

## **BOROUGH OF HAMPTON**

### **REGULAR MEETING**

**May 16, 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
		Carroll Swenson	
		Jeff Tampier	Rob Wotanowski
	Absent:	John Drummond	Doug Rega

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

Motion by Cm. Wotanowski, second by Cm. Celentano to approve the Minutes of the following meeting of the Borough Council.

Minutes of the April 18, 2022 Regular Meeting.

**Voice vote: All ayes, motion carried.**

### **Comments and Questions from the Public:**

Trooper Masin from the NJ State Police Washington barracks was in attendance to update the Council on incidents that were of concern. Trooper Masin explained that the alleged incident at Club 31, regarding shots fired, after further investigation it was determined that there was enough evidence to show that no fire arm was discharged. The Borough Council also asked for more coverage on Main Street during rush hours.

Fire Chief Rick Allen reminded the Borough Council members about the celebration Bob Gibson on May 28, 2022.

Chief Allen also noted that the Fire Company is actively seeking new members, especially for daytime hours.

Chief Allen also noted that 950 feet of hose was lost during hose testing. Still waiting on the grant to replace the hose.

### **Communications:**

Letter from State of New Jersey DOT regarding applications for the NJDOT Fiscal Year 2023 State Aid Programs, Application Deadline July 1, 2022.

Municipal Court Report – April 2022 – No discussion.

### **Unfinished Business:**

### **Second Reading and Public Hearing for the following:**

Minutes: May 16, 2022

**Motion by Cm. Celentano, second by Cm. Wotanowski to open the Public Hearing on the following Ordinance:**

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.

**Voice Vote. All ayes, motion carried.**

**Mayor Shaner opened the Public Hearing, hearing no comments or questions from the public.**

**Motion by Cm. Wotanowski, second by Cm. Celentano to close the Public Hearing on Ordinance No. 02-2022.**

**Voice Vote. All ayes, motion carried.**

Motion by Cm. Wotanowski, second by Cm. Celentano to adopt Ordinance No. 02-2022

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

**Motion by Cm. Celentano, second by Cm. Wotanowski to open the Public Hearing on the 2022 MUNICIPAL BUDGET (RESOLUTION NO. 40-2022).**

**Voice Vote. All ayes, motion carried.**

**Mayor Shaner opened the Public Hearing, there were no comments or questions from the public.**

**Motion by Cm. Wotanowski, second by Cm. Celentano to close the Public Hearing on 2022 Municipal Budget.**

**Voice Vote. All ayes, motion carried.**

**Motion by Cm. Wotanowski, second by Cm. Celentano to adopt the 2022 Municipal Budget as presented.**

**Roll call vote: Celentano, Swenson, Tampier, Wotanowski**

**All ayes: Motion carried.**

**Motion by Cm. Wotanowski, second by Cm. Swenson to adopt the following Resolution:**

**RESOLUTION NO. 39-2022**

**RESOLUTION FOR CONDUCTING ANNUAL BUDGET EXAMINATION**

WHEREAS, N.J.S.A. 40A:4-78b has authorized the Local Finance Board to adopt rules that permit municipalities in sound fiscal condition to assume the responsibility, normally granted to the Director of the Division of Local Government Services, of conducting the annual budget examination, and

WHEREAS, N.J.A.C. 5:30-7 was adopted by the Local Finance Board on February 11, 1997, and

WHEREAS, pursuant to N.J.A.C. 5:30-7.2 thru 7.5 the Borough of Hampton has been declared eligible to participate in the program by the Division of Local Government Services, and the Chief Financial Officer has determined that the Borough meets the necessary conditions to participate in the program for the 2022 budget year, so now therefore

BE IT RESOLVED, by the Mayor and Council of the Borough of Hampton that in accordance with N.J.A.C. 5:30-7.6a & b and based upon the Chief Financial Officers certification. The governing body has found the budget has met the following requirements:

1. That with reference to the following items, the amounts have been calculated pursuant to law and appropriated as such in the budget:
  - a. Payment of interest and debt redemption charges
  - b. Deferred charges and statutory expenditures
  - c. Cash deficit of preceding year
  - d. Reserve for uncollected taxes
  - e. Other reserves and non-disbursement items
  - f. Any inclusions of amounts required for school purposes
2. That the provisions relating to limitation on increases of appropriations pursuant to N.J.S.A. 40A:4-45.2 and appropriations for exceptions to limits on appropriations found at 40A:4-45.3 et seq. are fully met. (Complies with the "CAP" law.)
3. That the budget is in such form arrangement, and content as required by the Local Budget Law and N.J.A.C. 5:30-4 and 5:30-5.

