

**HAMPTON TOWNSHIP COMMITTEE  
MINUTES  
JANUARY 3, 2017  
REORGANIZATION  
AND REGULAR MEETING**

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

**FLAG SALUTE:** Mayor Philip Yetter led the Flag Salute at 7:02 P.M.

**ROLL CALL: Present:** Committeeman Keith Gourlay, Committeeman David Hansen, Committeeman Scott MacKenzie, Committeeman Timothy Dooley, and Committeeman Philip Yetter. **Also Present:** Administrator Eileen Klose and Township Attorney Frank McGovern.

**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.

**OATH OF OFFICE**

**SWEARING IN OF TOWNSHIP COMMITTEEMAN**

**SCOTT MACKENZIE- THREE-YEAR TERM**

Township Clerk K. Armstrong administered the Oath of Office to Committeeman S. MacKenzie for a 3-year term.

**APPOINTMENT OF MAYOR- ONE-YEAR TERM**

**A MOTION** was made by Committeeman D. Hansen and seconded by Committeeman K. Gourlay, with all members in favor, to appoint Committeeman P. Yetter as Hampton Township Mayor for a 1-year term.

**APPOINTMENT OF DEPUTY MAYOR- ONE YEAR TERM**

**A MOTION** was made by Committeeman K. Gourlay and seconded by Committeeman D. Hansen, with all members in favor, to appoint Committeeman T. Dooley as the Deputy Mayor for a 1-year term.

**APPOINTMENT OF ROAD DEPARTMENT LIAISON**

**A MOTION** was made by Committeeman D. Hansen and seconded by Committeeman T. Dooley, with all members in favor, to appoint Committeeman D. Hansen and Committeeman K. Gourlay as Township Road Department Liaisons.

**APPOINTMENT OF HAMPTON TOWNSHIP FIRE AND RESCUE, INC. LIAISON**

**A MOTION** was made by Mayor P. Yetter and seconded by Committeeman K. Gourlay, with all members in favor, to appoint Committeeman S. MacKenzie and Committeeman T. Dooley as Liaisons to the Hampton Township Fire and Rescue, Inc.

**APPOINTMENT TO SUSSEX COUNTY WATER QUALITY MANAGEMENT PLAN  
POLICY ADVISORY COMMITTEE (PAC)**

**A MOTION** was made by Committeeman T. Dooley and seconded by Committeeman S. McKenzie, with all members in favor, to appoint Committeeman K. Gourlay to represent

Hampton Township on the Sussex County Water Quality Management Plan Policy Advisory Committee and to appoint Committeeman D. Hansen as the Alternate Representative.

### **APPOINTMENT TO SUSSEX COUNTY SOLID WASTE ADVISORY COMMITTEE (SWAC)**

**A MOTION** was made by Committeeman T. Dooley and seconded by Mayor P. Yetter, with all members in favor, to appoint Township Recycling Coordinator K. Hansen to represent Hampton Township on the Sussex County Solid Waste Advisory Committee.

### **APPOINTMENTS TO PLANNING BOARD**

**A MOTION** was made by Committeeman T. Dooley and seconded by Committeeman S. MacKenzie, with all members in favor, to make the following appoints to the Township Planning Board.

1. Two Township Committee Members – Class I Member – Mayor Philip Yetter; and Class III - Committeeman Timothy Dooley - One-Year Term
2. Class Two Member – One Year Term – Mary Whitesell
3. Four Year Term – Class IV Member - Kenneth Roberts, Class IV – Four-Year Term

### **APPOINTMENTS TO THE ZONING BOARD OF ADJUSTMENT**

**A MOTION** was made by Committeeman K. Gourlay and seconded by Committeeman D. Hansen, with all members in favor, to make the following appointments to the Township Zoning Board of Adjustment.

1. Four Year Term – Arne Goytil
2. Four Year Term – Dennis Daniels
3. Four Year Term – Ron Ostrander

### **APPOINTMENTS TO BOARD OF HEALTH**

**A MOTION** was made by Committeeman T. Dooley and seconded by Committeeman S. MacKenzie, with all members in favor, to make the following appointments to the Township Board of Health.

