

**HAMPTON TOWNSHIP COMMITTEE  
MINUTES  
JANUARY 3, 2024  
REORGANIZATION  
AND REGULAR MEETING**

**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 at 7:00 P.M.

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

**STATEMENT-** This meeting is being held in compliance with the provisions of P. L. 1975, Ch. 231, Secs. 4 & 13 the Sunshine Law, adequate and electronic notice of the meeting has been published in the New Jersey Herald being the Sunday and Daily editions as to time, place, and date, and is posted in the usual location of posted notices in the municipal building.

**OATH OF OFFICE  
SWEARING IN OF TOWNSHIP COMMITTEEMAN D. HANSEN AND  
COMMITTEEMAN P. YETTER  
3-YEAR TERM**

Township Clerk Administered the Oath of Office to Committeeman D. Hansen for a 3-Year Term.

Township Clerk Administered the Oath of Office to Committeeman P. Yetter for a 3-Year Term earlier in the day.

**APPOINTMENT OF MAYOR  
1-YEAR TERM**

A **MOTION** was made by Committeewoman E. Klose and seconded by Committeeman D. Hansen, with all members in favor, to nominate Committeeman T. Dooley as Mayor of Hampton Township for a 1-year term.

**APPOINTMENT OF DEPUTY MAYOR  
1-YEAR TERM**

A **MOTION** was made by Mayor T. Dooley and seconded by Committeeman P. Yetter, with all members in favor, to nominate Committeeman P. Yetter as the Deputy Mayor of Hampton Township for a 1-year term.

**APPOINTMENT OF ROAD DEPARTMENT LIAISON**

Mayor T. Dooley appointed Committeeman D. Hansen and Committeeman E. Ramm as the Road Department Liaisons for a period of 1-year.

**APPOINTMENT OF FIRE DEPARTMENT LIAISON**

Mayor T. Dooley appointed Committeewoman E. Klose and Committeeman P. Yetter as the Fire Department Liaisons for a period of 1-year.

JANUARY 3, 2024

**APPOINTMENT TO SUSSEX COUNTY WATER QUALITY MANAGEMENT PLAN  
POLICY ADVISORY COMMITTEE (PAC)**

Mayor T. Dooley appointed Mr. Keith Gourlay as Hampton Township's Representative to the Sussex County Water Quality Management Plan Policy Advisory Committee for a period of 1-year

**APPOINTMENT TO SUSSEX COUNTY SOLID WASTE ADVISORY COMMITTEE  
(SWAC)**

Mayor T. Dooley appointed Recycling Coordinator K. Hansen as Hampton Township's Representative to the Sussex County Solid Waste Advisory Committee for a period of 1-year.

**APPOINTMENTS TO PLANNING BOARD**

Mayor T. Dooley made the following appointments to the Township Planning Board:

- Class I – Mayor T. Dooley -One (1) Year Term
- Class II – David Gunderman - One (1) Year Term
- Class III – Committeeman P. Yetter – One (1) Year Term
- Class IV – Gerard Ambrosi - Four (4) Year Term
- Class IV – Ted Zawaki – Four (4) Year Term

- Alternate I – Ron Ostrander - Two (2) Year Term
- Alternate III – Mike Brucker – Two (2) Year Term

**APPOINTMENTS TO BOARD OF HEALTH**

Mayor T. Dooley made the following appointments to the Township Board of Health and volunteered to fill the Alternate II vacancy on the Board of Health:

1. Three (3) Year Term – Dave Hansen (Chair)
2. Alternate II Two (2) Year Term – Tim Dooley

**APPOINTMENTS TO RECREATION ADVISORY COMMITTEE**

Mayor T. Dooley made the following appointments to the Township Recreation Advisory Committee:

1. One (1) Year Term – Anna Pascarella
2. One (1) Year Term – Susan Rude
3. One (1) Year Term – Tim Duvelsdorf
4. One (1) Year Term – Oscar Fernandez
5. One (1) Year Term – Eileen Klose
6. One (1) Year Term – Ellyn DeCaro
7. One (1) Year Term – Linda Dooley
8. One (1) Year Term – Ash Ingles

**APPOINTMENTS TO RENT CONTROL BOARD**

Mayor T. Dooley made the following appointments to the Township Rent Control Board:

1. Three (3) Year Term – Dennis Daniels
2. Three (3) Year Term – Barbara Horan
3. Three (3) Year Term – Timothy Dooley
4. Three (3) Year Term – Vacant
5. Three (3) Year Term – Vacant
6. Alternate I Two (2) Year Term – Vacant
7. Alternate II Two (2) Year Term - Vacant

