

**HAMPTON TOWNSHIP COMMITTEE
MINUTES
OCTOBER 8, 2013**

THE MINUTES HAVE NOT BEEN FORMALLY APPROVED AND ARE SUBJECT TO CHANGE OR MODIFICATION AT THE NEXT REGULARLY SCHEDULED MEETING.

FLAG SALUTE: Mayor P. Yetter led the Flag Salute at 7:00 PM

ROLL CALL: Present: Committeeman D. Coranoto, Committeeman T. Dooley, Committeeman K. Gourlay, Committeeman D. Hansen, and Mayor P. Yetter. **Also Present:** Township Administrator E. Klose and Township Attorney S. Roseman.

STATEMENT- Mayor Philip Yetter stated that the meeting was being held in compliance with the provisions of P. L. 1975, Ch. 231, Secs. 4 & 13 the Sunshine Law, adequate notice of the meeting has been published in the New Jersey Herald being the Sunday and Daily editions as to time, place, and date, and is posted in the usual location of posted notices in the municipal building.

CONSENT AGENDA – Mayor Philip Yetter stated that all items with an Asterisk (*) are considered routine and non-controversial by the Committee and will be approved by one motion. There will be no separate discussion of these items unless a citizen or Committee Member requests, in which case the item will be removed from the Consent Agenda and considered in its normal sequence on the Agenda.

- **Minutes** – September 24, 2013

- **Correspondence**
 1. Sussex County Water Quality Management Policy Advisory Committee – July 11, 2013 Minutes
 2. Hampton Township Board of Education – August 20, 2013 and August 28, 2013 Meeting Minutes
 3. Hampton Township Department of Public Works – Re: Bear Lane Drainage
 4. Carriage Mobile Homes, Inc. – Automatic Real Estate Tax Surcharge
 5. Hampton Township Board of Adjustment – October 3, 2013 Agenda; September 5, 2013 Minutes
 6. The New Jersey Planner – July/August 2013 Newsletter
 7. Hampton Township Planning Board – September 19, 2013 Agenda; August 15, 2013 Minutes
 8. Sussex County Planning Board – July 1, 2013 Minutes
 9. Hampton Township Fire & Rescue, Inc. – Current Department Roster
 10. Sussex County New Jersey – October Email Newsletter

APPROVAL OF THE CONSENT AGENDA

A **MOTION** was made by Committeeman T. Dooley and seconded by Committee D. Coranoto, with all members in favor, to approve the Consent Agenda as listed above.

REGULAR AGENDA

ORDINANCE

FINAL READING AND PUBLIC HEARING

A **MOTION** was made by Committeeman T. Dooley and seconded by Committeeman D. Hansen to adopt at final reading Township Ordinance 2013-07.

**ORDINANCE #2013-07 – AN ORDINANCE TO AMEND CHAPTER 68
ENTITLED “Licenses and Permits” OF THE REVISED GENERAL
ORDINANCES OF THE TOWNSHIP OF HAMPTON, COUNTY OF SUSSEX,
STATE OF NEW JERSEY**

PUBLIC HEARING

No public commentary or questions

PUBLIC HEARING CLOSED

ROLL CALL VOTE: Committeeman Daniel Coranoto, yes; Committeeman Timothy Dooley, yes; Committeeman Keith Gourlay, yes; Committeeman David Hansen, yes; and Mayor P. Yetter, yes; Motion Carried.

NEW BUSINESS

**KITTATINNY COUGAR ATHLETIC ASSOCIATION- OFF-PREMISE 50/50
DRAW RAFFLE #2013-1071**

A **MOTION** was made by Committeeman T. Dooley and seconded by Committeeman K. Gourlay, with all members in favor, to approve an Off-Premise 50/50 Draw Raffle, as referenced above.

**LETTER FROM BARBARA PFEIFER- COMPLAINT REGARDING LOCAL
BUSINESS**

The Township Committee reviewed a letter from Ms. Barbara Pfeifer regarding a complaint she filed against a local business located in Hampton Township. The Township Committee agreed by full consensus that the complaint detailed in Ms. Pfeifer's letter was a civil matter and did not fall under their jurisdiction.

