

**MINUTES
TOWNSHIP COMMITTEE
REGULAR MEETING
MAY 9, 2019**

Mayor Selen called the Regular Meeting of the Township Committee of the Township of Chatham to order at 7:33 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 4, 2019; notice was posted on the bulletin board in the main hallway of the Municipal Building on January 4, 2019; and notice was filed with the Township Clerk on January 4, 2019.

Mayor Selen asked Terrance Hopkins to lead the flag salute.

Roll Call

Answering present to the roll call were Committeewoman Ness, Committeewoman Swartz, Deputy Mayor Kelly and Mayor Selen. Committeeman Ritter arrived late.

Moment of Silence

Mayor Selen asked for a moment of silence in honor of all those who have died defending the United States.

Approval of Agenda

Deputy Mayor Kelly moved to approve the Agenda. Committeewoman Swartz seconded the motion, which carried unanimously.

Resolution

**RESOLUTION 2019-110
RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF
CHATHAM, COUNTY OF MORRIS, STATE OF NEW JERSEY, HONORING
TERENCE HOPKINS**

WHEREAS, Terry Hopkins began his career with the Township Of Chatham 32 years ago on July 20, 1987 and

WHEREAS, Terry spent his entire career in the Water Pollution Control Plant and over the years mastered all areas of operations and machinery, and

WHEREAS, Terry has been called the “Iron Person of Chatham” due to his strong physical constitution which allowed him to show up for work every day for twenty (20) years without taking a sick day, and

WHEREAS, On December 1, 1997, Terry was recognized and honored by the Chatham Township Police Department for assisting Officers in their search for a missing person on November 3, 1997. Terry located the individual and thus assured their safety and helped provide peace of mind to the family, and

WHEREAS, In March 2000 a key piece of machinery malfunctioned which caused the Waste Water Treatment Plant to go off line, and,

WHEREAS, Terry did not panic, he took the initiative and leadership in locating parts to make the necessary repairs. This saved Chatham taxpayers significant money, brought the plant back on line and prevented fines from the State.

WHEREAS, On December 18, 2001 Terry’s Foreman and Superintendent both wrote “If any person should receive a “10” it is Terry”, and

WHEREAS, On December 17, 2003 Terry’s Foreman and Superintendent both wrote “Terry is dependable, loyal, and always shows concern for the Township” and

WHEREAS, Terry has contributed his knowledge, expertise and wisdom to benefit the community, ensure the safety of his co-workers while improving the quality of life in the Township of Chatham, and

WHEREAS, Terry retired on Tuesday, April 30, 2019 and officially became a Man of Leisure on Wednesday, May 1, 2019;

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Chatham honors and recognizes Terry Hopkins for his dedicated, devoted service and calls upon the citizens of Chatham Township to join in expressing our heartfelt gratitude and best wishes to him as he enters the next chapter of his life.

Mayor Selen read aloud Resolution 2019-110 honoring Terry Hopkins upon his retirement.

Mr. Hopkins expressed his gratitude to the Township Committee and his coworkers at the Wastewater Treatment Plant.

Committeewoman Swartz moved to adopt Resolution 2019-110. Deputy Mayor Kelly seconded the motion.

Roll call: Committeewoman Ness, Aye; Committeewoman Swartz, Aye; Committeeman Ritter, Absent; Deputy Mayor Kelly, Aye; Mayor Selen, Aye.

2018 Audit Report

Administrator Hoffmann provided a report on the 2018 Audit. He noted that bound copies have been distributed to the Township Committee, and they can reach out to him or CFO Debbie King with any questions. Administrator Hoffmann noted that once the Township Committee has had time to review the Audit, it will be posted on the Township website. He said that the only audit finding was regarding segregation of duties, which is something that the State requires but does not fund.

Bond Sale Report

Administrator Hoffmann reported that a Bond Sale was held for a \$1,625,000 bond. He noted that a document was distributed to the Township Committee that provides details on the bond and the bond sale. Administrator Hoffmann also said that the Township anticipated an interest rate of 2.5%, but the actual rate was 1.93% due to the AAA bond rating.