JANUARY 3, 2024

**REORGANIZATION CONSENT AGENDA** - 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.

**\* ONE-YEAR APPOINTMENTS**

1. Township Attorney – Frank McGovern of Mc Govern & Roseman, P.A.
2. Auditor – Weilkotz & Company, LLC
3. EMC Assistants – George Chattaway and Bob Wehrenberg
4. Veterinarian for Rabies Clinic – Dr. Theodore Spinks
5. Dog Pound – Newton Veterinary Hospital
6. Township Engineer – Harold E. Pellow & Associates
7. Deputy Clerk – Diana Juarez
8. Deputy Tax Collector – Jessica Caruso

**\* DESIGNATION OF OFFICIAL NEWSPAPERS** – Daily & Sunday New Jersey Herald

**\* TIME, DAY & PLACE OF MEETINGS** - The Hampton Township Committee will hold the following Township Committee Meetings in person, as well as remotely when available, at the Hampton Township Municipal Building, 1 Rumsey Way, Baleville, NJ 07860. Prevailing time 7:00 P.M. Meetings may also be conducted remotely only at the discretion of the Administrator or Mayor; and notice of a remote-only meeting shall be posted on the Hampton Township website in advance thereof. To attend the meeting remotely use the following link: <https://us02web.zoom.us/j/4919500389>, or to attend the meeting by phone, dial 929-205-6099 (Meeting ID: 491 950 0389). Formal action may be taken.

**January 3, 2024 Reorganization**

January 30, 2024  
February 13, 2024  
February 27, 2024  
March 12, 2024  
March 26, 2024  
April 30, 2024  
May 28, 2024  
June 25, 2024  
July 30, 2024  
August 27, 2024  
September 24, 2024  
October 29, 2024  
November 26, 2024  
December 17, 2024

Executive and/or Work Sessions may be held on any of the above dates.

**2024 TEMPORARY BUDGET**

**RESOLUTIONS**

**HAMPTON TOWNSHIP  
RESOLUTION**

**TAX INTEREST & 6% PENALTY CLAUSE RESOLUTION**

**WHEREAS**, N.J.S.A. 54:4-67 permits the governing body of each municipality to fix the rate of interest to be charged for nonpayment of taxes or assessments subject to any abatement or discount for the payment of taxes as provided by law, and

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**WHEREAS**, N.J.S.A. 54:4-67 has been amended to permit the fixing of said rate of 8% annum on the first \$1,500 of the delinquency and 18% per annum on any amount in excess of \$1,500 and allows an additional penalty of 6% be collected against a delinquency in excess of \$10,000 on properties that fail to pay the delinquency prior to the end of the calendar year;

**NOW, THEREFORE BE IT RESOLVED BY**, the Township Committee of the Township of Hampton of the following, effective January 1, 2024 - December 31, 2024.

1. The Tax Collector is hereby authorized and directed to charge 8% per annum on the first \$1,500 of taxes becoming delinquent after due date and 18% per annum on any amount of taxes in excess of \$1,500 becoming delinquent after the due date and if a delinquency is in excess of \$10,000 and remains in arrears beyond December 31<sup>st</sup> of each year an additional penalty of 6% shall be charged against the delinquency.
2. The ten (10) day grace period of quarterly tax payments will remain in effect for 2024.
3. Any payments not made in accordance with paragraph two (2) of this resolution shall be charged interest from the due date as set forth in paragraph one (1) of this resolution.
4. This resolution shall be published in its entirety once in the official newspaper of the Township of Hampton.

**CERTIFICATION**

I hereby certify that the above Resolution was adopted by the Township Committee at their regular meeting held January 3, 2024 at the Hampton Township Municipal Building, Baleville, Sussex County, New Jersey.

Date: 1-3-2024

Kathleen Armstrong  
Kathleen Armstrong, RMC  
Township Clerk

**HAMPTON TOWNSHIP  
RESOLUTION**

**WHEREAS**, the Tax Collector of the Township of Hampton has requested that the Township Committee of the Township of Hampton adopt a Resolution annually to cancel all under and overpayments of \$5.00 for taxes; and

**NOW, THEREFORE BE IT RESOLVED**, that the Township Committee of the Township of Hampton, does hereby resolve to grant the Hampton Township Tax Collector the authority to cancel all under and overpayments of \$5.00 or less for the year 2023.