**BID OPENING ON OCTOBER 3, 2013 RE: HAMPTON TOWNSHIP
FIREHOUSE PARKING LOT**

A **MOTION** was made by Committeeman K. Gourlay and seconded by Committeeman T. Dooley, with all members in favor, to reject a bid in the amount of \$50,320.00 from M. Sky Construction Corp. to make improvements to the Hampton Township Firehouse parking lot on Halsey Road and to re-bid the project in the spring of 2014.

**HAROLD E. PELLOW & ASSOCIATES, INC. – RE: DRAINAGE ISSUES AT 22
FOREST DRIVE, BLOCK 2704, LOT 2**

As a follow-up to a discussion at the Hampton Township Committee Meeting held on September 24, 2013, Township Engineer H. Pellow met with Township Administrator E. Klose, Township DPW Manager D. Bayles and the homeowner of Block 2704, Lot 2 to review remediation options for an existing drainage problem at the site.

Township Administrator E. Klose stated that Township Engineer H. Pellow was confident that the problem could be rectified with the implementation of certain remediation methods. The Township Committee reviewed Mr. Pellow's recommendations.

A **MOTION** was made by Committeeman D. Coranoto and seconded by Committeeman D. Hansen, with all members in favor, to authorize Township Engineer H. Pellow to prepare and easement, if one is available, to the purpose of improving the drainage on Block 2704, Lot 2 in Hampton Township. The Motion also authorizes Township

Engineer H. Pellow to contact Township Attorney S. Roseman to prepare a Deed, if necessary.

BEST PRACTICES INVENTORY WORKSHEET FY 2013- APPROVAL FOR SUBMISSION

The Township Committee reviewed Hampton Township's Best Practices Inventory Worksheet (BPIW), which was prepared by Township Administrator E. Klose and Township Chief Financial Officer J. Caruso. The document is a tool used by the State of New Jersey to determine the amount of State Aid each municipality will receive annually. Township Administrator E. Klose explained that Hampton Township will not experience a reduction in aid this year based on the scoring system used by the State to rate the BPIW's.

A MOTION was made by Committeeman T. Dooley and seconded by Committeeman K. Gourlay, with all members in favor, to authorize Township Clerk K. Armstrong to submit Hampton Township's Best Practices Inventory Worksheet to the New Jersey Department of Community Affairs, Division of Local Government Services, as recommended by Township Administration E. Klose and Township CFO J. Caruso.

HAMPTON TOWNSHIP EMERGENCY MANAGEMENT PLAN

In response to an inquiry from Mayor P. Yetter, Township Administrator E. Klose confirmed that Township Emergency Management Officer E. Hayes submitted Hampton Township Emergency Management Plan to the State of New Jersey, as required by law.

UPDATE REGARDING KITTATINNY REGIONAL HIGH SCHOOL (KRHS) RE: USE OF TOWNSHIP BALL FIELDS

Township Administrator E. Klose stated that she met with KRHS Athletic Director C. Carroll, Township Recreation Chairwoman S. Rude, and Township DPW Manager D. Bayles to discuss matters relating to field scheduling and field maintenance. Township Recreation Secretary V. Galizia was also in attendance to take minutes.

During the meeting, Mr. Carroll agreed to assist with field maintenance at the Hampton Township Ball Field. Mr. Carroll stated that KRHS would aerovate and seed the fields that the high school uses for practices and/or games. Township Administrator E. Klose reported the meeting was productive and all parties agreed to keep the lines of communication open to avoid misunderstandings in the future. A determination was made that all parties must complete a Facility Use Form in order to reserve fields at either the Municipal Complex or KRHS.