4. That pursuant to the Local Budget Law:
  - a. All estimates of revenue are reasonable, accurate, and correctly stated
  - b. Items of appropriation are properly set forth
  - c. In itemization, form, arrangement, and content the budget will permit the exercise of the comptroller function within the municipality.
5. The budget and associated amendments have been introduced, publicly advertised, and adopted in accordance with the relevant provisions of the Local Budget Law, except that failure to meet the deadlines of N.J.S.A. 40A:4-5 shall not prevent such certification.
6. That all other applicable statutory requirements have been fulfilled.

BE IT FURTHER RESOLVED, that a copy of this resolution be forwarded to the Director of the Division of Local Government Services.

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

Motion by Cm. Celentano, second by Cm. Wotanowski to open the Public Hearing on the following Ordinance:

**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:

<b><u>TITLE</u></b>	<b><u>SALARY RANGE</u></b>
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

<b><u>TITLE</u></b>	<b><u>SALARY RANGE</u></b>
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.

**Mayor Shaner opened the Public Hearing, hearing no comments or questions from the public.**

**Motion by Cm. Wotanowski, second by Cm. Celentano to close the Public Hearing on Ordinance No. 02-2022.**

**Voice Vote. All ayes, motion carried.**

Motion by Cm. Celentano, second by Cm. Wotanowski to adopt Ordinance No. 03-2022

**Roll call vote: Celentano, Swenson, Tampier, Wotanowski**

**All ayes: Motion carried**

**Parking Ordinance-** This Ordinance is still being created.

**School Study** – Cm. Celentano reported that the paperwork for the Grant for the school study is complete.

**Lumberyard** – No update.

**Reports of Committees:**

Nobody from the manufacturer has come to take a look at the cracks at the pump house.

Mr. Brower also reported that he has been trying to contact Robin Hill Apartments regarding the overflowing dumpsters and the overgrown grass no one is returning his calls.

**Alan Brower requested the Borough Council to hire Anthony DeStefano as a part time laborer.**

**Motion by Cm. Swenson, Second by Cm. Swenson to adopt the following Resolution.**

RESOLUTION No. 42A-2022

WHEREAS, the Borough of Hampton is in need of Part Time DPW Laborers, and;  
WHEREAS, the position was advertised for, applications accepted and interviews performed, and;  
WHEREAS, Alan Brower, DPW Director recommends the hiring of Anthony DeStefano as a part time Laborer in the DPW; and;  
NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Council of the Borough of Hampton hire Anthony DeStefano to fill the open position of Part Time Laborer at an hourly rate of \$15.00 beginning May 16, 2022.

**Roll call vote: Celentano, Swenson, Tampier, Wotanowski**

**All ayes: Motion carried**

**Cm. Celentano, Cm. Tampier, Cm. Wotanowski had nothing to report.**

**MUNICIPAL CLERK'S REPORT:**

Borough Clerk Leidner let the Borough Council know that she will be out of the office tomorrow for an Election Training down at the County. Ms. Leidner also noted that she was advised by Chief Kubinak that we will be losing 3 crossing guards for next year. We will need to advertise for new ones. Borough Clerk Leidner also gave a copy of the Proclamation for Bob Gibson to the Borough Council Members to review prior to sending the wording to the engraver.

**Motion by Cm. Celentano, second by Cm. Wotanowski** to authorize the Borough Clerk to purchase the plaque for Robert Gibson and for May 28 be forever remembered as Robert P. Gibson Day in Hampton Borough.

**Roll call vote: Celentano, Swenson, Tampier, Wotanowski**

**All ayes: Motion carried**

DPW Director Alan Brower reported that a resident contacted him about a pine tree that is about to fall and take out power lines with it. JCP&L won't cut it because it is too far on the resident's property. Borough Attorney Matt Lyons noted that the DPW can cut it down if the resident is unable to do so, and then register as a lien.

**NEW BUSINESS:**

**Motion by Cm. Tampier, second by Cm. Wotanowski to adopt the following Resolution No. 41-2022:**

### **RESOLUTION NO 41-2022**

**BE IT ORDAINED** by the Borough Council of the Borough of Hampton in the County of Hunterdon and State of New Jersey as follows:

That the following position titles within the Borough of Hampton in the County of Hunterdon, the respective salaries or compensation set forth below are hereby fixed as the maximum amounts to be paid for the year 2022:

