

**MINUTES OF THE OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF  
UPPER DEERFIELD, IN THE COUNTY OF CUMBERLAND, HELD ON  
THURSDAY, JANUARY 5, 2023, AT 7:00 P.M. IN THE MUNICIPAL BUILDING,  
HIGHWAY 77, SEABROOK, NEW JERSEY, PURSUANT TO NOTICE**

Present were: James Crilley, John Daddario, Scott Smith, Thomas Speranza, Joseph Spoltore all being members of the Township Committee. Also present were: Rocco Tedesco, Solicitor; Roy Spoltore, Township Administrator/Clerk, Janeen Rossi, Deputy Clerk, Amy Colaneri, CFO, Chad Ott, Public Works Supervisor.

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

"In compliance with the "Open Public Meetings Act", written advance notice of the time, date and place of the meeting, has been given at least forty-eight (48) hours before the meeting by mailing same to the News of Cumberland County and The Press, Cumberland County Edition, by posting the notice in the Municipal Building at Seabrook, New Jersey, and by filing such notice with the Township Clerk, in compliance with said Act." In compliance with State Fire Safety Statutes, Mr. Crilley instructed those present how to exit the room in an emergency.

Invocation was given by Pastor Clarence Jones and the flag salute was led by John Daddario.

Roy J. Spoltore, Township Clerk presented John Daddario to be sworn in as a member of the Township Committee for a term of three years to expire December 31, 2125. John Daddario was sworn into his three-year term of office as Committeemen by Rocco Tedesco, Solicitor and assumed his position as a member of the Township Committee.

Roy J. Spoltore, Township Clerk presented Joseph Spoltore to be sworn in as a member of the Township Committee for a term of three years to expire December 31, 2125. Joseph Spoltore was sworn into his three-year term of office as Committeemen by Rocco Tedesco, Solicitor and assumed his position as a member of the Township Committee.

A motion was made by Scott Smith seconded by Thomas Speranza and unanimously carried that the Clerk assume the position as Temporary Chairperson for the purpose of selecting a Chairperson of the Township Committee for 2023.

Roy J. Spoltore, Township Clerk assumed the position as Temporary Chairperson and requested nominations for permanent Chairperson for 2023. On a motion of John Daddario and seconded by Thomas Speranza, James P. Crilley was nominated to serve as Chairman of the Township Committee of Upper Deerfield for the year 2023. With no other nominations, James Crilley was selected as Chairperson for 2023 on a roll call vote of 4-0-1 with James Crilley abstaining.

Chairman Crilley assumed the chair and called for nominations for Vice Chairperson.

On a motion of Thomas Speranza, seconded by Joseph Spoltore, that John Daddario be nominated to serve as Vice-Chairperson of the Township Committee and serve as Acting Chairperson for the year 2023 during the absence or disability of the Chairperson. With no other nominations, John Daddario was selected as Vice-Chairperson for 2023 on a roll call vote of 4-0-1 with John Daddario abstaining.

Chairman Crilley announced that Senator Edward Durr and Assemblywoman Bethanne McCarthy Patrick were in the audience. Mayor Crilley thanked them both for supporting the Township and for attending this evening's meeting. Senator Durr and Assemblywoman McCarthy Patrick congratulated the Committeemen on their election and offered their assistance if needed throughout the year.

Chairman Crilley showed the Time Capsule box that will be buried on Friday ending the 100<sup>th</sup> anniversary celebration of the Township. Mayor Crilley reviewed the list of items in the box which consisted of photos, lists of businesses, first responders and employees, as well as newsletters, menus, UD School and CRHS information. The mayor included a personal letter from himself. Mayor Crilley presented a plaque and road sign to Bruce Peterson who retired from government service after 37 years of dedication to the Township and County. The road leading into the Convenience Center will now be known as Bruce T. Peterson Way. Bruce Peterson stated it has been an honor to serve the Township and especially with the recent group of Committeemen who always had the best interests of the Township as the primary focus on all decisions. Mr. Peterson reflected on his service with each of the committeemen as well as the staff and professionals and he thanked everyone.

Chairman Crilley called for Resolutions 1 through 53 to be combined as a consent agenda and voted upon as one item. Thomas Speranza made the motion, seconded by Joseph Spoltore, to adopt Resolutions 1 to 53 as a Consent Agenda, and unanimously carried. The resolutions were read by title. On a motion by Mr. Daddario, seconded by Mr. Smith, Resolutions 1-53 were unanimously approved by a roll call vote of 5-0, with Joseph Spoltore abstaining on Resolutions 4, 8, 10, 14, 40 and 52.

