

**MINUTES OF THE OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF  
UPPER DEERFIELD, IN THE COUNTY OF CUMBERLAND, HELD ON  
THURSDAY, FEBRUARY 17, 2011, AT 7:00 P.M. IN THE MUNICIPAL BUILDING,  
HIGHWAY 77, SEABROOK, NEW JERSEY, PURSUANT TO NOTICE**

Present were: Bruce Peterson, Jim Crilley, John Daddario, John T. O'Neill, Sr. and Scott Smith all being members of the Township Committee. Also present were: Theodore Baker, Solicitor; Roy Spoltore, Township Administrator/Clerk; Teresa Warburton, Recording Secretary, Brian Murphy, Township Engineer; and Randall Scheule, Planner.

The meeting was called to order by Committeeman James Crilley and he read the following public meeting announcement.

“This meeting is called pursuant to the provisions of the Open Public Meetings Law. This meeting of February 17, 2011 was included in a list of meetings notice sent to The News of Cumberland County, on January 11, 2011 and the Press, Cumberland County Edition on January 12, 2011 and advertised in said newspapers on January 13, and January 15, 2011, posted on the bulletin board in the Municipal Building on January 7, 2011 and has remained continuously posted as the required notices under the Statue. In addition, a copy of this notice is and has been available to the public and is on file in the office of the Municipal Clerk.

Jim Crilley gave invocation followed by the flag salute led by John T. O'Neill, Sr.

At this time James Crilley, Chairman opened the meeting for public comment.

Tom Connelly questioned the redevelopment plan amendments that were recently reviewed and wondered if the proposed lighting requirements contradicted the existing lighting ordinance. Mr. Scheule noted that the lighting requirements in the redevelopment plan tended to deal with architectural design but he would review the matter.

Nancy Ridgeway stated that she would like the Committee to pass a resolution opposing a proposed state bill that would allow legal notices to be put online rather than advertising them in the newspaper. The Committee will review but it was noted that this would be a cost savings for municipal budgets.

Chairman James Crilley reported that there is Senate Bill 1351 in committee which would limit public comment and discussion unless the items to be discussed were placed on the agenda three business days prior to the meeting.

There being no public comments James Crilley, Chairman called for the approval of minutes for the Meeting of February 3, 2011. On motion of Bruce Peterson, seconded by John T. O'Neill, Sr., to dispense with the reading of the minutes, unanimously carried. On motion of Bruce Peterson, seconded by John O'Neill, Sr., to accept the minutes as received, and unanimously approved 5-0.

James Crilley, Chairman called for a resolution entitled Cancel Balance of Funds Remaining in Ordinance 658. The Clerk read the resolution by title and explained that the funds were designated for the salt shed and are no longer needed.. On motion of Scott Smith, seconded by Bruce Peterson to approve and adopt said resolution, unanimously carried 5-0 on a roll call vote.

INSERT RESOLUTION

Jim Crilley, Chairman called for a discussion and introduction of an ordinance entitled, An Ordinance Authorizing the Expenditure of Capital Reserve Funds for the Purchase and Installation of Municipal Facilities Improvements. The Clerk read the proposed Ordinance by title and explained that this ordinance revises the allocation of capital reserve funds and fund balance funds to accommodate this ordinance. On motion of Bruce Peterson, seconded by John T. O'Neill, Sr. to approve and adopt proposed ordinance on first reading and setting the date for public hearing on March 3, 2011 at 7:00 pm and was unanimously carried 5-0. The Chairman instructed the Clerk to advertise same in the News of Cumberland County as required by law.

INSERT ORDINANCE

Jim Crilley, Chairman called for a discussion and introduction of an ordinance entitled, An Ordinance Amending Personnel Policy and Procedure Manual of the Township of Upper Deerfield. The Clerk read the proposed Ordinance by title and the solicitor explained that these amendments include the revisions of the personnel policy and job descriptions that Ralph Brownlee prepared. On motion of Bruce Peterson, seconded by John T. O'Neill, Sr. to approve and adopt proposed ordinance on first reading and setting the date for public hearing on March 3, 2011 at 7:00 pm and was unanimously carried 5-0. The Chairman instructed the Clerk to advertise same in the News of Cumberland County as required by law.