Committee Reports

Committeewoman Swartz congratulated the new members of the Chatham Township Fire Department. She also reported that the Senior Center's Shred Event was a success, netting about \$5000. Committeewoman Swartz also commented on Administrator Hoffmann's recent report about inappropriate items that people are flushing into the sanitary sewer system, and she said that the staff at the sewer plant work diligently to maintain the plant equipment. Committeewoman Swartz also asked residents to not let their pets defecate on recreation fields.

Committeewoman Ness reported that the Environmental Commission's seedling sale was a success. The Environmental Commission will also be cosponsoring a regional roundtable with ANJEC about single-use plastic pollution. Committeewoman Ness also reported that former Environmental Commission member Frank Esposito recently passed away. Regarding the Colony Summer Camp, Committeewoman Ness reported that enrollment has not yet reached the minimum level necessary to hold the camp. She further reported that the Colony Pool Snack Bar will be run and staffed by The Meat House. Committeewoman Ness also reported that discussions have begun with Comcast regarding renewal of the franchise agreement, and the Communications Committee is seeking new equipment. She also reported that the Rolling Knolls CAG will be meeting on May 13th, and the PRPs will be discussing the remediation process.

Deputy Mayor Kelly reported on behalf of the Municipal Alliance that the National Take Back Day was a great success. He noted that people can drop off unused medications in a drop box at the Police Headquarters. Deputy Mayor Kelly also reported that the Parents Who Host Lose the Most campaign will be conducted in upcoming weeks. The Municipal Alliance will also be seeking a new coordinator, and volunteers are welcome.

Engineer Ruschke reported on the 2019 paving program. Committeewoman Swartz asked if Lenape Trail could be paved before curbing is installed. Engineer Ruschke said that it would be preferable to install the curbing first, and he addressed drainage issues. He also described the process by which residents could opt to have curbing installed. Administrator Hoffmann noted that there is a pending project by PSE&G on Lenape Trail. Deputy Mayor Kelly opined that it should be the Township's policy that residents can pay to have curbing installed, but the Township will not be paying for it. Engineer Ruschke said that residents would be encouraged to install the curbing before the road is repaved. He also said that the Sandy Hill neighborhood and Jensen Court neighborhood are scheduled for paving. Engineer Ruschke also said that NJ American Water did some water main work on Parkview Road, and have offered to give a payment in lieu of paving to the Township.

Mayor Selen reported that he has begun meeting with residents during a Coffee with the Mayor session on Wednesday mornings and Saturday mornings. He also offered his personal cell number for anyone wishing to contact him.

Hearing of Citizens

Mayor Selen opened the Hearing of Citizens.
Seeing no comment, Mayor Selen closed the Hearing of Citizens.

Introduction of Ordinances

Ordinance 2019-08

ORDINANCE 2019-08
AN ORDINANCE OF THE TOWNSHIP OF CHATHAM, COUNTY OF MORRIS,
AMENDING CHAPTER IV, TITLED "GENERAL LICENSING", SECTION 4-1,
TITLED "LICENSING OF PEDDLERS, SOLICITORS AND CANVASSERS" OF THE
REVISED GENERAL ORDINANCES TO REQUIRE THAT LICENSES OR PERMITS
BE ISSUED WITHIN TEN (10) DAYS AFTER THE FILING OF AN APPLICATION
AND ESTABLISHING THE HOURS TO ENGAGE IN THESE ACTIVITIES AS
BETWEEN 9:00 A.M. TO 9:00 P.M.

BE IT ORDAINED by the Township Committee of the Township of Chatham, County of Morris, that Chapter IV, titled "General Licensing", Section 4-1, titled "Licensing of Peddlers, Solicitors and Canvassers" of the Revised General Ordinances is amended as follows:

Section 1. Section 4-1.5, titled "Issuance of Peddler's License", the first full paragraph, is partially amended as follows: The Township Clerk shall, subject to the provisions of subsection 4-1.26 of this chapter, issue a peddler's license within ten (10) days after the filing of a proper application therefore.

Section 2. Section 4-1.11, titled "Issuance of Solicitor's Permit", the second full paragraph, is partially amended as follows: The Chief of Police shall, subject to the provisions of subsection 4-1.26, issue a solicitor's permit within ten (10) days after the filing of a proper application therefore.

