

**HAMPTON TOWNSHIP COMMITTEE  
MINUTES  
NOVEMBER 28, 2023**

**THE MINUTES HAVE NOT BEEN FORMALLY APPROVED AND ARE SUBJECT TO CHANGE OR MODIFICATION AT THE NEXT REGULARLY SCHEDULED MEETING.**

**FLAG SALUTE:** Mayor T. Dooley led the Flag Salute at 7:04 PM

**ROLL CALL:** **Present:** Committeeman D. Hansen, Committeewoman E. Klose, Committeeman E. Ramm, and Mayor T. Dooley. **Also Present:** Township Administrator J. Caruso, Township Attorney F. McGovern, and Township Clerk K. Armstrong. **Excused:** Committeeman P. Yetter.

**STATEMENT-** Mayor T. Dooley stated that this electronic meeting is being held in compliance with the provisions of P. L. 1975, Ch. 231, Secs. 4 & 13, the Sunshine Law. In addition to publication in the Sunday and Daily New Jersey Herald and posting at the usual location in the municipal building, notice has been posted at the front door and provided electronically on the Township website."

**CONSENT AGENDA** –Mayor T. Dooley stated that all items with an Asterisk (\*) are considered routine and non-controversial by the Committee and will be approved by one motion. There will be no separate discussion of these items unless a citizen or Committee Member requests, in which case the item will be removed from the Consent Agenda and considered in its normal sequence on the Agenda.

- **Minutes** – October 31, 2023
- **Correspondence**
  1. Hampton Township Fire and Rescue – November 1, 2023 Minutes
  2. Hampton Township Recreation Advisory Committee – November 15, 2023 Minutes
  3. Hampton Township Planning Board – November 16, 2023 Agenda and October 19, 2023 Minutes
  4. Sussex County Planning Board – September 11, 2023 Minutes
  5. Sussex County Municipal Utilities Authority FY2024 Final Rate Schedule Effective December 1, 2023
  6. Correspondence from the Dennis Library
  7. Legislative Bulletin - 2023 No. 2
  8. NJ Municipalities Magazine – November 2023
  9. The New Jersey Planner – September/October 2023
- **Reports**
  1. Hampton Township Construction Official's Permit Activity Report – October 2023 and YTD
  2. Hampton Township Treasurer's Report – October 2023
  3. Andover Joint Municipal Court – September 2023
  4. Hampton/Stillwater Municipal Court – October 2023
  5. Animal Control Report – October 2023
  6. Zoning Officer's Report – October 2023

**APPROVAL OF THE CONSENT AGENDA**

**A MOTION** was made by Committeeman E. Ramm and seconded by Committeewoman E. Klose, with all members in favor, to accept the Consent Agenda as listed above.

## REGULAR AGENDA

### ORDINANCES

#### *PUBLIC HEARING AND FINAL ADOPTION*

##### **HAMPTON TOWNSHIP ORDINANCE #2023-20 – AN ORDINANCE TO AMEND SECTION 76-2, OF CHAPTER 76 ENTITLED “PARKS AND RECREATION AREAS” OF THE TOWNSHIP OF HAMPTON, COUNTY OF SUSSEX, STATE OF NEW JERSEY**

A **MOTION** was made by Committeewoman E. Klose and seconded by Committeeman D. Hansen to adopt at final reading Ordinance #2023-20.

#### PUBLIC HEARING

No comments

#### PUBLIC HEARING CLOSED

**ROLL CALL:** Committeeman D. Hansen; yes, Committeewoman E. Klose; yes, Committeeman E. Ramm; yes, Mayor T. Dooley; yes. Motion carried.

##### **HAMPTON TOWNSHIP ORDINANCE #2023-21 – AN ORDINANCE TO ADD NEW CHAPTER 90, ENTITLED “STORM SEWER SYSTEM” TO THE CODE OF THE TOWNSHIP OF HAMPTON, COUNTY OF SUSSEX, STATE OF NEW JERSEY**

A **MOTION** was made by Committeeman D. Hansen and seconded by Committeewoman E. Klose to adopt at final reading Ordinance #2023-21.

#### PUBLIC HEARING

No comments

#### PUBLIC HEARING CLOSED

**ROLL CALL:** Committeeman D. Hansen; yes, Committeewoman E. Klose; yes, Committeeman E. Ramm; yes, Mayor T. Dooley; yes. Motion carried.

##### **HAMPTON TOWNSHIP ORDINANCE #2023-22 – AN ORDINANCE TO AMEND CHAPTER 70, ENTITLED “LITTERING” OF THE CODE OF THE TOWNSHIP OF HAMPTON, COUNTY OF SUSSEX, STATE OF NEW JERSEY**

A **MOTION** was made by Committeewoman E. Klose and seconded by Committeeman E. Ramm to adopt at final reading Ordinance #2023-22.

#### PUBLIC HEARING

No comments

#### PUBLIC HEARING CLOSED

**ROLL CALL:** Committeeman D. Hansen; yes, Committeewoman E. Klose; yes, Committeeman E. Ramm; yes, Mayor T. Dooley; yes. Motion carried.

**HAMPTON TOWNSHIP ORDINANCE #2023-23 – AN ORDINANCE TO ADD NEW CHAPTER 84, ENTITLED “SALT STORAGE, PRIVATELY OWNED” TO THE CODE OF THE TOWNSHIP OF HAMPTON, COUNTY OF SUSSEX, STATE OF NEW JERSEY**

A **MOTION** was made by Committeewoman E. Klose and seconded by Committeeman D. Hansen to adopt at final reading Ordinance #2023-23.

Township Attorney F. McGovern recommended amending Ordinance 2023-23 to reflect recent minor changes the State of New Jersey made pertaining to certain requirements. The Township Committee reviewed the revisions. Township Attorney F. McGovern confirmed that they are minor in nature.

A **MOTION** was made by Committeeman D. Hansen and seconded by Committeewoman E. Klose to amend Ordinance #2023-23, as recommended by Township Attorney F. McGovern.

**ROLL CALL:** Committeeman D. Hansen; yes, Committeewoman E. Klose; yes, Committeeman E. Ramm; yes, Mayor T. Dooley; yes. Motion carried.