**CERTIFICATION**

I hereby certify that the above resolution was adopted by the Township Committee at their regular meeting held January 3, 2024, the Hampton Township Municipal Building, Baleville, Sussex County, New Jersey.

Date: 1-3-2024

Kathleen Armstrong  
Kathleen Armstrong, RME  
Township Clerk

JANUARY 3, 2024

**HAMPTON TOWNSHIP  
SERVICE CHARGE RESOLUTION**

**WHEREAS**, N.J.S.A. 40:5-18, permits a municipality to provide by Resolution for the imposition of a service charge to be added to any account owing to the municipality, if payment tendered when the account was paid by check or other written instrument which was returned for insufficient funds; and

**WHEREAS**, said statute does provide that if an account owing to a municipality is for tax or special assessment, the service charge authorized by the law shall be included on whatever list of delinquent accounts is prepared for the enforcement of the lien, and

**WHEREAS**, said law further provides that the service charge for a check or written instrument returned for insufficient funds shall be determined and set by resolution of the governing body from time to time as appropriate, but shall not exceed \$20.00 per check or written instrument and the service charge shall be collected in the same manner prescribed by law for the collection of the account for which the check or other written instrument was tendered; and

**WHEREAS**, said statute further provides that the governing body may require future payments to be rendered in cash or certified check.

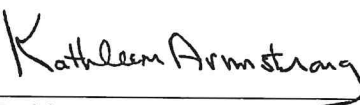
**NOW THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Hampton, Sussex County, New Jersey, that pursuant to N.J.S.A. 40:5-18, that there shall be a service charge of \$20.00 per check or other written instrument on any account which was paid by a check or other written instrument which was returned for insufficient funds, which service charge shall be included on whatever list of delinquent accounts is prepared for enforcement of a lien.

**BE IT FURTHER RESOLVED**, that any service charge authorized by this Resolution shall be collected in the same manner prescribed by law for collection of the account for which the check or other written instrument was tendered and that future payments made by written instrument which was returned for insufficient funds shall be required to make all future payments in cash or certified cashiers check.

**CERTIFICATION**

I hereby certify that the above resolution was adopted by the Township Committee at their regular meeting held January 3, 2024, the Hampton Township Municipal Building, Baleville, Sussex County, New Jersey.

Date 1-3-2024

  
Kathleen Armstrong, RMC  
Township Clerk

**HAMPTON TOWNSHIP  
RESOLUTION**

**BE IT RESOLVED** by the Township Committee of the Township of Hampton that the Municipal Tax Assessor and the Municipal Attorney be and they are hereby authorized to defend before the Sussex County Board of Taxation and Tax Court of the State of New Jersey all contested appeals and to initiate municipal appeals to correct the Township of Hampton tax list including but not limited to rollback complaints, added and omitted assessment complaints, and such other appeals as are necessary to correct the assessments for the Township of Hampton; and

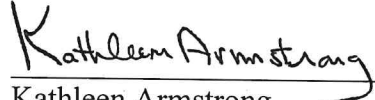
**BE IT FURTHER RESOLVED** that the Municipal Assessor and Municipal Attorney be and are hereby designated as the agents of the Township of Hampton for the purpose of signing settlements of the foregoing matters by stipulation.

JANUARY 3, 2024

**CERTIFICATION**

I hereby certify that the above Resolution was adopted by the Township Committee at their regular meeting held January 3, 2024, at the Hampton Township Municipal Building, Baleville, Sussex County, New Jersey.

Date: 1-3-2024

  
Kathleen Armstrong  
Township Clerk

**HAMPTON RESOLUTION  
APPOINTMENT OF PUBLIC AGENCY COMPLIANCE OFFICER  
AFFIRMATIVE ACTION**

**WHEREAS**, N.J.A.C. 17:27-1.1 provides that no public work contracts can be awarded nor any monies paid until the prospective contractor has agreed to contract performance which complies with an approved affirmative action program; and

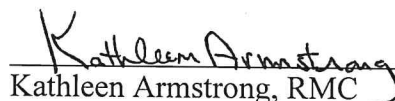
**WHEREAS**, N.J.A.C. 17:27-3.5 provides that each public agency shall annually designate an officer or employee to serve as its public agency compliance officer;

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of Hampton, County of Sussex, State of New Jersey that Township CFO/Administrator Jessica Caruso be appointed as the Public Agency Compliance Officer for a one-year term ending December 31, 2024.