1. Three Year Term – Peggy Bopp
2. Three Year Term – Donna Morris
3. Three Year Term – John Parks
4. One Year Term – Susan Rude – Alt #2

### **APPOINTMENTS TO RECREATION COMMITTEE**

**A MOTION** was made by Committeeman S. MacKenzie and seconded by Committeeman T. Dooley, with all members in favor, to make the following appoints to the Township Recreation Committee.

1. Five Year Term – Tim Duvelsdorf
2. Five Year Term – Oscar Fernandez

### **APPOINTMENTS TO RENT CONTROL BOARD**

**A MOTION** was made by Committeeman K. Gourlay and seconded by Committeeman S. MacKenzie, with all members in favor, to make the following appointments to the Township Rent Control Board.

1. Three Year Term – Dennis Daniels

2. Three Year Term - Barbara Horan
3. Three Year Term -- Peggy Bopp
4. Three Year Term - Timothy Dooley
5. Three Year Term - Scott MacKenzie

**APPOINTMENTS TO OPEN SPACE COMMITTEE**

**A MOTION** was made by Committeeman D. Hansen and seconded by Committeeman S. MacKenzie, with all members in favor, to make the following appointments to the Township Open Space Committee.

1. Township Committee Member - One Year Term – Philip Yetter
2. Planning Board Member – One Year Term – Arne Goytil
3. Planning Board Member – One Year Term – Member Needed
4. Zoning Board Member – One Year Term – Member Needed
5. Resident Appointment – Two Year Term – Glenn Schweizer

**REORGANIZATION CONSENT AGENDA** - Mayor P. 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.

**\* ONE-YEAR APPOINTMENTS**

1. Township Attorney – Frank McGovern of Roseman McGovern
2. Auditor – Ferraioli, Wielkotz, Cerullo, & Cuva
3. EMC Assistants – Vera Rumsey, George Chattaway
4. Veterinarian for Rabies Clinic – Dr. Theodore Spinks
5. Dog Pound – Newton Veterinary Hospital
6. Township Engineer – Harold E. Pellow & Associates
7. Deputy Clerk – Valerie Galizia
8. Deputy Administrator – Jessica Caruso
9. Registrar Kathleen Armstrong – Three Year Term
10. Tax Collector – Leah Hansen – Three-Year Term

**\* DESIGNATION OF OFFICIAL NEWSPAPERS** – Daily & Sunday New Jersey Herald

**\* TIME, DAY & PLACE OF MEETINGS** – Meetings will be held every month as indicated below. All meetings will begin at 7:00 PM at the Hampton Township Municipal Building. These meetings may include Executive Sessions or Workshops.

January 3, 2017 Reorganization	June 27, 2017
January 31, 2017	July 25, 2017
February 14, 2017	August 29, 2017
February 28, 2017	September 26, 2017
March 14, 2017	October 31, 2017
March 28, 2017	November 28, 2017
April 25, 2017	December 26, 2017
May 30, 2017	

Executive and/or Work Sessions may be held on any of the above dates.

**\* 2017 TEMPORARY BUDGET**

**APPROVAL OF THE REORGANIZATION CONSENT AGENDA**

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

**HAMPTON TOWNSHIP COMMITTEE  
REGULAR MEETING  
JANUARY 3, 2017**

**Present:** Committeeman Keith Gourlay, Committeeman David Hansen, Committeeman Scott MacKenzie, Committeeman Timothy Dooley, and Committeeman Philip Yetter. **Also Present:** Administrator Eileen Klose and Township Attorney Frank McGovern.

**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 P. 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.

**\* Correspondence**

1. The New Jersey Planner – November/December 2016 Newsletter

**APPROVAL OF THE CONSENT AGENDA**

**A MOTION** was made by Committeeman D. Hansen and seconded by Committeeman K. Gourlay, with all members in favor, to approve the Consent Agenda as listed above.

**ORDINANCES**

***INTRODUCTION AND FIRST READING***

**A MOTION** was made by Committeeman K. Gourlay and seconded by Committeeman S. MacKenzie to approve at first reading Ordinance #2017-01.

**HAMPTON TOWNSHIP ORDINANCE # 2017-01 - AN ORDINANCE FIXING THE  
COMPENSATION OF OFFICERS, OFFICIALS, AND CERTAIN EMPLOYEES OF  
THE TOWNSHIP OF HAMPTON, COUNTY OF SUSSEX  
AND STATE OF NEW JERSEY**

**ROLL CALL VOTE:** Committeeman Timothy Dooley, yes; Committeeman David Hansen, abstain; Committeeman Keith Gourlay, yes; Committeeman Scott MacKenzie, yes; and Mayor Philip Yetter, yes. Motion Carried.