Section 3. Section 4-1.17, titled "Issuance of Canvasser's Permit", the second full paragraph, is partially amended as follows: The Chief of Police shall, subject to the provisions of subsection 4-1.26, issue a canvasser's permit within ten (10) days after the filing of a proper application therefore.

Section 4. Section 4-1.21 titled "Hours" is amended as follows: No peddler, solicitor or canvasser shall engage in such activities on Sundays or legal holidays, nor on any weekdays or Saturdays except between the hours of 9:00 a.m. and 9:00 p.m., prevailing time.

Section 5. Unless otherwise specifically amended, Chapter IV, titled "General Licensing", Section 4-1, titled "Licensing of Peddlers, Solicitors and Canvassers" is unchanged.

Section 6. If any section, paragraph, subdivision, clause or provision of this Ordinance shall be adjudged invalid, such adjudication shall apply only to the section, paragraph, subdivision, clause or provision so adjudged and the remainder of the Ordinance shall be deemed valid and effective.

Section 7. All ordinances or parts of ordinances inconsistent with or in conflict with this Ordinance are hereby repealed to the extent of such inconsistency.

Section 8. This Ordinance shall take effect immediately.

Attorney Cruz said that this ordinance requires that the Township Clerk and the Chief of Police respond to a permit application within 10 days. The ordinance also extends the permitted time until 9:00 PM. Attorney Cruz said that these amendments are consistent with applicable law and case law.

Deputy Mayor Kelly said that this ordinance is not being acted upon at the Township's own volition, but rather to keep consistent with State law.

Committeewoman Swartz opined that higher levels of government telling municipalities how to govern themselves is an overstep.

Deputy Mayor Kelly moved to introduce Ordinance 2019-08. Committeewoman Swartz seconded the motion.

Committeewoman Ness asked about a No Knock ordinance. Attorney Cruz said that such an ordinance can be acted upon at a later time, and such an ordinance would allow residents to voluntarily place themselves upon such a list.

Roll call: Committeewoman Ness, Aye; Committeewoman Swartz, Aye; Committeeman Ritter, Absent; Deputy Mayor Kelly, Aye; Mayor Selen, Aye.

Public Hearing on Ordinance 2019-08 will be scheduled for May 23, 2019.

Consent Agenda

RESOLUTION 2019-111

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 \$1,485,743.38 and the prior month's payroll of \$406,026.44 Current Fund, \$60,188.67 Sewer No. 1, \$16,334.12 Sewer No. 2, and \$7,094.97 Police Private Employment be paid.

BE IT FURTHER RESOLVED that taxes due to the School District of the Chathams, for the month of May 2019, in the amount of \$3,141,150.00 be paid.

BE IT FURTHER RESOLVED that taxes due to the County of Morris, for the Second Quarter of 2019, in the amount of \$2,327,035.37 be paid.

RESOLUTION 2019-112

RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF CHATHAM APPROVING MINUTES OF MEETINGS

BE IT RESOLVED that the Township Committee of the Township of Chatham acknowledges receipt of and approves the minutes of the Township Committee meeting held on April 25, 2019.

RESOLUTION 2019-113

RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF CHATHAM APPROVING EXECUTIVE SESSION MINUTES OF MEETINGS

BE IT RESOLVED that the Township Committee of the Township of Chatham acknowledges receipt of and approves Executive Session minutes of the Township Committee meeting held on April 25, 2019.

RESOLUTION 2019-114

**RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF CHATHAM
REFUNDING PERMIT FEE**

WHEREAS, the Township Committee has considered the request submitted by the Construction Official with regard to a Permit Fee that was paid for a permit application that was submitted to the Township; and

WHEREAS, the permit application was cancelled.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Chatham that the following amount be refunded to the depositor of record:

<u>NAME</u>	<u>PERMIT #</u>	<u>AMOUNT</u>
Vivint Solar Developer, LLC Attn: Melissa Molina 1800 W. Ashton Blvd Lehi, UT 84043	19-0209	\$229.00

**RESOLUTION 2019-115
RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF CHATHAM
AUTHORIZING ESTIMATED TAX BILLING**

