

April 23, 2020

The Township Committee met on the above date via Gotomeeting.com with Mayor Jeremy Liedtka calling the meeting to order at 7:00 PM. Following 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 and Caryn Hoyer Township Clerk.

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

AGENDA MATTER(S) REQUIRING RECUSAL(S)

None

CONSENT AGENDA

Mr. Russo made a motion seconded by Mr. Panfili to approve the April 9th minutes. All were in favor. Mr. Dhopte made a motion seconded by Mr. Russo to approve the department reports. All were in favor.

TOWNSHIP ENGINEER REPORT

Mr. Hirsh reported that the specifications for the bathrooms are almost ready. He should have them completed next week along with the tennis court wall. They will be two separate bids.

Mr. Hirsh stated he will have the Sykesville Road plans completed in about a week. Once they are approved by DOT, the Township can go out to bid. He is working with the Mayor on the next phase of DOT grants which is due by July 1st. May need another phase for Sykesville Road or White Pine Road. Not sure yet.

He will submit the yearly storm water report to NJDEP by May 1st.

Phase 6 of Heritage - the swale was regraded and upgrades made to the drainage issues. All other work is completed.

Mr. Hirsh is trying to set up a meeting with the County to discuss the Crosswicks traffic situation since he has finalized the report.

ORDINANCE FOR ADOPTION

Mayor Liedtka asked to table this ordinance until the next meeting. A few residents had concerns with the ordinance and were unable to voice their concerns this evening. Ms. Koetas-Dale made a motion seconded by Mr. Panfili to table Ordinance 2020-3 "AN ORDINANCE EXTENDING BUTTWOOD STREET 250 FEET SOUTH OF FRONT STREET" until the May 7th Township meeting. All were in favor.

Ms. Koetas-Dale made a motion seconded by Mr. Dhopte to open to public hearing for Ordinance 2020-4. All were in favor. Hearing no comment, Ms. Koetas-Dale made a motion seconded by Mr. Dhopte to close public hearing. All were in favor.

Mr. Dhopte made a motion seconded by Mr. Russo to adopt Ordinance 2020-4. Roll Call was taken; Mayor Liedtka; yes, Mr. Panfili; yes, Mr. Russo; yes, Ms. Koetas-Dale; yes, Mr. Dhopte; yes.

**TOWNSHIP OF CHESTERFIELD
ORDINANCE 2020-4**

**ORDINANCE TO EXCEED THE MUNICIPAL BUDGET
APPROPRIATION LIMITS AND TO ESTABLISH A CAP BANK**

WHEREAS, the Local Government CAP Law, N.J.S.A. 40A:4-45.1 et. seq., provides that in the preparation of its annual budget, a municipality shall limit any increase in said budget up to 2.5% unless authorized by Ordinance to increase it to 3.5% over the previous year's final appropriations, subject to certain exceptions; and

WHEREAS, N.J.S.A. 40A:4-45.15a provides that a municipality may, when authorized by Ordinance, appropriate the difference between the amount of its actual final appropriation and the 3.5% percentage rate as an exception to its final appropriations in either of the next two (2) succeeding years; and

WHEREAS, the Township Committee of the Township of Chesterfield in the County of Burlington finds it advisable and necessary to increase its CY 2020 budget by up to 3.5% over the previous year's final appropriations, in the interest of promoting the health, safety and welfare of the citizens; and

WHEREAS, the Township Committee hereby determines that a 3.5% increase in the budget for said year, amounting to \$ 116,093.15 in excess of the increase in final appropriations otherwise permitted by the Local Government CAP Law, is advisable and necessary; and

WHEREAS, the Township Committee hereby determines that any amount authorized herein above that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years;

NOW, THEREFORE, BE IT ORDAINED by the Township Committee of the Township of Chesterfield in the County of Burlington, a majority of the full authorized membership of this governing body affirmatively concurring, that, in the CY2020 budget year, the final appropriations of the Township of Chesterfield shall, in accordance with this Ordinance and N.J.S.A. 40A:4.45.14 be increased by 3.5% amounting to \$116,093.15 and that the CY2020 municipal budget for the Township of Chesterfield be approved and adopted in accordance with this Ordinance; and

BE IT FURTHER ORDAINED that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years; and

BE IT FURTHER ORDAINED that a certified copy of this Ordinance as introduced be filed with the Director of the Division of Local Government Services within five (5) days of introduction; and

BE IT FURTHER ORDAINED that a certified copy of this Ordinance upon adoption, with the recorded vote included thereon, be filed with said Director within five (5) days after such adoption.

