Steven Lancaster<br>Public Works Laborer                   | 17.32 |  |  | 17.32 |
| Vincent Napoleon<br>Public Works Laborer                   | 17.32 |  |  | 17.32 |
| Walter Idell 01/01/2020-01/31/2020<br>Public Works Laborer | 31.34 |  |  | 31.34 |

**PART-TIME & STIPENDS**

|                                                                                    |             |  |  |                                   |
|------------------------------------------------------------------------------------|-------------|--|--|-----------------------------------|
| Thomas Banyacski<br>Inspector/Sub-Code (Fire)                                      | 87.00/36.00 |  |  | 87.00/36.00<br>2 hr min/Addt'l hr |
| Mark Butera<br>Inspector/Sub-Code (Electric)                                       | 87.00/36.00 |  |  | 87.00/36.00<br>2 hr min/Addt'l hr |
| Brittney Chenosky<br>Crossing Guard                                                | 15.00       |  |  | 15.00/shift                       |
| Adelaide Napoleon<br>Crossing Guard                                                | 15.00       |  |  | 15.00/shift                       |
| Glenn Riccardi<br>Building/Fire Inspector & Sub-Code<br>Construction Code Official | 50.00       |  |  | 50.00<br>2 hr. minimum            |
| Christopher Rose<br>Inspector/Sub-Code (Plumbing)                                  | 87.00/36.00 |  |  | 87.00/36.00<br>2 hr min/Addt'l hr |
| Substitute Inspector or Sub-Code                                                   | 87.00/36.00 |  |  | 87.00/36.00<br>2 hr min/Addt'l hr |
| Crossing Guard                                                                     | 15.00       |  |  | 15.00/shift                       |

**DESIGNATED POSITIONS CHARGED TO SEWER UTILITY**

(These amounts do not increase individual salaries and are included in the salary listed above)

|                            |             |
|----------------------------|-------------|
| Chief Financial Officer    | \$ 5,000.00 |
| Deputy Township Clerk      | \$ 5,000.00 |
| Qualified Purchasing Agent | \$ 2,500.00 |
| Sewer Maintenance Director | \$10,000.00 |
| Tax Collector              | \$ 5,000.00 |
| Township Clerk             | \$ 5,000.00 |
| Treasurer                  | \$10,000.00 |

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Mr. Dhopte made a motion seconded by Ms. Koetas-Dale to approve Resolutions 2020-11-4 and 2020-11-5. Roll Call was taken: Mr. Dhopte – yes; Ms. Koetas-Dale – yes; Mr. Panfili – yes; Mr. Russo – yes; Mr. Liedtka – yes. Resolutions approved.

**TOWNSHIP OF CHESTERFIELD  
RESOLUTION 2020-11-4**

**RESOLUTION AUTHORIZING APPROPRIATION TRANSFERS**

**WHEREAS**, N.J.S.A. 40A:4-58 provides for appropriation transfers during the last two (2) months of the fiscal year, when it has been determined that it is necessary to expend for any of the purposes specified in the budget an amount in excess of the sum appropriated therefore and where it has been further determined that there is an excess in any appropriation over and above the amount deemed to be necessary to fulfill the purpose of such appropriation;

**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 Treasurer be and the same is hereby authorized to make transfers among the 2020 budget in accordance with the following schedule:

| <u>FROM</u>              | <u>AMOUNT</u>       | <u>TO</u>                      | <u>AMOUNT</u>       |
|--------------------------|---------------------|--------------------------------|---------------------|
| Property Maintenance O & | 13,700.00           | Admin & Exec – S & W           | 4,000.00            |
|                          |                     | Tax Collection – O & E         | 1,000.00            |
|                          |                     | Health Benefit Waiver – O & E  | 1,500.00            |
|                          |                     | First Aid Squad – O & E        | 100.00              |
|                          |                     | Recycling – S & W              | 5,000.00            |
|                          |                     | Buildings & Grounds – O & E    | 100.00              |
|                          |                     | Board of Health – S & W        | 500.00              |
|                          |                     | Animal Control – O & E         |                     |
|                          |                     | Telecommunications - Utilities |                     |
|                          | <b>\$ 13,700.00</b> |                                | <b>\$ 13,700.00</b> |

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**TOWNSHIP OF CHESTERFIELD  
RESOLUTION 2020-11-5**

**RESOLUTION AUTHORIZING THE PURCHASE OF A  
2021 FORD F250 EXTENDED CAB PICKUP TRUCK THROUGH  
NEW JERSEY STATE CONTRACT #A88726 & #T2100**