INSERT ORDINANCE

James Crilley, Chairman called for a resolution Authorizing a Deferred Compensation Plan in the State of New Jersey. The Clerk read the resolution by title. On motion of Bruce Peterson, seconded by John Daddario to approve and adopt said resolution, unanimously carried 5-0.

INSERT RESOLUTION

James Crilley, Chairman called for a resolution entitled Authorizing Awarding Contract for Supplying Stationary Services to Adams Printing and Jem Print. The Clerk read the resolution by title. On motion of Bruce Peterson, seconded by Scott Smith. to approve and adopt said resolution, unanimously carried 5-0 on a roll call vote.

INSERT RESOLUTION

James Crilley, Chairman called for a resolution entitled Resolution For Upper Deerfield Township To Offer Only One Option Of the Preferred Provider Organization Under The State Health Benefits Program Of The State Of New Jersey. The Clerk read the resolution by title. On motion of Bruce Peterson, seconded by John T. O'Neill, Sr. to approve and adopt said resolution, unanimously carried 5-0.

INSERT RESOLUTION

James Crilley, Chairman called for a resolution entitled Approval of Change Order #1 Small Cities - Frutsche. The Clerk read the resolution by title. On motion of Bruce Peterson, seconded by John T. O'Neill, Sr. to approve and adopt said resolution, unanimously carried 5-0 on a roll call vote.

INSERT RESOLUTION

James Crilley, Chairman called for a resolution entitled Tax Payments to Be Refunded. The Clerk read the resolution by title. On motion of Bruce Peterson, seconded by Scott Smith to approve and adopt said resolution, unanimously carried 5-0 on a roll call vote.

INSERT RESOLUTION

James Crilley, Chairman called for a resolution entitled Payment of Bills in the amount of \$947,972.82. On motion of Bruce Peterson, seconded by John Daddario to approve and adopt said resolution, unanimously carried 5-0 on a roll call vote.

INSERT RESOLUTION

COMMITTEE COMMENTS

John Daddario reported that the SOP for the three volunteer fire companies has been presented to the Fire Chiefs of each company and Ted Baker for their review. Mr. Daddario thanked Teresa Warburton and Donnie Sims for their assistance throughout the project. The fire companies have been asked to submit any comments, questions or concerns they may have prior to the Committees second meeting in March.

Scott Smith – No report.

John T. O'Neill, Sr. – commented that the SOP is a procedure and policy guideline. On motion of John T. O'Neill, Sr., seconded by Bruce Peterson to allow Andrea Penny a day off on April 13, 2011 for CEU's, no charge to Upper Deerfield Township only a time off request, unanimously carried 5-0. Mr. O'Neill reported that Township Engineer Brian Murphy received proposals to

revise the water master plan. Proposals were received from Pennoni Associates was \$65,000.00, Adams, Rehmann and Heggan was \$27,150.00 and GPM Associates was \$19,625.00. Brian Murphy has recommended GPM Associates, it is anticipated that contingency USDA funding for the Seabrook project will be used. On motion of John T. O'Neill, Sr., seconded by Scott Smith to approve GPM Associates for the project, unanimously carried 5-0 on a roll call vote.

Bruce Peterson stated that the light at Silver Lake Road and Love Lane in the area of the dam, is still not working even though they have replaced the entire fixture. The Final pickup for leaves will be starting on March 1, 2011 and will take approximately 1 week to finish. It was suggested that a letter or news release be sent and posting on the website to inform the residents.