WHEREAS, due to the expected late adoption of the State of New Jersey’s budget the Morris County Board of Taxation will be unable to certify the tax rate throughout the County, and the Township’s Tax Collector will be unable to mail the tax bills on a timely basis;

WHEREAS, the Tax Collector, in consultation with the Chief Financial Officer, has computed an estimated tax levy in accordance with N.J.S.A. 54:4-66.3, and they have signed a certification showing the tax levies for the previous year, the tax rates and the range permitted estimated tax levies;

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 Municipal Tax Collector is hereby authorized and directed to prepare and issue estimated tax bills for the municipality for the third installment of 2019 taxes. The Tax Collector shall proceed and take such actions as permitted and required by P.L. 1994, c. 72 (N.J.S.A. 54:4-66.2 and 54:4-66.3).
2. The entire estimated tax levy for 2018 is hereby set at \$58,497,387.32.
3. In accordance with the law, the third installment of 2019 taxes shall not be subject to interest until the later of: the end of the grace period, or the twenty-fifth calendar day after the date the estimated tax bills were mailed. The estimated tax bills shall contain a notice specifying the date on which interest may begin to accrue.

**RESOLUTION 2019-116
RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF CHATHAM
ACKNOWLEDGING RECEIPT OF CORRECTIVE ACTION PLAN RELATIVE TO 2018
AUDIT**

BE IT RESOLVED by the Township Committee of the Township of Chatham that it, hereby, acknowledges receipt of the Chief Financial Officer’s Corrective Action Plan relative to the 2018 Audit.

BE IT FURTHER RESOLVED that a copy of the Corrective Action Plan be forwarded to the Department of Community Affairs as required by State regulations.

The Township Clerk noted that the Corrective Action Plan has been distributed to the Township Committee, and the resolution on the Consent Agenda signifies that it has been received.

Deputy Mayor Kelly noted that he needs to recuse himself from the Bill List, as it contains a reimbursement for his wife.

Committeewoman Ness moved to approve the Consent Agenda. Committeewoman Swartz seconded the motion.

Roll call: Committeewoman Ness, Aye; Committeewoman Swartz, Aye; Committeeman Ritter, Absent; Deputy Mayor Kelly, Aye; Mayor Selen, Aye.

Discussion

Senior Citizen Advisory Committee

Mr. John Crouthamel of the Tri-Town 55+ Committee described the results of a needs-assessment survey conducted among seniors in Madison and the Chathams, and the top three priorities were housing, transportation and information. He said that transportation needs have now been addressed, and they are now looking to address the need for information dissemination. Mr. Crouthamel noted that Madison has a Senior Advisory Committee, and there is a proposal to have a similar committee for the Chathams. He also said that he is seeking input from the Township Committee if such a committee should be a municipal function or an independent committee.

Committeewoman Swartz noted that the Chathams have a vibrant Senior Center, and they are doing an excellent job addressing the needs of seniors. She asked if the proposed committee would be to replace the Tri-Town 55+ Committee. Mr. Crouthamel said that the purpose of the committee would be to bring together various entities to discuss activities benefitting seniors so that there can be improved communication.

Committeewoman Ness said that there is a precedence for shared committees with the Borough, and there would be value in a shared committee to address the needs of seniors.

Deputy Mayor Kelly said he would like some detail on how such a committee would work in the Chathams. He also said that he would like to see the various existing groups be polled to see how the proposed committee could improve communication. Mr. Crouthamel said that several such groups have already expressed an interest in having a senior advisory committee.

Tom Honohan of the Madison Senior Citizens Advisory Committee said that in Madison the purpose of the committee is to advise the Borough Council on matters related to senior citizens. They also work to engage senior citizens in various initiatives. Committeewoman Swartz asked if the existing Senior Center’s Board could be expanded to include this function. Mr. Honohan said that they are not looking to compete with the Senior Center, but to bring together various entities.

Mayor Selen said that this topic will be revisited when more information is available.

