

**January 23, 2020**

The Township Committee met on the above date with Mayor Jeremy Liedtka 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 Jeremy Liedtka, Deputy Mayor Lido Panfili, Committeemen Shreekant Dhopte and Michael Russo and Committeewoman Denise Koetas-Dale. Also present John Gillespie Township Attorney, Joseph 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 December 30, 2019 and the January 2, 2020 minutes. All were in favor. Mr. Russo and Mr. Panfili recused themselves from the December 30<sup>th</sup> meeting.

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

**ENGINEER REPORT**

Grant Projects – 1/23/2020 – Awaiting schedule from Contractor.

2019 & 2020 NJDOT Municipal Aid Grant Application – 1/23/2020 – Received approval to combine 2019/2020 together. Requested approval from NJDOT to amend starting location to Route 528 and heading south.

2019 Municipal Parks Grant Application – Did not receive the award for the practice tennis wall and rest room structure at Fenton Lane Park

FY 2019 CDBG Grant Application – 1/23/2019 – Awaiting awards.

Planning Board Projects – 1/23/2020 –  
Maintenance Bond Punch List issued for Phases I, II  
Punch List and Maintenance Bond Estimate has been issued for Phase III.  
Phase IV is in Maintenance Period, expires 1/2021  
Phase V, VI, VII still under construction  
Phase VIII Performance Bond Punch List has been issued.

Crosswicks Traffic Situation – 1/23/2020 – Data received, meeting held with County, awaiting revised report from County.

## **ORDINANCE FOR INTRODUCTION**

Mr. Dhopte made a motion seconded by Mr. Panfili to introduce Ordinance 2020-1. All were in favor. Public Hearing is scheduled for February 13, 2020.

### **TOWNSHIP OF CHESTERFIELD ORDINANCE 2020-1**

#### **AN ORDINANCE AMENDING THE CODE OF THE TOWNSHIP OF CHESTERFIELD BY THE ADDITION OF CHAPTER 105, ENTITLED "CATS"**

**WHEREAS**, unlicensed cats, without a permanent home, pose a threat to public health and property; and

**WHEREAS**, the Township Committee of the Township of Chesterfield desires to address this public health concern by requiring cat owners to vaccinate and register their pets; and

**NOW, THEREFORE, BE IT ORDAINED AND ENACTED**, by the Township Committee of the Township of Chesterfield, County of Burlington, State of New Jersey that:

#### **ARTICLE I. NEW CHAPTER:**

- A. The Township Code of the Township of Chesterfield is hereby amended by the addition of a new chapter to the municipal code at Chapter 105, entitled: "Cats" that shall read as follows:

##### Chapter 105 "Cats"

##### 105-1: Definitions

- a. Cats—Any member of the domestic feline species, male, female, or altered.
- b. Cat of Licensing Age—Any cat which has attained the age of seven months or which possesses a full set of permanent teeth.
- c. Owner—When applied to the possession or control of a cat, shall include every person having a right of property in such cat and every person who has such cat in his or her keeping or who harbors or maintains a cat or knowingly permits a cat to remain on or about any premises occupied by that person.

##### 105-2: License Required

- a. No person shall own, keep, harbor or maintain any cat over seven months of age within Chesterfield Township unless such cat is vaccinated against rabies and has a current cat license.
- b. The provisions of this section do not apply to cats held at licensed kennels, qualified farms, or in a veterinary establishment where cats are received or kept for diagnostic, medical, surgical or other treatments.
- c. Any cat may be exempted from the requirements of such vaccination for a specified period of time upon presentation of a veterinarian's certificate stating that, because of an infirmity or other physical condition or regimen of therapy, the inoculation of such cat shall be deemed inadvisable.

- d. Any person who shall own, keep or harbor a cat of licensing age shall, in the month of March of each year, apply for and procure from the Township Clerk or other person designated, a license and official registration tag with license number and shall place upon such cat a collar or other device with the license number securely fastened.
- e. Any person who shall fail to procure a license for any cat of licensing age by March 31 of each year shall pay a late fee in addition to the license fee in accordance with the fee schedule contained in Chapter 110. Said license and renewal thereof shall expire on the last day of March of each year.

