

**HAMPTON TOWNSHIP COMMITTEE
MINUTES
DECEMBER 19, 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 7:00 PM

ROLL CALL: **Present:** Committeeman D. Hansen, Committeewoman E. Klose, Committeeman E. Ramm, and Mayor T. Dooley. **Also Present:** Township Administrator/CFO 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** – November 28, 2023
- **Correspondence**
 1. Hampton Township Fire and Rescue – December 1, 2023 Minutes
 2. Hampton Township Board of Health – November 21, 2023 Minutes and December 5, 2023 Remote Special Meeting Minutes
 3. Hampton Township Planning Board – December 21, 2023 Agenda and November 16, 2023 Minutes
 4. Sussex County Planning Board – November 6, 2023 Minutes
 5. Sussex County Agriculture Development Board – October 16, 2023 Minutes
 6. Sussex County Municipal Utilities Authority "Certificate of Estimated Annual Charge" - FY2024
 7. Notice of Violation – 61 Halsey Road
 8. NJ Municipalities Magazine – December 2023
- **Reports**
 1. Hampton Township Construction Official's Permit Activity Report – November 2023 and YTD
 2. Hampton Township Treasurer's Report – November 2023
 3. Andover Joint Municipal Court – October 2023
 4. Animal Control Report – November 2023
 5. Zoning Officer's Report – October 2023
- **Raffles**
 1. The Kittatinny Players Booster Club – Off-Premise 50/50 Raffle License #2023-09 to be held March 16, 2024

APPROVAL OF THE CONSENT AGENDA

Committeeman D. Hansen requested that Correspondence #6 be removed from the Consent Agenda for further consideration.

A **MOTION** was made by Committeeman D. Hansen and seconded by Committeeman E. Ramm, with all members in favor, to accept the Consent Agenda as listed, with Correspondence #6 removed for further consideration.

Correspondence #6- Sussex County Municipal Utilities Authority “Certificate of Estimated Annual Charge” - FY2024 – Administrator J. Caruso confirmed that the Sussex County Municipal Utility Authority (SCMUA) charges Lowes for Sewer Service usage. The invoice is sent to the municipality, who collects the payment from Lowes and then submits it to the SCMUA. The township only acts as the conduit.

A **MOTION** was made by Committeeman D. Hansen and seconded by Mayor T. Dooley, with all members in favor, to accept Correspondence #6 as listed on the Consent Agenda.

REGULAR AGENDA

RESOLUTIONS

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 FOR 2023 BUDGET APPROPRIATIONS
BE CANCELLED TO FUND BALANCE
HAMPTON TOWNSHIP
RESOLUTION**

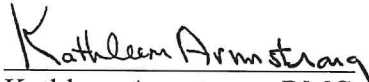
WHEREAS, Hampton Township Chief Finance Officer Jessica Caruso has recommended that the following 2023 Budget Appropriations be cancelled to Fund Balance.

01-201-20-110-010	Mayor/Committee	SW	\$ 3,441.17
01-201-20-110-020	Mayor & Committee	OE	\$ 3,000.00
01-201-20-120-020	Clerk	OE	\$ 3,000.00
01-201-20-130-010	Financial Administration	SW	\$ 5,480.46
01-201-20-145-010	Tax Collection	SW	\$ 264.02
01-201-20-150-010	Tax Assessment	SW	\$ 19.84
01-201-20-165-020	Engineering	OE	\$ 15,000.00
01-201-20-185-010	Zoning Board	SW	\$ 500.00
01-201-22-195-020	Construction	OE	\$ 17,000.00
01-201-23-225-020	Unemployment Ins.	OE	\$ 1,000.00
01-201-25-252-010	Emergency Mgmt.	SW	\$ 32.16
01-201-25-252-020	Emergency Mgmt.	OE	\$ 1,000.00
01-201-25-260-020	First Aid Org Contribution	OE	\$ 1,500.00
01-201-25-261-020	Fire Prevention – Interlocal	OE	\$.13
01-201-26-310-010	Buildings & Grounds	SW	\$ 7,900.00
01-201-26-315-020	Vehicle Maintenance	OE	\$ 10,000.00
01-201-27-340-010	Animal Control	SW	\$ 12,550.00
01-201-27-360-020	Aid to Social Svcs.	OE	\$ 400.00
01-201-31-426-020	Municipal Match	OE	\$ 1.00
01-201-31-430-020	Electricity	OE	\$ 3,000.00
01-201-31-440-020	Telephone	OE	\$ 9,800.00
01-201-36-426-199	Refund of Tax Appeals	OE	\$ 1.00
01-201-43-490-020	Municipal Court	OE	\$.48
01-201-45-945-199	Imp. To Dam-Principal	OE	\$.07
01-201-45-950-199	Imp. To Dam-Interest	OE	\$.46
TOTAL:			\$ 94,891.25

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 December 19, 2023.