**WHEREAS**, the Township of Chesterfield wishes to purchase a 2021 Ford F250 Extended Cab Pickup Truck with options from an authorized vendor under the State of New Jersey; and

**WHEREAS**, N.J.S.A. 40A:11-12(a) permits the Township of Chesterfield to purchase items without the necessity of competitive bidding under the State of New Jersey Purchasing Program (NJSTART); and

**WHEREAS**, Winner Ford has been awarded New Jersey Contract No# A88726 & # T2100 for a 2021 Ford F250 Extended Cab Pickup Truck with options; and

**WHEREAS**, the Public Works Foreman and the Chief Financial Officer recommend the utilization of this contract on the grounds that it represents the best price available; and

**WHEREAS**, the actual cost for the purchase of the 2021 Ford F250 Extended Cab Pickup Truck with options is expected not to exceed \$44,038.00; and

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Township Committee of the Township of Chesterfield, County of Burlington, State of New Jersey, as follows:

1. The Qualified Purchasing Agent is hereby authorized to execute a Purchase Order to Winner Ford in an amount not to exceed \$44,038.00 to supply 2021 Ford F250 Extended Cab Pickup Truck with options.
2. The Purchase is awarded without competitive bidding pursuant to N.J.S.A.40A:11-12(a) of the Local Public Contracts Law.
3. A Certification of Funds has been received for the said purchase assuring that there is sufficient appropriation to award this purchase and the availability of a sufficient appropriation to fund the purchase authorized in this resolution is an express and mandatory condition of the award of this contract.

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Mr. Russo made a motion seconded by Mr. Dhopte to approve Resolutions 2020-11-6, 2020-11-7, 2020-11-8 and 2020-11-9. Roll Call was taken: Mr. Dhopte – yes; Ms. Koetas-Dale – yes; Mr. Panfili – yes; Mr. Russo – yes; Mr. Liedtka – yes. Resolutions approved.

**TOWNSHIP OF CHESTERFIELD  
RESOLUTION 2020-11-6**

**RESOLUTION AUTHORIZING REFUND OF PROPERTY TAX  
OVERPAYMENTS TO SOLIDIFI TITLE ON BLOCK 206.227 LOT 2**

**WHEREAS**, a property tax payment for 1<sup>st</sup> quarter 2020 on Block 206.227 Lot 2, 49 Brookdale Way was received on December 27, 2019; and

**WHEREAS**, the payment created an overpayment in the amount of \$696.34; and

**WHEREAS**, Solidifi Title, now known as Linear Title, has requested the overpayment be refunded to the them.

**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 overpayments in the amount of \$696.34 to Solidifi Title & Closing, 88 Silva Lane Suite 210, Middletown, RI 02842.

**TOWNSHIP OF CHESTERFIELD  
RESOLUTION 2020-11-7**

**RESOLUTION AUTHORIZING REFUND OF PROPERTY TAX  
OVERPAYMENTS TO CORELOGIC FOR VARIOUS PROPERTIES**

**WHEREAS**, bulk property tax payments for property taxes have been received from Corelogic for various properties and quarters; and

**WHEREAS**, the payments have created overpayments in the amount of \$37,739.67; and

**WHEREAS**, the block and lot of the properties and amount are as follows:

|               |           |            |
|---------------|-----------|------------|
| Block 107.12  | Lot 2     | \$3,578.55 |
| Block 202     | Lot 31.10 | \$3,768.55 |
| Block 202.08  | Lot 20    | \$3,143.35 |
| Block 202.33  | Lot 3     | \$3,327.00 |
| Block 202.42  | Lot 3     | \$3,250.85 |
| Block 206.207 | Lot 6.01  | \$3,905.40 |
| Block 206.209 | Lot 3     | \$3,671.63 |
| Block 206.218 | Lot 7     | \$2,191.18 |
| Block 206.223 | Lot 6     | \$2,255.96 |
| Block 206.225 | Lot 10    | \$1,529.41 |
| Block 206.228 | Lot 6     | \$1,998.76 |
| Block 206.228 | Lot 10    | \$1,843.54 |
| Block 206.230 | Lot 2     | \$1,029.75 |
| Block 301     | Lot 17    | \$2,245.74 |

**WHEREAS**, Corelogic has requested the overpayments be refunded to the them; and

**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 overpayments in the amount of \$37,739.67 as outline above to Corelogic, Attn: Refund Dept., P. O Box 9205, Coppell, TX 75019-9710

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**TOWNSHIP OF CHESTERFIELD  
RESOLUTION 2020-11-8**