**105-3 Public Nuisance**

Within the purview of this chapter, a cat shall be considered a public nuisance if it has no known owner or custodian, or if it has no known place of care or shelter, or if it habitually trespasses upon or damages either private or public property, or annoys, bites, scratches or harms lawful users or occupants thereof.

**105-4 Duties of Owners or Custodians**

Any person who owns, keeps or harbors any cat at any place within the township or who permits any cat to enter the limits of the township shall exercise sufficient and property care of and control over such animal at all times so as to prevent the same from becoming a public nuisance, as defined in section 105-3.

**105-5 Violations and Penalties**

Except as otherwise provided in N.J.S.A. 4:19-1 et seq., any person who shall violate any of the provisions of this article shall, upon conviction thereof, be subject to a fine of \$50 per offense. Any person convicted of violating any provisions of this article within one year of the date of a previous violation of this article and who has been fined for the previous violation shall be sentenced by the court to an additional fine as a repeat offender. The additional fine imposed by the court upon said person for a repeated offense shall be set by the Municipal Magistrate at a fine between \$100 and \$200; and for a third offense, the fine shall be between \$200 and \$500, again subject to the discretion of the Municipal Magistrate. The fine for the first offense may be payable with the submission of a guilty plea through the Violations Bureau and without necessity for a court appearance. Any subsequent violations shall require a court appearance.

**ARTICLE II. AMENDED SECTIONS**

- A. Chapter 110 of the Township Code of the Township of Chesterfield is amended by the addition of a new section, 110-105 entitled "Cats" which shall read as follows:

**110-105 Cats**

- A. Persons applying for a cat license and registration tag shall pay the following fees:

- 1. Annual license fees and renewals

	Neutered	Non-Neutered
Chesterfield Township License Fee	\$10.80	\$10.80
New Jersey Registration Fee	\$ 1.00	\$ 1.00
New Jersey Pilot Clinic Fund	\$ 0.20	\$ 0.20
State Animal Population Control Fund	\$ -0-	\$ 3.00
Total	\$12.00	\$15.00



TITLE	PER HOUR	
PART TIME(DWP, Police, Admin, Seasonal, Inspectors, Subcode and Construction Official	\$ 15.00	\$ 60.00

**CHESTERFIELD TOWNSHIP COMMITTEE**

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**RESOLUTIONS**

Mr. Dhopte made a motion seconded by Mr. Panfili to approved Resolution 2020-1-27. All were in favor.

**TOWNSHIP OF CHESTERFIELD  
RESOLUTION 2020-1-27**

**RESOLUTION APPOINTING PUBLIC WORKS LABORER**

**WHEREAS**, John Cantamessa has resigned from his position as Public Works Laborer/Road Worker effective December 20, 2019; and

**WHEREAS**, it has been determined by the Township Committee that it is necessary to fill this vacancy; and

**WHEREAS**, the Township Administrator and Public Works Director recommend the appointment of Eric Hilgendorff.

**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 Eric Hilgendorff be appointed as Public Works Laborer for the Township of Chesterfield, effective February 1, 2020 at \$15 p/h which equates to \$31,200 per year.

**BE IT FURTHER RESOLVED** that this appointment is conditioned upon a twelve month probationary period; and

**BE IT FURTHER RESOLVED** that this appointment is also conditioned upon the employee successfully obtaining a Commercial Driver’s License by August 1, 2020 after which his salary may be adjusted accordingly.

**CHESTERFIELD TOWNSHIP COMMITTEE**

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Mr. Liedtka made a motion seconded by Ms. Koetas-Dale to approve Resolution 2020-1-28. All were in favor.

**TOWNSHIP OF CHESTERFIELD  
RESOLUTION 2020-1-28**

**RESOLUTION AUTHORIZING SUBMISSION OF  
GOVERNOR'S COUNCIL ON ALCOHOLISM AND DRUG ABUSE  
FISCAL GRANT CYCLE JULY 2020 TO JUNE 30, 2021**

**WHEREAS**, the Governor's Council on Alcoholism and Drug Abuse established the Municipal Alliances for the Prevention of Alcoholism and Drug Abuse in 1989 to educate and engage residents, local government and law enforcement officials, schools, nonprofit organizations, the faith community, parents, youth and other allies in efforts to prevent alcoholism and drug abuse in communities throughout New Jersey; and,