**A MOTION** was made by Committeeman T. Dooley and seconded by Committeeman D. Hansen, to approve at first reading Ordinance #2017-02.

**HAMPTON TOWNSHIP ORDINANCE #2017-02- AN ORDINANCE TO EXCEED  
THE MUNICIPAL BUDGET APPROPRIATION LIMITS  
AND TO ESTABLISH A CAP BANK**

**ROLL CALL VOTE:** Committeeman Timothy Dooley, yes; Committeeman David Hansen, yes; Committeeman Keith Gourlay, yes; Committeeman Scott MacKenzie, yes; and Mayor Philip Yetter, yes. Motion Carried.

## **RESOLUTIONS**

**A MOTION** was made by Committeeman T. Dooley and seconded by Committeeman K. Goulray, with all members in favor, with the exception of Committeeman D. Hansen, who abstained, to adopt the Hampton Township 2017 Salary Resolution.

**A MOTION** was made by Committeeman D. Hansen and seconded by Committeeman K. Gourlay, with all members in favor, to adopt the following resolution.

### **HAMPTON TOWNSHIP RESOLUTION FOR TAX INTEREST 6% PENALTY CLAUSE**

**WHEREAS**, N.J.S.A. 54:4-67 permits the governing body of each municipality to fix the rate of interest to be charged for nonpayment of taxes or assessments subject to any abatement or discount for the payment of taxes as provided by law, and

**WHEREAS**, N.J.S.A. 54:4-67 has been amended to permit the fixing of said rate of 8% annum on the first \$1,500 of the delinquency and 18% per annum on any amount in excess of \$1,500 and allows an additional penalty of 6% be collected against a delinquency in excess of \$10,000 on properties that fail to pay the delinquency prior to the end of the calendar year;

**NOW, THEREFORE BE IT RESOLVED BY**, the Township Committee of the Township of Hampton of the following, effective January 1, 2017 - December 31, 2017.

- 1.** The Tax Collector is hereby authorized and directed to charge 8% per annum on the first \$1,500 of taxes becoming delinquent after due date and 18% per annum on any amount of taxes in excess of \$1,500 becoming delinquent after the due date and if a delinquency is in excess of \$10,000 and remains in arrears beyond December 31<sup>st</sup> of each year an additional penalty of 6% shall be charged against the delinquency.
- 2.** The ten(10) day grace period of quarterly tax payments will remain in effect for 2017.
- 3.** Any payments not made in accordance with paragraph two (2) of this resolution shall be charged interest from the due date as set forth in paragraph one (1) of this resolution.
- 4.** This resolution shall be published in its entirety once in the official newspaper of the Township of Hampton.

### **CERTIFICATION**

I hereby certify that the above Resolution was adopted by the Township Committee at their regular meeting held January 3, 2017 at the Hampton Township Municipal Building, Baleville, Sussex County, New Jersey.

Date: \_\_\_\_\_

\_\_\_\_\_  
Kathleen Armstrong, RMC  
Township Clerk

**A MOTION** was made by Committeeman D. Hansen and seconded by Committeeman K. Gourlay, with all members in favor, to adopt the following resolution.

**HAMPTON TOWNSHIP RESOLUTION GIVING AUTHORIZATION TO THE  
TAX COLLECTOR TO CANCEL ALL OVER AND UNDER TAX PAYMENTS  
OF \$5.00 OR LESS**

**WHEREAS**, the Tax Collector of the Township of Hampton has requested that the Township Committee of the Township of Hampton adopt a Resolution annually to cancel all under and overpayments of \$5.00 for taxes; and

**NOW, THEREFORE BE IT RESOLVED**, that the Township Committee of the Township of Hampton, does hereby resolve to grant the Hampton Township Tax Collector the authority to cancel all under and overpayments of \$5.00 or less for the year 2016.

**CERTIFICATION**

I hereby certify that the above resolution was adopted by the Township Committee at their regular meeting held January 3, 2017, the Hampton Township Municipal Building, Baleville, Sussex County, New Jersey.