**PUBLIC HEARING**

Township resident Mr. Dennis Daniels made an inquiry regarding the amendment. Township Attorney F. McGovern stated that the amendments pertained to Stormwater Management.

**PUBLIC HEARING CLOSED**

**ROLL CALL:** Committeeman D. Hansen; yes, Committeewoman E. Klose; yes, Committeeman E. Ramm; yes, Deputy Mayor P. Yetter; yes. Motion to adopt as amended carried.

**HAMPTON TOWNSHIP ORDINANCE #2023-24 – AN ORDINANCE TO AMEND CHAPTER 35, ENTITLED “ANIMAL CONTROL, DOMESTIC” OF THE CODE OF THE TOWNSHIP OF HAMPTON, COUNTY OF SUSSEX, STATE OF NEW JERSEY**

A **MOTION** was made by Committeeman D. Hansen and seconded by Committeeman E. Ramm to adopt at final reading Ordinance #2023-24.

**PUBLIC HEARING**

No comments

**PUBLIC HEARING CLOSED**

**ROLL CALL:** Committeeman D. Hansen; yes, Committeewoman E. Klose; yes, Committeeman E. Ramm; yes, Mayor T. Dooley; yes. Motion carried.

**HAMPTON TOWNSHIP ORDINANCE #2023-25 – AN ORDINANCE TO AMEND THE CODE OF THE TOWNSHIP OF HAMPTON, COUNTY OF SUSSEX, STATE OF NEW JERSEY TO REGULATE SHIPPING CONTAINERS**

A **MOTION** was made by Committeewoman E. Klose and seconded by Committeeman D. Hansen to adopt at final reading Ordinance #2023-25.

**PUBLIC HEARING**

Township Resident Mr. S. Martin asked for clarification regarding Section 6-E:2 of Ordinance 2023-25. Mayor T. Dooley responded that owners of pre-existing Shipping Containers are not required to pay the Annual Permit Fee. Owners of containers that are placed on a parcel on or after November 29, 2023 will be required to pay the appropriate fee.

**HAMPTON TWP.COMMITTEE  
MEETING MINUTES**

**NOVEMBER 28, 2023**

Township Attorney F. McGovern explained that Ordinance #2023-25 would go into effect upon publication in the New Jersey Herald, however, November 29, 2023 is the date that will determine whether a permit is necessary.

**PUBLIC HEARING CLOSED**

**ROLL CALL:** Committeeman D. Hansen; yes, Committeewoman E. Klose; yes, Committeeman E. Ramm; yes, Mayor T. Dooley; yes. Motion carried.

**HAMPTON TOWNSHIP ORDINANCE #2023-26 – AN ORDINANCE TO AMEND PART I, ENTITLED “ADMINISTRATIVE LEGISLATION”, OF THE CODE OF THE TOWNSHIP OF HAMPTON, COUNTY OF SUSSEX, STATE OF NEW JERSEY**

A **MOTION** was made by Committeewoman E. Klose and seconded by Committeeman D. Hansen to adopt at final reading Ordinance #2023-26.

**PUBLIC HEARING**

No comments

**PUBLIC HEARING CLOSED**

**ROLL CALL:** Committeeman D. Hansen; yes, Committeewoman E. Klose; yes, Committeeman E. Ramm; yes, Mayor T. Dooley; yes. Motion carried.

**RESOLUTIONS**

A **MOTION** was made by Committeeman D. Hansen and seconded by Committeeman E. Ramm, with all members in favor, to adopt the following resolution.

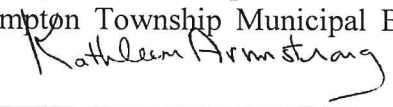
**HAMPTON TOWNSHIP RESOLUTION: SHARED SERVICE AGREEMENT WITH SANDYSTON TOWNSHIP FOR TRUCK WASHING SERVICES**

**BE IT HEREBY RESOLVED** by the Hampton Township Committee that the Mayor and the Township Clerk are hereby authorized to execute on behalf of the Hampton Township Committee a Shared Services Agreement with the Township of Sandyston as permitted by N.J.S.A. 4-8:A-I. et seq: for the utilization of the Vehicle Washing Equipment of the Hampton Township Public Works Department from January 1, 2024 to December 31, 2024.

**CERTIFICATION**

I hereby certify that the above Resolution was adopted by the Township Committee at their regular meeting held November 28, 2023 at the Hampton Township Municipal Building, Baleville, Sussex County, New Jersey.

Date:

  
\_\_\_\_\_  
Kathleen Armstrong, RMC  
Township Clerk

A **MOTION** was made Committeewoman E. Klose and seconded by Committeeman D. Hansen, with all members in favor, to adopt the following resolution.

**HAMPTON TOWNSHIP RESOLUTION: APPOINTING RISK MANAGEMENT CONSULTANT FOR THE 2024 FUND YEAR**

**WHEREAS**, the Township of Hampton (hereinafter “Local Unit”) has joined the Statewide Insurance Fund (hereinafter “Fund”), a joint insurance fund as defined in N.J.S.A. 40A:10-36 et seq.; and

**WHEREAS**, the Bylaws require participating members to appoint a Risk Management Consultant, as those positions are defined in the Bylaws, if requested to do so by the “Fund”; and

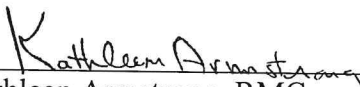
**WHEREAS**, the Local Unit has complied with relevant law with regard to the appointment of a Risk management Consultant; and

**WHEREAS**, the “Fund” has requested its members to appoint individuals or entities to that position; and


**NOW, THEREFORE, BE IT RESOLVED** by the governing body of “Local Unit”, in the County of Sussex and State of New Jersey, as follows:

1. Hampton Township (Local Unit) hereby appoints George Morville as its Risk Management Consultant.
2. The Hampton Township Administrator (*authorized representative of the public entity*) and Risk Management Consultant are hereby authorized to execute the Risk Management Consultant’s Agreement for the year 2024 in the form attached hereto.

