

**TOWNSHIP OF BLAIRSTOWN  
TOWNSHIP COMMITTEE  
Special WORKSHOP MEETING  
Friday, December 1, 2017, 10:00AM**

**MINUTES**

Regular meeting begins at 10:30AM or immediately following Closed Session, whichever comes last.

**OPENING: ROLL CALL**

The meeting was called to order by Mayor Shoemaker 10:00AM. Those present were Mr. Avery, Mrs. Dalton, Mr. Lance, Mrs. Van Valkenburg and Mayor Shoemaker. Also present were Municipal Clerk Leidner, Christine Rolef, CFO, Eric Usinowicz, Acting Director of Public Works and Debra Waldron.

The **FLAG SALUTE** was conducted.

**SUNSHINE STATEMENT**

Mayor Shoemaker read the following statement: Notice of this meeting has been sent to two newspapers of general circulation in which notice was given of the date, time, place and general agenda in accordance with the Open Public Meetings Act.

**RESOLUTION 2017 - 126 AUTHORIZING AN EXECUTIVE SESSION FOR THE PURPOSE OF CONTRACT NEGOTIATION**

Motion was made by Mr. Avery and was seconded by Mayor Shoemaker.

Roll Call Vote: AYE – Avery, Dalton, Lance, Van Valkenburg, Shoemaker.

All ayes: Motion carried.

Executive Session began at 10:04am.

Mr. Lance made a motion to re-open the Regular Meeting at 10:45am. The Motion was seconded by Mrs. Dalton.

Roll Call Vote: AYE – Avery, Dalton, Lance, Van Valkenburg, Shoemaker.

All ayes: Motion carried.

Mayor Shoemaker explained contract negotiations were discussed in Executive Session, no action will be taken at this time.

**NEW BUSINESS**

**Budget – Discussion 2018 Recommendations**

Christine Rolef, CFO distributed a copy of the list of projects and costs that were discussed in October of 2016 to the Township Committee. There were two additional sheets that she gave that she gave the Township Committee to be discussed in preparation for the 2018 Budget Season. Mrs. Rolef explained to the Committee that she would like to go over the requests that the Police and DPW have made for 2018 and get feedback from them as to which ones are feasible and which ones the DPW and Police shouldn't even begin to pursue.

Mrs. Rolef began with discussing Capital Items with spending sources. These were items from 2017 that Mrs. Rolef gave the Committee status reports on:

**Ordinance 2014 -05– Various Improvements to Roads** - \$36,590.56 left in this Capital Ordinance. Right now this is dedicated to the S curve on Belcher Road. This is needed for the drainage work and embankment.

Discussion was held on how to make this road condition safer during the winter.

The choice was made to cancel the balance of Capital Ordinance No. 2014-05 at the December meeting.

\$20,000.00 will go back to the General Capital Reserve for Road Improvements.

Unfunded Bond Ordinance will be done in 2018.

**Ordinance 2017-01** – Acquisition of Various Equipment – There is an unspent balance of \$48,000.00 which is an SUV that will most likely be ordered in February. Initially we funded for 2 but decided to get one in 2017 and then one in 2018.

The \$50,000.00 DPW Pick-up Truck is also going to be ordered in February. There was discussion about cancelling this but the Ranger is going to last much longer and needs to be replaced.

The CFO is requesting to cancel the following items from this Ordinance because these items were specific:

The plow, the spreader and back hoe came in at a much lower cost, instead of keeping the funds there we need to cancel the remaining \$33,014.86.00.

**Two items were raised in the Current Fund Budget in 2017:**

One was \$65,000.00 for the Mason Dump Truck – Acting DPW Director Eric Usinowicz has decided that this item is not needed at this time. The CFO would like to move that money into Reserve for Capital for future DPW equipment for the purchase of another single axle dump truck in the future.

At the end of 2017 the Open Capital is going to be the \$98,000.00 which is going to be the purchase of the DPW utility dump truck and the purchase of the Police SUV. There will still be \$30,000.00 on the books is the Ordinance from 2009 for the removal of the underground storage tank at Walnut Valley.

Mrs. Rolef moved on to the discussion of the 2018 wish list.

The four main roads that were identified were:  
Mohican, Belcher, Stoney Brook and Wishing Well.

The Township received 2018 State Aid for **Mohican Road** but did not receive enough to pave the entire road. The Township Engineer was going to make a request to the State that the scope of the project be changed. Once we know if the Township can change the scope of the project then the Committee can have Mr. Usinowicz and Mr. Rodman can determine how much the remainder of the road would cost.

**Belcher Road** – Mrs. Rolef explained that an application for 2019 State Aid has been submitted and we will know in late spring if it has been accepted. Once we know how much, if any State Aid is received then the Township can determine how much would be needed for the remainder of the project.

Mrs. Rolef went on to explain that **Stoney Brook** and **Wishing Well** have been on the wish list for a while. Four years ago the estimated cost to repair Stoney Brook was \$160,000.00. Mrs. Rolef explained that the \$160,000.00 doesn't warrant the traffic. This is a dead end road. The Wishing Well Road estimate to repair is about \$200,000.00 and again this is not a highly traveled road.

**Heller Hill** has been on the list and the Township is not going to just pave the road without repairing the stone wall. Mr. Lance recommended that the Township put an Application for 2020 State Aid for the overlay of the road.

Mrs. Rolef summarized the discussion say, for 2018 Budget purposes we will talk to Mr. Rodman to see where we stand with the changing of the scope of work on Mohican Road and Mr. Usinowicz will come up with estimates to complete the remainder of the road.

