

Regular monthly meeting of the Lawrence Township Committee called to order as advertised and held in accordance with the Open Public meetings Act. Members present: Bowman, Sheppard, Miletta.

Minutes of the October 4th and 18th meetings approved, motioned Miletta, seconded Sheppard, unanimous vote. Reports for the month of October accepted, motioned Miletta, seconded Sheppard, unanimous vote.

George Ripper, Supervisor of Public Works was present to discuss a few issues his department is dealing with. The Health Department did a recent inspection at the Convenience Center and witnessed a resident with commercial vehicle plates disposing of his residential household trash. The resident was told to stop unloading by the inspector, but continued to dispose of trash. The inspector advised the attendant that Commercial and Farm Use Tags/Registration are not permitted to use the Convenience Center, which is prohibited by DEP regulations, enforced by the County Health Dept. The attendant was advised that the Township could be fined as much as \$5,000 per day for each day the regulation is violated. Mr. Ripper advised that commercial/farm use vehicles are now prohibited in accordance with DEP/Health Dept. regulations and a sign has been posted to make residents aware. Committee would like to meet with DEP/Health Dept. to request a waiver as our local attendant is capable of monitoring and accepting only residential household trash.

Next discussed was illegal dump site discovered by Zoning Officer in wooded area on Sawmill Road. Mr. Ripper advised that the area is now blocked off and not accessible to avoid further dumping. The Public Works employees will remove existing debris. Lastly, Mr. Ripper discussed offer received from Greg Hawkins, Kinetic Multisports to install a permanent dock on Cedar Lake to be used for the annual triathlon he sponsors and for community use every other day of the year. Mr. Hawkins will cover 100% of the cost of materials and installation. Mr. Sheppard stated that he was aware that there was an issue last year with donations promised to volunteer EMS and Firemen for their time donated to assist in the event. Mr. Sheppard stated that he was not in favor of the ramp as it would express a long term obligation for future events. Mr. Miletta stated that he thought there was a misunderstanding regarding donations, and it had been resolved, but also questioned what permits would be required to lower the lake during construction. Mayor Bowman expressed concerns that the location of the proposed dock was too close to recreation ball fields and would be a great liability. Mr. Hawkins request to install the dock was denied, motion made by Sheppard, seconded Bowman, roll call Sheppard yes, Miletta abstained, Bowman yes.

Public hearing opened as advertised, Ordinance No. 2018-408, Bond ordinance Re-appropriating \$15,000 Proceeds of Obligations Not needed for Their original Purpose in Order To Provide for Additional Work for Phase II of the Public Works Building Project. Receiving no public comments, the hearing was closed and the ordinance finally adopted, motioned Sheppard, seconded Miletta, unanimous vote.

Resolution 2018-56, Amend 2018 Capital Budget to reflect the addition of Ordinance No. 2018-409, Bond ordinance Providing for Various Improvements to the Public Works Facility and the Municipal Building approved, motioned Miletta, seconded Sheppard, unanimous yes vote.

Ordinance No. 2018-409, Bond ordinance providing for Various Improvements to the Public Works Facility and the Municipal Building in and by the Township of Lawrence, In the County of Cumberland New Jersey, Appropriating \$100,000 Therefor and Authorizing the Issuance of \$95,000 Bonds or Notes of the Township to Finance Part of The Cost Thereof, approved on first reading motioned Sheppard, seconded Miletta, unanimous vote. Public hearing for further consideration will take place at the regular meeting on December 10, 2018.

South Jersey Regional Animal Shelter Agreement renewal presented for consideration. Mr. Sheppard requested a copy of last year's agreement and time to review /compare to prior year. Action tabled

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motioned Miletta, seconded Sheppard, unanimous vote. Further consideration will be given at the December 10th meeting. Clerk advised that deadline to approve agreement is December 21st.

Resolution 2018-57, Change Order #1, Reconstruction of New Road, due to As-built quantities now known approved, motioned Sheppard, seconded Miletta, unanimous vote.

Correspondence received from the Cumberland County Cooperative Purchasing System regarding bid award to Garden State Highway Products for Providing and Delivering Various Traffic Signal Equipment and Sign materials reviewed. Contract period Nov. 1, 2018-Oct. 31, 2019 with the option to renew for a one year term. Motion to participate made by Miletta, seconded Sheppard, approved unanimous vote.

Resolution 2018-58, Necessary 2018 Budget transfers approved, motioned Miletta, seconded Sheppard, unanimous vote.

Resolution 2018-59, Authorization to refund duplicate 4th quarter tax installments, approved, motioned Sheppard, seconded Miletta.