12-19-2023


Kathleen Armstrong, RMC
Hampton Township Clerk

Committeewoman E. Klose noted that the appropriations being cancelled to Fund Balance is considerably less compared to last year, which will ultimately reduce the surplus in FY 2024. Administrator J. Caruso confirmed that either next year's budget could be increased or use less fund balance to supplement the budget.

Committeewoman E. Klose suggested that she meet with Administrator J. Caruso to review the strategy for the upcoming year.

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

**RESOLUTION AUTHORIZING EXECUTION OF SHARED SERVICE
AGREEMENT WITH SANDSTON TOWNSHIP FOR
FIRE PREVENTION SERVICES**

WHEREAS, the Township of Hampton, in the County of Sussex, New Jersey, is desirous of achieving economies by having the Township of Sandyston, in the County of Sussex, New Jersey, provide fire prevention services to the Township; and

WHEREAS the Township of Hampton has proposed to the Township of Sandyston certain terms for the provision of said services by the Township of Sandyston to the Township of Hampton for a period of four years, which terms are embodied in the form of a Shared Service Agreement; and

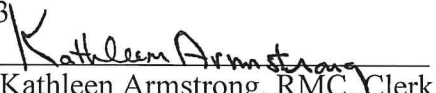
WHEREAS, the Township of Sandyston's provision of such services to the Township of Hampton per a Shared Service Agreement is authorized by the Shared Services Act, N.J.S.A. 40A:65-1, et seq., and Local Public Contracts Law, N.J.S.A. 40A:11-1, et seq.;

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

1. The proper officers of the Township of Hampton are hereby authorized to endorse and deliver a contract for such services consistent with the terms of this Resolution;
2. This Resolution shall take effect immediately;
3. A certified copy of this Resolution and the Agreement shall be forwarded to the New Jersey Division of Local Government Services, P.O. Box 803, Trenton, NJ 08625.

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 December 19, 2023.

12-19-2023


Kathleen Armstrong, RMC, Clerk
Hampton Township

NEW BUSINESS

**MEMORANDUM FROM HAROLD E. PELLOW: ENGINEER'S END-OF-YEAR
REPORT & APPOINTMENT FOR 2024**

A **MOTION** was made by Committeeman D. Hansen and seconded by Committeewoman E. Klose, with all members in favor, to accept Engineer's End-of Year Report, as submitted by Township Engineer Harold Pellow and to appoint him as Township Engineer in FY 2024.

**CONTRACT FROM SPACE FARMS FOR FY 2024 DEER CARCASS REMOVAL
SERVICES AT THE RATE OF \$29.00 PER PICKUP**

A MOTION was made by Mayor T. Dooley and seconded by Committeeman E. Ramm, with all members in favor, to authorize an Agreement between Hampton Township and Space Farms for Deer Carcass Removal Services in FY 2024 at a rate of \$29.00 per carcass.

BLUE LIGHT PERMIT APPLICATION FROM KIZZY ESQUIVEL

A MOTION was made by Committeewoman E. Klose and seconded by Committeeman E. Ramm, with all members in favor, with the exception of Committeeman D. Hansen, who abstained, to approve a Blue Light Permit Application from Hampton Fire & Rescue, Inc. Member Kizzy Esquivel.

HAMPTON TOWNSHIP FIRE AND RESCUE UPDATE

Committeeman D. Hansen stated that the Fire Department held their Annual Christmas Tree and Wreath Sale and it was a huge success. The Fire Department completely sold out of inventory after just two weekends.

DISCUSSION

Committeeman D. Hansen prepared and submitted a Crosswalk Report to the Township Committee for the purpose of installing a crosswalk on Church Road near Balesville Congregational Christian Church to ensure the safety of pedestrians. He provided a detailed review of the contents, which included aerial photos and requirements for the design, mapping, signs/sign placement, line painting, and ordinances.