**CERTIFICATION**

I hereby certify that the above Resolution was adopted by the Township Committee at their regular meeting held January 3, 2024 at the Hampton Township Municipal Building, Baleville, Sussex County, New Jersey.

Date: 1-3-2024

  
Kathleen Armstrong, RMC  
Township Clerk

**HAMPTON TOWNSHIP RESOLUTION  
REAFFIRM BANKS AS DEPOSITORIES FOR FY 2024**

**BE IT RESOLVED** by the Township Committee of the Township of Hampton that the following policy is hereby reaffirmed pertaining to Township funds for calendar year 2024:

- 1) The Cash management and investment objectives for the Township of Hampton include preservation of capital, adequate safekeeping of assets, maintenance of liquidity to meet operating needs, diversification of the Township's portfolio to minimize risks associated with individual investments, and investment of assets in accordance with State and Federal laws and regulations.
- 2) The following banks are hereby authorized to be used as depositories for Township funds:

PNC Bank  
Chase Bank  
New Jersey Cash Management Fund  
SB One Bank  
Lakeland Bank  
First Hope Bank



JANUARY 3, 2024

TD Bank  
Valley Bank  
Wells Fargo Bank  
Provident Bank

The above designated official depositories are required to submit to the Chief Financial Officer, a copy of the Governmental Unit Deposit Protection Act Notification of Eligibility, which is filled semi-annually with the Department of Banking each June 30<sup>th</sup> and December 31<sup>st</sup> every year. Effective September 30, 2012 the Chief Financial Officer can obtain a copy of the GUDPA on the website [www.state.nj.us/dobi/division\\_banking/depositories/gudpa.htm](http://www.state.nj.us/dobi/division_banking/depositories/gudpa.htm).

The above designated official depositories are required to submit to the Chief Financial Officer a copy of the institution's "Annual Report" each year.

- 3) All funds shall be deposited within 48 hours of receipt, in accordance with N.J.S.A. 40A:5-15.

The Chief Financial Officer shall minimize the possibility of idle cash accumulating in accounts by assuring that the amounts in excess of negotiated compensating balances are kept in interest bearing accounts or promptly swept into the investment portfolio.

The method of calculating banking fees and compensating balances shall be reviewed on a monthly basis.

Investment decisions shall be guided by the cash flow projections prepared by the Chief Financial Officer.

- 4) Permissible investments for the Township of Hampton shall include a) Bonds or other obligations of the United States of America or obligations guaranteed by the United States of America; b) government money market mutual funds; c) any Federal agency of instrumentality obligation authorized by Congress that matures within 397 days from the date of purchase and has a fixed rate of interest not dependent on any index or external factors; d) Bonds or other obligation of the local unit or school districts of which the local unit is part; e) any other obligations with maturities not exceeding 397 days, as permitted by the Division of Investments; f) local government investment pools; g) New Jersey State Cash Management Fund; and h) repurchase agreements of fully collateralized securities.
- 5) The Chief Financial Officer is authorized and directed to make investments on behalf of the Township of Committee. All investment decisions shall be consistent with this plan and all appropriate regulatory constraints.
- 6) Securities purchased on behalf of the Township of Hampton shall be delivered electronically or physically to the Township's custodial bank, which shall maintain custodial and/or safekeeping accounts for such securities on behalf of the Township.
- 7) The Chief Financial Officer shall report to the Township Committee all purchases of investments in accordance with N.J.S.A. 40A:5-15.2.
- 8) The Cash Management Plan shall be subject to annual audit conducted pursuant to N.J.S.A. 40A:5-14.
- 9) The Chief Financial Officer shall escheat to the State of New Jersey checks which remain outstanding for twelve or more months after the date of issuance.

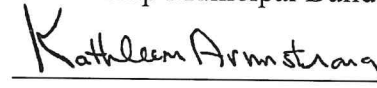
TOWNSHIP COMMITTEE  
REORGANIZATION AND REGULA  
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**CERTIFICATION**

I hereby certify that the above Resolution was adopted by the Township Committee at their regular meeting held January 3, 2024 at the Hampton Township Municipal Building, Baleville, Sussex County, New Jersey.

Date: 1-3-2024

  
Kathleen Armstrong, RMC  
Township Clerk

**HAMPTON TOWNSHIP RESOLUTION**

**AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACTS FOR  
PROFESSIONAL SERVICES FOR FY 2024**

**WHEREAS**, the Township of Hampton has a need to acquire Professional and Extraordinary Unspecifiable Services for the Municipality as non-fair and open contracts pursuant to the provisions of N.J.S.A. 40A:11-2 (6) and N.J.S.A. 40A:11-2 (7); and

**WHEREAS**, the anticipated term of these contracts is 1 year(s); and

**NOW THEREFORE, BE IT RESOLVED** that the Township Committee of the Township of Hampton authorizes Agreements with the following Professional Agencies for FY 2024:

Awarded to: Frank McGovern, Esq. Law Firm of Mc Govern & Roseman  
Newton, N.J.