<b><u>POSITION</u></b>	<b><u>SALARY</u></b>
Mayor	\$ 2,500.00
Council Member	2,100.00
Borough Clerk	65,324.44
Deputy Borough Clerk	18 /Hr.
Chief Financial Officer	27,183.00
Assessor of Taxes	10,323.24
Assessment Search Officer	100/1000 Search
Collector of Taxes	15,935.93
Custodian	65.00/Cleaning
Secretary to the Planning Board	5,691.99
Director of Emergency Management	1,896.31
Assistant Director of Emergency Management	1,000.00
Municipal Violations Officer	4,238.65
Crossing Guard	20.00/Hour
Director of Public Works	72,993.56
Assistant Director of Public Works	24.80Hour
Public Works Employee#1	19.16/Hour
Public Works Employee#2	18.16/Hour
Laborer	16.72/Hour
Laborer with CDL	19.16
Zoning Officer	4,308.41
Mileage Per Mile	PER IRS REGULATIONS
Water Clerk	16,492.84
Treasurer Water Company	6,197.85
Water Company Inspector	14,018.44
Assistant Water Company Inspector	3,732.44
Weekend Pump Check	55.00/PerDiem
Recycling Coordinator	1,000.00/Annum

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

The foregoing Resolution was adopted by the Hampton Borough Council on May 16, 2022 and shall take effect immediately upon passage and publication thereof according to law.

**Roll call vote: Celentano, Swenson, Tampier, Wotanowski**

**All ayes: Motion carried.**

**Motion by Cm. Tampier, second by Cm. Wotanowski to adopt the following Resolution No. 42-2022:**

### **RESOLUTION NO 42-2022**

### **FORM 1B – DMHAS Youth Leadership Grant**

**WHEREAS**, the Governor's Council on Alcoholism and Drug Abuse (GCADA) established the Municipal Alliances for the Prevention of Alcoholism and Drug Abuse in 1989 to educate and engage residents, local government and law enforcement officials, schools, nonprofit organizations, the faith community,

parents, youth and other allies in efforts to prevent alcoholism and drug abuse in communities throughout New Jersey. In coordination with GCADA, the New Jersey Department of Human Services/Division on Mental Health and Addiction Services (DMHAS) has awarded a Youth Leadership Grant to the GCADA Municipal Alliance Program.

**WHEREAS**, The Borough Council of the Borough of Hampton, County of Hunterdon, State of New Jersey recognizes that the abuse of alcohol and drugs is a serious problem in our society amongst persons of all ages; and therefore, has an established Municipal Alliance Committee; and,

**WHEREAS**, the Borough Council further recognizes that it is incumbent upon not only public officials but upon the entire community to take action to prevent such abuses in our community; and

**WHEREAS**, the Borough Council has applied for DMHAS Youth Leadership funding through the Governor's Council on Alcoholism and Drug Abuse through the County of Hunterdon;

**NOW, THEREFORE, BE IT RESOLVED** by the Borough of Hampton, County of Hunterdon, State of New Jersey hereby recognizes the following:

1. The Borough Council does hereby authorize submission of an application for DMHAS Grant funding for the Voorhees Municipal Alliance for Year One Grant Term 7/1/22 – 3/14/23 in the amount of:  
DMHAS Grant Funding      \$10,730
2. The Borough Council acknowledges the terms and conditions for administering the Municipal Alliance grant, including the administrative compliance and audit requirements.

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

#### **PARK RENTAL APPLICATIONS FOR APPROVAL:**

**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.

No Representative was in attendance. 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 July 20, 2022.

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

Discussion was held regarding the gasoline usage by South Branch Emergency Squad. Sage is well over the yearly 500 gallons that are allotted to the Hampton Emergency Squad.

**Motion by Cm. Swenson, second by Cm. Wotanowski** for DPW Director Alan Brower bill South Branch Emergency Squad monthly for both gasoline and diesel usage at the rate provided by our supplier.

**Roll call vote: Celentano, 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 May 16, 2022 and to authorize the CFO to pay bills between meetings.

**Roll call vote: Celentano, Swenson, Tampier, Wotanowski**

**All ayes: Motion carried.**

Borough Clerk Leidner reported that Fire Chief Rick Allen is recommending an OEM Roundtable meeting to be held. OEM Coordinator Jeff Tampier indicated that he is waiting for additional information from Hunterdon County before scheduling a meeting. There are some updates that need to be made to the OEM Plan with the availability of additional equipment due to the merger with South Branch.

Fire Chief Rick Allen also invited members of the Borough of Council to attend the Sexual Harassment Training and other training being held for the Fire Company by our insurance company to comply with OSHA's requirements.

**Adjournment:** Motion by Cm Swenson second by Cm Celentano to adjourn the Regular Meeting of the Hampton Borough Council. Voice Vote: All ayes, motion carried. The meeting adjourned at 8:43p.m.

Respectfully submitted,

Linda Leidner, RMC  
Municipal Clerk