

**MINUTES
TOWNSHIP COMMITTEE
REGULAR MEETING
JANUARY 16, 2020**

Mayor Kelly called the Regular Meeting of the Township Committee of the Township of Chatham to order at 7:30 P.M.

Adequate Notice of this meeting of the Township Committee was given as required by the Open Public Meetings Act as follows: Notice was given to both The Chatham Courier and the Morris County Daily Record on January 3, 2020; notice was posted on the bulletin board in the main hallway of the Municipal Building on January 3, 2020; and notice was filed with the Township Clerk on January 3, 2020.

Mayor Kelly led the Flag Salute.

Roll Call

Answering present to the roll call were Committeewoman Ewald, Committeewoman Fondaco, Committeewoman Swartz, Deputy Mayor Ness and Mayor Kelly.

Approval of Agenda

Committeewoman Ewald moved to approve the Agenda. Deputy Mayor Ness seconded the motion, which carried unanimously.

Consent Agenda

RESOLUTION 2020-042

**RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF CHATHAM
AUTHORIZING PAYMENT OF BILLS, PAYROLLS, SCHOOL TAXES AND COUNTY TAXES**

BE IT RESOLVED that bills in the total amount of \$865,769.48 and the prior month's payroll of \$416,994.15 Current Fund, \$65,786.68 Sewer No. 1, \$10,283.56 Sewer No. 2, and \$15,211.53 Police Private Employment be paid.

BE IT FURTHER RESOLVED that taxes due to the School District of the Chathams, for the month of January 2020, in the amount of \$3,200,207.00 be paid.

RESOLUTION 2020-043

**RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF CHATHAM
APPOINTING MEMBER TO THE OPEN SPACE ADVISORY COMMITTEE**

BE IT RESOLVED by the Township Committee of the Township of Chatham that the following appointment be made effective immediately:

<u>Open Space Advisory Committee</u>	<u>Term Expires</u>
Jared Bilanin	December 31, 2020

RESOLUTION 2020-044

**RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF CHATHAM
APPOINTING POLICE CHAPLAIN**

BE IT RESOLVED by the Township Committee of the Township of Chatham that Monsignor James Mahoney be appointed as a Police Chaplain at no compensation for a term of one year.

Mayor Kelly said that it is nice to have a Police Chaplain appointed, and the Open Space appointment fills the only remaining vacancy on that committee.

Deputy Mayor Ness moved to approve the Consent Agenda. Committeewoman Fondaco seconded the motion.

Roll call: Committeewoman Ewald, Aye; Committeewoman Fondaco, Aye; Committeewoman Swartz, Aye; Deputy Mayor Ness, Aye; Mayor Kelly, Aye.

Deputy Mayor Ness said that there are still vacancies on the Colony Pool Advisory Committee, and she invited anyone interested to submit paperwork to volunteer.

Mayor Kelly noted that Affordable Housing will not be discussed at this meeting, and the matter will be discussed at the January 30th meeting when information has been gathered and analyzed. He further reported that Attorney Cruz has filed the motion to formally request an extension, and the motion document has been posted on the Township website.

Goals & Objectives for 2020 and Future Years

Mayor Kelly said that the purpose of this meeting is to discuss goals and objectives for 2020 and moving forward. He noted that the timing of this discussion is to allow for Administrator Hoffmann to incorporate the goals into the 2020 Budget.

Committeewoman Swartz said that several of the proposed goals and objectives suggest that exemplary financial controls are not already in place. Mayor Kelly said that there is not any judgment on the past intended by the setting of goals, and the discussion is intended to formalize a plan for the Township moving forward.

Regarding the goal of developing a multi-year financial plan and capital plan, Administrator Hoffmann said that the Township already has a capital plan. He also said that the Township has some aging equipment that needs to be replaced. Administrator Hoffmann further addressed some infiltration and inflow issues that need to be addressed at the Wastewater Treatment Plant.

Deputy Mayor Ness asked where the Capital Plan can be found and what it includes. Administrator Hoffmann said that the Capital Plan is part of the Capital Budget. He said that the capital plan is currently a five-year plan, and it is hoped to develop a 10-year plan that shows longer term financing. Administrator Hoffmann also addressed the items that appear in the capital plan. He further said that there will be a succinct plan for 2020 as there are known projects to be completed.

