

**MINUTES OF THE OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF  
UPPER DEERFIELD, IN THE COUNTY OF CUMBERLAND, HELD ON  
THURSDAY, SEPTEMBER 6, 2018, AT 7:00 P.M. IN THE MUNICIPAL BUILDING,  
HIGHWAY 77, SEABROOK, NEW JERSEY, PURSUANT TO NOTICE**

Present were: James Crilley, John T. O'Neill, Sr., Bruce Peterson, Scott Smith and John Daddario all being members of the Township Committee. Also present were: Rocco Tedesco, Solicitor; Roy Spoltore, Township Administrator/Clerk; Chad Ott, Public Works Supervisor, Brian Murphy, Township Engineer; and Teresa Warburton, Recording Secretary.

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

"This meeting is being held in accordance with the "Open Public Meetings Act." Notice of the meeting has been provided and published as required by law in the Daily Journal and The Press, Cumberland County Edition. Notice has also been posted in the Municipal Building. The Clerk shall enter this statement in the minutes of this meeting. In compliance with State Fire Safety Statues the Chairman instructs those present how to exit the room in an emergency.

James Crilley gave an invocation followed by the flag salute led by John O'Neill.

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

There being no public comments Chairman James Crilley called for the approval of minutes for the meeting of August 16, 2018. On a motion of Bruce Peterson, seconded by John O'Neill to dispense with the reading of the minutes, and to accept the minutes as received, unanimously approved, 5-0.

James Crilley, Chairman called for a public hearing on an ordinance entitled, Amending Section 10 of Ordinance No. 424 of the Township of Upper Deerfield, County of Cumberland, State Of New Jersey. The Clerk read the proposed Ordinance by title. On motion of Scott Smith, seconded by John Daddario, to open the meeting for a public hearing on the proposed ordinance, and unanimously carried. The Chairman instructed the Clerk to distribute copies to those present. There being no public comments, on motion of Bruce Peterson, seconded by John O'Neill, Sr. to close the public hearing and unanimously carried. On motion of Bruce Peterson, seconded by John Daddario, to approve and adopt proposed ordinance, unanimously carried 5-0 on a roll call vote.

**INSERT ORDINANCE**

James Crilley, Chairman called for a public hearing on an ordinance entitled, Establishing Procedures to Adopt Personnel Practices and Authorizing the Township Administrator to Implement Said Practices with All Officials, Appointees, Employees, Prospective Employees, Volunteers, and Independent Contractors of the Township of Upper Deerfield. The Clerk read the proposed Ordinance by title. On motion of Bruce Peterson, seconded by John O'Neill, Sr., to open the meeting for a public hearing on the proposed ordinance, and unanimously carried. The Chairman instructed the Clerk to distribute copies to those present. There being no public comments, on motion of Bruce Peterson, seconded by John Daddario to close the public hearing and unanimously carried. On motion of John O'Neill, Sr., seconded by Scott Smith, to approve and adopt proposed ordinance, unanimously carried 5-0 on a roll call vote.

INSERT ORDINANCE

James Crilley, Chairman called for Resolutions 18-182 through 18-184 to be combined as a consent agenda and voted upon as one item. Motion by Mr. Peterson, seconded by Mr. Daddario to adopt as a Consent Agenda Resolutions 18-182 to 18-184, and unanimously carried. Roy Spoltore, Clerk then read each resolution by title. On a motion by Mr. Peterson, seconded by Mr. Daddario, Resolutions 18-182 to 18-184 were unanimously approved by a roll call vote of 5-0.

Resolution 18-182: Approving Public Facilities Grant Management Plan.

INSERT RESOLUTION

Resolution 18-183: Small Cities Facilities Grant to Remove Architectural Barriers that Restrict Access of the Elderly and Handicapped within the Township Recreation Complex to Comply with the Americans with Disabilities Act

INSERT RESOLUTION

Resolution 18-184: Identifying Small Cities Fair Housing and Equal Opportunity Officer

INSERT RESOLUTION

Chairman James Crilley called for a resolution entitled Amending Contract to Standard Pipe Services, LLC. Slip Lining Sewer Mains and Sanitary Sewer Manhole Rehabilitation - 1. The Clerk read the resolution by title. Brian Murphy stated that the contractor found another sewer line that needed to be slip lined when they were videoing the sewer lines. 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

Chairman James Crilley called for a resolution entitled Authorizing the Tax Collector to Cancel Taxes for a Property Owned by the Township of Upper Deerfield – Block 303, Lot 1.04. 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

Chairman James Crilley called for a resolution entitled Authorizing the Tax Collector to Cancel Taxes for a Property Owned by the Township of Upper Deerfield – Block 1101, Lot 13. 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 on a roll call vote.

INSERT RESOLUTION

Chairman James Crilley called for a resolution entitled Authorizing the Tax Collector to Cancel Taxes for a Property Owned by the Township of Upper Deerfield – Block 2801, Lot 4. 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

Chairman James Crilley called for a resolution entitled Appointing a Part Time Clerical Employee for the Cumberland Salem Regional Municipal Court – Estefania Rodriquez. 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 on a roll call vote.