Services: Township Attorney

Duration: Calendar Year 2024

Amount: Varies based on services per fee schedule

Awarded to: Ryan Cleary, of the Accounting and Auditing Firm, Wielkotz & Company, LLC

Services: Township Auditor

Duration: Calendar Year 2024

Amount: Fees vary based on fee schedule

Awarded to: Harold E. Pellow & Assoc.

Services: Township Engineer

Duration: Calendar Year 2024

Amount: Varies based on services per fee schedule

Awarded to: Heyer, Gruel & Associates

Red Bank, NJ

Services: Professional Planning Services for Affordable Housing

Duration: Calendar Year 2024

Amount: Varies based on services per fee schedule

Awarded to: J. Caldwell & Associates, LLC

Newton, NJ

Services: Township Affordable Housing Liaison

Duration: Calendar Year 2024

Amount: Varies based on services per fee schedule

Awarded to: Judge Peter Fico

Services: Municipal Court Judge

Duration: Calendar Year 2024

Amount: Resolution Adopted by the Joint Municipal Court

Awarded to: Anthony Arbore



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Services: Township Prosecutor  
Duration: Calendar Year 2024  
Amount: Adopted by Resolution by the Joint Municipal Court

Awarded to: John Grey, Jr  
Services: Public Defender  
Duration: Calendar Year 2024  
Amount: Adopted by Resolution by the Joint Municipal Court

Awarded to: Newton Veterinary Hospital  
Services: Dog Pound  
Duration: Calendar Year 2024  
Amount: Varies based on services per fee schedule

Awarded to: Animal Hospital of Sussex County, Dr. T. Spinks  
Services: Rabies Clinic  
Duration: Calendar Year 2024  
Amount: Varies based on services per fee schedule

Awarded to: Fairclough Fuel  
Services: Propane Fuel  
Duration: Calendar Year 2024  
Fees: Varies based on services per fee schedule

Awarded to: Bollinger, Inc.  
Services: Insurance Representation  
Duration: Calendar Year 2024  
Fees: Varies based on services per fee schedule

Awarded to: Morris County Cooperative  
Services: Salt and Sand  
Duration: Calendar Year 2024  
Fee: Varies based on services per fee schedule

Awarded to: Statewide Insurance Fund  
Services: Insurance Coverage  
Duration: Calendar Year 2024  
Fees: Varies based on services per fee schedule

Awarded to: General Code  
Services: Comprehensive Recodification Project  
Duration: Calendar Year 2024  
Fees: \$17,934.00

**BE IT FURTHER RESOLVED** that the Township Clerk has published the Award of Contracts in the Legal Notice Section of the New Jersey Herald.

**CERTIFICATION**

I hereby certify that the above Resolution was adopted by the Township Committee at their regular meeting held January 3, 2024 at the Hampton Township Municipal Building, Baleville, Sussex County, New Jersey.

Date: 1-3-2024

Kathleen Armstrong  
Kathleen Armstrong, RMC  
Township Clerk

JANUARY 3, 2024

**HAMPTON TOWNSHIP  
2024 RESOLUTION  
TO ESTABLISH FEES FOR THE HAMPTON TOWNSHIP MUNICIPAL OFFICE**

**NOW, THEREFORE, BE IT RESOLVED, THAT** all fees collected by the Township of Hampton are as prescribed by Township Ordinance or New Jersey State Statue with the exception of the following:

**CLERK’S OFFICE FEES**

- Raffle License: \$10.00 each (additional State fees will be applied per N.J.S.A.)
- Vital Statistic Records: \$5.00 per copy
- Marriage License: \$28.00
- Street and Zoning Maps: \$7.00

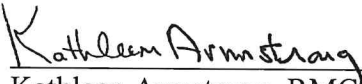
**TAX OFFICE FEES**

- Duplicate Tax Bill (Financial Institutions only): \$5.00
- Return Check: \$20.00
- Certificate of Taxes Paid: \$10.00
- Certified List of Property Owners within 200 ft: \$10.00
- Tax Search: \$10.00 --- Extended Tax Search: \$2.00

**CERTIFICATION**

I hereby certify that the above Resolution was adopted by the Township Committee at their regular meeting held January 3, 2024, at the Hampton Township Municipal Building, Baleville, Sussex County, New Jersey.