Attest:

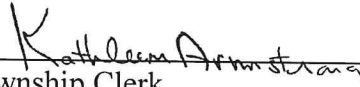
  
Kathleen Armstrong, RMC

Name of Entity: Hampton Township

  
Timothy Dooley, Mayor

**Certification**

I, Kathleen Armstrong, Clerk of the Township of Hampton, County of Sussex, do hereby certify the foregoing to be a true and correct copy of a Resolution adopted by the governing body on November 28, 2023.

  
Township Clerk

**A MOTION** was made by Committeewoman E. Klose and seconded by Committeeman D. Hansen, with all members in favor, to adopt the following resolution.

**HAMPTON TOWNSHIP RESOLUTION: APPOINTING FUND COMMISSIONER  
FOR THE 2024 FUND YEAR**

**WHEREAS**, Hampton Township (hereinafter “Local Unit”) is a member of the Statewide Insurance Fund (hereinafter “Fund”), a joint insurance fund as defined in N.J.S.A. 40A:10-36 et seq.; and

**WHEREAS**, the Fund’s Bylaws require participating members to appoint a Fund Commissioner;

**NOW, THEREFORE, BE IT RESOLVED** by the governing body of the Township of Hampton (Local Unit) that Township Administrator J. Caruso (*entity’s elected official or employee*) is hereby appointed as the Fund Commissioner for the Local Unit for the **Fund Year 2024**; and

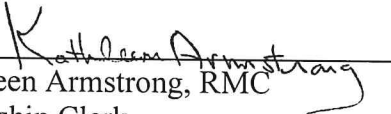
**BE IT FURTHER RESOLVED** that Township Clerk K. Armstrong (second elected official or employee) is hereby appointed as the Alternate Fund Commissioner for the Local Unit for the **Fund Year 2024**; and

**BE IT FURTHER RESOLVED** that the Local Unit’s Fund Commissioner is authorized and directed to execute all such documents as required by the Fund.



Certification

I, Kathleen Armstrong, Clerk of the Township of Hampton, County of Sussex, do hereby certify the foregoing to be a true and correct copy of a Resolution adopted by the governing body on November 28, 2023.

  
Kathleen Armstrong, RMC  
Township Clerk

A **MOTION** was made by Committeeman E. Ramm and seconded by Committeewoman E. Klose, with all members in favor, to adopt the following resolution.

**HAMPTON TOWNSHIP RESOLUTION: TO REFUND BALANCE OF 2023 DUE TO QUALIFIED 100% DISABLED VETERANS EXEMPTION**

**WHEREAS**, Leah C. Korver, Tax Collector advises that Block 2602 Lot 10 has an overpayment for the 2023 taxes; and

**WHEREAS**, Mr. Mark Templin II owner of 61 Parsons Road, Block 2602 Lot 10 has filed and been awarded for 100% Veterans deduction for real estate taxes; and

**WHEREAS**, Mr. Templin has received a refund for his taxes paid in 2022 when he applied for the exemption; and

**WHEREAS**, even though Mr. Templin's tax account is flagged as an Exempt Property his mortgage company still sent payments here on his behalf electronically that could not be refused; and

**WHEREAS**, the payments sent in error by the mortgage company have resulted in an overpayment on his account in the amount of \$2,710.84; and

**WHEREAS**, Mr. Templin is due a refund for the overpayment in the amount of \$2,710.84.

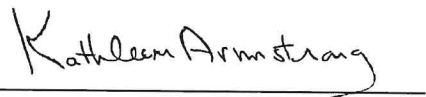
**NOW THEREFORE** be resolved by the Hampton Township Committee of the Township of Hampton, Sussex County, State of New Jersey that approval be granted to refund overpayment in the amount of \$2,710.84 for Block 2602 Lot 10.

Leah C. Korver  
Tax Collector  
November 28, 2023

**CERTIFICATION**

I hereby certify that the above resolution was adopted by the Township Committee at their regular meeting held on November 28, 2023 at the Hampton Township Municipal Building, Baleville, Sussex County, New Jersey 07860.

Date 11-28-2023

  
Kathleen Armstrong, RMC  
Township Clerk

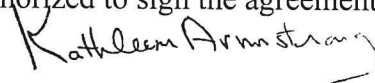
A **MOTION** was made by Committeewoman E. Klose and seconded by Committeeman E. Ramm, with all members in favor, to adopt the following resolution.

**HAMPTON TOWNSHIP RESOLUTION: AUTHORIZING THE MUNICIPAL CLERK AND MAYOR TO MAKE APPLICATION FOR THE AMERICAN RESCUE PLAN FIREFIGHTER GRANT AS PROVIDED BY THE NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS AND AUTHORIZE THE MUNICIPAL CLERK AND MAYOR TO EXECUTE ALL DOCUMENTS NECESSARY FOR SAID GRANT**

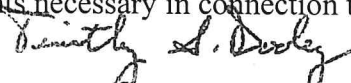
**WHEREAS**, the TOWNSHIP COMMITTEE of the TOWNSHIP OF HAMPTON desires to apply for and obtain a grant from the New Jersey Department of Community Affairs for approximately **\$72,800.00** to carry out a project *for the replacement of 16-sets of Turnout Gear. Turnout Gear must be replaced every 10-years in accordance with FPA Compliance Regulations.*

**THEREFORE, BE IT RESOLVED**, that the TOWNSHIP COMMITTEE of the TOWNSHIP OF HAMPTON does hereby authorize the application for such a grant; and, recognizes and accepts that the Department may offer a lesser or greater amount and therefore, upon receipt of the grant agreement from the New Jersey Department of Community Affairs, does further authorize the execution of any such grant agreement; and also, upon receipt of the fully executed agreement from the Department, does further authorize the expenditure of funds pursuant to the terms of the agreement between the TOWNSHIP OF HAMPTON and the NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS.

**BE IT FURTHER RESOLVED**, that the persons whose names, titles, and signatures appear below are authorized to sign the application, and that they or their successors in said titles are authorized to sign the agreement, and any other documents necessary in connection therewith.