Committeeman D. Hansen suggested introducing an ordinance authorizing the crosswalk at the Township Committee's Reorganization Meeting in January 2024. The ordinance will require two readings, which means it could potentially be adopted by the end of January 2024.

Administrator J. Caruso inquired about the contractor that would be responsible for painting the crosswalk. Committeeman D. Hansen stated that the Township DPW could paint the lines in the spring. Later in the year when the township has a large paving project, the contractor involved could paint over the existing lines of the crosswalk with a more durable plastic paint.

The Township Committee thanked Committeeman D. Hansen for volunteering his time and expertise to help facilitate the project.

Mayor T. Dooley stated that he recently attended a State Planning Board Meeting with Township Planning Board Members D. Daniels, and G. Ambrosi. Sussex County Attorneys, as well as the County Economic Development Director also attended. The State presented their vision for the future, which involves several expensive mandates for local governments. Local government officials in attendance were adamantly opposed to the regulations being proposed due to the exorbitant costs.

Mayor T. Dooley noted that the State has required municipalities to engage in certain planning strategies in the past. Municipalities complied only to have the State repeal the mandates after extensive effort and funds were expended. Mayor Dooley stated that the majority of local officials present at the meeting was they do not want to repeat the same cycle. The plan it to work together to voice their opposition to additional unfunded mandates.

Committeeman D. Hansen commented that he recently attended a Society of Engineer's Meeting. One of the presenters discussed the new Stormwater regulations, which now require small towns to follow *Tier 1* regulations, which in the past have been applied in much larger towns. Rural communities have always fallen under *Tier 2* regulations. *Tier 1* compliance is very costly, as it involves extensive infrastructure upgrades.

Committeewoman E. Klose inquired whether the State has considered eliminate the pending Tree Removal Ordinance, which is currently part of the State's overall Stormwater Management Plan.

The ordinance would require homeowners to obtain approval, as well as a permit prior to cutting down trees on their own property. The Township Committee voiced strong opposition to the State mandate, particularly in rural communities. Officials will continue the effort to oppose the pending mandate in FY 2024, if necessary.

In response to an inquiry from Mayor T. Dooley regarding computer upgrades for the Township DPW Office, Administrator J. Caruso explained that she is waiting for quotes from Spatial Data Logic and i-Works.

Township Administrator J. Caruso stated that Township Employee K. Schroder will begin training in the Construction Office in the coming week in preparation of temporarily filling in for Township Employee K. Wunder during her maternity leave.

A MOTION was made by Committeeman D. Hansen and seconded by Mayor T. Dooley, with all members in favor, to schedule the Township Committee Reorganization Meeting on January 3, 2024 at 7:00 P.M. at the Hampton Township Municipal Building and to publish the meeting in the Daily and Sunday New Jersey Herald.

Mr. Art Frisbie, of Airworx in Wantage, New Jersey, submitted his preliminary prototype of the newly designed “Welcome to Hampton Township” sign. The Township Committee provided input and commented that they were pleased to have Mr. Frisbie collaborate with township officials on this project, particularly in light of his extensive experience. Administrator J. Caruso stated that Mr. Frisbie’s artistic background will be an advantage moving forward and result in an attractive, professional design.

Township Administrator J. Caruso stated that the AED Cabinets that will be located in the Municipal Park must be specifically configured to make them compatible with Hampton Township’s Wi-Fi System.

The Township Committee discussed a pending project with General Code to make updates to the Hampton Township Code. Administrator J. Caruso explained that General Code has an interactive function that might be worth considering at a future date. In order to take advantage of the technology, certain updates to the Township Maps would be required. The Township Committee suggested that she contact Township Engineering Consultant D. Simmons to obtain a quote.

Administrator J. Caruso discussed the integration of the Township Tax Program from MSI to Edmunds and Associates. Edmunds recently purchased MSI, therefore, existing platforms are still supported and are being utilized. The township must convert entirely over to Edmunds’ systems by August 2024. The cost of conversation could potentially be upwards of twenty-thousand dollars. At the present time, there are no other viable options.