Date \_\_\_\_\_

\_\_\_\_\_  
Kathleen Armstrong, RMC  
Township Clerk

**A MOTION** was made by Committeeman T. Dooley and seconded by Committeeman D. Hansen, with all members in favor, to adopt the following resolution.

**HAMPTON TOWNSHIP SERVICE CHARGE RESOLUTION**

**WHEREAS**, N.J.S.A. 40:5-18, permits a municipality to provide by Resolution for the imposition of a service charge to be added to any account owing to the municipality, if payment tendered when the account was paid by check or other written instrument which was returned for insufficient funds; and

**WHEREAS**, said statute does provide that if an account owing to a municipality is for tax or special assessment, the service charge authorized by the law shall be included on whatever list of delinquent accounts is prepared for the enforcement of the lien, and

**WHEREAS**, said law further provides that the service charge for a check or written instrument returned for insufficient funds shall be determined and set by resolution of the governing body from time to time as appropriate, but shall not exceed \$20.00 per check or written instrument and the service charge shall be collected in the same manner prescribed by law for the collection of the account for which the check or other written instrument was tendered; and

**WHEREAS**, said statute further provides that the governing body may require future payments to be rendered in cash or certified check.

**NOW THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Hampton, Sussex County, New Jersey, that pursuant to N.J.S.A. 40:5-18, that there shall be a service charge of \$20.00 per check or other written instrument on any account which was paid by a check or other written instrument which was returned for insufficient funds, which service charge shall be included on whatever list of delinquent accounts is prepared for enforcement of a lien.

**BE IT FURTHER RESOLVED**, that any service charge authorized by this Resolution shall be collected in the same manner prescribed by law for collection of the account for which the check or other written instrument was tendered and that future payments made by written instrument which was returned for insufficient funds shall be required to make all future payments in cash or certified cashiers check.

**CERTIFICATION**

I hereby certify that the above resolution was adopted by the Township Committee at their regular meeting held January 3, 2017, the Hampton Township Municipal Building, Baleville, Sussex County, New Jersey.

Date \_\_\_\_\_

\_\_\_\_\_  
Kathleen Armstrong, RMC  
Township Clerk

**A MOTION** was made by Committeeman D. Hansen and seconded by Committeeman T. Dooley, with all members in favor, to adopt the following resolution.

**HAMPTON TOWNSHIP RESOLUTION GIVING AUTHORIZATION TO THE TOWNSHIP TAX ASSESSOR AND TOWNSHIP ATTORNEY TO DEFEND THE TOWNSHIP AT THE SUSSEX COUNTY BOARD OF TAXATION COURT FOR FY 2016**

**BE IT RESOLVED** by the Township Committee of the Township of Hampton that the Municipal Tax Assessor and the Municipal Attorney be and they are hereby authorized to defend before the Sussex County Board of Taxation and Tax Court of the State of New Jersey all contested appeals and to initiate municipal appeals to correct the Township of Hampton tax list including but not limited to rollback complaints, added and omitted assessment complaints, and such other appeals as are necessary to correct the assessments for the Township of Hampton; and

**BE IT FURTHER RESOLVED** that the Municipal Assessor and Municipal Attorney be and are hereby designated as the agents of the Township of Hampton for the purpose of signing settlements of the foregoing matters by stipulation.

**CERTIFICATION**

I hereby certify that the above Resolution was adopted by the Township Committee at their regular meeting held January 3, 2017 , at the Hampton Township Municipal Building, Baleville, Sussex County, New Jersey.

Date: \_\_\_\_\_

\_\_\_\_\_  
Kathleen Armstrong  
Township Clerk

**A MOTION** was made by Committeeman K. Gourlay and seconded by Committeeman T. Dooley, with all members in favor, to adopt the following resolution.

**HAMPTON TOWNSHIP RESOLUTION APPOINTMENT OF PUBLIC AGENCY COMPLIANCE OFFICER AFFIRMATIVE ACTION**

**WHEREAS**, N.J.A.C. 17:27-1.1 provides that no public work contracts can be awarded nor any monies paid until the prospective contractor has agreed to contract performance which complies with an approved affirmative action program; and

**WHEREAS**, N.J.A.C. 17:27-3.5 provides that each public agency shall annually designate an officer or employee to serve as its public agency compliance officer;

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of Hampton, County of Sussex, State of New Jersey that Eileen Klose be appointed as the Public Agency Compliance Officer for a one-year term ending December 31, 2017.