Kathleen Armstrong, RMC  
Municipal Clerk



Timothy S. Dooley  
Mayor

#### CERTIFICATION

I hereby certify that the foregoing resolution is a true and certified copy of the resolution adopted by the Hampton Township Committee at a regularly scheduled meeting held on Tuesday, November 28, 2023 at the Hampton Township Municipal Building, Baleville, Sussex County, New Jersey.

Kathleen Armstrong, RMC  
Municipal Clerk

Committeeman D. Hansen commented that Hampton Fire & Rescue, Inc. recently received the Fire Gear that was purchased with funds granted as a result of a previous ARP Grant Application. If HTFR receives additional funds, the money would be used to purchased more gear.

**A MOTION** was made by Committeewoman E. Klose and seconded by Committeeman E. Ramm, with all members in favor, to adopt the following resolution.

#### **HAMPTON TOWNSHIP RESOLUTION: TO REFUND OVERPAYMENT MADE ON BLOCK 2603 LOT 8.01 CQUAR FOR THE 2023 4<sup>TH</sup> QUARTER TAX**

**WHEREAS**, Leah C. Korver, Tax Collector, advises that Block 2603 – Lot 8.01 CQUAR has an overpayment for the 4<sup>th</sup> quarter of 2023 taxes; and

**WHEREAS**, Mr. Raymond Bitten, on behalf of his brother's estate, made a payment on November 13, 2023 to be applied to 4<sup>th</sup> quarter taxes; and

**WHEREAS**, the payment was intended for Block 2603 Lot 8.01, which has a Tax Title Lien on it and cannot receive partial payments; and

**WHEREAS**, the payment was then applied to Block 2603 Lot 8.01 CQUAR as an overpayment until it could be properly refunded; and

**WHEREAS**, the Tax Collector requests to issue a refund in the amount of \$1,170.53 for Block 2603 Lot 8.01 CQUAR for the overpayment.

THEREFORE BE IT RESOLVED BY THE Township Committee of the Township of Hampton, County of Sussex, State of New Jersey that approval be granted to refund overpayment in the amount of \$1,170.53 for Block 2603 Lot 8.01 CQUAR.

Leah C. Korver, CTC  
Tax Collector  
November 28, 2023

CERTIFICATION

I hereby certify that the above resolution was adopted by the Township Committee at their regular meeting held on November 28, 2023 at the Hampton Township Municipal Building, Baleville, Sussex County, New Jersey 07860.

Date 11-28-2023

Kathleen Armstrong  
Kathleen Armstrong, RMC  
Township Clerk

A MOTION was made by Committeeman D. Hansen and seconded by Committeeman E. Ramm, with all members in favor, to adopt the following resolution.

HAMPTON TOWNSHIP RESOLUTION: 2023 BUDGET APPROPRIATION  
TRANSFERS

WHEREAS, certain Municipal 2023 Budget Appropriations have been expended and there being bills to pay, and

THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hampton, County of Sussex, State of New Jersey that the following transfers of the 2023 Budget Appropriations be made:

FROM:	Clerk	01-201-20-120-020	O&E	\$ 2,750.00
TO:	Clerk	01-201-20-120-010	S&W	\$ 2,750.00
FROM:	Finance	01-201-20-130-010	S&W	\$ 6,100.00
TO:	Finance	01-201-20-130-020	O&E	\$ 3,000.00
TO:	Audit	01-201-20-135-020	O&E	\$ 3,100.00
FROM:	Zoning Bd.	01-201-20-185-020	O&E	\$ 8,500.00
TO:	Planning Bd.	01-201-21-180-020	O&E	\$ 8,500.00
FROM:	Construction	01-201-22-195-010	S&W	\$ 6,000.00
TO:	Planning	01-201-21-180-010	S&W	\$ 6,000.00
FROM:	Construction	01-201-22-195-020	O&E	\$ 1,156.48
TO:	Liability Ins.	01-201-23-210-020	O&E	\$ 656.12
TO:	Workers Comp.	01-201-23-215-020	O&E	\$ 500.36
FROM:	Public Health	01-201-27-330-020	O&E	\$ 518.80
TO:	Recycling	01-201-26-306-010	S&W	\$ 144.00
TO:	Animal Control	01-201-27-340-020	O&E	\$ 374.80
FROM:	Bldgs. & Grounds	01-201-26-310-010	S&W	\$ 3,000.00
TO:	Bldgs. & Grounds	01-201-26-310-020	O&E	\$ 3,000.00

CERTIFICATION

I hereby certify that the foregoing to be a true and correct copy of a resolution duly adopted by the Township Committee of the Township of Hampton, in the County of Sussex, New Jersey, at a meeting held on November 28, 2023.

Kathleen Armstrong  
Kathleen Armstrong, RMC  
Township Clerk



A MOTION was made by Mayor T. Dooley and seconded by Committeeman E. Ramm, with all members in favor, to table the following resolution.

**HAMPTON TOWNSHIP RESOLUTION: AUTHORIZING THE QUALIFIED  
PURCHASING AGENT TO RECEIVE CERTAIN BIDS IN ACCORD WITH N.J.A.C.  
5:34-5.1, E-PROCUREMENT**

WHEREAS, the Township of Hampton has appointed a Qualified Purchasing Agent in accord with N.J.S.A. 40A:11-9; and

WHEREAS, the State of New Jersey in Administrative Code in response to the Covid 19 crisis and permanently has promulgated rules to allow for electronic receipt of bids with the rules at N.J.A.C. 5:34-1 et. Seq. and

WHEREAS, the Township's, QPA has recommended the use of Bidnet Direct software as a quoted platform in accord with N.J.S.A. 40A:11-6.1, which complies with all the administrative rule as required by the New Jersey Administrative Rules; and

WHEREAS, the electronic procurement platform is available to other officials as required to virtually observe bid openings in a transparent manner and provide for bids available for public inspection; and

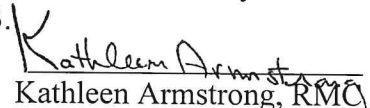
WHEREAS, the cost to the Township is a zero cost.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of HAMPTON, State of New Jersey, as follows:

1. That the Qualified Purchasing Agent or his/ her designee, is hereby authorized to conduct bid openings and procurement in accord with N.J.S.A.40A:11-9 through E-Procurement in accord with N.J.A.C. 5:34-1 et. Seq., through Bidnet Direct at a zero cost to the Township.