**Resolution 23-1** – Appointing Township Solicitor – Rocco Tedesco, Esq.

INSERT RESOLUTION

**Resolution 23-2** - Adopting a Temporary Budget – Township.

INSERT RESOLUTION

**Resolution 23-3** - Adopting a Temporary Dedicated Sewer & Water Utility Budget.

INSERT RESOLUTION

**Resolution 23-4** - Appointing Township Officials.

INSERT RESOLUTION

**Resolution 23-5** - Appointing Municipal Engineer & Utilities Engineer – Brian J. Murphy, PE.

INSERT RESOLUTION

**Resolution 23-6** - Appointing Township Auditor – Ford Scott Associates, LLC

INSERT RESOLUTION

**Resolution 23-7** - Appointing Attorney for Tax Appeals & Tax Foreclosures- Todd Heck, Esq.

INSERT RESOLUTION

**Resolution 23-8** - Appointing a Commissioner and Deputy Commissioner to the Atlantic County Municipal Joint Insurance Fund. – Roy Spoltore and Amy Colaneri

INSERT RESOLUTION

**Resolution 23-9** - Appointing Township Treasurer – Amy Colaneri.

INSERT RESOLUTION

**Resolution 23-10** - Appointing Public Agency Compliance Officer – Roy J. Spoltore.

INSERT RESOLUTION

**Resolution 23-11** - Cash Management Plan.

INSERT RESOLUTION

**Resolution 23-12** - Designating Depository for Municipal Funds – Ocean First Bank.

INSERT RESOLUTION

**Resolution 23-13** - Authorizing Signing of Checks for General and Sewer & Water Utility Accounts.

INSERT RESOLUTION

**Resolution 23-14** - Authorizing the Clerk’s Office to Maintain a Petty Cash Fund in the amount of \$50.00.

INSERT RESOLUTION

**Resolution 23-15** – Authorizing Change Funds.

INSERT RESOLUTION

**Resolution 23-16** - Newspapers to receive Notice of Meetings.

INSERT RESOLUTION

**Resolution 23-17** - Designating Official Newspaper –Daily Journal.

INSERT RESOLUTION

**Resolution 23-18** - Setting Interest and Penalty on Property Taxes.

INSERT RESOLUTION

**Resolution 23-19** - Setting Interest and Penalty on Sewer & Water Utility Charges and Rents.

INSERT RESOLUTION

**Resolution 23-21** - Authorizing Mayor and Engineer to Sign NJDEP forms.

INSERT RESOLUTION

**Resolution 23-21** - Designating Meeting Dates.

INSERT RESOLUTION

**Resolution 23-22** - Authorizing Cancellation of Property Tax Refund or Delinquency of Less than \$10.00.

INSERT RESOLUTION

**Resolution 23-23** - Authorizing Animal Shelter Contract – South Jersey Regional Animal Shelter.

INSERT RESOLUTION

**Resolution 23-24** - Authorizing Contract for Animal Control Services with Shore Animal Control.

INSERT RESOLUTION

**Resolution 23-25** - Authorizing Tax Assessor the authority to file Tax Appeals and Tax Complaints.

INSERT RESOLUTION

**Resolution 23-26** - Authorizing Professional Service Agreement with Ambulance Billing Company

INSERT RESOLUTION

**Resolution 23-27** - Authorizing Contract with Cumberland Development Corporation.

INSERT RESOLUTION

**Resolution 23-28** - Setting Forth Regulations Regarding Convenience Center Stickers.

INSERT RESOLUTION

**Resolution 23-29** - Appointing Staff for CS Regional Municipal Court.

INSERT RESOLUTION

**Resolution 23-30** - Authorizing Contractual Services for CS Regional Municipal Court.

INSERT RESOLUTION

**Resolution 23-31** - Appointing Prosecutor and Conflict Public Defenders for CS Regional Municipal Court

INSERT RESOLUTION

**Resolution 23-32** - Appointing Public Defender and Conflict Public Defenders for CS Regional Municipal Court.

INSERT RESOLUTION

**Resolution 23-33** - Appointing Planning Board Solicitor – Theodore Ritter & Matthew Ritter, Esq.

INSERT RESOLUTION

**Resolution 23-34** - Appointing Planning Board Planner – Randall Scheule, PP.

INSERT RESOLUTION

**Resolution 23-35** - Appointing Planning Board Engineer – Fralinger Engineering, PA.

INSERT RESOLUTION

**Resolution 23-36** - Appointing Part Time Construction Office Inspectors

INSERT RESOLUTION

**Resolution 23-37** - Appointing Construction Code Official – Teresa Warburton

INSERT RESOLUTION

**Resolution 23-38** – Appointing Building Subcode Official- Richard Saunders

INSERT RESOLUTION

**Resolution 23-39** - Appointing Fire Safety Code Official – Chris Williams.

INSERT RESOLUTION

**Resolution 23-40** – Appointing Municipal Housing Liaison – Roy J. Spoltore.

INSERT RESOLUTION

**Resolution 23-41** – Appointing Housing Officer – Anthony Lamanteer

INSERT RESOLUTION

