

**CHESTERFIELD TOWNSHIP BUDGET WORKSHOP SESSION**  
**FEBRUARY 15, 2024**

The Township Committee met on the above date in the Municipal Complex, 295 Bordentown-Chesterfield Road, Chesterfield, New Jersey. The meeting was called to order by Mayor Matt Litt at 6:30 pm with a flag salute.

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

**ROLL CALL OF MEMBERS**

Present: Belinda Blazic (virtual), Shreekant Dhopte, Rebecca Hughes, Denise Koetas-Dale and Matt Litt

Also present: Caryn M. Hoyer, Township Clerk; Wendy A. Wulstein, CFO.

**AGENDA MATTER(S) REQUIRING RECUSAL(S)** – None.

The Mayor asked Wendy to review the budget. Ms. Wulstein review the capital projects and explained this is not an approval to spend the money, just a plan for what has been requested. An ordinance would need to be adopted for the expenditure for the capital projects. There was a questions regarding the vehicles for construction. Ms. Wulstein stated she will get clarification from Glenn as one was approved last year but not purchased. She stated we will also be looking for possible grants to offset costs for street sweeper. The Township Committee agreed to use the community impact funds along with our approved grant to complete the Margerum Road paving project. The Township Committee asked that Dominic review the Agreement with NJNG. Police salary and wage was discussed as well as the request for 3 additional sergeants. Ms. Hughes stated we need to be conservative and should review all the line items. Ms. Wulstein that any budget money not used can go to surplus if cancelled that same year or it will go to surplus at the end of the following year. Ms. Wulstein explained the potential vote in the future and potential help the warehouse could provide. The committee would like to add money to revamp the website. Ms. Blazic stated she likes Bordentown Township's website and the mobile capability. Ms. Wulstein explained the revaluation that the town will be doing in 2024. The results of the revaluation will be seen in 2026. With County approval, the costs can be spread over 5 years. Ms. Koetas-Dale stated she will ask Tom Flannery to attend the next meeting to explain the Pipeline Taskforce's \$30,000 request for air testing. The legal budget was reduced to \$75,000 from \$82,500. Ms. Koetas-Dale stated we should not buy a police vehicle every year. Ms. Wulstein stated she has reviewed leasing and it is not a good deal for us. There was discussion regarding the timing of replacing vehicles. Ms. Wulstein would like use basin maintenance trust fund to start replacing the aerators with bubblers. May also be able to use some for stormwater. Public Works would like to add additional employees to eventually do away with the landscape contract. There is also an amount in Public Works for removal of hazardous trees. Ms. Wulstein will discuss with Troy to see what actual costs may be. The outside agencies were discussed. Ms. Wulstein stated the Crosswicks library cannot exist without support from the Township. That is the only outside agency she can apply that to. Parks & Playground

Miscellaneous – Ms. Wulstein will get more information. PERS went up due to the Administrator. Ms. Koetas-Dale asked for other costs when hiring. The Court was discussed and Ms. Wulstein will look as she had not received the 4<sup>th</sup> quarter invoice yet. The Sewer budget was discussed. There is no more debt. Operations included payment to DOC for the sewer.

Ms. Koetas-Dale made a motion seconded by Mr. Dhopte to open the meeting to public comment. Hearing none, Ms. Koetas-Dale made a motion seconded by Ms. Hughes to close public comment. Ms. Hughes made a motion to adjourn the meeting at 9:45 PM. All were in favor.

Respectfully submitted,

Caryn M. Hoyer, RMC  
Township Clerk

**CHESTERFIELD TOWNSHIP BUDGET WORKSHOP MEETING**  
**FEBRUARY 22, 2024**

The Township Committee met on the above date in the Municipal Complex, 295 Bordentown-Chesterfield Road, Chesterfield, New Jersey. The meeting was called to order by Mayor Matt Litt at 5:30 pm with a flag salute and moment of silence dedicated to Waleed, his family and his Chesterfield friends who are grieving him tonight.

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

**ROLL CALL OF MEMBERS**

Present: Belinda Blazic, Shreekant Dhopte, Rebecca Hughes, Denise Koetas-Dale and Matt Litt

Also present: Caryn M. Hoyer, Township Clerk and Wendy A. Wulstein, CFO.

**AGENDA MATTER(S) REQUIRING RECUSAL(S)** – None.

Ms. Blazic made a motion seconded by Ms. Hughes to adjourn the meeting at 6:50 PM. All were in favor.