**CERTIFICATION**

I hereby certify that the foregoing to be a true and correct copy of a resolution duly adopted by the Township Committee of the Township of Hampton, in the County of Sussex, New Jersey, at a meeting held on November 28, 2023.

  
Kathleen Armstrong, RMC  
Township Clerk

A MOTION was made by Committeeman E. Ramm and seconded by Committeewoman E. Klose, with all members in favor, to adopt the following resolution, as recommended by Township Engineer H. Pellow.

**HAMPTON TOWNSHIP RESOLUTION: AUTHORIZING THE RELEASE AND  
MODIFICATIONS OF CERTAIN PERFORMANCE BONDS POSTED BY LOWE'S  
HOME CENTERS, LLC. FOR THE LOWE'S COMPANIES, INC. PROJECT  
LOCATED AT NJ ROUTE 206/94, BLOCK 3501, LOTS 37 & 38, HAMPTON  
TOWNSHIP, SUSSEX COUNTY, NEW JERSEY**

WHEREAS, Lowe's Home Centers, Inc., now known as Lowe's Home Centers, LLC., whose address is 1000 Lowe's Boulevard, Mooresville, NC 281 17 posted certain performance bonds to guarantee construction, installation, grading, stabilization and related onsite and offsite improvements associated with the construction of the Lowe's Home Centers facility located at NJ Route 206/94, Block 3501, Lots 37 & 38, Hampton Township, Sussex County, New Jersey; and

WHEREAS, all improvements and site work were inspected by the Hampton Township Engineer who has determined that said performance bonds should be released or adjusted as set forth herein; and

**HAMPTON TWP.COMMITTEE  
MEETING MINUTES**

**NOVEMBER 28, 2023**

WHEREAS, in accordance with N.J.S.A. 40:55D-53, a resolution authorizing such release or adjustment of a performance bond is required by the Township Committee of the Township of Hampton;

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hampton, Sussex County New Jersey as follows:

1. The requirements pertaining to performance bond number 104-313-408 in the existing bond amount of \$283,548.00 which was posted to cover the cost of extending Towne Center Drive from the existing southerly Lowe's driveway to the southerly tract line of Block 3501, Lot 37 are modified to require that the amount of the performance guarantee that must be posted is the sum of \$587, 13 1.20 within 20 days after the adoption of this Resolution.

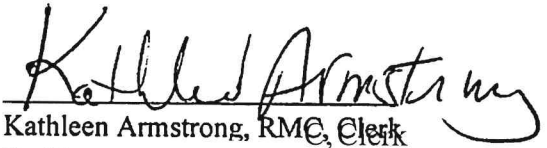
2. Performance bond number 104-313-409, in the existing bond amount of \$126,000.00, which was posted to cover the cost of grading and stabilizing the out parcel (Block 3501, Lot 38) and the area between the northerly side of Towne Center Drive and adjacent Block 3501, Lot 39 (Zika property) is hereby released entirely on condition that Lowe's Home Centers, LLC., shall comply with the other requirements of this Resolution.

3. Performance bond number 104-639-831, in the existing bond amount of \$448,464.24, which was posted to cover the cost of remaining site improvements for Block 3501, Lot 37 (Lowe's); Block 3501, Lot 38 (out parcel); and Towne Center Drive, as well as the removal of the existing Route 206 curb and driveway entrance to Block 3501, Lot 39 (Zika property) and construction of full-face curb and lawn restoration, shall be modified to require the posting of a performance guarantee with Hampton Township in the sum of \$60,000.00 within 20 days after the adoption of this Resolution.

4. Performance bond number 105-361-610, in the existing bond amount of \$6,000.00, which was posted to cover the cost of installing 10 concrete monuments, shall be reduced to the sum of \$4,320.00.

5. This Resolution shall be effective immediately.

CERTIFICATION: I hereby certify that the foregoing is a true and correct copy of a Resolution duly adopted by the Township Committee of the Township of Hampton, in the County of Sussex, New Jersey, at a meeting held on November 28, 2023.

  
Kathleen Armstrong, RMC, Clerk  
Kathleen Armstrong,  
Hampton Township

**NEW BUSINESS**

**PROPOSAL FOR FIXED ASSET ACCOUNTING FROM ACCLAIM INVENTORY  
IN THE AMOUNT OF \$3,000.00**

A MOTION was made by Committeeman D. Hansen and seconded by Committeewoman E. Klose, with all members in favor, to authorize a contract between Acclaim Inventory and Hampton Township in the amount of \$3,000.00 for Fixed Asset Accounting Services.

**FACILITY USE FORM FROM THE HAMPTON PTA FOR THE 3<sup>RD</sup> ANNUAL HAWK  
HUSTLE 5K COLOR RUN TO BE HELD SEPTEMBER 14, 2023**

A MOTION was made by Committeewoman E. Klose and seconded by Committeeman E. Ramm, with all members in favor, to approve a Facility Use request from the Hampton PTA to hold their Annual Hawk Hustle 5K Color Run, as referenced above.

**FACILITY USE FORM FROM HEATHER DOYLE DBA THE SUGAR JUMBLE  
FOR THE COMMUNITY CENTER FOR COOKIE DECORATING CLASSES TO  
BE HELD TWICE IN DECEMBER 2023**

Committeewoman E. Klose asked whether the function referenced above would conflict with KRHS Project Graduation's Gift Wrap Fundraiser, which is also taking place during the month of December in the Township Senior and Community Center. Township Clerk K. Armstrong explained that Ms. H. Doyle's dates were flexible and the classes would be scheduled around Project Graduation's fundraiser.

**A MOTION** was made by Committeeman D. Hansen and seconded by Committeeman E. Ramm, with all members in favor, to approve a Facility Use request from Heather Doyle, DBA The Sugar Jumble, to hold a Cookie Decorating Class, as referenced above.