BOCCI BALL SETS

At their last meeting on September 24th, township officials discussed purchasing two Bocci Ball sets for the new Bocci Ball Court located at the Municipal Complex. Township Administrator E. Klose researched pricing and stated that the cost to purchase new Bocci Balls ranges from approximately \$30 to \$80 per set. Committeeman D. Coranoto stated that he would also like to purchase a storage case for both sets. A suggestion was made to use Recreation funds to purchase the equipment.

A MOTION was made by Committeeman D. Coranoto and seconded by Committeeman T. Dooley, with all members in favor, to purchase two Bocci Ball Sets and a companion storage unit.

HAMPTON TOWNSHIP FIRE AND RESCUE, INC (HTVFR)

Committeeman D. Hansen stated that HTVFR was awarded First Prize for the Best Tanker at the Sussex County Fireman's Parade for the fourth time in the past five years. HTVFR was also awarded First Place in the category of Medium Company Marching

Band. Committeeman D. Hansen stated that an enormous amount of man-hours went in to preparing the Tanker Truck for the competition.

Committeeman K. Gourlay praised the effort put forth by HTVFR members. A brief discussion followed amongst township officials regarding the use of social media by the members of HTVFR and the importance of being respectful.

DISCUSSION

Township Administrator E. Klose stated that the base structures, which will support the lighting poles for the Mike Biron Field of Dreams Project would be delivered to the Municipal Complex on October 10, 2013.

Committeeman K. Goulray asked whether any business owners had agreed to participate in the township's holiday banner display along Route 206. Township Administrator E. Klose stated that Committeeman D. Coranoto contacted several businesses in the area and several expressed an interest in purchasing a banner to compliment the banners that the municipality purchased last year. Martin Realty is considering placing holiday decorations within the Hampton Plaza area. Township Administrator E. Klose recommended that Mr. Martin purchase the same banners as the township to keep the overall esthetics of the commercial district cohesive. Another option would be for Mr. Martin to place wreaths in the plaza parking area instead of banners.

Committeeman D. Hansen noted that several light bulbs are out along the access road within the Hampton Plaza, including one by the intersection approaching the light to Route 206. He suggested sending the property owners a letter requesting that they maintain proper lighting for the safety of patrons and motorists.

Mayor P. Yetter proposed reducing the number of Township Committee Meetings from two per month to one in order to help reduce costs. The Mayor noted that the Township Committee currently meets on a monthly basis June through September. In addition, the November and December meetings are often limited due to the holidays and the New Jersey League of Municipalities Convention.

Committeeman K. Gourlay agreed that one Township Committee makes sense barring an urgent matter that might arise, in which case, an emergency meeting could be scheduled.

Township Administrator E. Klose stated that January, February and March are the only months that would require more frequent meetings due to reorganization and budget issues.

The Township Committee agreed by full consensus to consider the issue and discuss it again at the next Township Committee Meeting on October 29, 2013.

PUBLIC SESSION

Recreation Chairwoman S. Rude stated that the Hampton Township Recreation Committee recently held their 2nd Annual Car Show at the Township Municipal Complex, raising \$1,550. Chairwoman S. Rude stated that there is a general consensus among the members of the Recreation Committee to move Hampton Day from June to October. New activities could be included to celebrate the autumn months, such as, hayrides, pumpkin painting, and square dancing. The Car Show could also be included as one of the attractions.

Township officials agreed that late September or early October would be a nice time of year to hold a family oriented event for the residents. Mayor P. Yetter stated that residents would enjoy something new and different. Township Administrator E. Klose

suggested changing the name of the event from Hampton Day to something that better reflects the autumn season, such as Fall Fest or Harvest Fest.


Recreation Chairwoman S. Rude stated that she would discuss the matter at the next Recreation Committee Meeting and provide the Township Committee with additional details in the near future.

PUBLIC SESSION CLOSED

ADJOURNMENT

A **MOTION** was made by Committeeman T. Dooley and seconded by Committeeman D. Coranoto, with all members in favor, to adjourn the meeting at 7:31 PM.

Respectfully submitted by,


Kathleen Armstrong, RMC
Township Clerk