

BOROUGH OF HAMPTON

REGULAR MEETING

April 18, 2022

Mayor Shaner called the Regular Meeting of the Hampton Borough Council to order at 7:30p.m. Mayor Shaner gave the Open Public Meetings Act Statement. The notice of this meeting was advertised in the Hunterdon Democrat on March 17, 2022. The notice was posted on the public bulletin board and is on file in the Office of the Municipal Clerk.

Roll Call:	Present:	Mayor Shaner	Rob Celentano
		John Drummond	Doug Rega
		Carroll Swenson	Jeff Tampier
		Rob Wotanowski	

The following people were also present: Alan Brower, CPWM, Kathy Olson, CFO, Matt Lyons, Attorney

Motion by Cm. Swenson, second by Cm. Drummond to approve the Minutes of the following meetings of the Borough Council.

Minutes of the March 7, 2022 Regular Meeting and Budget Workshop Meeting March 16, 2022.

Voice vote: All ayes, motion carried.

Comments and Questions from the Public:

Fire Chief Rick Allen reported that Hose Testing will be done on Friday April 22 and in Glen Gardner April 29. Chief Allen mentioned the cost of hose and how worn the hoses are getting each year.

Communications:

JCP&L – Amy Overman was not available to attend this meeting due to impending weather conditions.

Invitation to Picnic celebrating Bob Gibson and his return to Normandy, France Sat, May 28, 2022 11am-3pm at Hampton Park

Penny Tampier from South Branch Emergency Services and the Ladies Auxiliary gave a history as to why this celebration is taking place and wanted to be sure that the Council Members knew they are invited, and no donations were expected from them. Penny asked Mayor Shaner to speak at the celebration and let him know that he would be the first to speak since this is his hometown. There will be several prominent guest speakers that will follow.

Councilman Tampier asked if we could do a Proclamation for the event. Borough Clerk Leidner will create one.

Letter from State of NJ Department of Community Affairs re: the Low-Income Household Water Assistance Program (LIHWAP) Vendor Agreement

Borough Clerk Leidner explained that letters were sent to residents with delinquent account for the period between March 2020 through March 15, 2022 advising them of their payment options, one being the LIHWAP State run program.

Minutes: April 18, 2022

Motion by Cm. Celentano, second by Cm. Wotanowski to approve the following Resolution:

RESOLUTION NO. 37-2022 – AUTHORIZING THE MAYOR TO EXECUTE THE NEW JERSEY STATE, DEPARTMENT OF COMMUNITY AFFAIRS, LOW INCOME HOUSEHOLD WATER ASSISTANCE PROGRAM (LIHWAP) VENDOR AGREEMENT

RESOLUTION NO. 37-2022

Whereas, the moratorium on utility terminations expired on March 15, 2022; and

Whereas, the State of New Jersey has opened the Low-Income Household Water Assistance Program (LIHWAP) to assist families who have fallen behind in their water bills; and

Whereas, the Vendor Agreement will allow LIHWAP to pay arrears for Hampton Borough Water Customers who have fallen behind on their water bills up to \$1500.00; and

BE IT RESOLVED by the Council of the Borough of Hampton that the Mayor and Municipal Clerk are hereby authorized to execute the Data Sharing Agreement between the State of New Jersey, department of Community Affairs and Hampton Borough Water Department.

BE IT FURTHER RESOLVED that this Resolution shall become effective upon the approval of the Council of the Borough of Hampton.

Roll call vote: Celentano, Drummond, Rega, Swenson, Tampier, Wotanowski
All ayes: Motion carried.

The following reports were noted as received, no comments, questions or discussions.

Police Chief February Crossing Guard Report

Tax Collector February Tax Levy Analysis

Court Report March 2022

Zoning Officer 1st Quarter Report

Unfinished Business:

Parking Ordinance- This Ordinance is still being created.

School Study – Nothing new to report.

Lumberyard – DPW Director Alan Brower reported that as of Thursday 700 tons of contaminated soil was removed. 75/150 tons of clean fill was brought in and the DPW is working on backfilling.

Reports of Committees:

Cm. Swenson –

Inquired about the status of the building for Well #5 with the cracks. Mr. Brower is still waiting for response from the company.

CFO, Kathy Olsen reported that she heard from Eleni from Suburban consultants and we are approved for the grant for the galvanized pipe replacement.

Minutes: April 18, 2022

Cm. Celentano, Cm. Drummond, Cm. Rega, Cm. Tampier, Cm. Wotanowski had nothing to report.

MUNICIPAL CLERK'S REPORT:

Borough Clerk Leidner reminded everyone to file their Financial Disclosure Statements, the deadline for filing is April 30, 2022.