#### INSERT RESOLUTION

Chairman James Crilley called for a resolution entitled Imposing Lien on Block 1106, Lot 11 – 22 Silver Brook Drive – R&R Way LLC. 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

Chairman James Crilley called for a resolution entitled Tax Payments to be Refunded. 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

Chairman James Crilley called for a resolution entitled Adopting Personnel Policies and Procedures. 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

Chairman James Crilley called for a resolution entitled Amending Policy Numbers 1.01, 1.17, 2.14, 3.05 & 3.07 of the Personnel Manual. The Clerk read the resolution by title. On motion of John Daddario, seconded by John T. O’Neill, Sr., to approve and adopt said resolution, unanimously carried 5-0 on a roll call vote.

#### INSERT RESOLUTION

Chairman James Crilley called for a resolution entitled Payment of Bills in the amount of \$1,247,707.86. 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 with John Daddario abstaining on the payment to JEM Print.

#### INSERT RESOLUTION

#### COMMITTEE COMMENTS

John Daddario reported that public works has recently repaved a one thousand feet of paving, three feet wide along the rocker gutter on Silverbrook Drive. They did excellent work and saved the Township a considerable amount of money. Mr. Daddario added that the Solicitor would update the Committee on the recent Bostwick Lake meeting.

Scott Smith did not have a report this evening.

Bruce Peterson did not have a report this evening.

John T. O'Neill, Sr. requested approval for Teresa Warburton to attend a Construction Office Code Official class at a cost of \$345 and approval for Amy Colaneri to attend a seminar at a cost of \$99. Mr. O'Neill's motion to approve educational classes was seconded by Bruce Peterson and unanimously carried 5-0 on a roll call vote. Mr. O'Neill reported that the Environmental Commission discussed how they intend to distribute water from the Cisterns at the Senior Center and also discussed creating additional trails around the recreational grounds.

Mayor Crilley reported that he received an email from Susan Dolbow LoBuono requesting that the Township forgive her mother's mortgage lien, for work done under the home rehabilitation program due to a change in her health conditions. The Committee reviewed the request and was sympathetic of the health conditions Ms. Dolbow, determined that that they could not provide relief from the conditions of the program that every individual agrees to when they sign up for the low income home rehabilitation program. Mayor Crilley stated that the City of Millville has informed the Township that the City plans to hire a full time construction code official beginning January 1, 2019. The City of Millville asked if the Township would be interested in providing a shared service for sub code officials that they may need. The Committee agreed that the shared service has been good for both municipalities, but due to the direction the City of Millville would like to go with the Construction Office in 2019 and the complexities of the operations of the construction office; it would be in the best interest of both municipalities to dissolve the shared service agreement in its entirety on December 31, 2018 and have the City of Millville operate their own Construction Department beginning in 2019. This was unanimously approved on a motion of Bruce Peterson and seconded by Scott Smith. Mayor Crilley reported that the 69% of the Hildreth Tract residents responded to income survey for the Small Cities Grant. To be eligible 80% of the neighborhood would need to respond. The Township will send a letter out to the residents in the neighborhood letting them know that the project will not be submitted this funding cycle but the Committee may try again next year. Bruce Peterson suggested the Township have a meeting of the residents before starting the eligibility process.

#### ADMINISTRATOR'S REPORT

Roy Spoltore informed the Committee that the Small Cities Home Rehabilitation grant has been submitted and the Small Cities Facilities grant to expand the ADA compliant walkways through the recreation area will be submitted. The Engineer and Public Works Supervisor have recommended that the Committee submit the roads in Pleasant Acres for the 2019 transportation trust fund grant and include Franmar Drive, Jereco Drive and Church Street as a secondary option for the trust fund grant.

#### ENGINEER'S REPORT

Brian Murphy reported that the slip lining contractor was finishing up the project and has been pleased with the quality of the work. Mr. Murphy reported that he has been in contact with various companies that remove nitrates and had a meeting with one of the company's to discuss their nitrate removal process.

#### SOLICITOR'S REPORT

The Solicitor reported that discussions continue with Fair Share Housing regarding Round three Affordable Housing obligations. Clark Caton Hintz should have an acceptable plan to review with the Township Committee in the near future. Rocco Tedesco added that he has been in discussions with

county counsel regarding Silver Lake dam, he will have more to report a future meeting. Mr. Tedesco updated the Committee on the Bostwick Lake meeting. He stated that neighboring farmers in Upper Deerfield and in Alloway are drawing water from the lake for irrigation. The Commission does not want water drawn from the lake if water is not flowing over the dam. The Commission will deal with the Alloway farmer, but Upper Deerfield will deal with the Upper Deerfield farmer as he may have his pump and gas tank on Township easements and his piping is crossing the easement without permission. The Committee voted unanimously 5-0 on a roll call vote to have the Solicitor contact the farmer's attorney that they are not permitted to have any equipment on Township property on a motion of John Daddario and seconded by Bruce Peterson.

At this time Chairman James Crilley opened the meeting for additional public comments. Nancy Ridgway of Irving Avenue stated that some of the truck drivers using DuBois did not know there is an ordinance prohibiting truck traffic on Dubois Road.

There being no other comments or further business to come before the Committee, on motion of Bruce Peterson seconded by John Daddario to adjourn, unanimously carried.

Respectfully submitted,

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Teresa L. Warburton, Recording Secretary

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Roy J. Spoltore, Township Clerk