#### **HAMPTON TOWNSHIP FIRE AND RESCUE UPDATE**

Committeeman D. Hansen stated that HTFR's Annual Tree and Wreath Sale is up and running for the Christmas 2023 Season. Inventory is selling fast, but there are still trees and wreaths available.

Township Administrator J. Caruso stated that HTFR Chief D. Gunderman was not able to attend this evening's meeting, however, he provided her with the following report:

HTFR responded to 15 fire calls during the month of November 2023 and 308 EMS calls year-to-date.

HTFR recently received a total of \$20,000 in ARP Grant Funds. The Fire Department purchased a new automated CPR Machine, with a 5-year warranty.

#### **DISCUSSION**

Committeewoman E. Klose referred to a previous Township Committee Meeting discussion regarding the importance of conducting a Hampton Township Dog Census in the coming year. Based on the information provided by Administrator J. Caruso, the township has the option of entering into a Shared Service Agreement with the Town of Newton. Committeewoman E. Klose suggested moving the objective forward by obtaining a quote from the Town of Newton for Dog Census Services.

**A MOTION** was made by Committeewoman E. Klose and seconded by Committeeman D. Hansen, with all members in favor, to obtain a proposal from the Town of Newton to enter into a Shared Service Agreement for Dog Census Services.

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Committeewoman E. Klose recommended obtaining a quote from Spatial Logic (SL) to install a Zoning Module on the SL Platform currently utilized in the Construction Office.

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In response to a request from Mr. M. Brucker to place a crosswalk on Church Road in front of Balesville Christian Congregational Church, Committeeman D. Hansen researched the designation of a crosswalk on a municipal roadway. He explained that the New Jersey Department of Transportation has given local governments jurisdiction over traffic signage and crosswalks, providing certain items are addressed.

Committeeman D. Hansen is in the process of drafting a report and mapping the area. He hopes to have an update in the coming month. He stated that Morris Township adopted an Ordinance pertaining to crosswalks, which he will provide to the Township Attorney F. McGovern for review. The Ordinance would likely be an amendment to Hampton Township's existing "Streets and Roads" Code. Mayor T. Dooley thanked Committeeman D. Hansen for his efforts concerning this matter.

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Committeeman E. Ramm stated that he received a call from Sheriff M. Strada, who offered to donate free Christmas trees to residents who have fallen on hard times and are not in a position to purchase one. Sheriff M. Strada reserved six trees for Hampton Township, however, he indicated that it might be possible to provide additional trees, if necessary.

Administrator J. Caruso stated that after receiving a call from Committeeman E. Ramm regarding this issue, she contacted the McKeown Elementary School Nurse to ask whether she was aware of any local families who might benefit from such a donation. Administrator J. Caruso has not yet received a response, but she will provide Sheriff M. Strada with any updates.

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Mayor T. Dooley thanked Township DPW Employees, Mr. Mike Corey and Mr. Tony Buff, for their efforts during the Hampton Township Fall Festival. He stated that both men were very helpful and did a great job working through the additional challenge of inclement weather.

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Township Administrator gave a brief update concerning 61 Halsey Road. She had approached Habitat for Humanity about possibly rehabilitating the home. They indicated that the cost of renovating the residence would likely be too high to make it work for their purposes.

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In response to an inquiry from Mayor T. Dooley regarding the newly purchased AED Machines for the Municipal Complex, Township Administrator stated that two machines have arrived and the installation will begin on or about November 30, 2023. Two additional machines will arrive later this week and all staff members will participate in comprehensive CPR Training Session. The cabinets have not yet arrived, but Administrator J. Caruso will contact the vendor to determine the status of the order.

Township Administrator J. Caruso confirmed that the cabinets are equipped with cameras in order to deter potential vandals from damaging the units. Appropriate signage will be posted informing the public that the cabinets are equipped with cameras. The cabinets provide automated instructions to assist users in an emergency. They also include an automatic 9-1-1 call feature that is triggered when someone accesses the unit.

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Township Administrator J. Caruso stated that she and Township Clerk K. Armstrong are currently working on getting new “Welcome to Hampton Township” signs to replace the old signs. Two vendors, Airworx (Art Frisbee) and Forge, Inc., have been contacted and they anticipate having quotes within the next month or so. The township will not be required to go out to bid due to the specialized nature of the product being provided. The graphic design and artwork involved with creating the signs deems the necessary services as “Extraordinary and Unspecifiable Services”, an exception to the Open Bid process.

One of the vendors will also provide a quote for a Digital Sign that would replace the existing Township Community Board in front of the Municipal Building.

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The Township Committee agreed by full consensus to hold the Township Committee Reorganization Meeting on Wednesday, January 3, 2024. The Township Committee Meeting next December will be scheduled on Tuesday, December 17, 2024. A Resolution containing the Township Committee’s meeting dates will be on the Township Committee Reorganization Meeting Agenda.

### **PUBLIC SESSION**

In response to a comment from Township Resident Mr. D. Daniels regarding a crosswalk located on State Highway 206 near the Rail Trails signage, Committeeman D. Hansen explained that the State Department of Transportation (DOT) has jurisdiction over Route 206. He added that crosswalk compliance issues for the DOT differ from those of local government.

### **PUBLIC SESSION CLOSED**

### **EXECUTIVE SESSION**

**A MOTION** was made by Committeeman D. Hansen and seconded by Committeewoman E. Klose, with all members in favor, to adopt the following resolution.



HAMPTON TOWNSHIP COMMITTEE  
RESOLUTION FOR EXECUTIVE SESSION

BE IT RESOLVED BY THE HAMPTON TOWNSHIP COMMITTEE to go into Executive Session pursuant to the following exception of the Open Public Meetings Act: N.J.S.A. 10:14-12 for the purpose of discussing legal and personnel-related matters at 7:50 P.M. The matters discussed in Executive Session may be made public at the appropriate time. I hereby certify that the Hampton Township Committee at its meeting on November 28, 2023 adopted the foregoing Resolution.