**CERTIFICATION**

I hereby certify that the above Resolution was adopted by the Township Committee at their regular meeting held January 3, 2017 at the Hampton Township Municipal Building, Baleville, Sussex County, New Jersey.

Date: \_\_\_\_\_

\_\_\_\_\_  
Kathleen Armstrong, RMC  
Township Clerk

**A MOTION** was made by Committeeman T. Dooley and seconded by Committeeman D. Hansen, with all members in favor, to adopt the following resolution.

**HAMPTON TOWNSHIP RESOLUTION APPOINTING TOWNSHIP ADMINISTRATOR EILEEN KLOSE AS THE TOWNSHIP MUNICIPAL HOUSING LIAISON**

**WHEREAS**, the Governing Body of the Township of Hampton petitioned the Council on Affordable Housing (COAH) for substantive certification of its Housing Element and Fair Share Plan on December 22, 2008; and

**WHEREAS**, the Township of Hampton’s Fair Share Plan promotes an affordable housing program pursuant to the Fair Housing Act (N.J.S.A. 52:27D-301, et. seq.) and COAH’s Third Round Substantive Rules (N.J.A.C. 5:94-1, et. seq.); and

**WHEREAS**, pursuant to N.J.A.C. 5:94-7 and N.J.A.C. 5:80-26.1 et. seq., the Township of Hampton is required to appoint a Municipal Housing Liaison for the administration of Hampton Township’s affordable housing program to enforce the requirements of N.J.A.C. 5:94-7 and N.J.A.C. 5:80-26.1 et. seq.; and

**NOW THEREFORE BE IT RESOLVED**, by the Governing Body of the Township of Hampton, County of Sussex and the State of New Jersey that Township Administrator Eileen Klose is hereby appointed by the Governing Body of the Township of Hampton as the Municipal Housing Liaison for the administration of the affordable housing program.

**CERTIFICATION**

I hereby certify that the above resolution was adopted by the Township Committee at their regular meeting held January 3, 2017, the Hampton Township Municipal Building, Baleville, Sussex County, New Jersey.

Date \_\_\_\_\_

\_\_\_\_\_  
Kathleen Armstrong, RMC  
Township Clerk

**A MOTION** was made by Committeeman K. Gourlay and seconded by Committeeman T. Dooley, with all members in favor, to adopt the following resolution.

**HAMPTON TOWNSHIP RESOLUTION TO RE-AFFIRM BANKS AS DEPOSITORIES FOR 2017**

**BE IT RESOLVED** by the Township Committee of the Township of Hampton that the following policy is hereby reaffirmed pertaining to Township funds for calendar year 2017:



- 1) The Cash management and investment objectives for the Township of Hampton include preservation of capital, adequate safekeeping of assets, maintenance of liquidity to meet operating needs, diversification of the Township's portfolio to minimize risks associated with individual investments, and investment of assets in accordance with State and Federal laws and regulations.
- 2) The following banks are hereby authorized to be used as depositories for Township funds:

PNC Bank  
Chase Bank  
New Jersey Cash Management Fund  
Sussex Bank  
Lakeland Bank  
First Hope Bank  
TD Bank  
Valley National Bank  
Wells Fargo Bank

The above designated official depositories are required to submit to the Chief Financial Officer, a copy of the Governmental Unit Deposit Protection Act Notification of Eligibility, which is filed semi-annually with the Department of Banking each June 30<sup>th</sup> and December 31<sup>st</sup> every year. Effective September 30, 2012 the Chief Financial Officer can obtain a copy of the GUDPA on the website [www.state.nj.us/dobi/division\\_banking/depositories/gudpa.htm](http://www.state.nj.us/dobi/division_banking/depositories/gudpa.htm).

The above designated official depositories are required to submit to the Chief Financial Officer a copy of the institution's "Annual Report" each year.

- 3) All funds shall be deposited within 48 hours of receipt, in accordance with N.J.S.A. 40A:5-15.

The Chief Financial Officer shall minimize the possibility of idle cash accumulating in accounts by assuring that the amounts in excess of negotiated compensating balances are kept in interest bearing accounts or promptly swept into the investment portfolio.

The method of calculating banking fees and compensating balances shall be reviewed on a monthly basis.

Investment decisions shall be guided by the cash flow projections prepared by the Chief Financial Officer.