**Resolution 23-42** - Authorizing Purchase of Materials, Supplies or Equipment under State Contract.

INSERT RESOLUTION

**Resolution 23-43** - Authorizing the Execution of the Contract with Seabrook Educational and Cultural Center to Provide for the Support and Maintenance of the Seabrook Educational and Cultural Center Exhibit and Museum.

INSERT RESOLUTION

**Resolution 23-44** - Appointing Surveyor for Tax Map Maintenance – Fralinger Engineering, PA.

INSERT RESOLUTION

**Resolution 23-45** - Appointing Conflict Engineer – Thomas J. Tedesco, Jr.

INSERT RESOLUTION

**Resolution 23-46** - Authorizing Shared Service Agreement with Lawrence Township-Zoning /Housing Office

INSERT RESOLUTION

**Resolution 23-47** - Certifying Salaries for Shared Service Appointments

INSERT RESOLUTION

**Resolution 23-48** – Appointing Registrar of Vital Statistics- Amy Colaneri

INSERT RESOLUTION

**Resolution 23-49** – Appointing Deputy Registrar of Vital Statistics- Teresa Warburton

INSERT RESOLUTION

**Resolution 23-50** – Appointing Risk Management Consultant for Atlantic County Municipal Joint Fund BCA Insurance Group

INSERT RESOLUTION

**Resolution 23-51** – Appointing Township Physician- Dr. Michael Hong

INSERT RESOLUTION

**Resolution 23-52** – Appointing Township Administrator- Roy Spoltore

INSERT RESOLUTION

**Resolution 23-53** – Governing Body Certification of Compliance with the United States Equal Employment Opportunity Commission

INSERT RESOLUTION

James Crilley, Chairman called for Resolution 23-54 entitled Payment of Bills in the amount of \$1,217,074.22 the Clerk read the resolution by title. On motion of Mr. Smith, seconded by Mr. Speranza, to approve and adopt resolution, unanimously carried on a roll call vote, 5-0 with Joseph Spoltore abstaining on the payment to CRHS.

INSERT RESOLUTION

Mayor Crilley Called for Appointment of Members of the Township Committee to Serve as Committeemen-in-Charge of Various Subcommittees and Divisions of Municipal Government for the Year 2023.

#### INSERT COMMITTEE APPOINTMENTS

Chairman Crilley called for appointments to the various Boards, Commissions and Committees with consent of the Committee.

Recreation Commission  
Planning Board  
Industrial Commission/Economic Development Committee  
Historical Commission  
Environmental Commission  
Agricultural Advisory Committee  
Senior Center Advisory Committee

Chairman Crilley asked for a Motion to approve appointments to Commissions, Boards & Committees, on motion by Mr. Speranza, seconded by Mr. Daddario the appointments were unanimously approved 5-0 on a roll call vote.

## INSERT APPOINTMENTS

### COMMITTEE COMMENTS

John Daddario stated that it was good to be here and he enjoys working with the Township Committee and is glad to see people working together for the common good of the residents. Mr. Daddario thanked Clarence Jones and his family for their time and all the work they have put into this community. Mr. Daddario stated over sixty kids are participating in the winter community soccer program at the Skating rink. This program gives kids in the community an opportunity to play soccer all year long.

Scott Smith congratulated Joseph Spoltore on his election to the Township Committee and added that there is a great group of people consisting of volunteers, committees and staff working for the Township.

Thomas Speranza thanked Bruce Peterson for the education and knowledge he provided him with during his first year in office. He said good things are coming and like Mayor Crilley said everyone is about doing the best for the Township. He thanked the Township employees and volunteers for a great job. He welcomed Joseph Spoltore to the Township Committee.

Joseph Spoltore thanked the Township employees and volunteers for their commitment to this community. He added that he looks forward to serving on the board and learning from everyone here. He thanked Bruce Peterson for his many years of service.

Mayor Crilley congratulated John Daddario and Joseph Spoltore for accepting the call to leadership and both bring special talents to the committee. 2022 has been a good year and thanked the Committee, professionals, staff and volunteers. He added that the Township has a reputation for conducting business in a professional manner. Mayor Crilley briefly shared a few highlights from 2022.