**WHEREAS**, Township Committee of the Township of Chesterfield, County of Burlington, State of New Jersey recognizes that the abuse of alcohol and drugs is a serious problem in our society amongst persons of all ages; and therefore has an established Municipal Alliance Committee; and,

**WHEREAS**, the Township Committee further recognizes that it is incumbent upon not only public officials but upon the entire community to take action to prevent such abuses in our community; and,

**WHEREAS**, the Township Committee has applied for funding to the Governor's Council on Alcoholism and Drug Abuse through the County of Burlington;

**NOW, THEREFORE, BE IT RESOLVED** by the Township of Chesterfield, County of Burlington, State of New Jersey hereby recognizes the following:

1. The Township Committee does hereby authorize submission of a strategic plan for the Chesterfield Municipal Alliance grant for fiscal year 2021 in the amount of:

|            |              |
|------------|--------------|
| DEDR       | \$ 11,807.00 |
| Cash Match | \$ 2,951.75  |
| In-Kind    | \$ 8,855.25  |

2. The Township Committee acknowledges the terms and conditions for administering the Municipal Alliance grant, including the administrative compliance and audit requirements.

APPROVED: \_\_\_\_\_  
Jeremy Liedtka, *Mayor*

**CERTIFICATION**

I, Caryn M. Hoyer, Municipal Clerk of the Township of Chesterfield, County of Burlington, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Committee on this 23rd day of January 2020.

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*Caryn M. Hoyer, Municipal Clerk*

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Mr. Dhopte made a motion seconded by Mr. Russo to approve Resolution 2020-1-29. All were in favor.

**TOWNSHIP OF CHESTERFIELD  
RESOLUTION 2020-1-29**

**RESOLUTION ADOPTING THE BURLINGTON COUNTY  
MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN**

**WHEREAS**, the Township of Chesterfield has experienced natural hazards that result in public safety hazards and damage to private and public property;

**WHEREAS**, the hazard mitigation planning process set forth by the State of New Jersey and the Federal Emergency Management Agency offers the opportunity to consider natural hazards and risks, and to identify mitigation actions to reduce future risk;

**WHEREAS**, the New Jersey Office of Emergency Management provided federal mitigation funds to support development of the mitigation plan;

**WHEREAS**, a *Burlington County Multi-Jurisdictional Hazard Mitigation Plan* has been developed by the Mitigation Planning Committee;

**WHEREAS**, FEMA Region II has approved the *Burlington County Multi-Jurisdictional Hazard Mitigation Plan*; the purpose of this Plan is to reduce the loss of life and property due to natural disaster;

**WHEREAS**, the implementation of the *Burlington County Multi-Jurisdictional Hazard Mitigation Plan* will protect the health, safety, and welfare of the residents of the Township of Chesterfield as well as reduce potential damage and shorten the disaster recovery period;

**WHEREAS** the *Burlington County Multi-Jurisdictional Hazard Mitigation Plan* includes a prioritized list of mitigation actions including activities that, over time, will help minimize and reduce safety threats and damage to private and public property, and

**WHEREAS** the County of Burlington conducted a web-based public survey from March 2019 to December 2019 to introduce the planning concept and to solicit questions and comments; and to present the Plan and request comments, as required by law;

**NOW THEREFORE BE IT RESOLVED** by the Township Committee of the Township of Chesterfield:

1. The *Burlington County Multi-Jurisdictional Hazard Mitigation Plan* is hereby adopted as an official plan of the Township of Chesterfield; minor revisions recommended by the Federal Emergency Management Agency and/or the New Jersey Office of Emergency Management may be incorporated without further action.

2. The Township of Chesterfield departments identified in the Plan are hereby directed to pursue implementation of the recommended high priority activities that are assigned to their departments.
3. Any action proposed by the Plan shall be subject to and contingent upon budget approval, if required, which shall be at the discretion of the Township Committee, and this resolution shall not be interpreted so as to mandate any such appropriations.
4. The Emergency Management Coordinator is designated to coordinate with other offices and shall periodically report on the activities, accomplishments, and progress, and shall prepare an annual progress report to be submitted to the New Jersey Office of Emergency Management. The status reports shall be submitted by October 1 of each year.

**CHESTERFIELD TOWNSHIP COMMITTEE**

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Mr. Dhopte made a motion seconded by Mr. Russo to approve Resolution 2020-1-30. All were in favor.