Date11-28-2023

Kathleen Armstrong

Kathleen Armstrong, RMC

Township Clerk

A MOTION was made by Committeeman D. Hansen and seconded by Mayor T. Dooley, with all members in favor, to go back into Regular Session at 8:08 P.M.

A MOTION was made by Mayor T. Dooley and seconded by Committeewoman E. Klose, with all members in favor, for Township Employee K. Wunder to receive a one-time payment in the amount of \$5,000.00 for declining to join the Township Healthcare Benefits.

A MOTION was made by Committeeman D. Hansen and seconded Committeeman E. Ramm, with all members in favor, to increase Township Employee K. Schroder hours during the period of January 1, 2024 through May 31, 2024 for the purpose of providing temporary coverage in the Zoning/Construction Office and to provide Ms. Schroder with a \$100.00 stipend for each Planning Board Meeting she attends as the Secretary.

BILLS

Township Administrator J. Caruso provided additional names of vendors, who have been included on the Bills List below.

A MOTION was made by Committeewoman E. Klose and seconded by Committeeman Hansen, with all members in favor, to approve the following resolution.

HAMPTON TOWNSHIP  
RESOLUTION TO PAY BILLS

WHEREAS, there are bills to be paid for goods and services.

NOW, THEREFORE, BE IT RESOLVED BY the Township Committee of the Township of Hampton, County of Sussex that the following bills be paid

DATE	CHECK #	PAID TO	AMOUNT	VOID AMOUNT	VOID DATE	REASON
11/03/2023	30410683	858 STATE OF NEW JERSEY	22,599.40 (Transfer)			
11/03/2023	30410693	858 STATE OF NEW JERSEY	5,445.63 (Transfer)			
11/07/2023	15537	528 POSTMASTER	39.60 (Manual)			
11/07/2023	15538	716 VILLA CAPRI PIZZA	83.00 (Manual)			
11/15/2023	1117154	175 TREASURER, SUSSEX COUNTY	3,980.75 (Transfer)			
11/15/2023	1117161	175 TREASURER, SUSSEX COUNTY	82,811.63 (Transfer)			
11/15/2023	1117164	175 TREASURER, SUSSEX COUNTY	3,463.99 (Transfer)			
11/15/2023	1117169	175 TREASURER, SUSSEX COUNTY	935,092.17 (Transfer)			
11/15/2023	1117173	513 HAMPTON BD. OF EDUCATION	552,546.00 (Transfer)			
11/15/2023	2023011	217 BRIGHTSPEED	41.42 (Transfer)			
11/21/2023	1123831	1043 PAYCHEX OF NEW YORK LLC	636.55 (Transfer)			
11/28/2023	15539	945 ABCODE SECURITY, INC.	540.00			
11/28/2023	15540	495 AIRGAS USA, LLC	24.75			
11/28/2023	15541	1085 AMERICAN WEAR	402.24			
11/28/2023	15542	802 ANDOVER TOWNSHIP	26,689.38			
11/28/2023	15543	1236 ANDREW SIMONIS	115.24			
11/28/2023	15544	677 ANIMAL HOSP. OF SUSSEX CTY, INC.	820.00			
11/28/2023	15545	849 BARBARA HARABES	1,978.80			

**HAMPTON TWP.COMMITTEE  
MEETING MINUTES**

**NOVEMBER 28, 2023**

11/28/2023	15546	774 BASSANI POWER EQUIPMENT	146.76
11/28/2023	15547	1335 BITTEN, RAYMOND	1,170.53
11/28/2023	15548	1255 BLUE DIAMOND DISPOSAL, INC.	55,500.00
11/28/2023	15549	1191 BRADY & CORREALE, LLP	656.25
11/28/2023	15550	510 CAMPBELL SUPPLY CO. OF SUSSEX COUNT	158.69
11/28/2023	15551	1332 CARDIO PARTNERS INC	3,201.44
11/28/2023	15552	1087 CHARLES LUXTON	207.29
11/28/2023	15553	501 CLEAN TEAM, INC.	372.00
11/28/2023	15554	505 DELTA DENTAL OF NJ, INC.	1,629.73
11/28/2023	15555	1153 Diana Brindopke	1,978.80
11/28/2023	15556	585 DOVER BRAKE & CLUTCH CO. INC.	272.38
11/28/2023	15557	645 E. Jerome Orr	1,978.80
11/28/2023	15558	839 ECONO SIGNS LLC	701.74
11/28/2023	15559	748 EDWARD HAYES	1,978.80
11/28/2023	15560	571 Eileen Klose	1,978.80
11/28/2023	15561	509 FAIRCLOUGH FUEL, INC	5,502.73
11/28/2023	15562	1078 FAIRCLOUGH PROPANE	764.69
11/28/2023	15563	741 FARMSIDE LANDSCAPE & DESIGN, INC.	1,575.00
11/28/2023	15564	1333 FERN HAYES	1,319.20
11/28/2023	15565	1047 FLOYD JONES	989.40
11/28/2023	15566	1261 FOLEY CATERPILLAR, INC.	656.35
11/28/2023	15567	646 Friedhelm Brindopke	1,978.80
11/28/2023	15568	355 GATEHOUSE MEDIA NEW YORK HOLDINGS	256.57
11/28/2023	15569	636 HAMPTON TWP FIRE & RESCUE, INC.	21,326.50
11/28/2023	15570	1107 HAMPTON-SANDYSTON WRESTLING	500.00
11/28/2023	15571	1216 J CALDWELL & ASSOCIATES, LLC	260.00
11/28/2023	15572	281 JERSEY CENTRAL POWER & LIGHT	1,457.70
11/28/2023	15573	1055 KELLER WELDING	400.00
11/28/2023	15574	518 KITTATINNY REGIONAL HIGH SCHOOL	554,636.30
11/28/2023	15575	591 LAFAYETTE AUTO PARTS SUPPLY, INC	398.98
11/28/2023	15576	637 Leah Korver	386.28
11/28/2023	15577	522 LOWE'S COMPANIES, INC.	631.00
11/28/2023	15578	1256 MARK TEMPLIN II	2,710.84
11/28/2023	15579	552 MARY WHITESELL	1,978.80
11/28/2023	15580	609 MONTAGE ENTERPRISES, INC	1,248.72
11/28/2023	15581	525 MONTAGUE TOOL & SUPPLY CO., INC	247.76
11/28/2023	15582	1092 MORRIS ASPHALT CO., INC.	224.00
11/28/2023	15583	1038 MORTON SALT	26,646.87
11/28/2023	15584	1334 NANCY METTLER	989.40
11/28/2023	15585	346 NEWTON TROPHY CO	102.00
11/28/2023	15586	1195 PLANET NETWORKS	3,117.60
11/28/2023	15587	757 POLOWY STONE MASON & LANDSCAPE SUPP	38.40
11/28/2023	15588	684 SANDYSTON TOWNSHIP	3,738.96
11/28/2023	15589	684 SANDYSTON TOWNSHIP	22,419.15
11/28/2023	15590	1203 SEPTICARE	595.00
11/28/2023	15591	1029 SHEAFFER SUPPLY, INC	39.30
11/28/2023	15592	431 SK OFFICE SUPPLY, INC.	1,200.00
11/28/2023	15593	437 SPACE WILD ANIMAL FARM INC.	116.00
11/28/2023	15594	444 STAPLES BUSINESS CREDIT	670.55
11/28/2023	15595	1252 STATE INDUSTRIAL PRODUCTS	622.60
11/28/2023	15596	628 SUSSEX COUNTY MUA	47.70
11/28/2023	15597	566 TIRE KING, INC	851.00
11/28/2023	15598	773 VERIZON WIRELESS SERVICES, LLC	386.42
11/28/2023	15599	1196 WARREN T. KLOSE	1,978.80
11/28/2023	15600	611 WELDON QUARRY CO., LLC	7,083.56
11/28/2023	15601	703 WEST CHESTER MACHINERY & SUPPLY CO,	1,086.87
11/28/2023	15602	434 WIELKOTZ & COMPANY, LLC	16,750.00
11/28/2023	15603	1258 KITTATINNY SOCCER CLUB	178.64
11/28/2023	15604	1114 KRHS PROJECT GRADUATION	500.00
11/28/2023	1123287	514 HAMPTON TWP. PAYROLL ACCOUNT	93,871.35 (Transfer)
			-----
			791,110.86
			122.60 Manual
			1,700,488.89 Bank Transfers
			=====
			2,491,722.35