NEW BUSINESS:

Motion by Cm. Drummond, second by Cm. Rega to approve the following Ordinance on First Reading and to set Public Hearing for May 16, 2022.

ORDINANCE NO. 02-2022

CALENDAR YEAR 2022

ORDINANCE TO EXCEED THE BUDGET APPROPRIATIONS LIMITS AND ESTABLISH A
CAP BANK (N.J.S.A. 40A:4-45.14)

WHEREAS, the Local Government Cap Law, N.J.S. 40A:4-45.1 et.seq., provides that in the preparation of its annual budget, a municipality shall limit any increase in said final budget appropriations to 2.5% unless authorized by ordinance to increase it to 3.5% over the previous year's final appropriations; and,

WHEREAS, a municipality may, by ordinance, bank the difference between its final budget appropriations and the 3.5% increase authorized by this ordinance when said difference is not appropriated as part of the final budget; and,

WHEREAS, the Borough Council of the Borough of Hampton, County of Hunterdon, hereby determines that this difference in the amount of \$9,626.06 that is not appropriated as part of the final budget shall be retained as an exception to the final appropriations in either of the next two succeeding years.

NOW THEREFORE BE IT ORDAINED, that any amount authorized herein above that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years; and,

BE IT FURTHER ORDAINED, that a certified copy of this ordinance as introduced be filed with the Director of the Division of Local Government Services within 5 days of introduction; and

BE IT FURTHER ORDAINED, that a certified copy of this ordinance upon adoption, with the recorded vote included thereon, be filed with said Director within 5 days after such adoption.

Roll call vote: Celentano, Drummond, Rega, Swenson, Tampier, Wotanowski

All ayes: Motion carried.

2022 BUDGET INTRODUCTION:

Motion by Cm. Drummond, second by Cm. Wotanowski to **Introduce the 2022 Municipal Budget by Title** and to set the Public Hearing date for April 16, 2022.

Roll call vote: Celentano, Drummond, Rega, Swenson, Tampier

All ayes: Motion carried.

Motion by Cm. Drummond, second by Cm. Wotanowski to approve the following Ordinance on First Reading and to set Public Hearing for May 16, 2022.

ORDINANCE 03-2022
AN ORDINANCE FIXING THE POSITION TITLES AND SALARY RANGES OF CERTAIN
OFFICERS AND EMPLOYEES IN THE BOROUGH OF HAMPTON
IN THE COUNTY OF HUNTERDON AND FOR THE WATER UTILITY IN THE BOROUGH OF
HAMPTON IN THE COUNTY OF HUNTERDON

BE IT ORDAINED by the Mayor and Council of the Borough of Hampton in the County of Hunterdon and State of New Jersey as follows, until a subsequent salary ordinance is adopted:

The salary ranges per annum for the following officers and employees of the Borough of Hampton and the Water Utility shall be as follows:

<u>TITLE</u>	<u>SALARY RANGE</u>
MAYOR	\$ 0 – 5,000
COUNCIL MEMBERS	0 – 4,000
BOROUGH CLERK	35,000 – 95,000
DEPUTY BOROUGH CLERK	15.00 – 30.00/HR.
CHIEF FINANCIAL OFFICER	14,000 – 45,000
ASSESSOR OF TAXES	7,000 - 20,000
ASSESSMENT TAX SEARCH	100/1000
COLLECTOR OF TAXES	11,000 - 35,000
TAX SEARCH OFFICER	100/1000
CUSTODIAN	50-125 PER CLEANING
SECRETARY TO PLANNING BOARD	4,000 – 9,000
SPECIAL MEETINGS	75.00/MEETING
DIRECTOR OF EMERGENCY MANAGEMENT	1,200 – 6,000
ASSISTANT DIRECTOR OF EMERGENCY MANAGEMENT	1,000-5,000
MUNICIPAL VIOLATIONS OFFICER	1,200 – 6,000
CROSSING GUARD	12.00 –30.00/HR.
DIRECTOR OF PUBLIC WORKS	43,000 – 95,000
DEPUTY DIRECTOR OF PUBLIC WORKS	16.00 – 45.00
PUBLIC WORKS EMPLOYEE	16.00-40.00
PUBLIC WORKS EMPLOYEE WITH CDL	20.00 – 40.00/HR.
LABORER	12.00 – 30.00/HR.
ZONING OFFICER	2,000 – 9,000
CENSUS TAKER	5.50 – 20.00/HR.
RECYCLING COORDINATOR	1,000 – 5,000
MILEAGE PER MILE	Per IRS Regulation
<u>TITLE</u>	<u>SALARY RANGE</u>
WATER CLERK	6,000 – 25,000
TREASURER OF THE WATER COMPANY	500 – 15,000
WATER COMPANY INSPECTOR	3,500 – 18,000
WATER COMPANY ASSISTANT INSPECTOR	1,200 – 8,000
WEEKEND PUMP CHECK	40.00-100.00 PER DIEM

All employees shall be paid on a biweekly basis except for the Assessor of Taxes, Assessment Search Officer, Municipal Zoning Officer, and Census Taker who shall be paid on a monthly basis and the Mayor, Council Members, and Director of Emergency Management who shall be paid on a quarterly basis. The above schedules are subject to changes required on account of calendar year requirements.