Committeewoman Ewald thanked those who participated in developing the goals and objectives list. She addressed the User Friendly Budget, and said that the State's format is not user friendly. Committeewoman also said that the Township should continue to seek opportunities for grants and shared services. Deputy Mayor Ness also commented on the need to report the items to be included in the Capital Budget.

Committeewoman Swartz said that it would be unlikely to ever be debt free, as there is often a need to bond for projects. Deputy Mayor Ness said that analysis was performed by Administrator Hoffmann regarding the Township's debt management, and that analysis looks at interest payment increases over time. Committeewoman Swartz said that the Township should not strive toward debt elimination, as the Township has been able to obtain attractive interest rates. Administrator Hoffmann said that the Township will need to access the debt market for certain projects, and he noted the AAA credit rating that was reaffirmed in 2019.

Administrator Hoffmann discussed the use of trust accounts for certain projects, and said that the money in a trust account is dedicated to a particular purpose. He also noted on the recent preparation of the Annual Financial Statement by the Township Auditor's staff. Administrator Hoffmann further noted that there have been conversations between municipal administrators in the area about shared service opportunities.

Mayor Kelly proceeded to review the further goals and objectives. Regarding grant opportunities, Committeewoman Ewald suggested improved planning regarding open space opportunities. Committeewoman Swartz suggested that a protective garage be planned for the Public Works facility, and noted that a lot of the DPW equipment is expensive.

Administrator Hoffmann addressed the need for upgrades to the Wastewater Treatment System, and said that easements need to be inspected for proper maintenance. He also said that sometimes sump pumps are illegally hooked up to the sanitary sewer system. A 20,000 gallon

per day spike in the flow at the Wastewater Treatment Plant suggests that there is an issue in the system that needs to be found and addressed.

Committeewoman Swartz asked about maintenance plans for sidewalks. Administrator Hoffmann said it needs to be determined who is responsible for maintenance. Committeewoman Swartz opined that it should not be the homeowner's responsibility to maintain the sidewalks. Deputy Mayor Ness said she does not think there is currently a maintenance plan, and that one should be developed if sidewalks are going to continue to be installed.

Mayor Kelly addressed connectivity and needed updates to the Master Plan. Administrator Hoffmann said that crosswalks should also be reviewed, and noted methods for crosswalk improvement.

Committeewoman Ewald asked about the timing of various capital projects. Administrator Hoffmann said that some will be in 2020, others in 2021. He also said that roads will be assessed to see which ones need more immediate repaving and which can wait until next year. Administrator Hoffmann also discussed sidewalk projects that will require input from the Township Committee. Committeewoman Ewald said she would like to see a planning document prepared regarding infrastructure improvement projects. Administrator Hoffmann noted that there are ongoing inspections of the Township's infrastructure so that assessments can be made for short-term and long-term improvements. Deputy Mayor Ness said that the Circulation Plan in the Master Plan should be reviewed for updates as part of the overall planning effort. Committeewoman Ewald said that a Capital Plan and an Infrastructure Plan should be developed. Administrator Hoffmann said that part of the annual budget document is an updated plan for 6 years.

Mayor Kelly addressed the goal of proactively planning for development and open space to fulfill obligations and maintain the character of the township.

Deputy Mayor Ness discussed the need to update the Master Plan. Committeewoman Swartz said that various updates have been studied by subcommittees, and are ready for Board discussion. Committeewoman Ness asked if the Township Committee reviews the Master Plan. Attorney Cruz said it is a Planning Board document, and the Township Committee will review the Housing Element for endorsement. Committeewoman Swartz discussed pending updates to the Circulation Plan.

Potential updates to the R-4 zone were discussed. Upgrades and improvements to recreational facilities, particularly the Colony Tennis Courts, were also discussed. Finding a new location for the Skate Park in a neighboring town or county was also discussed.

Mayor Kelly said that improvements to the Recycling Program will also be considered. Committeewoman Swartz said that the program may need to be discontinued in order to save money. She also said that it would be disadvantageous to lose the Township's relationship with the MUA. Deputy Mayor Ness said that recycling costs were impacted when China stopped accepting recycling waste from the United States.