Date: 1-3-2024

  
Kathleen Armstrong, RMC  
Township Clerk

**A RESOLUTION APPOINTING TOWNSHIP HOUSING ADMINISTRATOR JESSICA CALDWELL AS HAMPTON TOWNSHIP’S AFFORDABLE HOUSING ADMINISTRATIVE AGENT FOR THE ADMINISTRATION OF THE AFFORDABLE HOUSING PROGRAM**

**WHEREAS**, the Township of Hampton, County of Sussex State of New Jersey has had a Housing Element and Fair Share Plan prepared promoting an Affordable Housing Program pursuant to the Fair Housing Act, N.J.A.C. 52:27D-301, et. seq. and in accordance with the holding in the following case by the Supreme Court of New Jersey “In the Matter of the Adoption of N.J.A.C. 5:96 and 5:97 by the New Jersey Council on Affordable Housing 221 N.J. 1 (2015) (Mt. Laurel IV)” ; and

**WHEREAS**, pursuant to N.J.A.C. the Township of Hampton is required to appoint a Municipal Housing Administrator for the Administration of the Hampton Township Affordable Housing Program to enforce the requirements of the N.J.A.C.

**NOW, THEREFORE, BE IT RESOLVED** by the governing body of the Township of Hampton, County of Sussex, State of New Jersey, that Hampton Township Affordable Housing

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Administrator, Jessica Caldwell, is hereby appointed by the governing body of Township of Hampton as the Municipal Housing Administrative Agent for the Administration of the Affordable Housing Program.

**CERTIFICATION**

I hereby certify that the above Resolution was adopted by the Township Committee at their regular meeting held on January 3, 2024, at the Hampton Township Municipal Building, Baleville, Sussex County, New Jersey.

Date: 1-3-2024

Kathleen Armstrong  
Kathleen Armstrong, RMC  
Township Clerk

**HAMPTON TOWNSHIP RESOLUTION: GOVERNING BODY CERTIFICATION OF COMPLIANCE WITH THE UNITES STATES EQUAL EMPLOYMENT OPPORTUNITY COMMISSION'S "ENFORCEMENT GUIDANCE ON THE CONSIDERATION OF ARREST AND CONVICTION RECORDS IN EMPLOYMENT DECISIONS UNDER TITLE VII OF THE CIVIL RIGHTS ACT**

**WHEREAS**, N.J.S.A. 40A:4-5 as amended by P.L. 2017, c.183 requires the governing body of each municipality and county to certify that their local unit's hiring practices comply with the United States Equal Employment Opportunity Commission's "Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964," *as amended*, 42 U.S.C. § 2000e *et seq.*, (April 25, 2012) before submitting its approved annual budget to the Division of Local Government Services in the New Jersey Department of Community Affairs; and

**WHEREAS**, the members of the governing body have familiarized themselves with the contents of the above-referenced enforcement guidance and with their local unit's hiring practices as they pertain to the consideration of an individual's criminal history, as evidenced by the group affidavit form of the governing body attached hereto.

**NOW, THEREFORE BE IT RESOLVED**, That the Township Committee of the Township of Hampton, hereby states that it has complied with N.J.S.A. 40A:4-5, as amended by P.L. 2017, c.183, by certifying that the local unit's hiring practices comply with the above-referenced enforcement guidance and hereby directs the Clerk to cause to be maintained and available for inspection a certified copy of this resolution and the required affidavit to show evidence of said compliance.

**CERTIFICATION**

I hereby certify that the above resolution was adopted by the Township Committee at their regular meeting held on January 3, 2024, the Hampton Township Municipal Building, Baleville, Sussex County, New Jersey.

Date: 1-3-2024

Kathleen Armstrong  
Kathleen Armstrong, RMC  
Township Clerk

**HAMPTON TOWNSHIP RESOLUTION  
2024 ANNUAL TOWNSHIP COMMITTEE MEETING NOTICE**

Whereas, the Open Public Meetings Act, Chapter 231, P.L. 1975 requires that certain notices of meetings be submitted to two (2) newspapers, one of which is the official newspaper; and

Whereas, the second newspaper designated by the body must be one that has the greatest likelihood of informing the public within the jurisdictional boundaries of this body of such meeting;

TOWNSHIP COMMITTEE  
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Now, Therefore Be It Resolved by the Hampton Township Committee, Sussex County, New Jersey as follows:

1. The Daily & Sunday New Jersey Herald, Newton, NJ are hereby designated to receive all notices of meetings as required under the Open Public Meetings Act.
2. It is the opinion of this body that the New Jersey Herald has the greatest likelihood of informing the public within the jurisdictional area of such meeting.
3. This resolution shall take effect immediately.