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**BUDGET HEARING**

Mayor Liedtka turned the meeting over to Chief Financial Officer, Wendy A. Wulstein for the 2020 Budget presentation. Ms. Wulstein thanked the Budget Advisory Committee for their input. The 2020 budget was introduced with a 1 cent tax increase on March 12th. The major differences this year is that we are using an additional \$100,000 of surplus and anticipating 50% less in construction fees. Legal expenses went down with the settlement of the NJNG lawsuit and the Township recouped around \$850,000 in legal fees which is an increase to surplus. There is an increase in maintenance for parks and with a reduction of construction anticipated this year, the full-time Construction Official is now part-time. We are seeing savings in the Interlocal Agreement with Bordentown Township for court services. The Appropriation CAP waiver for Police Salary and Wage and Ambulance Services was approved by the State Local Finance Board on April 22<sup>nd</sup>. Ms. Wulstein stated that when the budget was introduced before the COVID-19 outbreak, it was prepared responsibly to avoid a future spike in the tax rate. Since COVID-19, the Township Committee requested the introduced budget be revisited. There will be an amendment to the budget this evening that will increase the amount of surplus used to keep the tax rate flat at .339 for municipal purposes. Ms. Wulstein explained the appropriation and levy caps. This year we have a \$645,000 wavier that was approved on April 22<sup>nd</sup>. Each year the goal is to reduce this number until there are other means to remove. Ms. Wulstein reviewed the projects that have been completed and those that are planned for this year. Mayor Leidtka commented that the CTAA should have been listed on the slide of outside organizations. Ms. Wulstein will add to the presentation for posting to the website.

Mr. Dhopte made a motion seconded by Ms. Koetas-Dale to open the meeting to public comment. Hearing none, Mr. Dhopte made a motion seconded by Ms. Koetas-Dale to close the public hearing.

**RESOLUTIONS**

Ms. Koetas-Dale made a motion seconded by Mr. Dhopte to approve Resolution 2020-4-2. Roll Call was taken: Mr. Dhopte – yes; Ms. Koetas-Dale – yes; Mr. Russo – yes; Mr. Liedtka – yes; Mr. Panfili - yes.

**TOWNSHIP OF CHESTERFIELD  
RESOLUTION 2020-4-2**

**RESOLUTION TO AMEND 2020 APPROVED MUNICIPAL BUDGET**

**WHEREAS**, the Local Municipal Budget for the year 2020 was introduced and approved on March 12, 2020; and

**WHEREAS**, the public hearing on said budget has been held as advertised; and



**TOWNSHIP OF CHESTERFIELD  
RESOLUTION 2020-4-3**

**RESOLUTION AUTHORIZING THE ADOPTION OF THE  
2020 MUNICIPAL BUDGET**

**BE IT RESOLVED** by the Township Committee of the Township of Chesterfield in the County of Burlington and State of New Jersey that the budget hereinbefore set forth is adopted and shall constitute an appropriation for the purposes stated of the sums therein set forth as appropriations, and authorization in the amount of \$2,790,755.43 for municipal purposes, and

**SUMMARY OF REVENUES**

|                                           |                        |
|-------------------------------------------|------------------------|
| Surplus Anticipated                       | \$ 1,416,000.00        |
| Miscellaneous Revenues Anticipated        | \$ 974,744.57          |
| Receipts from Delinquent Taxes            | \$ 200,000.00          |
| Amount to be Raised by Taxation Municipal | \$ 2,790,755.43        |
| <b>TOTAL REVENUES</b>                     | <b>\$ 5,381,500.00</b> |