Mayor Crilley stated that he and Mr. O'Neill recently attended a Shared Service meeting of the 13 municipalities of which a summary is included in your committee packets for review. Individual discussions with other municipalities have begun and the committee agreed to send a letter to our third district legislators that Governor appointed judges for joint courts would be deal breakers for such shared services. The Chairman recognized the good job that Ralph Brownlee did on the personnel policies and job descriptions. The final determination as to how the Bostwick Lake Commission will be derived needs to be completed and all three municipalities need to be on board with the concept. Ted Baker will follow up to see how this should be handled. Chairman Crilley reminded members that CRHS will hold a meeting at 5 pm on February 22, 2011 to preview the budget for Cumberland Regional High School, at the Board Office on Love Lane.

James Crilley called for a motion to temporarily suspend the Township Committee meeting so that they could convene a regularly scheduled meeting of the Redevelopment Entity. On a motion of Bruce Peterson, seconded by John Daddario and unanimously carried the Committee temporarily suspended the Township Committee meeting at 7:42 PM.

James Crilley, Chairman called for a motion to reconvene the Township Committee meeting at 9:29 PM. John Daddario made the motion, seconded by John T. O'Neill, Sr. and unanimously approved 5-0 to reconvene the Township Committee meeting.

#### ADMINISTRATOR'S REPORT

Roy Spoltore informed the Committee that a spreadsheet showing how the Cumberland County equalized valuation for 2011 will affect County taxes and Cumberland Region School Taxes was included in the packet for review. Also included in the packets was a summary of the annual financial statement for 2010, which shows a reduction of surplus of \$24,480 along with an appropriation reserve deficit of approximately \$160,000. A \$2,000 grant from the Cumberland County Cultural and Heritage Commission has been received for Community Day. The township was a gold qualifier for 2010 at the JIF Safety Breakfast and the last quarter loss ratio for 2010 for the Township was distributed. Clyde Lattimer is approximately 85% complete on the Seabrook

Project. There may be a need to request an extension of the ACO beyond the March 28<sup>th</sup> deadline. The material handlers licensing amendment was received from DEP for Seabrook. The codification by General Code is complete and the new books should be in the office next week, and the codification will be put online for informational purposes even though need to be formally adopted by ordinance.

DEPARTMENTAL MONTHLY REPORTS: January 2011

Animal Control and Dog Registrar Monthly Report
Clerks Monthly Report
Construction Office Monthly Report
Housing and Zoning
Municipal Court Monthly Report
Tax Collectors Report
Vital Statistics
Fire Marshall

TREASURERS REPORT

The Treasurer's report as of January 31, 2011 shows the balance on the Township accounts is \$8,825,994.66.

At this time James Crilley, Chairman opened the meeting for additional public comments.

Eileen Clark stated that the Concerned Citizens will be hosting a meeting on March 9<sup>th</sup> at 7 pm where Freeholder Director Bill Whelan will be the guest speaker, she strongly urged all taxpayers attend this meeting.

Nancy Ridgeway stated that the committee should encourage taxpayers to pay their taxes on a monthly basis as this will help with families on fixed incomes pay on time and reduce the financial burden.

Dean Hawk noted that he really enjoys coming to all the different meetings but really would like to see some new chairs.

With no other public comments, James Crilley, Chairman called for a resolution Authorizing Closed Session for personnel, and pending litigation. The Clerk read the resolution by title. On motion of Bruce Peterson, seconded by John Daddario to approve and adopt resolution, unanimously carried 5-0.

INSERT RESOLUTION

John Daddario made a motion, seconded by John O'Neill, Sr. and unanimously approved 5-0 to reopen the Township Committee meeting to the public.

On a motion of John T. O'Neill Sr., seconded by Bruce Peterson and unanimously approved the Committee appointed George Joyce as the Bostwick Lake Commissioner and Sue Cline as his alternate for 2011.

There being no further business to come before the Committee, on motion of Bruce Peterson, seconded by John O'Neill, Sr. to adjourn, unanimously carried.

Respectfully submitted,

---

Teresa L. Warburton  
Recording Secretary

---

Roy J. Spoltore  
Township Clerk