Whereas, Open Public Meetings Act, Chapter 231, P.L. 1975, requires certain public bodies to comply with the provisions of Section 231 of said Act;

**\* TIME, DAY & PLACE OF MEETINGS** - The Hampton Township Committee will hold the following Township Committee Meetings in person, as well as remotely when available, at the Hampton Township Municipal Building, 1 Rumsey Way, Baleville, NJ 07860. Prevailing time 7:00 P.M. Meetings may also be conducted remotely only at the discretion of the Administrator or Mayor; and notice of a remote-only meeting shall be posted on the Hampton Township website in advance thereof. To attend the meeting remotely use the following link: <https://us02web.zoom.us/j/4919500389>, or to attend the meeting by phone, dial 929-205-6099 (Meeting ID: 491 950 0389). Formal action may be taken.

**January 3, 2024 Reorganization**

January 30, 2024  
February 13, 2024  
February 27, 2024  
March 12, 2024  
March 26, 2024  
April 30, 2024  
May 28, 2024  
June 25, 2024  
July 30, 2024  
August 27, 2024  
September 24, 2024  
October 29, 2024  
November 26, 2024  
December 17, 2024

Executive and/or Work Sessions may be held on any of the above dates January 2024 through December 2024. The following Agenda is to be adhered to by the Hampton Township Committee at the regularly scheduled meetings in CY 2024:

Flag Salute	Hampton Fire & Rescue, Inc.
Roll Call	Discussion
Sunshine Law Statement	Public Session
Consent Agenda	Bills
Ordinances	Adjournment
Resolutions	
New Business	

**CERTIFICATION**

I hereby certify that the above Resolution was adopted by the Township Committee at their regular meeting held January 3, 2024 at the Hampton Township Municipal Building, Baleville, Sussex County, New Jersey.

1-3-2024  
Date

Kathleen Armstrong  
Kathleen Armstrong, RMC  
Township Clerk

JANUARY 3, 2024

**HAMPTON TOWNSHIP RESOLUTION  
APPOINTING TOWNSHIP ADMINISTRATOR AS DEPUTY TAX COLLECTOR**

**WHEREAS**, the Hampton Township Tax Collector cannot always be physically present to carry out the duties of Township Tax Collector, including conducting tax sales and/or other municipal liens; and

**WHEREAS**, Hampton Township Administrator Jessica Caruso holds a current Certification from the State of New Jersey as a Certified Tax Collector.

**NOW THEREFORE BE IT RESOLVED** by the Township Committee of the Township of Hampton, Sussex County, New Jersey that Hampton Township Administrator Jessica Caruso shall be authorized to act as Deputy Tax Collector for the Township of Hampton for the purpose of carrying out the responsibilities and obligations of the Hampton Township Tax Collector, including the execution of tax-related documents as may be needed in the absence of the Township Tax Collector.

**CERTIFICATION:** I hereby certify 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 their regular meeting held on January 3, 2024.

1-3-2024

Date

Kathleen Armstrong

Kathleen Armstrong, RMC  
Township Clerk

**APPROVAL OF REORGANIZATION CONSENT AGENDA**

A **MOTION** was made by Committeeman D. Hansen and seconded by Committeeman E. Ramm, with all members in favor, to approve the Reorganization Consent Agenda, as listed above.

**HAMPTON TOWNSHIP COMMITTEE  
REGULAR MEETING  
JANUARY 3, 2024**

**CONSENT AGENDA**

No Consent Agenda Items.

**REGULAR AGENDA**

**ORDINANCES**

***INTRODUCTION AND FIRST READING***

**HAMPTON TOWNSHIP ORDINANCE #2024-01 - AN ORDINANCE TO AMEND CHAPTER 100, ENTITLED "VEHICLES AND TRAFFIC" OF THE CODE OF THE TOWNSHIP OF HAMPTON, COUNTY OF SUSSEX, STATE OF NEW JERSEY TO DESIGNATE AND AUTHORIZE CROSSWALK.**

A **MOTION** was made by Committeeman D. Hansen and seconded by Committeeman E. Ramm to introduce at first reading Ordinance #2024-01.