HAMPTON TWP.COMMITTEE  
MEETING MINUTES

NOVEMBER 28, 2023

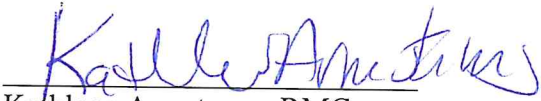
Dooley, Timothy S	15	11/14/23	10125	1,694.39	
Hansen, David	17	11/14/23	10126		
Klose, Eileen F	19	11/14/23	10127	1,294.93	
Ramm Jr, Edward V	26	11/14/23	10128	1,027.59	
Yetter, Philip L	20	11/14/23	10129		
Armstrong, Kathleen T	58	11/14/23	10130	2,144.58	
Juarez, Diana	25	11/14/23	10131	1,180.37	
Caruso, Jessica M	103	11/14/23	10132	5,309.15	
Schroder, Kathryn R	121	11/14/23	10133	589.03	
Ferraris, Joseph	114	11/14/23	10134	1,291.49	
Korver, Leah C	101	11/14/23	10135	1,829.92	
Wunder, Katelynn	24	11/14/23	10136	1,174.65	
Hayes, Edward R	7	11/14/23	10137		77.50
Bayles, Daniel P	42	11/14/23	10138	2,538.18	
Bennett III, Frank E	116	11/14/23	10139	5,888.21	
BUFF III, ANTHONY J	119	11/14/23	10140	1,355.67	
Corey, Michael E	117	11/14/23	10141	1,475.06	
Lantz, Kevin	23	11/14/23	10142	1,349.17	
Tietje, John W	108	11/14/23	10143	2,236.29	
VANHORN, JASON L	120	11/14/23	10144	1,420.25	
Welch, James A	107	11/14/23	10145	1,894.77	
Hansen, Karen	18	11/14/23	10146		488.84
Decarolis, Alan R	14	11/14/23	10147		
BANK ACCOUNT TOTAL				35,693.70	566.34
23 Transaction(s)					

NAME	ID	CHECK DATE	CHECK NUMBER	DIRECT DEPOSIT AMOUNT	NEGOTIABLE CHECK AMOUNT
Armstrong, Kathleen T	58	11/28/23	10150	1,800.56	
Juarez, Diana	25	11/28/23	10151	1,325.93	
Schroder, Kathryn R	121	11/28/23	10152	577.73	
Ferraris, Joseph	114	11/28/23	10153	1,229.20	
Korver, Leah C	101	11/28/23	10154	1,541.07	
Wunder, Katelynn	24	11/28/23	10155	1,252.51	
Bayles, Daniel P	42	11/28/23	10156	2,128.20	
BUFF III, ANTHONY J	119	11/28/23	10157	1,355.67	
Corey, Michael E	117	11/28/23	10158	1,345.11	
Lantz, Kevin	23	11/28/23	10159	1,264.37	
Tietje, John W	108	11/28/23	10160	1,895.92	
VANHORN, JASON L	120	11/28/23	10161	1,298.54	
Welch, James A	107	11/28/23	10162	1,605.91	
BANK ACCOUNT TOTAL				18,620.72	0.00
13 Transaction(s)					
COMPANY TOTAL				18,620.72	0.00
13 Transaction(s)					

CERTIFICATION


I hereby certify that the above Resolution was adopted by the Township Committee at their regular meeting held on November 28, 2023 at the Hampton Township Municipal Building, Baleville, Sussex County, New Jersey.

Date: 11-28-2023

  
Kathleen Armstrong, RMC  
Township Clerk

ADJOURNMENT

A MOTION was made by Committeeman D. Hansen and seconded by Mayor T. Dooley, with all members in favor, to adjourn the meeting at 8:12 PM.

Respectfully submitted by,  
  
Kathleen Armstrong, RMC  
Township Clerk