Mrs. Rolef continued the discussion with other projects that have been discussed in the past:

**Jones Farm** – Mrs. Rolef explained that a lot of Township equipment is stored at this location and offered that the Committee may want to consider putting a shed or pole barn on the DPW building property and moving the equipment to that location. This would help with securing the equipment and making it more easily accessible to the DPW crew. Mr. Usinowicz went on to explain that possibly putting a building up behind the lean to at the DPW building location would be a good spot. Mr. Usinowicz will get a price and come back to the Committee in January.

Mrs. Rolef also recommended to the Township Committee that the lighting in the DPW needs to be addressed. The workspace is very dim. The Township Committee was in agreement that this needs to be taken care of immediately. Mrs. Van Valkenburg also noted that a generator is needed at the DPW. Mrs. Rolef explained that when the generator project for the municipal building is done, the generator from the municipal building will be moved to the DPW.

The next item for consideration is the salt shed. Mr. Usinowicz explained that the pillars were repaired. The back of the building is pushing. This something that is going to need to be replaced if not this year but in the near future.

Another item to consider for the 2018 budget is a phone system for the municipal building, Mrs. Rolef will have an estimate for the Committee in January.

Mr. Avery also recommended placing a fire alarm system in the DPW with a monitoring system.

Mrs. Rolef noted that the only vehicle that has not been budgeted for, the Township has a single axle truck and the body is rotten. But the truck is still good. Mr. Usinowicz is proposing a hook and go system. Mr. Usinowicz explained that it similar to a dumpster roll off. There is a big hook and you get different attachments for it. A dumpster, a V box salt spreader and many other different

attachments are available. Mr. Usinowicz explained that this is a way to save money in the future. By doing this it would alleviate the need to purchase a new truck when the current truck is still good. The truck frame would need to be stretched out to make the system work better which would cost about \$5000.00. To install the hook and go with one container the cost would be about \$25,000.00. Mr. Usinowicz also explained that the system could be moved to a different truck in the future. This system could be used as a flatbed as well. The container can be used to haul supplies to a work site and then it could be used for clean up and be taken to the dump. Mr. Usinowicz will get firmer prices for January.

The next item that was discussed was the Government Surplus program. The DPW is looking for a lift. There is the possibility of obtaining the lift for free, the Township would have to pay for shipping. If the item is close enough there is the possibility of picking it up. The products for this program are available by searching online, the issue is the items go quickly. A system would have to be out into place as to how the Township professionals can have permission to obtain these items without having to take the time to poll the governing Body, which by the time that is done the item would possibly be gone. Parameters for shipping costs or items would be needed. It was determined that the DPW Acting Director or the Police Captain will reach out to their appropriate liaison when they are considering an item. If possible the liaison could view the item with them. Mayor Shoemaker offered that a \$3000.00 line item should be placed in the 2018 Budget to know that it is there. If it goes past that amount the professional will have to contact their liaison.

Mrs. Rolef noted that on last year's list there was the Alco Test Machine that is State mandated. The State has not mandated a model as yet. Eventually ours will be obsolete. The Township is holding out as long as it can but once the state mandates a model the Township will have to comply.

The items above have all been capital budget items.

Mrs. Rolef explained that as far as the main 2018 budget is concerned the subject of hiring 2 new Police Officers has been out there. This is an item that needs to be thought about, this is not something that can be done once the budget is set. This is not for going 24 hours this is just the possibility of expanding the hours by hiring additional officers. The police officers have 600 hours of State mandated training that they must complete. With the officers needing to be in training that creates an overtime cost of about \$50,000.00. The total overtime so far this year is \$120,000.00. The Captain also spoke about the possibility of a Special Officer or possibly two.

### **Township Committee Liaison Appointments – Discussion**

The Township Committee discussed what positions that would like to hold on Subcommittees and as Liaisons to Township Departments, Boards and Committee in 2018. These positions will be officially acted on in 2018. The Committee also briefly discussed vacancies and expiring terms on the Land Use Board. The appointments will be made in January.

### **Meeting Calendar 2018**

The Municipal Clerk presented the Township Committee with a copy of the preliminary 2018 Meeting dates. The Committee reviewed the dates and agreed that they would be correct. This will be officially acted on at the Reorganization Meeting.

**Reorganization Meeting Date**

The Township Committee discussed the date for the 2018 Reorganization Meeting and it was unanimously decided to have it on January 1, 2018 at Noon. The Municipal Clerk was instructed to poll the surrounding municipalities to see what date and time their Reorganization Meetings were being held as to not have a time conflict for Officials that may want to attend the meetings.

A brief discussion was held regarding Land Use Board vacancies and appointments for 2018. Mrs. Waldron noted that Alternate #3, Anthony Iurato's term is up on December 31 and asked that the Township Committee not reappoint him to the seat due to him not attending 3 Land Use Board Meetings and not consulting with the Land Use Board Secretary to listen to the meeting tapes. The Township Committee agreed that he should not be reappointed for another term on the Land Use Board due to missing 3 meetings and a letter will be sent to Mr. Iurato advising him that he will not be reappointed to the Land Use Board. This will create another vacancy on the Board.

There was a brief discussion about Township Professional's for 2018. No action was taken.

**FROM THE PUBLIC**

No comments.

**ADJOURNMENT**

Mrs. Dalton made a motion to adjourn the meeting, which was seconded by Mr. Avery. All members voted in favor. The meeting was adjourned at 12:30pm.

Submitted by:

Linda Leidner, RMC  
Municipal Clerk