- 4) Permissible investments for the Township of Hampton shall include a) Bonds or other obligations of the United States of America or obligations guaranteed by the United States of America; b) government money market mutual funds; c) any Federal agency of instrumentality obligation authorized by Congress that matures within 397 days from the date of purchase and has a fixed rate of interest not dependent on any index or external factors; d) Bonds or other obligation of the local unit or school districts of which the local unit is part; e) any other obligations with maturities not exceeding 397 days, as permitted by the Division of Investments; f) local government investment pools; g) New Jersey State Cash Management Fund; and h) repurchase agreements of fully collateralized securities.
- 5) The Chief Financial Officer is authorized and directed to make investments on behalf of the Township of Committee. All investment decisions shall be consistent with this plan and all appropriate regulatory constraints.
- 6) Securities purchased on behalf of the Township of Hampton shall be delivered electronically or physically to the Township's custodial bank, which shall maintain custodial and/or safekeeping accounts for such securities on behalf of the Township.
- 7) The Chief Financial Officer shall report to the Township Committee all purchases of investments in accordance with N.J.S.A. 40A:5-15.2.

- 8) The Cash Management Plan shall be subject to annual audit conducted pursuant to N.J.S.A. 40A:5-14.
- 9) The Chief Financial Officer shall escheat to the State of New Jersey checks which remain outstanding for twelve or more months after the date of issuance.

**CERTIFICATION**

I hereby certify that the above Resolution was adopted by the Township Committee at their regular meeting held January 3, 2017 at the Hampton Township Municipal Building, Baleville, Sussex County, New Jersey.

Date: \_\_\_\_\_

\_\_\_\_\_  
Kathleen Armstrong, RMC  
Township Clerk

**A MOTION** was made by Committeeman D. Hansen and seconded by Committeeman K. Gourlay, with all members in favor, to adopt the following resolution.

**HAMPTON TOWNSHIP RESOLUTION AUTHORIZING THE AWARD OF A  
NON-FAIR AND OPEN CONTRACTS FOR PROFESSIONAL SERVICES**

**WHEREAS**, the Township of Hampton has a need to acquire Professional and Extraordinary Unspecifiable Services for the Municipality as non-fair and open contracts pursuant to the provisions of N.J.S.A. 40A:11-2 (6) and N.J.S.A. 40A:11-2 (7); and

**WHEREAS**, the anticipated term of these contracts is 1 year(s) ; and

**NOW THEREFORE, BE IT RESOLVED** that the Township Committee of the Township of Hampton authorizes Agreements with the following Professional Agencies for FY 2017:

Awarded to: Frank McGovern, Esq. Law Firm of Mc Govern & Roseman  
Newton, N. J.

Services: Township Attorney  
Duration: Calendar Year 2017  
Amount: Varies based on services per fee schedule

Awarded to: Thomas Ferry, of the Accounting and Auditing Firm Ferraioli, Wielkotz, Cerullo,  
& Cuva of Newton, N.J.

Services: Township Auditor  
Duration: Calendar Year 2017  
Amount: \$29,500.00 with additional services at an hourly rate in accordance with the executed agreement.

Awarded to: Harold E. Pellow & Assoc.

Services: Township Engineer  
Duration: Calendar Year 2017  
Amount: Varies based on services per fee schedule

Awarded to: Judge James Devine

Services: Municipal Court Judge  
Duration: Calendar Year 2017  
Amount: Resolution Adopted by the Joint Municipal Court

Awarded to: Anthony Arbore, N.J.

Services: Township Prosecutor  
Duration: Calendar Year 2017  
Amount: Adopted by Resolution by the Joint Municipal Court

Awarded to: Daniel Colfax

Services: Public Defender  
Duration: Calendar Year 2017  
Amount: Adopted by Resolution by the Joint Municipal Court

Awarded to: Newton Veterinary Hospital  
Services: Dog Pound  
Duration: Calendar Year 2017  
Amount: Varies based on services per fee schedule

Awarded to: Animal Hospital of Sussex County, Dr. T. Spinks  
Services: Rabies Clinic  
Duration: Calendar Year 2017  
Amount: Varies based on services per fee schedule

Awarded to: Fairclough Fuel  
Services: Propane Fuel  
Duration: Calendar Year 2017  
Fees: Varies based on services per fee schedule

Awarded to: Bollinger, Inc.  
Services: Insurance Representation  
Duration: Calendar Year 2017  
Fees: Varies based on services per fee schedule

Awarded to : Morris County Cooperative  
Services: Salt and Sand  
Duration: Calendar Year 2017  
Fee: Varies based on services per fee schedule

Awarded to: Statewide Insurance Fund  
Services: Insurance Coverage  
Duration: Calendar Year 2017

**BE IT FURTHER RESOLVED** that the Township Clerk has published the Award of Contracts in the Legal Notice Section of the New Jersey Herald.