**SUMMARY OF APPROPRIATIONS**

|                                              |                        |
|----------------------------------------------|------------------------|
| General Appropriations within "CAPS":        |                        |
| Operations Including Contingent              | \$ 3,052,376.00        |
| Deferred Charges & Statutory Expenditures    | \$ 452,951.43          |
| General Appropriations Excluded from "CAPS": |                        |
| Operations                                   | \$ 806,172.57          |
| Capital Improvements                         | \$ 25,000.00           |
| Municipal Debt Service                       | \$ 535,000.00          |
| Reserve for Uncollected Taxes                | \$ 510,000.00          |
| <b>TOTAL APPROPRIATIONS</b>                  | <b>\$ 5,381,500.00</b> |

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Mr. Dhopte made a motion seconded by Ms. Koetas-Dale to approve Resolution 2020-4-4. Roll Call was taken: Mr. Dhopte – yes; Ms. Koetas-Dale – yes; Mr. Panfili – yes; Mr. Russo – yes; Mayor Liedtka – yes.

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

**RESOLUTION AMENDING RESOLUTION 2020-1-1, ESTABLISHING MEETING
DATES FOR THE TOWNSHIP COMMITTEE FOR THE YEAR 2020**

WHEREAS, by Resolution 2020-1-1, the Township Committee established its meeting dates for the Year 2020, in accordance with the provisions of N.J.S.A. 10:4-18, and now wishes to revise the schedule to change the meeting date of May 14, 2020, to May 7, 2020, to be held virtually, utilizing technology as the Township has been using in the past two (2) meetings; and

WHEREAS, pursuant to recent amendments to the Open Public Meetings Act, N.J.S.A. 10:4-1 et seq., and consistent with recent Executive Orders issued by the Governor of the State of New Jersey, the Township Committee will continue to conduct its

meetings electronically, with the municipal building being closed, but the meetings being opened to members of the public, via access to the meetings remotely using *GoToMeeting.com*. Members of the public can participate by clicking on the “Join” tab at the top, and entering the applicable Meeting ID number.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Chesterfield, County of Burlington, State of New Jersey that Resolution 2020-1-1 be and the same is hereby amended to change the meeting date of May 14, 2020, to **May 7, 2020 at 7:00 PM**, and to change the location of said meeting from the municipal building, to *GoToMeeting.com*, Meeting ID 120-296-717.

BE IT FURTHER RESOLVED that the following meeting shall also be held remotely, and electronically, utilizing the *GoToMeeting* ID numbers set forth below, since these meetings will not be held at the municipal building, unless otherwise determined by the Township, that it is able to conduct meetings in person:

| MEETING DATE | <i>GoToMeeting.com</i> ID number: |
|---------------------|--|
| May 28, 2020 | 745-431-373 |
| June 11, 2020 | 732-959-445 |
| June 25, 2020 | 664-696-381 |
| July 23, 2020 | 825-560-525 |

BE IT FURTHER RESOLVED that notice of this amendment to the original schedule of meetings shall be noticed in accordance with the provisions of the N.J.S.A. 10:4-18.

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## **DISCUSSION**

Temporary Operations Manager – Mr. Panfili suggested that the Township Committee appoint a Temporary Operation Manager. He believes that due to the absence of a Township Administrator and the Covid-19 pandemic the Township needs someone to manage the daily office flow. Mr. Panfili suggests that Caryn Hoyer would be best for this role. Mr. Panfili said that the CFO and DPW Manager will report to the Mayor and the rest of the staff will report to Ms. Hoyer. Mr. Panfili is concerned with less work coming in that work and that there is enough for the staff to do. Ms. Hoyer agreed to take on this temporary position with no pay increase. Ms. Koetas-Dale is fine with this being temporary but wants to continue moving forward with the administrator position. Mr. Panfili would like to move forward with the temporary position to take the pressure off having to hire an administrator right away. He stated we need to take the time to hire the right person for the administrator. Mr. Dhopte stated he doesn’t know if Temporary Operations Manager is an approved position and needed clarification. He also wanted to know the difference between emergency management officer and Operations Manager. Mr. Gillespie clarified Emergency Management Coordinator is a statutory position that Kyle Wilson holds and the Temporary Operations Manager position was created in the past prior to the Township Administrator position and Ms. Hoyer held that position. There was an ordinance created that lists the duties and responsibilities of this position. Mr. Gillespie read them to the Committee. Aside from Ms. Hoyer’s responsibilities, Mayor Liedtka will continue to handle the additional day to day responsibilities of the Township