Respectfully submitted,

Caryn M. Hoyer, RMC  
Township Clerk

## **CHESTERFIELD TOWNSHIP REGULAR SESSION FEBRUARY 22, 2024**

The Township Committee met on the above date in the Municipal Complex, 295 Bordentown-Chesterfield Road, Chesterfield, New Jersey. The meeting was called to order by Mayor Matt Litt at 7:00 pm with a flag salute and moment of silence dedicated to Waleed, his family and his Chesterfield friends who are grieving him tonight.

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

### **ROLL CALL OF MEMBERS**

Present: Belinda Blazic, Shreekant Dhopte, Rebecca Hughes, Denise Koetas-Dale and Matt Litt

Also present: Caryn M. Hoyer, Township Clerk; Rachel Fryc, Deputy Clerk; Joseph Hirsh, Township Engineer; Dominic P. DiYanni, Township Attorney and Michael Davison, Police Chief

**AGENDA MATTER(S) REQUIRING RECUSAL(S)** – None.

### **APPROVAL OF MINUTES**

Ms. Koetas-Dale made a motion seconded by Mr. Dhopte to approve the February 8<sup>th</sup> 2024 regular meeting minutes. All were in favor.

### **PUBLIC COMMENTS PERTAINING TO MATTERS ON THE AGENDA -**

Ms. Koetas-Dale made a motion seconded by Ms. Blazic to open the meeting to public comment for matters on the agenda. All were in favor.

Anil Katragadda, 27 Olivia Way spoke about the damages done at Village Square Park during the 2023 Ganesh Festival. Mr. Katragadda stated that Mr. Sahol should have filed a claim with their insurance but did not. He and Mr. Sahol agreed to split the cost of the damages and was given two options. He agreed to pay \$714.89 portion of the total amount of damages. Mayor Litt thanked Mr. Katragadda for sharing his perspective.

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

### **ORDINANCE FOR INTRODUCTION**

Mr. DiYanni explained that the ordinance will allow resident to sign up with the Township Clerk to be listed on a “no knock” registry with a \$25.00 fee. All solicitors will receive the registry upon applying for their solicitors permit with the Township. Mayor Litt stated he would like information about the “no knock” option to be available to the residents at the upcoming Green Fair. Ms. Hughes disagrees with charging a fee to the residents and asked to remove the \$25.00 fee from the ordinance. After much discussion, the Township agreed to remove the \$25.00 fee.

Mayor Litt asked Mr. DiYanni to list those exempted as non-profit to make it clear who is allowed to solicit to all residents.

Ms. Koetas-Dale made a motion seconded by Ms. Blazic to introduce Ordinance 2024-5. Voice vote - All were in favor.

The public hearing for this ordinance will be March 14<sup>th</sup>.

**ORDINANCE 2024-5**                      **AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 150 OF THE ETOWNSHIP CODE ENTITLED "PEDDLING AND SOLICITING" WITH THE ADDITION OF ARTICLE II ENTITLED "NO-KNOCK REGISTRY"**

**ORDINANCE FOR PUBLIC HEARING AND ADOPTION**

Mr. Dhopte made a motion seconded by Ms. Koetas-Dale to open the meeting to public comment on Ordinance 2024-3. All were in favor. Hearing no comments, Mr. Dhopte made a motion seconded by Ms. Koetas-Dale to close public comment. Ms. Koetas-Dale made a motion seconded by Mr. Dhopte to adopt Ordinance 2024-3. Roll Call: YEA: Blazic, Dhopte, Hughes, Koetas-Dale, Litt

**ORDINANCE 2024-3**                      **AN ORDINANCE OF THE TOWNSHIP OF CHESTERFIELD, IN THE COUNTY OF BURLINGTON, NEW JERSEY, PROVIDING FOR IMPROVEMENTS TO SANITARY SEWER SYSTEM IN AND FOR THE TOWNSHIP, APPROPRIATING \$360,000 THEREFOR, AND AUTHORIZING THE ISSUANCE OF \$342,000 IN SEWER UTILITY BONDS OR NOTES OF THE TOWNSHIP TO FINANCE THE SAME**

Ms. Koetas-Dale asked for clarification on some of the new language. After some discussion the Township Committee agreed to change the ordinance to indicate a resident shall be determined by whose name/entity appears in the application and identified on the insurance in order for them to pay the resident fee. Ms. Koetas-Dale made a motion seconded by Ms. Blazic to postpone the public hearing to March 14<sup>th</sup> due to the amendment. All were in favor.