Bylaws Amendments

**RESOLUTION 2019-117
RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF CHATHAM
ADOPTING RULES AND ORDER OF BUSINESS OF THE TOWNSHIP COMMITTEE**

BE IT RESOLVED BY THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF CHATHAM, COUNTY OF MORRIS, STATE OF NEW JERSEY, that the following Rules and Order of Business of the Township Committee are hereby adopted:

**RULES AND ORDER OF BUSINESS
OF THE TOWNSHIP COMMITTEE**

ARTICLE I.

Robert’s Rules of Order Newly Revised.

The deliberations of the Township Committee shall be governed by Robert’s Rules of Order Newly Revised.

ARTICLE II.

Selection of Mayor and Deputy Mayor.

Section 1. The Mayor and Deputy Mayor shall be selected at the Reorganization Meeting.

Section 2. The Mayor and Deputy Mayor shall serve a term expiring on December 31st.

Section 3. The Annual Reorganization Meeting shall be chaired by the Township Clerk until such time that the Mayor has been selected by the Township Committee.

ARTICLE III.

Meetings.

Section 1. The Mayor shall preside at all meetings of the Township Committee. In the absence of the Mayor, the Deputy Mayor shall perform all the duties of the Mayor. The Mayor shall on all occasions preserve order and shall cause the arrest or removal of all persons who interrupt the proceedings of the Township Committee.

Section 2. The Mayor shall decide all questions of order subject to appeal to the Township Committee.

Section 3. Each member of the Township Committee, including the Mayor, shall have the right to make and second motions and nominations and to vote thereon.

Section 4. Regular meetings shall be held as scheduled at the annual organization meeting each year or as rescheduled by resolution adopted at a regular meeting.

Section 5. Special meetings shall be held as provided by Code of the Township of Chatham and applicable State law. Upon the filing of a proper call for a Special meeting, the Township Clerk shall give at least two (2) business days' notice thereof with a copy of the call to all members of the Township Committee by delivery to each member personally or to each member's residence. Copies of the notice shall be promptly released to the news media and posted in a prominent place in the Township Hall.

Section 6. Regular and Special meetings of the Township Committee shall be open to the public. A portion of all meetings shall be set aside for citizens to address the Township Committee on any matter of interest.

Section 7. All items of business on a consent agenda will be delivered to each member of the Township Committee at least 2 days prior to the meeting at which it is to be considered, unless circumstances do not permit advance delivery.

Section 8. No new business will be considered after 11 PM. This rule may be waived by an affirmative vote of a majority of the Township Committee Members then present. In all instances Township Committee meetings will adjourn no later than 12 AM (midnight).

Section 9. All Township Committee meetings will be conducted in accordance with the requirements of the Open Public Meetings Act. (N.J.S.A. 10:4-6 et seq.)

ARTICLE IV.

Order of Business.

Section 1. The following shall be the normal order of business of all Regular meetings of the Township Committee:

1. Meeting called to order
2. Open Public Meetings Act announcement
3. Salute to flag
4. Moment of Silent Reflection (as necessary)
5. Roll Call
6. Review and acceptance of agenda
7. Special Recognition/Awards
8. Reports
9. Hearing of citizens
10. Public Hearing and final adoption of ordinances
11. Introduction of ordinances
12. Adoption of resolutions
13. Miscellaneous business
14. Hearing of Citizens
15. Closed session resolution; if applicable
16. Adjournment

Section 2. The final agenda shall be adopted as amended, if need be, by vote of the Township Committee at the start of each meeting.

Section 3. Hearing of Citizens

(a). During the first public portion on the Agenda, speakers may comment upon items that are not the subject of a separate public hearing scheduled for that meeting. Speakers may comment for up to five (5) minutes. Speakers may speak once and may not yield their time to another speaker.

(b). During public hearings, Section 3(a) will also apply.

(c). During the second public comment period, speakers may comment upon any topic for the good and general welfare of the Township of Chatham. Speakers may comment for up to five (5) minutes. Speakers may speak once and may not yield their time to another speaker.

(d). During all public portions, residents of the Township of Chatham will be called upon to speak before non-Township residents.

Section 4. Sub-Committee chairpersons and liaisons will provide short update reports to the Township Committee during the report section of meetings.

Section 5. The Chief of Police, Public Works Manager, Recreation Director and Township Administrator shall report on a quarterly basis to the Township Committee, during the report section of meetings.