Administrator until that position is filled. Ms. Koetas-Dale asked Mayor Liedtka if he is going to communicate to the rest of the committee what is going on. She is concerned with the sunshine law and how he will be able to communicate with the committee. Mayor Liedtka stated he will send an email to the Clerk and have her send to everyone. The information he has received from the governor's office is the same information we are seeing on the news. The Township Committee agreed that Ms. Hoyer take on the role of Temporary Operation Manager until an Administrator is hired.

Administrator – Ms. Koetas-Dale would like to move forward with hiring a Township Administrator. Mayor Liedtka stated that Mr. Panfili put together the RFP for the Township Administrator with input from Kyle. He thinks it is premature to hire someone at this point and not fiscally responsible to hire someone right now when there is little going on. We approved the budget based on the amount of taxes coming in. Ms. Koetas-Dale stated the amount in the budget was more than what we originally went out for the first time. She stated we can go out for less. Ms. Hoyer stated that when we originally went out it was for a higher rate. When Mr. Wilson took the position he took at a lower rate. Ms. Koetas-Dale says the process can be done online or via phone conference. Mayor Liedtka does not want to do online or phone interviews. Mayor Liedtka feels we are premature with going out to hire an Administrator until we get through the Covid-19 pandemic and see where we are at that time with the budget. The committee agreed to put an RFP out for this position in order to start the process. Mr. Dhopte agreed that we should go out for RFP now for the Administrator position and he would like to see that position filled this year. We should continue to move forward with whatever work we can get done. Ms. Koetas-Dale stated initially everything came to a halt but you cannot continue to not work. She thinks that the Township is going to have to address the residents' needs. The Township Administrator could be used to come up with a plan. She thinks this work should be done in the next couple months. Mayor Liedtka stated that we are providing service. The police are there, DPW is working, Emergency Management is here and he is the one. Ms. Hoyer stated that anyone who emails or leaves message is getting addressed. Everyone is doing their part to get work completed. Ms. Koetas-Dale stated she didn't mean that the employees were not doing their job. Mr. Russo stated he believes it is a waste of money to hire someone at this time. Mr. Panfili stated we need to take the time to the right administrator when we hire one. Mr. Panfili said for the record he deals with a lot of other Townships and feels that Chesterfield Township far exceeds any of them on the work they do on a daily basis. He has not heard of any negativity regarding the staff getting back to residents via email or by phone and he has not seen any negative posts and believes the staff is doing a great job of communicating. In addition, Mr. Panfili believes Mayor Liedtka has done a great job at filling the Township Administrator position since Mr. Wilson's resignation.

The Township Committee agreed to start the RFP process and move forward with the process. This is going to take a few months anyway. The candidates can be narrowed down to maybe five and have two interviews. Final interview will need to be in person. Mayor Liedtka asked the Committee to review the RFP that Mr. Panfili put together and send Ms. Hoyer any comments or edits they have. Once the RFP is final, Ms. Hoyer will post it.

Mr. Panfili asked Ms. Hoyer if the Township staff has enough work since everybody is receiving their full salary we need to make sure the work is getting done. Ms. Hoyer said she will find out and report back to the Township Committee.