**ORDINANCE 2024-4**                      **AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 110 OF THE TOWNSHIP CODE ENTITLED "FEES" MOST NOTABLY, SECTION 110-146 ENTITLED "PARKS AND RECREATION AREAS"**

**RESOLUTIONS**

Mr. Dhopte made a motion seconded by Ms. Koetas-Dale to approve Resolution 2024-2-8 and 2024-2-9. Voice vote - All in favor.

**RESOLUTION 2024-2-8**

**RESOLUTION AUTHORIZING EMERGENCY  
TEMPORARY APPROPRIATION**

**RESOLUTION 2024-2-9**

**RESOLUTION AUTHORIZING APPROPRIA-  
TION TRANSFERS**

Ms. Koetas-Dale made a motion seconded by Mr. Dhopte to approve Resolution 2024-2-10. Voice vote - All in favor.

**RESOLUTION 2024-2-10**

**RESOLUTION APPOINTING PATRICK JOHN  
REDWOOD TO THE POSITION OF PUBLIC  
WORKS LABORER**

Ms. Blazic asked if there is an expiration date for the current EMS contact. Ms. Hoyer replied the contract expires at the end of May. Ms. Hoyer stated that the Township went out to bid and only received one bid.

Ms. Koetas-Dale made a motion seconded by Mr. Dhopte to approve Resolution 2024-2-11. Voice vote - All in favor.

**RESOLUTION 2024-2-11**

**RESOLUTION AWARDING CONTRACT TO  
MANSFIELD TOWNSHIP AMBULANCE CORP  
FOR EMERGENCY MEDICAL SERVICES**

Mr. Dhopte made a motion seconded by Ms. Koetas-Dale to approve Resolution 2024-2-12. Voice vote - All in favor.

**RESOLUTION 2024-2-12**

**RESOLUTION APPROVING PARTICIPATION  
WITH THE STATE OF NEW JERSEY FEDERAL  
GRANT PROGRAM ADMINISTERED BY THE  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
OFFICE OF THE ATTORNEY GENERAL**

**BILL LIST**

Ms. Koetas-Dale made a motion seconded by Ms. Blazic to approve the bill list. Voice vote – All in favor.

**REPORTS & DISCUSSION**

**Damage to Village Square Park** – Mayor Litt would like to accept the amount that the Ganesh Committee is willing to pay the Township and stated it is important that the Ganesh Festival continues in Chesterfield. Mayor Litt stated that he is disappointed that the communications with the former Administrator and Mr. Katragadda did not include an invoice or dollar amount in writing. He would like to learn from this experience and put a better procedure in place moving forward. Ms. Koetas-Dale agreed but suggests we submit a claim to their insurance. The Township Committee agreed to submit a claim for the total damages \$1,650.89 to the Ganesh’s insurance. The Township Committee would

like to see a written policy and procedure is written to be clear and provide for consistency going forward for special events and festivals in the parks. The Township Committee would like to see a clause on the application that that the applicant acknowledges that if damage is done due to an event, a third party would be hired to correct the damage. Mr. DiYanni agreed the best route would be to have a third party complete the work. Mayor Litt asked Ms. Fryc to write up some recommendations for all types of events that can occur in the parks for the Township Committee to review. Ms. Fryc stated the Ganesh Festival always comes close to the Harvest Festival. She and Troy feel strongly about that Ganesh Festival being in another park other than Village Square going forward. Mr. Dhopte stated that he has heard that the organizers of the Ganesh Festival do not get the same support as the 5K race received. He stated we need to support them. Ms. Fryc stated that it is very interesting that they mention the 5K because the 5K organizers had to pay for outside police duty and public works. Chief Davison stated that the development was not designed for a lot of parking and large events. He suggested Fenton Lane Park or other area with adequate parking. Mayor Litt asked Ms. Fryc to contact Mr. Katragadda by email to let him know that we will accept the \$714.89 payment for damages and hold it in escrow while filing a claim to his insurance company for the total \$1,650.89 amount in damages. The Township will return the difference between the damage total and the amount received from the insurance company not to exceed the \$714.89 paid by Mr. Katragadda.