ARTICLE V.

Committees and Boards.

Section 1. The Township Committee hereby creates four Standing Committees, each consisting of two (2) members of the Township Committee as follows:

1. Public Safety/Emergency Management
2. Administration/Finance
3. Public Works/Sewer Utilities
4. Communications

Note: The Township Administrator shall supervise all departments, attend all meetings of the Standing Committees and implement the policies adopted by the Township Committee. The Standing Committees are not authorized to exert any administrative control over the departments assigned.

Section 2. Except as otherwise required by State statute and the Code of the Township of Chatham, the Mayor shall appoint members to the various Township boards with the approval of the Township Committee.

Section 3. The Township Committee may appoint advisory committees for special purposes composed of no more than 2 Members of Township Committee and such other Administrative staff members and members of the general public as it deems necessary and appropriate.

Section 4. At the time of creation of an advisory committee, the Township Committee shall establish the duration of the advisory committee. No advisory committee shall take a position on behalf of the Township Committee without the Township Committee's approval.

Section 5 . A member of the Township Committee, appointed by the Committee, shall serve as liaison to the following Boards, Commissions and Community Groups and other Entities:

Mayor's Wellness Campaign
Board of Education
Environmental Commission
Senior Citizens Center/Senior Club of the Chathams
Municipal Alliance Committee
Chamber of Commerce
Fire and Rescue
Historical Society
Public Utilities

Section 6. A member(s) of the Township Committee, appointed by the Committee, shall serve as a member of the following Boards and Committees:

Joint Recreation Advisory Committee
Joint Municipal Court Committee (2 members)
The Board of Health
The Board of Trustees of the Joint Library of the Chathams (Mayor or Mayor's designee)
Open Space Committee
Joint Community Garden

ARTICLE VI.

Ordinances.

Section 1. All proposed ordinances, supplements to and amendments of ordinances shall be presented in writing at a regular meeting, except in those instances when the Township Committee decides to act on an ordinance at a special meeting.

Section 2. Every ordinance duly passed by the Township Committee shall be recorded by the Township Clerk in the Township Ordinance Book, with a proper index. Each ordinance entered in the Ordinance Book shall be compared with the original and shall not be entered unless it is identical in content with such original. The Township Clerk shall enter at the foot of the ordinance the date it was passed and the number and page of the Minute Book containing the minutes of the meeting at which it was passed. Each ordinance entered in the Ordinance Book shall be signed by the Mayor or Deputy Mayor and the Township Clerk.

Section 3. The Township Ordinance Book is hereby established as the original permanent record of the Ordinances of the Township.

Section 4. All ordinances shall be introduced, considered, read, heard, adopted and published in accordance with applicable law and inserted in the correct place in the Code of the Township of Chatham.

ARTICLE VII.

Filings.

Section 1. The Township Committee shall file with the Township Clerk all ordinances, resolutions, reports, petitions, correspondence and other papers considered by or presented to the Township Committee.

ARTICLE VIII.

Minutes.

Section 1. The Township Clerk shall keep minutes of all Township Committee meetings as provided by law.

Section 2. Draft minutes for all meetings shall be delivered to the Township Committee Members no later than the Friday preceding the next regular meeting. Such minutes shall be clearly marked as a draft minutes.

Section 3. Minutes will be filed into the minute book and released to the public only by the Township Clerk and only after approval by the Township Committee.

Section 4. All open sessions of the regular and special meetings may be recorded.

Section 5. The recordings, if made, will be kept by the Township Clerk as required by law.

Section 6. The approved minutes shall become the official record of the meeting.

ARTICLE IX.

Newly Elected Township Committee Members

Section 1. Upon certification of election results, the Township Clerk shall begin sending newly elected Township Committee members the meeting agendas and supporting documentation.

Section 2. Upon certification of election results, newly elected Township Committee members shall be invited to attend Executive Sessions prior to swearing-in provided that the newly elected Township Committee Member agrees to be bound by confidentiality requirements.

ARTICLE X.

Code of Conduct.

Section 1. No member of the Township Committee, including the Mayor, can conduct business for, or on behalf of, the Township without express, specific approval of the Township Committee. This includes all correspondence, written or otherwise, negotiations, and the like.