#### **CERTIFICATION**

I hereby certify that the above Resolution was adopted by the Township Committee at their regular meeting held January 3, 2017, at the Hampton Township Municipal Building, Baleville, Sussex County, New Jersey.

Date: \_\_\_\_\_

\_\_\_\_\_  
Kathleen Armstrong, RMC  
Township Clerk

**A MOTION** was made by Committeeman T. Dooley and seconded by Committeeman S. MacKenzie, with all members in favor, to adopt the following resolution.

#### **HAMPTON TOWNSHIP RESOLUTION TO ESTABLISH FEES FOR THE HAMPTON TOWNSHIP MUNICIPAL OFFICE**

**NOW, THEREFORE, BE IT RESOLVED, THAT** all fees collected by the Township of Hampton are as prescribed by Township Ordinance or New Jersey State Statue with the exception of the following:

### **CLERK'S OFFICE FEES**

- Raffle License: \$10.00 each (additional State fees will be applied per N.J.S.A.)
- Vital Statistic Records: \$5.00 per copy
- Marriage License: \$28.00
- Street and Zoning Maps: \$7.00

### **TAX OFFICE FEES**

- Duplicate Tax Bill (Financial Institutions only): \$5.00
- Return Check: \$20.00
- Certificate of Taxes Paid: \$10.00
- Certified List of Property Owners within 200 ft: \$10.00
- Tax Search: \$10.00 --- Extended Tax Search: \$2.00

### **CERTIFICATION**

I hereby certify that the above Resolution was adopted by the Township Committee at their regular meeting held January 3, 2017, at the Hampton Township Municipal Building, Baleville, Sussex County, New Jersey.

Date: \_\_\_\_\_

\_\_\_\_\_  
Kathleen Armstrong, RMC  
Township Clerk

### **HAMPTON TOWNSHIP RESOLUTION TO AMEND THE FUNDING APPROPRIATION OF THE SHARED SERVICE AGREEMENT BETWEEN THE TOWNSHIP OF SANDYSTON AND THE TOWNSHIP OF HAMPTON**

**A MOTION** was made by Committeeman T. Dooley and seconded by Committeeman S. MacKenzie, with all members in favor, to adopt the resolution referenced above.

### **PROCLAMATION**

**A MOTION** was made by Committeeman T. Dooley and seconded by Committeeman S. MacKenzie, with all members in favor, to adopt the following proclamation.

### **HAMPTON TOWNSHIP PROCLAMATION DECLARING THE MONTH OF JANUARY 2017 RADON ACTION MONTH**

**WHEREAS**, radon is a naturally occurring radioactive gas that is the second leading cause of lung cancer, causing as many as 500 lung cancer deaths annually in New Jersey; and

**WHEREAS**, elevated radon levels are found in many homes and pose a serious health threat to families residing in these homes; and

**WHEREAS**, any home may have high levels of radon -- even if neighboring homes do not; and

**WHEREAS**, radon testing is easy and inexpensive -- and elevated levels of radon can be effectively reduced at the cost of a typical home repair; and

**WHEREAS**, a significant number of homes in Hampton Township have elevated levels of radon;

**WHEREAS**, by mitigating homes with radon concentrations at or above 4 pCi/L in New Jersey, 140-250 lives are saved annually.

**NOW, THEREFORE**, the Township Committee of the Township of Hampton, does hereby proclaim the Month of January 2017, as

### **RADON ACTION MONTH**

in the Township of Hampton and call upon all residents who have not yet tested to test their homes for radon and to reduce radon levels if elevated levels are found, to protect their families from the serious health risk of radon.

### **CERTIFICATION**

I hereby certify that the above Proclamation was adopted by the Township Committee at their regular meeting held January 3, 2017 at the Hampton Township Municipal Building, Baleville, Sussex County, New Jersey.