**Community Garden** – Ms. Koetas-Dale stated the Community Garden members are finding that they cannot apply for grants and asked if they write the grant would the Township submit on their behalf. Ms. Koetas-Dale stated that she sat in on meetings with Roseann and Tom Sahol and Mr. Sahol had wanted oversight over everything including an email. Now we have changed our direction by telling them they need to do on their own. The concern with Township email is that is another person that we need to have to go through the cyber training. If they get grant money or donations how would that be handled. Ms. Hoyer explained that if donations are received for the community garden there would need to be a dedicated trust for that purpose if approved by the State. Mr. DiYanni stated that he believes the Township can apply for the grants, but you need to think through the process and see how much involvement the Township wants to have. He has seen some run through the Environmental Commissions and other towns have had ordinances on the books supporting them. Ms. Hoyer stated there is more work other than just writing the grants and submitting. They require reporting and other documentation depending on the grant. Mr. Litt asked Ms. Greenberg to forward some of the grant opportunities for us to review. Location would also need to be finalized as we would need an access driveway onto the county road. Ms. Blazic asked if the Environmental Commission is in support of the Community Garden. Ms. Koetas-Dale stated they are in support of it but do not have the manpower to organize or run it. Ms. Blazic stated that she received an email from the Environmental Commission that they would discuss this at their next meeting. They were concerned with the location due to nesting blue birds in the area. Mr. Litt suggested we can move forward with the grants while we are waiting for response from the Environmental Commission.

**Lawn Signs** – Mayor Litt stated that our current ordinance regulating lawn signs is a disaster. He would like the ordinance to be clear and consistent and to address all types of lawn signs not just related to real estate and construction. These same rules are being applied loosely to other types of signs. He would like this done prior to election season. Ms. Hoyer stated that Mr. McMahon had provided her information that our ordinance does not address lawn signs and he has been using the freestanding sign regulation to address signs. Mayor Litt asked Mr. DiYanni for his input on the current ordinance and would like the Township Committee to review it together. Ms. Hoyer suggested that they cannot be in the right of way. Ms. Koetas-Dale suggested the property owner must give permission. Mayor Litt stated we need the rules to provide guidance.

## **ENGINEER**

Township Engineer Joe Hirsh read through his report that he submitted to the Township Committee which is attached and made part of this record.

Stormwater Compliance – There is a requirement to update the flood damage prevention ordinance. It has been submitted to NJDEP for their review which is required before the township can introduce the ordinance. Upon receipt of their comments, it will be presented to the Township Committee. The MSWMP Roberts Engineering has been working on that but the transition report indicates it requires research into the TMDL's that affect the Township. Roberts will provide the information they have to date and ERI will complete the TMDL research and write-up. Ms. Koetas-Dale asked what TMDL is. Mr. Hirsh stated the total monthly daily load which is the contaminants found in Stormwater.

NJDOT FY 2019/2020 Sykesville Road Phases I-III – Roberts prepared a Maintenance Bond punch list and Roberts will complete this project.

NJDOT BY 2021 White Pine Road – Maintenance bond Expires in July 2024. Prior to that, ERI will perform an inspection and provide a punch list to the contractor.

NJDOT FY 2022/2023 Sykesville Road Phases IV-V – Project is nearing completion. There is punch list work which remains. Roberts Engineering will complete this project.

NJDOT FY 2024 Margerum Road – The Township perceived a grain tint he amount of \$282,880. Total project estimate was \$1,409,118 including engineering and inspection. ERI is waiting for direction on the scope of the project (entire length or phases) and are prepared to submit a proposal for engineering. He discussed with Troy and indicated they wanted to do the entire length. The Township Committee agreed the entire length. They will coordinate the work at the intersection of Chesterfield-Crosswicks Road with the County. Ms. Koetas-Dale asked about the status of the circle. Mr. Hirsh will reach out to the County for the preliminary plans.



FY 2023 DCA Local Recreation Improvement Grant – Township received a grant in the amount of \$77,000 for the parking lot paving. Roberts will be providing the files to ERI to complete the plans and specification and advertise.

FY 2024 DCA Local Recreation Improvement Grant – They will be submitting the application for paving of the walking paths in Fenton Lane Park. They will submit by the due date of February 27<sup>th</sup>.

Improvements to Oliva Way Park – He received the specification and cut sheet form the structure from Roberts. He will coordinate with DPW to finalize the scope of work and final layout in the park.

Bleacher/Dugout at Cricket Pitch – He spoke with Troy regarding the bleachers and Troy will reach out to ERI if they need any assistance.

Emergency Generators at Pump Stations 1 & 2 – ERI has a copy of the plans and specifications which they are now reviewing. When ready for bid they will advertise. Award of contract will be after funding is finalized.

Public Works Site Evaluation – Roberts Engineering provided information regarding the Green Acres limit on the property and that NJDEP is to issue a formal letter verifying the limit of Green Acres as the outside of the walking path. He will coordinate evaluation with DPW and report on the finding.