PUBLIC SESSION

No comments or questions presented

PUBLIC SESSION CLOSED

EXECUTIVE SESSION

An Executive Session was not held during this meeting.

A MOTION was made by Mayor T. Dooley 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
		1321 SUSSEX COUNTY KICKIN' KIDS				
		1334 NANCY METTLER				
		1195 PLANET NETWORKS				
12/01/2023	15605	675 Shop Rite of Newton	98.85 (Manual)			
12/01/2023	15608	1334 NANCY METTLER	824.50			
12/05/2023	33840011	858 STATE OF NEW JERSEY	23,741.64 (Transfer)			
12/05/2023	33840013	858 STATE OF NEW JERSEY	5,445.63 (Transfer)			
12/09/2023	15606	1286 28th HOLE, INC.	3,112.20 (Manual)			
12/09/2023	15607	1336 ALBERT GONZALES	600.00 (Manual)			
12/15/2023	1151319	513 HAMPTON BD. OF EDUCATION	552,546.00 (Transfer)			
12/15/2023	2023012	217 BRIGHTSPEED	41.59 (Transfer)			
12/19/2023	15609	495 AIRGAS USA, LLC	24.75			
12/19/2023	15610	1085 AMERICAN WEAR	201.12			
12/19/2023	15611	1255 BLUE DIAMOND DISPOSAL, INC.	55,500.00			
12/19/2023	15612	1197 BRAEN ROYALTY, LLC	613.66			
12/19/2023	15613	510 CAMPBELL SUPPLY CO. OF SUSSEX COUNT	13.64			
12/19/2023	15614	1087 CHARLES LUXTON	99.74			
12/19/2023	15615	501 CLEAN TEAM, INC.	372.00			
12/19/2023	15616	626 COOPER ELECTRIC SUPPLY CO.	97.23			
12/19/2023	15617	585 DOVER BRAKE & CLUTCH CO. INC.	140.17			
12/19/2023	15618	509 FAIRCLOUGH FUEL, INC	637.61			
12/19/2023	15619	1078 FAIRCLOUGH PROPANE	1,134.53			
12/19/2023	15620	1167 FAMILY FORD, INC.	124.20			
12/19/2023	15621	1261 FOLEY CATERPILLAR, INC.	464.68			
12/19/2023	15622	905 GARDEN STATE LABORATORIES, INC.	140.00			
12/19/2023	15623	355 GATEHOUSE MEDIA NEW YORK HOLDINGS	1,374.69			
12/19/2023	15624	1221 GENSERVE LLC	1,024.10			
12/19/2023	15625	381 HAROLD E. PELLOW & ASSOC., INC.	188.00			
12/19/2023	15626	281 JERSEY CENTRAL POWER & LIGHT	1,259.15			
12/19/2023	15627	822 JESSICA M. CARUSO	59.70			
12/19/2023	15628	1337 KATELYNN WUNDER	5,000.00			
12/19/2023	15629	591 LAFAYETTE AUTO PARTS SUPPLY, INC	572.92			
12/19/2023	15630	637 Leah Korver	114.44			
12/19/2023	15631	651 LOU'S GLASS	69.95			
12/19/2023	15632	522 LOWE'S COMPANIES, INC.	441.78			
12/19/2023	15633	525 MONTAGUE TOOL & SUPPLY CO., INC	1,047.73			
12/19/2023	15634	973 NMC FOUNDATION	1,660.00			
12/19/2023	15635	1162 RSK ELECTRIC INC.	415.00			
12/19/2023	15636	1203 SEPTICARE	762.50			
12/19/2023	15637	628 SUSSEX COUNTY MUA	209.25			
12/19/2023	15638	566 TIRE KING, INC	2,384.92			
12/19/2023	15639	656 TRACTOR SUPPLY CREDIT PLAN	192.83			
12/19/2023	15640	773 VERIZON WIRELESS SERVICES, LLC	395.17			
12/19/2023	15641	1036 W.B. MASON CO., INC.	82.15			
12/19/2023	15642	611 WELDON QUARRY CO., LLC	495.60			
12/19/2023	15643	1235 ZOOM VIDEO COMMUNICATIONS INC.	449.70			
12/19/2023	15644	1003 GEORGE CHATTAWAY	500.00			

