

January 28, 2021

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, Committeeman Shreekant Dhopte and Committeewoman Denise Koetas-Dale. Also present Township Attorney, George Morris; Township Engineer, Joe Hirsh; Administrator, Thomas Sahol; and Clerk, Caryn Hoyer.

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)

Mayor Liedtka stated he will recused himself from Resolution 2021-1-31 and any discussion regarding Traditions.

APPROVAL OF MINUTES

Mr. Panfili made a motion seconded by Mr. Dhopte to approve the minutes of January 14, 2021. Roll Call vote: Mr. Dhopte – yes; Ms. Koetas-Dale – yes; Mr. Panfili – yes; Mr. Liedtka – yes.

PUBLIC COMMENTS PERTAINING TO MATTERS ON THE AGENDA – NONE

ORDINANCE FOR INTRODUCTION

Ms. Koetas-Dale made a motion seconded by Mr. Dhopte to introduce Ordinance 2021-1. Roll call: Mr. Dhopte – yes; Ms. Koetas-Dale – yes; Mr. Panfili – yes; Mr. Liedtka – yes. Public hearing will be February 11, 2021.

Mr. Russo joined the meeting at 7:04 PM.

RESOLUTIONS

Mr. Liedtka asked for a motion to added Resolution 2021-1-32 to the agenda. Mr. Dhopte made the motion to add the Resolution seconded by Mr. Panfili. Roll Call: Mr. Dhopte – yes; Ms. Koetas-Dale – yes; Mr. Panfili – yes; Mr. Russo – yes; Mr. Liedtka – yes.

Ms. Koetas-Dale made a motion seconded by Mr. Dhopte to approve Resolution 2021-1-27. Roll Call: Mr. Dhopte – yes; Ms. Koetas-Dale – yes; Mr. Panfili – yes; Mr. Russo – yes; Mr. Liedtka – yes. Resolution approved.

**TOWNSHIP OF CHESTERFIELD
RESOLUTION 2021-1-27**

**RESOLUTION MEMORIALIZING AWARD OF CONTRACT TO OCCUPATIONAL
TRAINING CENTER OF BURLINGTON FOR CLEANING SERVICES**

WHEREAS, this resolution memorializes action taken by the Township Committee at the January 14, 2021 meeting; and

WHEREAS, the Township of Chesterfield was in the need of cleaning services for the municipal building; and

WHEREAS, this contract is awarded without bidding as per N.J.S.A. 40A:11-5(n); and

WHEREAS, the contract is awarded to Occupational Training Center of Burlington for cleaning services to be performed twice a week.

WHEREAS, the Finance Officer has certified that funds are available to award this contract in the amount.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Chesterfield, County of Burlington, State of New Jersey that:

1. The Township Committee hereby memorializes awarding a contract to Occupational Training Center of Burlington for cleaning services for the municipal building 2x per week beginning the week of January 18, 2021; and
2. The contracted rate is \$1,344.37 per month; and

The Township Administrator and Clerk, as necessary, are hereby authorized to execute a Contract and any related documents necessary to effectuate this award.

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Mr. Russo made a motion seconded by Mr. Dhopte to approve Resolution 2021-1-28.  
Roll Call: Mr. Dhopte – yes; Ms. Koetas-Dale – yes; Mr. Panfili – yes; Mr. Russo – yes; Mr. Liedtka – yes. Resolution approved.

**TOWNSHIP OF CHESTERFIELD  
RESOLUTION 2021-1-28**

**RESOLUTION AUTHORIZING A CONTRACT UNDER A NATIONAL PURCHASING ORGANIZATION – OMNIA PARTNERS - TO PROVIDE UNIFORM RENTAL SERVICES UNDER FACILITIES MANAGEMENT PRODUCTS AND SOLUTIONS**

**WHEREAS**, the Township of Chesterfield, as per Resolution 2020-6-3, authorized entered into an agreement for Uniform Rental Services from an authorized vendor under Omnia Partners, a National Group Purchasing Organization; and

**WHEREAS**, N.J.S.A. 52:34-6-2 permits the Township of Chesterfield to purchase services through the use of nationally-recognized and accepted cooperative purchasing agreement that has been developed utilizing a competitive bidding process by another contracting unit; and

**WHEREAS**, Cintas, has been awarded under Omnia Partners Contract No# R-BB-19002 for Facilities Management Products and Solutions from December 13, 2018 to October 31, 2023; and

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

**WHEREAS**, it is recommended that a 3-Year contract be awarded to Cintas for a contract term beginning June 15, 2020 through June 15, 2023; and

**WHEREAS**, all multi-year contracts entered into for a period in excess of twelve months shall be certified and charged to their respective budgets in accordance with the times at which the respective services are performed or liability for payment is otherwise incurred. Accordingly, commitments and payments required in excess of the initial 12 months are contingent upon necessary funds being appropriated in future budgets by a subsequent body.