Resolution 2018-60, Confirming land sale, block 18 lot 8 sold to Terry and John Delvicario , sale price \$2,000.00, approved, motioned Miletta, seconded Sheppard, unanimous vote.

Shared Services Agreement between the County and Township for repairs to drain/discharge pipe located at the intersection of Main & Franklin Streets reviewed. The agreement was approved, motioned Sheppard, seconded Miletta, unanimous vote with addendum to Item #2- The amount of Township costs as estimated by the County are not to exceed \$2,000.00, or \$4,000.00 should unforeseen problems arise or changes occur.

Committee presented with a copy of CY 2018 Best practices Inventory as prepared by Clerk and CFO. The inventory was reviewed with emphasis on "No or Prospective" answers. Clerk stated that an effort to comply with any questions answered prospective must be made. Regarding question#21, pertaining to equal pay for all groups under the Diane Allen Equal Pay Act, Mr. Sheppard stated that although we have no written policy, we are in compliance in practice and theory as the job dictates the pay, not gender or other protected class employees. Multiple questions regarding Master Plan review/and changes to Zoning Ordinance to improve flood and storm resiliency will be addressed by the Planning/Zoning Board. A meeting will be scheduled for in house re-examination following the upcoming annual reorganization meeting.

Clerk advised that she received a call from DCA advising that the Township's Cedarville Village designation will expire on December 21st, and was told to contact the State Planning Commission to determine what steps were necessary to renew. Upon calling the number provided, Clerk was advised that there is currently no director, and therefore no action could be taken to extend our Village Designation. Reaching out to Robert Brewer, County Planning Director, Clerk was told that the State Planning Commission is currently inactive. Also due to public notice requirements it would be too late to prevent the center designation from expiring, and it is possible that the Governor's Office would intervene, and possibly extend the designation. At this time we can only wait to see what actions the Commission will take.

Discussion held regarding the newly enacted NJ Sick leave Policy. Clerk advised that questions remain on calculating time, if required, for elected officials and on-call inspectors. Initial interpretation was that those positions would be exempt, which is not the case. Mr. Sheppard, who is dealing with the issue for his business reiterated that all part time employees are entitled to sick time under the act. He stated that they cannot be used in the first 120 days, do not have to but can be carried from year to year and accumulated time paid upon termination as determined by employer policy. Mr. Sheppard stated that new policy for part time employees should be written the same as full time regarding accumulation from year to year and pay out upon termination to avoid discriminating between full and part time employees. Clerk previously notified Construction Code, Electrical, Fire and Plumbing Inspectors and

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Emergency Management Officer that they need to log all hours worked and provide her with the information. Further consideration will be given on written policy upon completion of draft.

Payment of approved vouchers authorized, motioned Miletta, seconded Sheppard, unanimous vote.

Quotes for purchase and Installation of 18" letters/sign for Public Works Building Reviewed: Sir Speedy \$2,710.00, Parrish Sign Company No Quote. Further action may be taken at year end meeting if funds are available.

Committee comments

Mayor Bowman advised that he recently attended the Cumberland County Mayors/ Freeholder meeting where the CCIA provided information on a proposed shared services agreement for Fleet – related maintenance, automotive supplies, parts and services for municipal owned vehicles. Mr. Bowman stated that participating municipalities would purchase all parts and supplies and repairs directly through the CCIA who would maintain an inventory based on the Towns needs. Towns would be billed by the CCIA as opposed to many various vendors, eliminating paperwork. Mr. Miletta said that he heard the hourly labor rate was very low, but we (Lawrence Township) don't have the type of equipment that would benefit. Both Mayor Bowman and Mr. Sheppard expressed concerns that local vendors that currently service municipalities may have to close which would affect the general population. Mayor Bowman advised that the information regarding the program would be forthcoming.

Mr. Sheppard advised that site work will begin next week for expansion of Public Works Facility. He will be researching cost on 60-80-100' addition. Once information is gathered and decision made, we will need to contact Certified Purchasing Agent for preparation of quotes/bids.

Mayor Bowman stated that the County's tower project at firehouse location is moving along. Mr. Sheppard questioned at what point would the county need our antenna for Public Works trucks, as they previously agreed to install the antenna, which is to be provided by the Township. He would not want to miss the opportunity to have it installed while they are there. Mr. Miletta stated that it will be awhile before the County is ready, but he will reach out to Ed Conrow, Director 911 Emergency Communications.

Floor opened for public comment. Receiving no public input, meeting adjourned at 9:30 pm, motioned Miletta, seconded Sheppard.

Ruth Dawson, Clerk