

**April 9, 2020**

The Township Committee met on the above date via Conference "Gotomeeting.com" with Township Clerk Caryn Hoyer 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 John Gillespie Township Attorney.

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 Ms. Koetas-Dale to approve the March 26, 2020 minutes. All were in favor.

**TOWNSHIP ENGINEER REPORT**

The Township Engineer was not present, however the Clerk reported that he advised her he is moving forward with the DOT Grant plans including White Pine Road as an alternate. Mr. Panfili spoke with Mr. Hirsh regarding the bathrooms at Fenton Lane, he has started looking at a preliminary plan and hopes next week to have a better understanding of the plan.

**RESOLUTIONS**

Mr. Liedtka stated he would like to see the Township Committee waive the Liquor License fees for the two licenses in Chesterfield considering what is going on right now. Mr. Dhopte wanted to make sure he understood the amount correctly. He stated \$2,500 per license for a total of \$5,000 this year. Mr. Liedtka confirmed and stated that is the maximum amount allowed to be charged.

Mr. Dhopte made a motion seconded by Mr. Panfili to approve Resolution 2020-4-1. All were in favor.

**TOWNSHIP OF CHESTERFIELD  
RESOLUTION 2020-4-1**

**RESOLUTION CANCELLING PLENARY RETAIL CONSUMPTION LICENSE  
FEES FOR THE YEAR 2020**

**WHEREAS**, the Township of Chesterfield has established fees for establishments selling alcoholic beverages operating within the Township of Chesterfield; and

**WHEREAS**, through Executive Orders No. 103 & 107, the Governor of the State of New Jersey declared the State to be in a State of Emergency, as a result of the State's efforts to appropriately prepare for and respond to the public health hazard proposed by the Coronavirus Disease 2019 ("COVID-19"); and pursuant to Executive Order No. 107,

certain businesses have been ordered to be closed, and/or are limited in their ability to function in the normal course as would be the case without the Declaration of Emergency arising from COVID-19; and

**WHEREAS**, the Township Committee of the Township of Chesterfield deems it to be appropriate to cancel its Plenary Retail Consumption License under Section 110-66; and

**WHEREAS**, it is within the authority of the governing body to cancel said fees for the year 2020 in light of the current emergency.

**NOW, THEREFORE, BE IT RESOLVED**, that the Township Committee of the Township of Chesterfield, County of Burlington, State of New Jersey that the obligation to pay license fees under Section 110-66 relating to alcoholic beverages, be and is hereby cancelled for the year 2020.

**CHESTERFIELD TOWNSHIP COMMITTEE**

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**DISCUSSION**

Economic Development – Mayor Liedtka wants to do something to help out the businesses in town primarily the (3) restaurants; The Inn, Osteria and The General Store. He stated that Robbinsville and Evesham have done pizza days. He stated he would like to do something similar. Mayor Liedtka asked the Township Committee for ideas. Ms. Koetas-Dale asked if this is what we had discussed regarding vouchers. Mayor Liedtka stated yes but we need to decide how much and how we will get them out to the public. Mr. Panfili stated this is not only giving back to small businesses but also giving back to the community so it’s a win-win situation. Mr. Dhopte suggested a cap for each business and allow the business to track and submit to the township for reimbursement. He doesn’t think it should be limited to one per family as it is about the business too. Mr. Panfili agreed and that we would not have to worry about the tracking at that point. Mr. Panfili recommended \$5,000 per business for a total budget of \$15,000 since this is about the amount we budget for the Harvest Fest each year. The voucher would be for \$10. There was discussion about time frame but was all agreed it would be based on the amount per business no matter how long it takes as it will take longer for some to use. Ms. Koetas-Dale was concerned about how we advertise because some may not hear about it is they are not on social media. Mr. Liedtka stated that we could send out a postcard. Mr. Russo stated that this is about the business too. We do the best we can in advertising. We are not going to reach everyone. Mr. Liedtka stated the businesses will be advertising as well. The Township Committee decided to allocate \$5,000 per business overall \$15,000 budgeted. The Township will post this information out on the Township website, Nextdoor and Facebook. It will be first come first serve to use the vouchers until the \$5,000 per business is used up. The businesses will need to write the address of the residents on the receipts showing the discount was given and then turn the receipts into the Township in order to get reimbursed. Mayor Liedtka will reach out to the CFO in order to make sure there is enough money in the temporary budget and if not amend at the next meeting in order to finance this initiative. Ms. Koetas-Dale made a motion seconded by Mr. Dhopte to authorize the Economic Development as discussed. All were in favor.