**RESOLUTION AUTHORIZING REFUND OF PROPERTY TAX  
OVERPAYMENT ON BLOCK 502 Lot 30.30**

**WHEREAS**, a property tax payment for 2<sup>nd</sup> quarter 2020 on Block 502 Lot 30.30, 2 Greenview Drive was received on May 11, 2020 from Lereta; and

**WHEREAS**, the payment created an overpayment in the amount of \$3,914.46; and



**WHEREAS**, Lereta has requested the overpayment be refunded to them.

**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 overpayments in the amount of \$3,914.46 to Lereta Tax & Flood Services, 901 Corporate Center Drive, Pomona, CA 91768

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**TOWNSHIP OF CHESTERFIELD  
RESOLUTION 2020-11-9**

**RESOLUTION AUTHORIZING REFUND OF  
CONSTRUCTION PERMIT FEE**

**WHEREAS**, Tesla Energy Operations, Inc. applied and paid for a construction permit to install two (2) Tesla Powerwall Energy Systems at 15 Saddle Way; and

**WHEREAS**, no work or inspections were done and the project has been cancelled; and

**WHEREAS**, a portion of the \$122.00 permit fee consists of \$27.00 State DCA permit fees which the Township will be required to pay regardless of the canceling of the permits; and

**WHEREAS**, no plan review fee was required leaving a refund balance of \$95.00.

**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 construction permit fees for Block 202.101 Lot 5, 15 Saddle Way, in the amount of 95.00 Dollars (95.00) is hereby authorized to be refunded to Tesla Energy Operations Inc., 1001 Lower Landing Route, Suite 601, Blackwood, NJ 08012

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**PAYMENT OF THE BILLS**

Ms. Koetas-Dale made a motion seconded by Mr. Panfili to approve the bill list. Roll Call was taken: Mr. Dhopte – yes; Ms. Koetas-Dale – yes; Mr. Panfili – yes; Mr. Russo – yes; Mr. Liedtka – yes.

**REPORTS & DISCUSSION**

Recreation Building – Mayor Liedtka has been getting phone calls asking when the recreation building will be open. Mr. Gillespie advised the Committee to look at the CDC guidelines and executive orders issued by the Governor before re-opening. Mr. Gillespie said it is a policy decision by the Township Committee on what they are comfortable permitting. Ms. Koetas-Dale stated she if opposed to opening up the building at this time. There was discussion about the ability to clean the building and all agreed it is not a good

idea to re-open at this time if we cannot guarantee the cleanliness of the building and safety of the teams. Mayor Liedtka asked Ms. Fryc to return all deposits that we have for the recreation building. She agreed and said there will be a resolution on for the next meeting. Mr. Sahol does not believe we should open the building at this time due to safety concerns surrounding COVID. Additionally, the building will be under construction shortly with the installation of bathrooms.

DPW Step Raises – Mr. Sahol and Mayor Liedtka put together a spreadsheet regarding the DPW step raises. Mayor asked that Mr. Sahol send it to the Township Committee for their review.

HPC Ordinance – Mayor Liedtka asked Ms. Koetas-Dale if the HPC has heard back from the state regarding the ordinance. Ms. Koetas-Dale stated the state has not gotten back to the HPC yet and they anticipate due to COVID they will not be getting back anytime soon. Mr. Dhopte said that he would like to hear from the HPC and get their perspective. Mr. Panfili asked Ms. Koetas-Dale to request the HPC have an open dialogue with the residents and provide an information session on what is covered and what is not. Ms. Koetas-Dale will suggest that to the HPC. She stated that recently the HPC sent out a mailing to everyone in the Historic District. Ms. Koetas-Dale said that the HPC is making recommendations to the Planning Board and the Planning Board is the authority making the ultimate decision. She believes adding the level to go to the Township Committee for appeals is one of the changes the HPC would like to make. Mayor Liedtka stated he would like to put in the ordinance that any appeals will come to the Township Committee. Mayor Liedtka said this step used to be in the ordinance but now it's not. Ms. Koetas-Dale agreed. Mayor Liedtka recommended making the change to the ordinance and having it on the agenda for the next meeting. Mayor Liedtka asked Mr. Gillespie to have the ordinance ready for the next meeting.

Crosswicks Traffic – Mr. Panfili has received numerous phone calls from residents in Crosswicks regarding the traffic. He said that traffic is back up to pre-COVID rates. Mr. Panfili asked Mr. Sahol if he could reach out to Chief Wilson to facilitate more police exposure in Crosswicks. Mr. Sahol agreed to do so. Mr. Panfili asked to follow up on the improvements that were discussed for Crosswicks.