TWP. COMMITTEE
MEETING MINUTES

DECEMBER 19, 2023

12/19/2023	15645	636 HAMPTON TWP FIRE & RESCUE, INC.	56,000.00
12/19/2023	15646	1288 ROBERT WEHRENBURG	500.00
12/21/2023	1158666	1043 PAYCHEX OF NEW YORK LLC	600.41 (Transfer)
12/22/2023	1158006	514 HAMPTON TWP. PAYROLL ACCOUNT	67,501.51 (Transfer)
12/31/2023	14604	561 PAULINSKILL LAKE	-5,167.72 (Manual)
12/31/2023	15647	561 PAULINSKILL LAKE	5,167.72
12/31/2023	15648	1349 SUSSEX COUNTY 4-H ADVISORY COUNCIL	500.00
12/31/2023	15649	1320 TEAM LIFE	3,532.00
12/31/2023	15650	1195 PLANET NETWORKS	1,018.65

			145,805.78
			-1,356.67 Manual
			649,876.78 Bank Transfers
			=====
			794,325.89

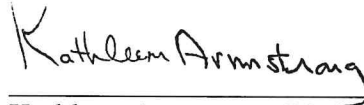
NAME	ID	CHECK DATE	CHECK NUMBER	DIRECT DEPOSIT AMOUNT	NEGOTIABLE CHECK AMOUNT
Armstrong, Kathleen T	58	01/09/24	10193	1,720.45	
Juarez, Diana	25	01/09/24	10194	1,187.69	
Caruso, Jessica M	103	01/09/24	10195	5,025.50	
Schroder, Kathryn R	121	01/09/24	10196	712.37	
Ferraris, Joseph	114	01/09/24	10197	1,236.58	
Korver, Leah C	101	01/09/24	10198	1,546.80	
Wunder, Katelynn	24	01/09/24	10199	1,180.08	
Hayes, Edward R	7	01/09/24	10200		
Banghart, Daryl	122	01/09/24	10201	518.89	
Bayles, Daniel P	42	01/09/24	10202	2,324.33	
BUFF III, ANTHONY J	119	01/09/24	10203	1,435.89	
Corey, Michael E	117	01/09/24	10204	1,419.03	
Lantz, Kevin	23	01/09/24	10205	1,343.34	
Tietje, John W	108	01/09/24	10206	2,003.41	
VANHORN, JASON L	120	01/09/24	10207	1,374.94	
Welch, James A	107	01/09/24	10208	1,696.12	
BANK ACCOUNT TOTAL				24,725.42	0.00
16 Transaction(s)					

NAME	ID	CHECK DATE	CHECK NUMBER	DIRECT DEPOSIT AMOUNT	NEGOTIABLE CHECK AMOUNT
Armstrong, Kathleen T	58	01/23/24	10210	1,797.57	
Juarez, Diana	25	01/23/24	10211	1,328.96	
Schroder, Kathryn R	121	01/23/24	10212	583.16	
Ferraris, Joseph	114	01/23/24	10213	1,236.57	
Korver, Leah C	101	01/23/24	10214	1,546.78	
Banghart, Daryl	122	01/23/24	10215	2,280.54	
Bayles, Daniel P	42	01/23/24	10216	3,308.62	
BUFF III, ANTHONY J	119	01/23/24	10217	2,066.41	
Corey, Michael E	117	01/23/24	10218	2,052.78	
Lantz, Kevin	23	01/23/24	10219	1,993.57	
Tietje, John W	108	01/23/24	10220	2,924.29	
VANHORN, JASON L	120	01/23/24	10221	1,980.68	
Welch, James A	107	01/23/24	10222	2,415.16	
BANK ACCOUNT TOTAL				25,515.09	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 December 19, 2023 at the Hampton Township Municipal Building, Baleville, Sussex County, New Jersey.

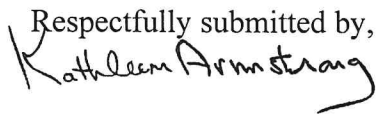
Date: 12-19-2023



Kathleen Armstrong, RMC
Township Clerk

ADJOURNMENT

A **MOTION** was made by Committeeman D. Hansen and seconded by Committeeman E. Ramm, with all members in favor, to adjourn the meeting at 8:00 PM.

Respectfully submitted by,

Kathleen Armstrong, RMC
Township Clerk