Mr. Hirsh also provided an update of what is before the Planning Board.

Mr. Dhopte stated the residents will start paying pickleball courts. They hold water for more than 24 hours. He asked if this is a pavement issue and what can be done. Mr. Hirsh stated the contractor should still be under maintenance bond. Just want to be careful that we don't make it work by doing a repair.

### **PUBLIC COMMENT**

Ms. Koetas-Dale made a motion seconded by Ms. Blazic to open the meeting to public comment. All were in favor.

Roseanne Greenberg, 17 Iron Bridge Road – She has done research on the Community Garden in Bordentown Township. She has been told by some that it is their Environmental Commission and other say Green Team who run it so she is not sure which. They have rain barrels that when empty the public works department fills them. If it acceptable that a Green Team could run a community garden, then why can't the community garden members join the green team. She stated that Troy had suggesting moving the area further down the hill and use the existing stone driveway and parking should not be an issue. The grant for Rainwater harvesting through DEP Stormwater Management Grant. They also have NJ Futures where you can indicate your green stormwater management and they will provide you with information on grants. There are also sustainable jersey grants and USDA community gardening grants. The group is also looking at other sources of funding. Mr. Litt asked Ms. Greenberg to send a link to identify one or two grants you want to apply for first then we can take a look at them. She stated

she put this on hold when she was given different information that what she was told during the summer. She will no look into the specific grant to find out if we qualify and supply that information to the committee. Ms. Koetas-Dale stated we should also look into the idea of the eleven members for the community garden to join the Green Team. That will also help revitalize the Green Team.

Dawn Donahue - 79 Bordentown-Chesterfield Road thanked Mayor Litt for the moment of silence for the little boy and his family and the Chesterfield students. She said she was fine with the \$25.00 fee for no-knock stickers. She would like to see time limits on the lawn signs. Ms. Donahue recently found out that there is natural gas running through the pipeline that is in front of her home. She thought that there was a pipeline taskforce. If there is a pipeline taskforce why weren't they notified? What is the taskforce purpose? She wants to know who to contact if she smells gas.

Agnes Marsala - 100 Elizabeth Street, Bordentown thanked Officer Eldershaw for helping her recover \$800.00 that she was scammed out of. She said he went above and beyond and helped her. He was very thorough and diligent.

Hearing no further public comment, Ms. Blazic made a motion seconded by Ms. Hughes to close public comment. All were in favor.

#### **COMMENTS FROM THE COMMITTEE**

Ms. Koetas-Dale requested that going forward the Township Committee members give a committee liaison report at each Township Committee meeting to help keep the public informed. Mayor Litt agreed and asked to make it a regular agenda item. Ms. Hoyer stated she the liaisons were never established. Mayor Litt stated we will formalize at the next meeting.

Ms. Blazic made a motion seconded by Ms. Hughes to adjourn the meeting at 8:53 PM. All were in favor.

Respectfully submitted,

Caryn M. Hoyer, RMC  
Township Clerk

**CHESTERFIELD TOWNSHIP SPECIAL MEETING MARCH 7, 2024**

The Township Committee met on the above date in the Municipal Complex, 295 Bordentown-Chesterfield Road, Chesterfield, New Jersey. The meeting was called to order by Mayor Matt Litt at 6:05 p.m.

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

**ROLL CALL OF MEMBERS**

Present: Shreekant Dhopte, Rebecca Hughes, Denise Koetas-Dale and Matt Litt

Absent: Belinda Blazic

Also present: Caryn M. Hoyer, Township Clerk

**AGENDA MATTER(S) REQUIRING RECUSAL(S)** – None.

Ms. Koetas-Dale made a motion seconded by Mr. Dhopte to approve Resolution 2024-3-1 for executive session to interview candidates for the position of Township Administrator. All were in favor.

**RESOLUTION 2024-3-1**

**RESOLUTION PROVIDING FOR A MEETING NOT OPEN TO THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF THE NEW JERSEY OPEN PUBLIC MEETINGS ACT, N.J.S.A. 10:4-12**

Ms. Koetas-Dale made a motion seconded by Mr. Dhopte to return to regular session. All were in favor.

There being no public present, Ms. Koetas-Dale made a motion seconded by Ms. Hughes to adjourn the meeting at 8:12 PM. All were in favor.

Respectfully submitted,

Caryn M. Hoyer, RMC  
Township Clerk