Street Lights Thorn Lane – Mr. Sahol stated we are waiting for cost estimates. Mr. Dhopte stated last time this was discussed not all residents wanted it. He has heard from multiple residents that want lights elsewhere because it is too dark. Mayor Liedtka asked that Mr. Dhopte get the addresses so they can look into it. Ms. Koetas-Dale would like to have a policy from Mr. Hirsh on how we should do this for the next meeting.

Sidewalks – Ms. Koetas-Dale asked for an update on the sidewalk assessment. Mr. Sahol reported the sidewalk survey has been completed. Mr. Sahol, Troy and the surveyor are planning to sit down to see what the survey revealed. Mr. Sahol said that it is an extensive list of over 1,000 locations that have issues.

## **REPORTS & ADMINISTRATION**

JIF Dividend – Mr. Sahol stated the town is eligible to receive a dividend of \$14,076.00. He recommends applying \$2,602.34 to bring the excess loss fund up to \$5,000.00 to make it even. The remainder will be a credit against the premium. Mr. Sahol plans to adopt a resolution for this at the December 10<sup>th</sup> meeting. Mr. Dhopte made a motion

seconded by Ms. Koetas-Dale to allow Mr. Sahol to move forward and memorialize the resolution at the next meeting.

Roll Call was taken: Mr. Dhopte – yes; Ms. Koetas-Dale – yes; Mr. Panfili – yes; Mr. Russo – yes; Mr. Liedtka – yes.

Mr. Sahol reported that the part-time officer that was recently hired took a full-time position in another town. Chief Wilson will be seeking another part-time officer to fill this spot. Additionally, the Electrical Inspector Mark has resigned. Mr. Sahol advised we are in the process of posting for his position.

## **NEW BUSINESS**

Best Practice Survey – Mr. Sahol asked the Committee if they have any questions or concerns regarding the survey that he forwarded to them. He suggested considering a social media policy and a cyber response plan (which he is working on now) as they are recommendations of the survey.

## **COMMENTS FROM THE PUBLIC**

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

Bob Plummer from 16 Church Street would like to voice his concerns about the HPC. He is concerned about how much power and jurisdiction they have. He feels they should be an advisory committee only. Mr. Plummer is concerned about the HPC becoming an extension of the state. Ms. Koetas-Dale suggested that the HPC attend the December 10<sup>th</sup> Township Committee meeting in order to answer any questions regarding the HPC. Mr. Dhopte asked Mr. Sahol to request the HPC to attend the next meeting. Mr. Plummer stated that residents are afraid to fix up their homes because they don't want to have to go through the HPC. Ms. Koetas-Dale will reach out to the HPC and ask them to attend December 10<sup>th</sup> Township meeting. Ms. Koetas-Dale said that the HPC makes recommendations to the Planning Board but the Planning Board makes the final decision. Mayor Liedtka said he would like to address the appeal process with the HPC at the next meeting because he does not want any of our residents to have to go to superior court to overturn the Planning Board decisions. Mayor Liedtka would rather they come in front of the Township Committee first. Mr. Dhopte agreed. Mr. Plummer does not understand why the HPC rejected a young couple that came before the HPC to put in a new window in their home. Mr. Gillespie stated he will need to figure out how the appeal process will work. If the appeal is to the Township it must happen before it goes to the Planning Board since a Planning Board appeal goes to superior court.

Paul Cincotta from 15 Gallop Way asked the Township Committee to reconsider re-opening the Recreation Building. He said that there are a lot of kids that want to play sports. Mayor Liedtka and Mr. Panfili agree but are concerned about the cleanliness of the building and the expense to bring in a cleaning service.

Madison Laske from 8 Church Street said they have been going back and forth with the HPC and the Planning Board for the last couple of months due to adding 1 window to their house. They are hoping to be put on the Planning Board agenda for this coming week in order to resolve their issue. Mayor Liedtka stated that would need to be done

through the Planning Board secretary Aggie. Madison said that she reached out to Glenn McMahon but has not heard back. She said this has been going on since July.

Hearing no further comments, Mr. Panfili made a motion seconded by Mr. Russo to close public comment. All were in favor.

Mr. Dhopte made a motion seconded by Ms. Koetas-Dale to adjourn the meeting. All were in favor. The meeting adjourned at 8:50 PM.

Respectfully submitted,

Caryn M. Hoyer, RMC  
Municipal Clerk