Section 2. It is the responsibility of each Committee member to disclose to the Township Attorney any personal or private interest, directly or otherwise, in any question or measure proposed or pending before the Township Committee. The Township Attorney will determine whether a conflict of interest exists.

Section 3. A member of the Township Committee who has a conflict of interest on a particular matter shall neither vote on nor take part in discussion of same.

Section 4. A member of the Township Committee shall not use or disseminate confidential information acquired by or available to them for personal gain or for personal, non-Township business related reasons. Any member who is aware of a breach of confidentiality, is expected to bring forth that information to the appropriate officials in a timely manner.

ARTICLE XI.

Township Administrator.

Section 1. The Township Administrator shall be the Chief Administrative Officer of the Township, shall supervise all Departments, perform the duties of Township Administrator as specified in the Code of the Township and shall be responsible to the Township Committee for the proper and efficient administration of Township affairs. The Township Administrator shall prepare the annual budget

Section 2. The Township Administrator shall make reports to the Township Committee as requested. The municipal budget shall be prepared by the Township Administrator and presented to the Township Committee at a public meeting in January or such time as fixed by the State Division of Local Government Services.

Section 3. It is intended that the Township Committee shall act in all matters as a body. Members of the Township Committee shall not seek individually to influence the official acts of the Township Administrator or any other officer or to interfere in any way with the performance by such officers of their duties.

Attorney Cruz said that the proposed draft of the bylaws amendments is based on the discussion at the last Township Committee.

Whether or not to limit the first Hearing of Citizens to 30 minutes was discussed, and consensus was not to have a limit to the public comment period. Consensus was also to expand the individual time limit to 5 minutes per speaker.

Deputy Mayor Kelly said that the first Hearing of Citizens should not be limited to items on the agenda, and a request can be made for those seeking to comment on agenda items to approach the microphone first.

Committeeman Ritter said that the agenda can give whatever directions the Committee wants, but Attorney Cruz noted that the agenda should reflect the actual bylaws.

Committeewoman Swartz asked if residents looking to speak on ordinances on the agenda for introduction would be asked to wait until a public hearing at a subsequent meeting. Attorney Cruz explained that if an agenda item is not scheduled for a public hearing, a member of the public can address it during the Hearing of Citizens. At the meeting where there is a formal public hearing on an item, speakers on that item should address it during that period. Committeewoman Swartz said that she is in support of allowing speakers to speak for five minutes, and did not want to have the first Hearing of Citizens limited to agenda items. Deputy Mayor Kelly suggested changes to the draft to allow for speakers to address any topic.

The Township Clerk noted that the current draft also adds an optional Moment of Silent Reflection in the order of business for anytime that the mayor deems appropriate for a moment of silence to be held.

Deputy Mayor Kelly moved to adopt Resolution 2019-117. Committeewoman Ness seconded the motion.

Roll call: Committeewoman Ness, Aye; Committeewoman Swartz, Aye; Committeeman Ritter, Aye; Deputy Mayor Kelly, Aye; Mayor Selen, Aye.

Hearing of Citizens/Petitions

Mayor Selen opened the Hearing of Citizens.
Seeing no public comment, Mayor Selen closed the Hearing of Citizens.

Executive Session

**RESOLUTION 2019-P-07
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: In the Matter of the Township of Chatham for a Judgment of Compliance of its Third Round Housing Element and Fair Share Plan Docket No. MRS-L-1659-15
 - b. Collective Bargaining Agreements
 - c. Potential Litigation: Property Maintenance
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.

Committeewoman Swartz moved to adopt Resolution 2019-P-07 to enter Executive Session at 9:12 PM. Committeewoman Ness seconded the motion.

Roll call: Committeewoman Ness, Aye; Committeewoman Swartz, Aye; Committeeman Ritter, Aye; Deputy Mayor Kelly, Aye; Mayor Selen, Aye.

The Township Committee returned from Executive Session at 11:08 PM.

Committeewoman Ness moved to adjourn at 11:08 PM. Mayor Selen seconded the motion, which carried unanimously.

Gregory J. LaConte
Municipal Clerk