**TOWNSHIP OF CHESTERFIELD  
RESOLUTION 2020-1-30**

**RESOLUTION AUTHORIZING REFUND OF PROPERTY TAX OVERPAYMENT  
TO WELLS FARGO REAL ESTATE TAX SERVICE ON  
BLOCK 202.117 LOT 5 KNOWN AS 7 GALLOP WAY**

**WHEREAS**, property tax payments were received from both the property owner and Wells Fargo for Block 202.117 Lot 5 known as 7 Gallop Way; and

**WHEREAS**, the receipt of both payments created an overpayment on the account in the amount of \$3,134.10; and

**WHEREAS**, Wells Fargo Real Estate Tax Service 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 overpayment in the amount of \$3,134.10 to Wells Fargo Real Estate Tax Service, Financial Support Unit REG 1, 1 Home Campus MAC X2302-045, Des Moines, IA 50328-00001..

**CHESTERFIELD TOWNSHIP COMMITTEE**

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Mr. Russo made a motion seconded by Ms. Koetas-Dale to approve Resolution 2020-1-30. Roll Call was taken Mr. Russo – yes; Ms. Koetas-Dale – yes; Mr. Panfili – yes; Mr. Dhopte – yes; Mr. Liedtka – yes. All were in favor.



**WHEREAS**, adopted Resolution 2020-1-24 on January 2, 2020 fixing the rate of compensation for the Building Subcode Official, Building Inspector/Fire Inspector because employment went from full-time to part-time effective January 1, 2020; and

**WHEREAS**, the Resolution incorrectly stated the compensation rate at \$60 per hour; and

**WHEREAS**, the compensation rate is \$50 per hour.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Chesterfield, State of New Jersey that compensation for the Building Subcode Official/Building Inspector/Fire Inspector shall be \$50.00 retroactive to January 1, 2020.

### **CHESTERFIELD TOWNSHIP COMMITTEE**

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#### **TOWNSHIP COMMITTEE LIASONS**

- Buildings & Grounds: Lido Panfili
- Finance: Shreekant Dhopte
- Historic Preservation: Denise Koetas-Dale
- Public Works & Roads: Jeremy Liedtka
- Recreation/Community Events: Jeremy Liedtka
- Municipal Alliance: Denise Koetas-Dale
- Agricultural Board: Mike Russo
- Administrator Liaison: Jeremy Liedtka
- Pipeline Task Force: Denise Koetas-Dale
- Environmental Commission: Denise Koetas-Dale
- Human Resources: Will be determined at the next meeting.

#### **DISCUSSION**

##### **Grounds keeping Solicitation Results –**

Mr. Wilson stated proposals were received through competitive contracting for the landscaping in the receiving area. Five proposals came back. Some were on the high end others were in line with what was expected. Mr. Wilson is reaching out to the municipalities listed as references regarding the top two proposals and has received positive feedback on the one they are leaning towards. They plan to contract in February and start in April.

Mr. Wilson stated that last year we ran into an issue with the company that was doing the fertilization of the playing fields. He is looking at getting quotes for this year. Areas to be fertilized are the fields at Fenton Lane Park, Charlotte Rogers Park and Village Square Park. Additionally, Troy from Public Works is figuring out the cost of materials to see if it is more cost effective to keep it in house.

### Budget Workshop Dates –

Mayor Liedtka said that he feels it is important for the entire Township Committee to work on the budget together. They are going to continue to go forward with the Budget Advisory Committee and run parallel paths with them. Mr. Dhopte would like to have the first budget workshop meeting on Friday February 7<sup>th</sup> from 1pm-4pm and the second meeting on February 19<sup>th</sup> from 11am – 1pm. Both meetings will be held at the Township Building. Ms. Wulstein and Mr. Wilson have scheduled budget advisory meetings for January 29<sup>th</sup> and February 11<sup>th</sup>.

### DOC Sewer Agreement Payments –

Ms. Hoyer stated the payments will become part of the operating budget for sewer instead of doing a capital ordinance. We can absorb them within our sewer operating budget.