Mayor Kelly said that the use of solar panels and charging stations should be investigated. Attorney Cruz asked if this would be for municipal facilities or private facilities. Mayor Kelly said both public and private use of solar panels and availability of charging stations should be investigated. Attorney Cruz said that while the Township has control over municipal facilities, to allow for solar panels and charging stations at private facilities is something that the Planning Board should review. The Township Clerk suggested that input be sought from the Fire Chiefs regarding solar panels, as solar panels on roofs may impact the ability to fight residential fires.

Mayor Kelly said that one of the goals is to work with PSE&G and JCP&L to better manage tree removal in the right-of-way. Committeewoman Swartz said that the Township has already been working with the utility companies toward that goal. She further opined that based on the most recent meeting with PSE&G, they will do a better job moving forward to notice residents about tree removal projects. She also commented on the work that JCP&L needs to do to trim branches near power lines, and said that they are required to keep branches off wires in the right-of-way. Committeewoman Fondaco asked if homeowners have options about tree removal.

Committeewoman Swartz said that the homeowner has a choice about removal of a tree, but not regarding necessary pruning. Tree replanting options were also discussed.

Mayor Kelly discussed goals and objectives pertaining to technology and communications. Committeewoman Ewald suggested that the Township Website be redeveloped to be more user friendly. She also suggested more use of the Township's government access TV channel to disseminate updates and information. Deputy Mayor Ness noted that there are staffing issues that limit what can be done with TV updates.

Regarding the objective of having online fillable forms and online payments, the Township Clerk noted that there would be a convenience charge for credit card payments.

Mayor Kelly addressed emergency management and the need to have utility companies audit their facilities. Regarding an objective of requiring residents to sign up for emergency alerts, Committeewoman Swartz said she does not think that such a requirement could be mandated. Committeewoman Swartz did, however, say that the Township should continue to encourage residents to sign up for alerts. Committeewoman Swartz also said that JCP&L and PSE&G would likely not provide the Township with an audit of their facilities due to security concerns. However, they do have a regular maintenance schedule in addition to dealing with problems that arise. Deputy Mayor Ness said that the Borough is looking into underground utilities, and she noted that aging infrastructure has contributed to the frequency of outages. Committeewoman Ewald commented on the unusually high number of outages in Chatham Township, and said that the Township needs to hold JCP&L accountable for service quality. Attorney Cruz suggested that contacting the BPU is the proper way to address the Township Committee's concerns, and the Township can partner with other municipalities in raising concerns.

Committeewoman Fondaco asked about requiring house numbers on homes so that emergency services can more easily find the correct address. Attorney Cruz said that such an ordinance can be adopted, and he is unsure if the Township has such a regulation currently in effect.

Mayor Kelly discussed the need to assess staffing levels, salary ranges and educational opportunities. Committeewoman Ewald asked about review of professional service contracts on a regular basis. Mayor Kelly said that the recently adopted bylaws call for review of contracts on a rotating, three-year basis. Deputy Mayor Ness said that all professionals could provide an annual report on that year's costs.

Committeewoman Ewald commented on opportunities to build relationships with other government agencies, which would tie in with advocating for the Township. Administrator Hoffmann added that there are some services offered by the State and County for which they could send representatives to the Township to serve residents during special events. Mayor Kelly commented on the building of relationship with surrounding municipalities. Deputy Mayor Ness said that the Freeholders have held meetings at Municipal Buildings to make it easier for residents to attend the meetings. She also said that attempts have been made to request of the County a regional approach to traffic management.

Administrator Hoffmann said that there have previously been discussions about a veterans memorial and an Adopt-a-Park program, and asked if those items should be further considered. Committeewoman Swartz said that the only organization she heard from showing an interest in the Adopt-a-Park concept was the Senior Center, and she does not know if there are other organizations that are interested or if enough steps were taken to publicize the idea. Administrator Hoffmann said that the concept was not fully publicized. He also said that there are some liability issues that the participating organizations would need to be aware of, and there may be other matters that would need to be addressed. Committeewoman Swartz said she would like to see the Township move forward with a veterans memorial. A site would need to be determined, and Committeewoman Swartz said that Shunpike Field has previously been considered. Deputy Mayor Ness noted other memorials in the Township that are overlooked due to being out of the way. Committeewoman Swartz said that a veterans memorial should be in a prominent spot.