**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 Township Administrator, and Township Clerk are hereby authorized to execute a contract and any related documents necessary to effectuate this award.
2. The Qualified Purchasing Agent is hereby authorized to execute a Purchase Order to Cintas in an amount not to exceed \$3,185.00 (\$61.25 per week) in 2021 for Uniform Rental Services.
3. This resolution is an express and mandatory condition of the award of this contract.

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Mr. Panfili made a motion seconded by Mr. Russo to approve Resolution 2021-1-29.
Roll Call: Mr. Dhopte – yes; Ms. Koetas-Dale – yes; Mr. Panfili – yes; Mr. Russo – yes; Mr. Liedtka – yes. Resolution approved.

**TOWNSHIP OF CHESTERFIELD
RESOLUTION 2021-1- 29**

RESOLUTION AUTHORIZING REFUND OF RECREATION DEPOSIT

WHEREAS, Chapter 146 of the Code of the Township of Chesterfield Entitled “Parks and Recreational Areas” requires a deposit made for use of Recreation Facilities; and

WHEREAS, due to Covid-19, on March 13, 2020 all recreation activities at the Chesterfield Recreation Facilities were canceled; and

WHEREAS, fees were paid by Michael Jones in the amount of \$25.00 for Recreation Facility use; and

WHEREAS, Mr. Jones has requested the deposit be refunded to him.

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 Township CFO is hereby authorized to refund \$25.00 to Michael Jones, 29 Sprague Street Chesterfield, NJ 08515.

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Mr. Dhopte made a motion seconded by Mr. Russo to approve Resolution 2021-1-30.  
Roll Call: Mr. Dhopte – yes; Ms. Koetas-Dale – yes; Mr. Panfili – yes; Mr. Russo – yes;  
Mr. Liedtka – yes. Resolution approved.

**TOWNSHIP OF CHESTERFIELD  
RESOLUTION 2021-1-30**

**RESOLUTION ADOPTING A FORM REQUIRED TO BE USED FOR THE FILING OF  
NOTICES OF TORT CLAIM AGAINST THE TOWNSHIP OF CHESTERFIELD  
IN ACCORDANCE WITH THE PROVISIONS OF THE NEW JERSEY TORT CLAIMS  
ACT, N.J.S.A. 59:8-6, AND DESIGNATING QUAL-LYNX AS THE AGENT FOR THE  
TOWNSHIP OF CHESTERFIELD TO PROVIDE AND RECEIVE THE NOTICE OF  
TORT CLAIM FORM TO AND FROM CLAIMANTS**

**WHEREAS**, the New Jersey Tort Claims Act, N.J.S.A. 59:8-6, provides that a public entity may adopt a form to be completed by claimants seeking to file a Notice of Tort Claim against the public entity; and

**WHEREAS**, the Township of Chesterfield is a public entity covered by the provisions of the New Jersey Tort Claims Act; and

**WHEREAS**, the Township Committee deems it advisable, necessary and in the public interest to adopt a Notice of Tort Claim form in the form attached hereto and made a part hereof; and

**WHEREAS**, the Township of Chesterfield has determined that it is in their best interest to designate the Claims Administrator for the Burlington County Municipal Joint Insurance Fund (BCMJIF), Qual-Lynx, as their agent to provide the Tort Claims Act form to all of the Claimants and to receive the completed form from the Claimants.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Chesterfield, County of Burlington, State of New Jersey that the attached Notice of Tort Claim form be and hereby is adopted as the official Notice of Tort Claim form for the Township of Chesterfield; and

**BE IT FURTHER RESOLVED** that all persons making claims against the Township of Chesterfield pursuant to New Jersey Tort Claims Act, N.J.S.A. 59:1-1, et seq., be required to complete the form herein adopted as a condition of compliance with the notice requirements of the New Jersey Tort Claims Act; and

**BE IT FURTHER RESOLVED** that Qual-Lynx be hereby designated as the agent for the Township of Chesterfield to provide the Tort Claims Act form to all Claimants.

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Mr. Liedtka recused himself & left the meeting. Deputy Mayor Panfili asked for a motion on Resolution 2021-1-31. Mr. Dhopte made a motion seconded by Mr. Russo to approve Resolution 2021-1-31. Roll Call: Mr. Dhopte – yes; Ms. Koetas-Dale – yes; Mr. Panfili – yes; Mr. Russo – yes. Resolution approved.