If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions of this ordinance.

The foregoing Ordinance shall take effect immediately upon final passage and publication thereof according to law.

Roll call vote: Celentano, Drummond, Rega, Swenson, Tampier, Wotanowski
All ayes: Motion carried.

Motion by Cm. Drummond, second by Cm. Wotanowski to adopt the following Resolution No. 38-2022:

**GOVERNING BODY CERTIFICATION OF COMPLIANCE WITH THE
UNITED STATES EQUAL EMPLOYMENT OPPORTUNITY COMMISSION'S
"Enforcement Guidance on the Consideration of Arrest and Conviction Records in
Employment Decisions Under Title VII of the Civil Rights Act of 1964"**

RESOLUTION NO. 38-2022

WHEREAS, N.J.S.A. 40A:4-5 as amended by P.L. 2017, c.183 requires the governing body of each municipality and county to certify that their local unit's hiring practices comply with the United States Equal Employment Opportunity Commission's "Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964," *as amended*, 42 U.S.C. § 2000e *et seq.*, (April 25, 2012) before submitting its approved annual budget to the Division of Local Government Services in the New Jersey Department of Community Affairs; and

WHEREAS, the members of the governing body have familiarized themselves with the contents of the above-referenced enforcement guidance and with their local unit's hiring practices as they pertain to the consideration of an individual's criminal history, as evidenced by the group affidavit form of the governing body attached hereto.

NOW, THEREFORE BE IT RESOLVED, That the *Mayor and Council* of the *Borough of Hampton*, hereby states that it has complied with N.J.S.A. 40A:4-5, as amended by P.L. 2017, c.183, by certifying that the local unit's hiring practices comply with the above-referenced enforcement guidance and hereby directs the Clerk to cause to be maintained and available for inspection a certified copy of this resolution and the required affidavit to show evidence of said compliance.

Roll call vote: Celentano, Drummond, Rega, Swenson, Tampier, Wotanowski
All ayes: Motion carried.

Motion by Cm. Drummond, second by Cm. Wotanowski to approve the following Applications for Membership in the NJ State Fireman's Association and Authorization for the Municipal Clerk to sign:

Albert C. Bauer and Richard W. Duffell
Voice Vote. All ayes, motion carried.

PARK RENTAL APPLICATIONS FOR APPROVAL:

Application received from Linda Vendome and Al Bauer for use of the Borough Park on June 25, 2022 for a Retirement Party, approx. 70 participants. All fees received.

Voice Vote. All ayes, motion carried.

Application received from Musconetcong Watershed Association for use of the Borough Park on August 20, 2022 for a Festival, approx. 150 participants. No fees received. Representative will be in attendance to discuss.

The representative from Musconetcong Watershed Association was not able to attend the meeting. A brief discussion was held among council members. This event will include food trucks, vendors and a beer garden and is expected to have at least 150 people in attendance. Specifics on where everything will be placed at the park, security, parking will need to be clarified by the applicant.
Tabled to next meeting.

RAFFLE LICENSE FOR APPROVAL:

Motion by Cm. Celentano, second by Cm. Wotanowski to approve the following Raffle Licenses:

Raffle License Application received from the Hampton Fire Company Ladies Auxiliary to hold an Off Premise Merchandise Raffle on May 16, 2022 and June 17, 2022.

Roll call vote: Celentano, Drummond, Rega, Swenson, Tampier, Wotanowski
All ayes: Motion carried.

Bills and Claims: Motion by Cm. Drummond, second by Cm Rega to approve the CFO to pay bills as presented on the bill list of April 18, 2022 and to authorize the CFO to pay bills between meetings.

Roll call vote: Celentano, Drummond, Swenson, Rega, Tampier, Wotanowski
All ayes: Motion carried.

Adjournment: Motion by Cm Swenson second by Cm Drummond to adjourn the Regular Meeting of the Hampton Borough Council. Voice Vote: All ayes, motion carried. The meeting adjourned at 8:10p.m.

Respectfully submitted,

Linda Leidner, RMC
Municipal Clerk