Hearing of Citizens

Mayor Kelly opened the Hearing of Citizens.

1. Tom Salvas, 12 Lisa Drive, said that he attended a meeting in Chatham Borough about forming a Senior Citizens Advisory Committee, and the concept of setting up a similar committee for the Township. Mr. Salvas said that there is also the possibility of having the Senior Citizens Advisory Committee be representative of both of the Chathams, and the purpose of the Committee would be to present issues facing seniors to the respective governing bodies. There was also discussion on methods of communicating with seniors, particularly those who are not tech savvy. Committeewoman Ewald also addressed the hot topics that came up at the meeting, and said it was eye-opening to hear the issues that are of concern to seniors. Mr. Salvas said that Julie Reich, the Director of the Senior Center, was also at the meeting and the Committee will not be infringing on the mission of the Senior Center. Deputy Mayor Ness said that it is important to include residents in the planning process, and perhaps the Senior Citizens Advisory Committee could be a joint committee similar to the Recreation Advisory Committee.

Mr. Salvas also commented on prior efforts regarding a veterans memorial, and said that he worked with former Mayor Sullivan on the matter. One of the areas given serious consideration was the area between Castle Park and the overflow parking for Shunpike Field.

Seeing no further comment, Mayor Kelly closed the Hearing of Citizens.

Discussion

Mayor Kelly said that the Goals & Objectives list will be updated based on this meeting's discussion so that the 2020 Budget can reflect the Township Committee's priorities. Administrator Hoffmann said that he will update the draft, and he also wants to review the document with department heads and Township professionals to work out the prioritization.

Deputy Mayor Ness said that the adoption of the Goals & Objectives will provide a framework moving forward, and asked if the Township Committee should also provide budget items to Administrator Hoffmann. Administrator Hoffmann said that the Goals & Objectives will be used to guide the budget process. Deputy Mayor Ness asked about prioritization of recreation facility upgrades and repairs. Administrator Hoffmann said that following this discussion, he will consult with Township staff and professionals to see what needs to be done first and to develop a guide for future projects.

Committeewoman Ewald asked if the Goals & Objectives will be posted on the Township website. Administrator Hoffmann said that the final version can be posted.

Executive Session

**RESOLUTION 2020-P-02
RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF CHATHAM IN
THE COUNTY OF MORRIS, STATE OF NEW JERSEY, AUTHORIZING CONFERENCE OF
THE TOWNSHIP COMMITTEE WITH THE PUBLIC EXCLUDED**

WHEREAS, N.J.S.A. 10:4-12 of the Open Public Meetings Act permits the exclusion of the public from a meeting in certain circumstances; and

WHEREAS, the Township Committee of the Township of Chatham is of the opinion that such circumstances presently exist.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Chatham, County of Morris, State of New Jersey, as follows:

1. The public shall be excluded from discussion of the specified subject matter.
2. The general nature of the subject matter to be discussed is as follows:
 - a. Litigation: Christopher & Ashley Felice v. Township of Chatham Docket No. 002717-19

3. It is anticipated that the minutes on the subject matter of the Executive Session will be made public upon conclusion of the matter under discussion; and in any event, when appropriate pursuant to N.J.S.A. 10:4-7 and 4-13.
4. The Committee will come back into Regular Session and may take further action.
5. This Resolution shall take effect immediately.

Deputy Mayor Ness moved to adopt Resolution 2020-P-02 to enter Executive Session at 10:24 PM. Committeewoman Swartz seconded the motion.

Roll call: Committeewoman Ewald, Aye; Committeewoman Fondaco, Aye; Committeewoman Swartz, Aye; Deputy Mayor Ness, Aye; Mayor Kelly, Aye.

The Township Committee returned to public session at 11:33 PM.

Committeewoman Swartz moved to adjourn at 11:33 PM. Committeewoman Ewald seconded the motion, which carried unanimously.

Gregory J. LaConte
Municipal Clerk