**TOWNSHIP OF CHESTERFIELD
RESOLUTION 2021-1-31**

**RESOLUTION AUTHORIZING THE RELEASE OF PERFORMANCE GUARANTEE
AND SUBSTITUTION OF MAINTENANCE GUARANTEE FOR THE PROJECT
KNOWN AS TRADITIONS AT OLD YORK VILLAGE – PHASE 7A**

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 7A and

WHEREAS, this request has been reviewed by the Township Engineer who has issued his letter, dated January 26, 2021, 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 7A shall be released upon posting of a two-year maintenance guarantee in the amount of \$11,257.06, which shall be in a form acceptable to the Township Attorney, posting of an inspection escrow of \$562.85, 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 \$478.80 in accordance with the Developers Agreement representing the charges attributed to Phase 7A.

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Mr. Liedtka returned to the meeting.

Mr. Dhopte made a motion seconded by Mr. Panfili to approve Resolution 2021-1-32. Roll Call: Mr. Dhopte – yes; Ms. Koetas-Dale – yes; Mr. Panfili – yes; Mr. Russo – yes; Resolution approved.

## RESOLUTION 2021-1-32

### RESOLUTION AUTHORIZING APPROPRIATION RESERVE TRANSFERS

**WHEREAS**, N.J.S.A. 40A:4-59 provides that all unexpended balances carried forward after the close of the year are available, until lapsed at the close of the succeeding year, to meet specific claims, commitments or contracts incurred during the preceding fiscal year, and allow transfers to be made from the unexpended balances which are expected to be insufficient during the first three (3) months of the succeeding year, when it has been determined 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><br><u>AMOUNT</u> | <u>AMOUNT</u>            | <u>TO</u>                   |                          |
|------------------------------|--------------------------|-----------------------------|--------------------------|
| Electricity – Utilities      | 4,000.00                 | Street Lighting – Utilities | 4,000.00                 |
| <b>TOTAL</b>                 | <b><u>\$4,000.00</u></b> |                             | <b><u>\$4,000.00</u></b> |

#### Bill List

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

#### Reports & Discussion

Mayor Liedtka made a motion seconded by Denise Koetas-Dale to move Jim McKeon from 2<sup>nd</sup> Alternate to 1<sup>st</sup> Alternate for the Historical Preservation Commission. Roll Call: Mr. Dhopte – yes; Ms. Koetas-Dale – yes; Mr. Panfili – yes; Mr. Russo – yes; Mr. Liedtka – yes.

Mayor Liedtka made a motion seconded by Mr. Panfili to appoint Jennifer Lynch of Ellisdale Rd to the 2<sup>nd</sup> Alternate for the Historical Preservation Commission. Roll Call: Mr. Dhopte – yes; Ms. Koetas-Dale – yes; Mr. Panfili – yes; Mr. Russo – yes; Mr. Liedtka – yes.

Mayor Liedtka said that they are still accepting volunteer forms for the Economic Development Committee and hope to have everyone in the Committee by the next Township meeting. He stated that this is a Mayoral appointment however he had stated that he would discuss these appointments with Mr. Dhopte before finalized.

Mayor Liedtka and Mr. Dhopte would like to have 4 to 5 volunteers on the Budget Advisory Committee. Ms. Hoyer said that so far they have received 8 applications for both the Budget Advisory Committee and the Economic Development Committee. Mayor Liedtka asked Ms. Hoyer to send out all of the candidates to the Township Committee and have the Committee pick their top 5 for the Budget Advisory Committee and email to the clerk.

Mayor Liedtka stated that Karl Braun will be the member for the Shade Tree Commission representing the Environmental Commission and Troy Ulshafer will be the member from the Township Employees. Mayor Liedtka asked Ms. Koetas-Dale to reach out to the other members they discussed. She will reach out and get the names back to him. He would like to have all members finalized by the next meeting.

George Morrison left the meeting and John Gillespie entered the meeting at 7:16 PM.

Mayor Liedtka stated we received a letter from the Bordentown Administrator, Michael Theokas in regards to the new Bordentown Soccer fields on Hogback Road. They are working on the new fields hauling dirt in off of Ward Avenue. Mayor Liedtka is worried about the road falling apart. Mr. Theokas guaranteed them they will fix the road if any repairs are needed prior to the paving. He is comfortable with that. He does not expect them to mill and pave just fix any potholes. Mr. Panfili said that he would like to work with Bordentown Soccer to facilitate the use the Friendship Fields. Mr. Sahol said that they need to first have a meeting with DOC since they own the fields. Mr. Panfili said that the CTAA may be interested since they have expressed that they wanted lighted fields in the past and this could give them that option. Mr. Dhopte would want to see that there is an actual need and balance the maintenance costs with the revenue from renting the fields to the CTAA or other organizations. Mr. Panfili stated there may not be a need he would like to have the discussion with the CTAA. Mr. Sahol suggested maybe the Mud Dogs Lacrosse teams as they are associated with the CTAA as well.