Recycling Center – The brush is getting crazy. They are getting inundated. He would like to start some of the repairs done. They are hauling two full days a week. Mr. Gillespie stated that Evesham has been closed for three weeks. Mayor Liedtka stated that it is really against the executive order. The oil recycling is becoming a problem. We have not budgeted for oil removal as this has always been a refund back to the Township. The oil recycling will be closed permanently. Additionally, Mayor Liedtka suggested shutting down the Recycling Center in order for it to get paved and fenced off. The leaves and grass clippings are also becoming a problem. It cost \$1,000 just last month to haul them away. Mr. Panfili said he would have no problem if it was just residents. There are contractors and non-residents and it is not policed. Once it re-opens Mayor Liedtka wants to have scheduled hours of operation. Ms. Koetas-Dale asked how long this is going to be closed. Where is she going to be able to dump her brush in the farmer's field? She believes it should be closed to make the improvements. If you don't have someone doing the work for you, then what do you do with it? People are doing a lot more themselves now. She stated we need to give the public a time frame for when it is going to be open. Other towns pick up brush for their residents. Mayor Liedtka stated he believes this falls under the Executive Order for being closed. Mr. Gillespie stated we cannot always compromise. There is not always a middle ground. We are dealing with extremes right now. Mayor Liedtka stated they are opened for recycling (not brush) Saturdays 9-12. We are one of the few towns that do this. The cost to do this is a lot. Mayor Liedtka asked what we get in the recycling grant. Ms. Hoyer stated about \$1,500. Mr. Russo asked about how long it would be shut down. The dates for paving have been pushed back by the County. Mr. Russo stated that if it falls under the executive order it should remain closed. Mr. Dhopte stated the same, that if under the executive order we must shut it down until after the executive order is lifted then we can man it for authorized use only. Mayor Liedtka stated if all agree, he will notify DPW that it is to be closed effective immediately. All of the Township Committee members agreed. The recycling dumpsters will remain open. Information will be posted on social media for residents.

Old Municipal Building – Ms. Koetas-Dale doesn't believe we should not go ahead with the "Planning Grant" for the Old Municipal Building. She is suggesting putting on hold for now due to current circumstances. When she talked to the library they do not want to move forward at this time. The Township Committee was in agreement not to pursue at this time.

Interest Rates – Mr. Dhopte stated the State Treasury Department suggested we do not change the interest rates and wants to make sure the Township Committee is in agreement. All the Township Committee members agree not to change the interest rates as per the Treasury Department.

## **PAYMENT OF BILLS**

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

## **COMMENTS FROM THE PUBLIC**

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



Michael Stein - 19 Greenview Drive asked the Township Committee to post on Next Door about the Recycling Center being closed. Mayor Liedtka advised him it would be there, facebook and the website. Mr. Stein suggested the fire police volunteers to help check ID when the brush recycling opens. He suggested opening once a week and limit to residents only as this is a good service for the community.

Chris Bond - 1 Chilton Drive. He is concerned with fellow citizens taking pictures or video tape of things they believe the other citizens are doing wrong. He sees these types of discussions go on the nextdoor site and he suggests creating a committee along with the police department of how to deal with citizens of dealing with situations. What happens to individuals who don't look like his son looks? He thinks this committee should come up with guidelines. He stated we are a quickly growing diversified towns and deal with in a responsible way. Mr. Gillespie stated we cannot stop people from videoing or pictures. Not sure this is a governmental issues. That is a decision for the Township Committee to decide. If you are in the public you cannot. Mr. Bond stated his suggestion is to come up with guidelines for what is appropriate as to how they use technology, not an ordinance. Clearly think about race, class and gender, the incident in the park where three African American youth were in the park and what he saw happened in the park, if that happened to his son he would knock on someone's door saying they have no right. He stated his wife talks about a human rights idea. Thinks there should be a dialogue going on about appropriate ways to use technology. Mayor Liedtka asked if this was a bullying issue and asked Mr. Gillespie if we have an ordinance that address this issue. Mayor Liedtka stated he was not aware it was a racial issue. Mr. Bond stated he sent something to the police via email yesterday. It was not a racial issue, just a type of situation as citizens we should be aware of what we are doing. Mr. Bond stated he works teaches West Windsor and it is a very multi-cultural community and they have a model human relations counsel to get groups together to discuss issues. Ms. Koetas-Dale stated she will reach out to West Windsor and see how that was set up and works. She thinks we need to be very careful as a government trying to police people's behavior beyond criminal. If just bringing people together that is a good idea. Mr. Bond stated the Quakers have been talking and maybe they could be involved as well.

Hearing no further comment, Ms. Koetas-Dale made a motion seconded by Mr. Dhopte to close public comment. All were in favor.

Hearing no further comment, Mr. Russo made a motion seconded by Ms. Koetas-Dale to adjourn the meeting. All were in favor. The meeting adjourned at 8:41 PM.

Respectfully submitted,

Caryn M. Hoyer, RMC  
Municipal Clerk