The highlights showed that in 2022, a \$279,100 dollar DOT grant and \$100,000 in Township funds were spent to repave Love Lane from the railroad to Highway 77, Midway and Maple Avenues. A DOT grant for \$240,000 along with the Township contributing over \$250,000 will allow Hoover Road and Veterans Drive to be repaved in 2023. The Township also received a grant award in the amount of \$158,810 to begin the repaving of West Dawson, Acorn, Oak Hill and Colonial Terrace in 2024.

A Small Cities Facilities grant provided \$400,000 for Phase IV to make the recreation areas ADA compliant which will construct two new ADA bathrooms in the recreation complex as well as replacing the playground equipment at the Sunset Lake Recreation area. The Phase III ADA grant is currently being completed which provided for walk paths from soccer to football and will replace the playground equipment at the recreation complex. An additional \$163,000 was provided through a Small Cities Grant for a continuation of the home rehabilitation program. The Township was just awarded \$40,000 to install a commercial washer and dryer to clean the firefighter gear as well as installing an air purification system at Fire Company #3. The Township remains involved in various shared service agreements that provide savings for all participants, including the CS Regional Court which now has ten participating municipalities; there are seven municipalities utilizing the Township's Construction Code offices; the Township is one of 41 municipalities in a joint insurance fund, sharing our CFO with Pittsgrove, sharing our zoning official with Lawrence and housing official with Shiloh and Lawrence, utilizing Millville's Tax Assessor plus many other shared service agreements with a municipality or governmental entity.

The Township continues to provide funds to help offset expenses for recreational leagues, maintains the grounds of the 100 acre park. Public Works continued repair and reconstruction of drainage inlets on Township roads. Leaf Collection will end January 13th. The new Dump Truck ordered in February 2021 was delivered at the beginning of December 2022. The Love Lane water facility has continued to meet the safe drinking standards for the past 39 months. The Township has constructed a nitrate removal system at Love

Lane which will ensure further safe drinking standards. The new treatment facility cost \$1,063,000 – American Rescue Plan funds will pay for \$763,000 and the Township Utility budget will fund the balance. EMS handled over 1,980 calls in 2020 and the three fire companies responded to 610 calls in the past year. The Township continues to utilize Clean Community funding to be used to clean up roadsides in Upper Deerfield. The Environmental Commission holds seminars and maintains the Rain Garden by the Senior Center. The Senior Center continues to provide activities and programs under the direction of Sherrie Dixon, Director and the senior advisory committee.

The Planning Board approved site plans for a Chipotle restaurant and a Mod Car Wash. A package good Liquor License was sold, and the successful bidder is currently completing their background check by the state police and state. The store is anticipated to open in the Carlls Corner Shopping Center in the Spring 2023. The 67 single family home Seabrook East housing development is completed. The mixed use residential/commercial Bristol Ponds Redevelopment off Cornwell Drive received Planning Board approval in 2021 and project construction is anticipated to begin in early 2023. The Township Master Plans that were adopted in 1979 & 1988 provided for a blueprint of a well thought out plan for development of the Township. Sixty percent of the Township remains zoned agricultural, (over 20% of the Township is farmland preserved) residential development was planned in the southern portion where sewer and water are available and the Highway 77 corridor from Seabrook to Carlls Corner was zoned for general industry and business due to access to rail, water, sewer and a state highway. As time goes by the Master Plan continues to be re-examined and fine-tuned, but the base concepts remain unchanged; balancing the need to plan for growth in areas where infrastructure is located while proposing conservation and preservation measures for other areas of the Township.

Township representatives will continue to do local business visits and the Township newsletter will continue in 2023. The Township continues to be prudent and operates the local government services with approximately 5% of the tax dollars collected. The tax dollars are distributed as follows for every \$100 dollars paid: the County Government receives \$38.20, Upper Deerfield Schools receive \$37.18, Cumberland Regional receives \$19.33, and the Township receives \$5.29 to operate the local government. The Mayor concluded by stating that the Township has the best staff and group of dedicated volunteers wished everyone a healthy and Happy New Year.

At this time, Solicitor Rocco Tedesco swore in the 2023 appointments to the various Commissions, Boards & Committees. Mayor Crilley asked if there were any comments from the public.

Mayor Crilley invited everyone present to go to the Senior Center for refreshments. There being no further business to come before the Committee, on motion of Mr. Smith, seconded by Mr. Daddario, to adjourn, and unanimously carried.

Respectfully submitted,

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Janeen Rossi, Township Deputy Clerk

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Roy J. Spoltore, Township Clerk