Mr. Gillespie said that in regards to the "area in need of re-development" a number of emails were sent to DOC in the last five months in regards to getting a meeting set up with them but they have not responded. He asked how long the committee wants him to continue reaching out to DOC/Treasury. Mayor Liedtka said that if we don't get a response within a week, we should pull the plug. Mr. Panfili recused himself from this conversation.

Mayor Liedtka asked Mr. Sahol to have the police knock on doors in the development prior to the snow storm to remind them to get their cars off of the road. All agreed.

Mayor Liedtka asked the Township Committee if they wanted to put money in this year's budget for the Harvest Festival in hopes it will happen. Mr. Sahol stated that in preparation of the budget, he has assumed it would happen this year. They will see it in the budget documents they receive shortly. All of the Township Committee members agreed.

## **New Business**

Compost Bins – Ms. Koetas-Dale wanted to ask the Township Committee if they would be interested in the Township purchasing compost bins and selling them to the residents at cost. They would be stored at the recycling center. She was thinking of having between 30 to 35 bins. The Environmental Commission would have a zoom meeting for information on composting. The Committee all agreed on the concept as long as residents were interested in purchasing. She will look into the cost.

## **Old Business**

Old Municipal Building – Mr. Sahol will get costs to reconstruct the inside of the old municipal building and how to condition the air as well. He will have the information to the committee so that it can be discussed at the February 11<sup>th</sup> Township Committee meeting. Ms. Koetas-Dale would like to revisit the subdivision options Mr. Hirsh prepared last year. Mr. Hirsh will send them to the Committee tomorrow.

PSE&G Towers - Mr. Panfil said that the PSE&G towers will be removed. He stated they agreed as part of their Planning Board application that they would pave Shanahan Lane. They are just about done and defers to Joe Hirsh on when the weather is good to pave. Mr. Sahol stated that he anticipates the old towers to be removed over the next few months.

Ms. Koetas-Dale asked when we plan to have the budget workshop meetings. Mr. Sahol said early to mid-February. Mr. Sahol asked the Committee to send him their available dates in February and March so he can schedule the meetings.

## **COMMENTS FROM THE PUBLIC**

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

Christina Hoggan from 396 Chesterfield-Jacobstown Road said that the CTAA is definitely interested in using Friendship Fields and asked to set up a meeting. Mr. Dhopte said that he would like to be a part of that meeting. Mr. Sahol agreed to hold the meeting once he hears back from DOC.

Dennis Cook from 8 Stevenson Lane suggested the Township or Burlington County purchase Old York Country Club.

Ms. Koetas-Dale asked about the status of Old York Country Club. Mr. Gillespie said that he believes it is still under contract and that the professional staff is meeting tomorrow. They will discuss issues related to floor area ratio, impervious coverages, storm water, and traffic coming into and out of the facility, etc. Once we are comfortable with those parameters, we reach out to the other side. They then come back when they have something substantive. There is no commitment given. Mr. Dhopte would like a town hall or survey.

Hearing no further comments from the public, Mayor Liedtka asked for a motion to close public comment. Ms. Koetas-Dale made a motion seconded by Mr. Dhopte to close public comment. All were in favor.



Mayor Liedtka believes it is premature to have a Town Hall at this time. Mr. Dhopte and Ms. Koetas-Dale feel strongly that we need to get ideas from our residents and does not feel it is premature to have a Town Hall or send out a survey. Mayor Liedtka said that if we cannot get a meeting with the DOC then there is no point to continue with the planning study we authorized or a Town Hall because it will be a moot point. Mr. Sahol stated that if we are able to get that meeting with DOC, he is hearing a consensus from the committee they would like input from the public. Remember that when you look at these areas, it is done by a professional who applies the standards. They take into consideration the needs of the public.

Ms. Koetas-Dale made a motion seconded by Mr. Russo to re-open to Public Comment. All were in favor.

Greg Hessinger from 122 Davenport Drive indicated that he believe our Master Plan does not contemplate warehouses. He would like a proper traffic study and environmental impact statement completed. He feels warehouses are not substantially consistent with the Master Plan. Mr. Hessinger expressed his belief that the Township has the ability to control if Old York Country Club property becomes a warehouse or not.

Hearing no further comments, Mr. Dhopte made a motion seconded by Mr. Russo to adjourn the meeting. All were in favor. The meeting adjourned at 8:03 PM.

Respectfully submitted,

Caryn M. Hoyer, RMC  
Municipal Clerk