### Single Use Plastic Bag Ordinance –

Mr. Dhopte asked Mr. Gillespie if he has been revising the ordinance. Ms. Koetas-Dale would like to work with the Environmental Commission first so that they can review it and give recommendations prior to Mr. Gillespie giving his updates. Mayor Liedtka would like Mr. Gillespie to write a resolution urging the State to address the plastic bag issue. Mayor Liedtka would also like to send out a survey to the restaurants in town. Ms. Koetas-Dale, Mayor Liedtka and Mr. Wilson will work on the survey.

### Basin Maintenance & Issues –

Mr. Dhopte stated that residents have issues with Harness Way basins. There are issues with mosquitos, bugs and odor. Mr. Wilson replied that the County can spray for the mosquitos. Mr. Dhopte wanted to know what we can do about the standing water.

Chris Martin from 10 Tutor Court – Suggested not to spray for mosquitos but instead stock “gambooshi” fish in the pond in the spring time to get rid of the mosquito larva. DEP Mosquito Department has literature on this process.

### Historic Building Architect Proposal –

Ms. Koetas-Dale said that the Township Committee is looking for a plan for the old municipal building. Some ideas would be to have the Crosswicks Library move into that space or have a Senior Center. She said they plan to apply for grants in order to fund the improvements that are needed for the building.

Annabelle Radcliffe-Trenner from Historic Building Architects submitted a proposal and was present and spoke to the Township Committee. Ms. Radcliffe –Trenner will give us two options of what can be done with the building. The cost will be \$66,000 however, if we apply for the grant we will receive \$50,000 and then the Township will match \$16,000. Ms. Radcliffe-Trenner suggested that some of the Township Committee members go to the grant application workshop to help in writing the grant. The grant is due April 23, 2020, announced on September 23, 2020 and approved January – March 2021. The Township Committee will need to adopt a Resolution in order to do the application.

She suggested we apply for multiple grant programs which would guarantee that we would receive the grants in 4 year phases. This option is only available to Counties and Municipalities.

Ms. Koetas-Dale asked if we can make a decision. Mayor Liedtka said we will decide at the next meeting. Mr. Dhopte said that it's worth making the application for the grant. Mayor Liedtka agreed and plans to apply for the grant. Ms. Koetas-Dale, Mr. Panfili and Mr. Wilson plan to attend the grant writing class.

Mr. Dhopte would like to know how much it is costing the Township to keep the old municipal building running. Mr. Wilson will find that out and let everyone know. Ms. Koetas-Dale spoke about moving the library over to the old municipal building and having programs, space for parking and better access. She believes that it would bring in more people to the heart of Chesterfield and then they would also go to the restaurants and stores. Mayor Liedtka will put this back on for discussion at the next meeting.

### **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**

Ms. Koetas-Dale made a motion to open to the public seconded by Mr. Dhopte. All were in favor.

Karl Braun from 10 White Pine Road thanked the Township Committee for being cautious on what they plan to do with the old township building. He would like us to find a new use for the building.

Debbie Drakeman, Crosswicks Library Director – Is interested in the Crosswicks Library moving into the old municipal building. They need a bigger building and more parking. She feels that our community has enough young people and retirees that it will stay busy and bring more traffic to the local businesses. She spoke to the committee about applying for different state aid grants. Mayor Liedtka asked her if she was willing to fundraise and she replied yes.

Matt Weismantel from 80 Harness Way – From the HPC aspect, he is happy to see the old municipal building re looked at. He believes it is worth applying for the grant. He is also concerned about Harness Way and the ponds and asked if there is another way to use the air rators. Mr. Wilson replied that they did look at another system but it would not be cost effective.

Sam Cannizzaro, CTAA Baseball Commissioner from 214 Recklesstown Way asked about getting lights on the ball fields at Fenton Lane Park. He is asking the Township Committee to consider lights and he and the CTAA are willing to fundraise. Mr. Panfili thinks there was an ordinance adopted not to light Fenton Lane fields once the fields were built. Ms. Hoyer replied there was not an ordinance but a policy decision at that time. Mayor Liedtka asked Mr. Hirsh to get a price on lighting the parking lots, tennis courts, soccer and baseball fields. Mr. Panfili asked Mr. Cannizzaro to get a petition going for the lights.

Hearing no further comments, Ms. Koetas-Dale made a motion to adjourn at 9:14 pm seconded by Mr. Panfili. All were in favor.

Respectfully submitted,

Rachel Fryc, RMC  
Deputy Municipal Clerk