Township Administrator – Mayor Liedtka and Mr. Dhopte are reviewing the job description for the Township Administrator job. Ms. Koetas-Dale asked to also review the job description since she is the liaison to Personnel. Mayor Liedtka thought it was Mr. Dhopte. Mr. Liedtka stated the job description remained the same. We just need to determine if the job should remain part-time or be a full-time position. Mr. Dhopte suggested that we keep it as part-time for the remainder of the year and if we need to go full-time then we can do that in 2021. Mr. Dhopte asked how many hours part-time should be and if it should be half days or full days during the week, whichever would be best for the Township? Ms. Koetas-Dale thinks it should be at least 30 hours and 3 or 4 days a week. Ms. Koetas-Dale would like the Township Committee to discuss Mr. Wilson's suggestions since he has been doing the job for the past year and a half. Mayor Liedtka agreed and will ask Mr. Wilson to email to the Clerk his recommendations regarding the job and have them sent out to the rest of the Mr. Panfili asked if we limit our pool by advertising it as part time. Mr. Gillespie stated they are all generally full time. It is going to be limited by the salary. Mr. Panfili would like to take enough time to get the right person in the job no matter how long it takes. Mr. Dhopte suggested that Mr. Wilson prioritize his recommendations for the Township Committee. Mr. Panfili suggested that once they get the information from Mr. Wilson, each Committee member can review it and give their input on what the job description should look like.

Meeting Dates – Mayor Liedtka reported that there was a suggestion to go to one Township Committee meeting a month. He thinks we should leave as is and would prefer to leave them as they are. Mayor Liedtka stated we can cancel a meeting if needed. Ms. Koetas-Dale agreed considering we need to move forward with the Township Administrator.

DPW Recycling Area – Mayor Liedtka advised the committee that we are getting blasted in the recycling yard. There are contractors using it because other places being shut down. With everyone home, there has been an influx of people bringing their brush to the recycling area and our Public Works department has been very busy trying to keep it manageable. We are going to have to move forward with fencing in the area sooner rather than later and get back to that program. It has been lingering on. Ms. Koetas-Dale asked when it will be paved and Mayor Liedtka responded that it is scheduled to be paved later this month. We don't want any more contact with anyone at this time and just deal with it for now.

Tax Anticipation Notes – Mr. Gillespie stated we need to start thinking about Tax Anticipation Notes. First quarter tax collection was good. He stated 56% of the tax payments come from the mortgage companies or servicing companies. Not sure what the revenue stream is going to be if mortgage payments are not being made. Second quarter may be fine since the mortgage companies probably have enough in escrow to cover this quarter. In the event that we see a decrease in tax revenue for the 3<sup>rd</sup> quarter, that could cause a problem. The Township is the recipient of taxes for the other entities, such as the school boards, county, and fire district. The Township will have to pay interest on TANs and how would that be split amongst the other entities. Not sure we have to do anything yet, but the mortgage freeze might have an impact over the next 6 months. We may have a better idea after the May tax receipts. Ms. Koetas-Dale asked if we could have the school boards take out their own TANs. The bill that didn't pass would have allowed us to require the school boards to go out for Tax Anticipation Notes. He thinks it would be a good idea for the committee to begin talks with the school boards. This could be an accounting nightmare. It's not an easy situation. Mr. Dhopte asked if

the County would be likely get a better rate than the school district. Not sure. He stated that he discussed with Jeremy about the school board and the Township combined for the notes how would that work. We would be in the same accounting issues. It would be very difficult. Mr. Dhopte stated it is going to be difficult because there are a lot of unknowns....how much, when, and for how long. Mr. Gillespie stated anything less than the amount we budgeted for the reserve for uncollected taxes is going to be an issue. Mr. Dhopte stated a reduction of any more than 5% in the collection rate is going to raise a red flag.

### **PAYMENT OF BILLS**

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

### **COMMENTS FROM THE PUBLIC**

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

Mayor Liedtka stated that Governor Murphy has closed all of the parks and asked the Township Committee if we wanted to do the same. Mr. Dhopte stated that at Donlonton Park there has not been an issue. Mr. Panfili do not feel it is necessary to go to the level of completely closing the parks. Mayor Liedtka said we will keep them as is.

Mr. Panfili asked if there is anything we need to know about Emergency Management that we should be aware of. Mr. Liedtka stated that he and Kyle were receiving updates regularly. They are not getting them as much lately.

Mr. Panfili asked about the landscaping. Mr. Liedtka stated they are coming out tomorrow to start mowing.

Hearing no further comment, Ms. Koetas-Dale made a motion seconded by Mr. Russo to adjourn the meeting. All were in favor. The meeting adjourned at 7:51 PM.

Respectfully submitted,

Caryn M. Hoyer, RMC  
Municipal Clerk