Date \_\_\_\_\_

\_\_\_\_\_  
Kathleen Armstrong, RMC  
Township Clerk

### **NEW BUSINESS**

#### **CARRIAGE MOBILE HOMES, INC. - REQUEST FOR A RE-EVALUATION OF STAND FEES TO EQUATE TO THE NUMBER OF OCCUPIED UNITS EACH YEAR**

The Township Committee reviewed a letter from Carriage Mobile Homes, Inc. requesting a revaluation of their pad fees to reflect the number of occupied pads. Pad fees are currently based on the number of pads, as stated in the Hampton Township Code. Carriage Acres had thirteen vacant pads as of December 20, 2016.

Township Administrator E. Klose stated that monitoring pad occupation status could be difficult. She suggested forwarding the matter to either the Township Rent Control Board or the Planning Board.

The Township Committee asked Township Administrator to research how pads fees are calculated for other mobile home parks in the county.

#### **ATTORNEY ROBERT T. MORGENSTERN – RE: A REQUEST FOR AN EXTENSION IN THE MATTER OF THE PETITION OF HAMPTON TOWNSHIP, COUNTY OF SUSSEX DOCKET NUMBER: SSX-L-455-15 PETITION FOR COURT APPROVAL OF THE AMENDMENT TO THE HOUSING ELEMENT AND FAIR SHARE PLAN**

Township Administrator E. Klose stated that Planning Board Attorney R. Morgenstern requested an extension in the matter of *Petition of Hampton Township, County of Sussex Docket Number: SSX-L-455-15 Petition for Court Approval of the Amendment of the Housing Element and Fair Share Plan*. The Court granted an extension to February 28, 2017.

**TOWNSHIP DEPARTMENT OF PUBLIC WORKS PROMOTION RE: JOHN COLIN MERRILL TO TRUCK DRIVER**

**A MOTION** was made by Committeeman D. Hansen and seconded by Mayor P. Yetter, with all members in favor, to promote Township DPW Employee Colin Merrill to the position of Truck Driver.

**PROMOTE TOWNSHIP CFO JESSICA CARUSO TO CFO/DEPUTY ADMINISTRATOR**

**A MOTION** was made by Committeeman T. Dooley and seconded by Committeeman S. MacKenzie, with all members in favor, to promote Township CFO J. Caruso to CFO/Deputy Administrator.

**DISCUSSION**

Township Administrator E. Klose stated that the new DPW Dump Truck was delivered to the Township DPW Garage on December 30, 2016. She added that the vehicle is of high quality.

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Township Committeeman D. Hansen stated that all the parts for the new generator have been delivered to the Township Municipal Complex and the installation will take place in the spring.

**PUBLIC SESSION**

No comments

**PUBLIC SESSION CLOSED**

**EXECUTIVE SESSION**

**A MOTION** was made by Committeeman D. Hansen and seconded by Committeeman S. MacKenzie, with all members in favor, to adopt the following resolution.

**HAMPTON TOWNSHIP COMMITTEE  
RESOLUTION FOR EXECUTIVE SESSION**

**BE IT RESOLVED BY THE HAMPTON TOWNSHIP COMMITTEE** to go into Executive Session pursuant to the following exception of the Open Public Meetings Act: N.J.S.A. 10:14-12 for the purpose of discussing pending litigation at 7:23 P.M. The matters discussed in Executive Session may be made public at the appropriate time. I hereby certify that the Hampton Township Committee at its meeting on December 27, 2016 adopted the foregoing Resolution.

Date \_\_\_\_\_

\_\_\_\_\_  
Kathleen Armstrong, RMC  
Township Clerk

**A MOTION** was made by Committeeman D. Hansen and seconded by Committeeman T. Dooley, with all members in favor, to go back into Regular Session at 7:29 P.M.

**A MOTION** was made by Committeeman T. Dooley and seconded by Committeeman S. MacKenzie, with all members in favor, to revise the settlement offer in the DiPetrillo vs. Hampton Township Case, as recommended by Township Attorney F. McGovern.

**ADJOURNMENT**

**A MOTION** was made by Committeeman D. Hansen and seconded by Committeeman T. Dooley, with all members in favor, to adjourn the meeting at 7:30 P.M.

Respectfully submitted,

Kathleen Armstrong, RMC  
Township Clerk