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

JANUARY 3, 2024

**PROCLAMATION**

**AMOTION** was made by Mayor T. Dooley and seconded by Committeeman D. Hansen, with all members in favor, to adopt the following Proclamation.

**HAMPTON TOWNSHIP  
PROCLAMATION**

**WHEREAS**, radon is a naturally occurring radioactive gas that is the second leading cause of lung cancer, causing as many as 500 lung cancer deaths annually in New Jersey; and

**WHEREAS**, elevated radon levels are found in many homes and pose a serious health threat to families residing in these homes; and

**WHEREAS**, any home may have high levels of radon -- even if neighboring homes do not; and

**WHEREAS**, radon testing is easy and inexpensive -- and elevated levels of radon can be effectively reduced at the cost of a typical home repair; and

**WHEREAS**, a significant number of homes in Hampton Township have elevated levels of radon;

**WHEREAS**, by mitigating homes with radon concentrations at or above 4 pCi/L in New Jersey, 140-250 lives are saved annually.

**NOW, THEREFORE**, the Township Committee of the Township of Hampton, does hereby proclaim the Month of January 2024, as

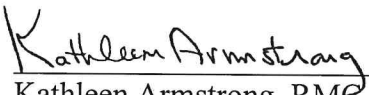
**RADON ACTION MONTH**

in the Township of Hampton and call upon all residents who have not yet tested to test their homes for radon and to reduce radon levels if elevated levels are found, to protect their families from the serious health risk of radon.

**CERTIFICATION**

I hereby certify that the above Proclamation was adopted by the Township Committee at their regular meeting held January 3, 2024 at the Hampton Township Municipal Building, Baleville, Sussex County, New Jersey.

Date 1-3-2024

  
Kathleen Armstrong, RMC  
Township Clerk

**NEW BUSINESS**

**BILL #A4/S4251 RE: PROPOSED NJ AFFORDABLE HOUSING LAW**

There was a brief discussion made amongst the Hampton Township Committee pertaining to bill #A4/S4251 regarding the proposed NJ Affordable Housing Law. The Township Committee agreed the proposed NJ Affordable Housing Law is unclear and discussed reaching out to Heyer, Gruel, and Associates for clarification on the bill. Hampton Township Administrator J. Caruso stated Mr. Bird's email was forwarded to Fred Heyer for an analysis. Ms. J. Caruso stated the bill has not been signed into law; however, the state is trying to quickly pass it. Ms. J. Caruso stated Fred Heyer suggested the township contact our legislature and request to slow down the adoption process to allow municipalities the ability to accommodate the bill more effectively. If the township wants a full review of the bill, there will be associated fees. Committeeman D. Hansen



TOWNSHIP COMMITTEE  
REORGANIZATION AND REGULA  
MEETING MINUTES

JANUARY 3, 2024

suggested having Heyer, Gruel, and Associates review the bill and provide Hampton Township with a summary of the bill that suits our municipality's needs.

**A MOTION** was made by Committeeman E. Ramm and seconded by Committeeman D. Hansen, with all members in favor, to notify our legislatures and request to delay the adoption of Bill #A4/S4251 regarding the proposed NJ Affordable Housing Law.

**A MOTION** was made by Committeeman E. Ramm and seconded by Committeeman D. Hansen, with all members in favor, to authorize Heyer, Gruel, and Associates to review Hampton Township's obligation to Bill #A4/S4251 regarding the proposed NJ Affordable Housing Law.

Committeeman D. Hansen suggested once the township receives a scope of work from Heyer, Gruel, and Associates to seek another estimate from a professional planner to ensure the town is obtaining a fair contract.

**DISCUSSION**

Mayor T. Dooley stated he and Committeewoman E. Klose attended the Hampton Township Seniors' meeting earlier today. The seniors' meeting was very nice and the seniors were very happy. They are looking into possibly volunteering at some township events.

**PUBLIC SESSION**

No public comments or questions were presented.

**PUBLIC SESSION CLOSED**

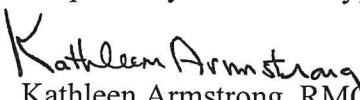
**EXECUTIVE SESSION**

No executive session.

**ADJOURNMENT**

**A MOTION** was made by Committeeman D. Hansen and seconded by Committeewoman E. Klose, with all members in favor, to adjourn the meeting at 7:18 P.M.

Respectfully submitted by,

  
Kathleen Armstrong, RMO  
Township Clerk 