

**TOWNSHIP OF WATERFORD  
TOWNSHIP COMMITTEE  
MINUTES**

June 26, 2019

REGULAR/WORKSHOP MEETING

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The June 26, 2019 Regular/Workshop Township Committee Meeting of the Township of Waterford, called to order at 7:00p.m. by the Deputy Mayor, Dr. Rita Hanna.

**I. STATEMENT OF CONFORMANCE WITH THE OPEN PUBLIC MEETINGS ACT:**

Notice of time and date for this meeting appeared in Resolution #2019-7 dated January 3, 2019. This notice was sent to the Courier-Post, Central Record and Hammonton Gazette newspapers as a legal notice and sunshine notice in compliance with the "Open Public Meetings Act". It is also posted on the bulletin board in the Municipal Building.

Please silence all cell phones to alleviate disruption of the meeting.

**II. SALUTE TO THE FLAG:**

**III. OPENING PRAYER:**

The opening prayer was led by Committeewoman Sura.

**IV. ROLL CALL:**

Committeewoman Hanna	-Present
Committeewoman Sura	-Present
Committeeman Wade	-Present
Committeeman Yeatman	-Present
Mayor Richardson	-Absent

**Professionals:**

Susan E. Danson, Township Administrator	-Present
David C. Patterson, Esquire Township Solicitor	-Present
Dawn Liedtka, Township Clerk	-Present

**V. PRESENTATIONS:**

**VI. CLOSED SESSION:**

On a motion by Committeeman Yeatman second Committeeman Wade to approve Resolution #2019-175 of the Township of Waterford Authorizing the Township Committee to go into Closed Session Pursuant to N.J.S.A. 10:4-12 for discussion related to the following:

1. Personnel – Employee #245
2. Personnel – Zoning Position

Voice Vote: All in Favor. No objections. Motion Carried.

Deputy Mayor Hanna Recessed the Meeting for Closed Session at 7:03 PM.

**RETURN TO PUBLIC SESSION**

On a motion by Committeeman Sura second by Committeeman Yeatman to reconvene the public meeting.

VOICE VOTE: All in Favor. No objections. Motion Carried.

Deputy Mayor Hanna Reconvened the Meeting at 7:59 PM.

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**ROLL CALL:**

Committeewoman Hanna	-Present
Committeewoman Sura	-Present
Committeeman Wade	-Present
Committeeman Yeatman	-Present
Mayor Richardson	-Absent

**Statements on return from Closed Session:**

Solicitor Patterson requested an item be added to Closed Session Resolution #2019-175 regarding Personnel Employee # 245.

Motion by Committeeman Yeatman, second by Committeewoman Sura to add a topic to Closed Session Resolution #2019-174

VOICE VOTE: All in Favor. No objections. Motion Carried.

Solicitor Patterson requested the addition of Resolution #2019-189 to the agenda.

**RESOLUTION # 2019-189**

Resolution Of The Township Of Waterford Approving Creating The Position Of Supervising Foreman In The Public Works Department And Appointing Vincent Renzulli To The Position Of Supervising Foreman

Motion by Committeeman Wade, second by Committeewoman Sura to add Resolution #2019-189 to the agenda.

Poll Vote:	Hanna:	-Yes
	Sura:	-Yes
	Wade:	-Yes
	Yeatman:	-Yes
	Richardson:	-Absent

4-0 Motion Carried

Motion by Committeeman Wade, second by Committeeman Yeatman to accept with regret the resignation of Administrator Susan Danson with the agreement to continue as Qualified Purchasing Agent until the end of 2019 with an agreed salary to be retroactive.

Poll Vote:	Hanna:	-Yes
	Sura:	-Yes
	Wade:	-Yes
	Yeatman:	-Yes
	Richardson:	-Absent

4-0 Motion Carried

Motion by Committeeman Yeatman and second by Committeewoman Hanna to authorize the Township Clerk to compose an advertisement detailing the duties and responsibilities of Township Administrator to be approved by Committee.

VOICE VOTE: All in Favor. No objections. Motion Carried.

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**VII. EMERGENCY ITEMS TO BE ADDED TO THE AGENDA:**

**VIII. APPROVAL OF MINUTES:**

On a motion by Committeewoman Sura second by Committeeman Wade to approve the Regular and Closed Session Meeting Minutes of May 8, 2019 as presented.

- |                    |             |
|--------------------|-------------|
| 1. Regular Meeting | May 8, 2019 |
| 2. Closed Session  | May 8, 2019 |

Poll Vote:	Hanna	-Yes
	Sura	-Yes
	Wade	-Yes
	Yeatman	-Yes
	Richardson	-Absent

4-0 Motion Carried

**IX. ADOPTION OF ORDINANCES:** None

**X. MONTHLY FINANCIAL STATEMENTS**

On a motion by Committeeman Wade second by Committeeman Yeatman to approve the February 2019 Treasurer's Monthly Financial Statements as presented.

Treasurer's Report: \$ 6,627,730.81

VOICE VOTE: All in Favor. No objections. Motion Carried.

On a motion by Committeewoman Sura second by Committeeman Yeatman to approve the May 2019 Monthly Financial Statements as presented.

Clerk Report:	\$	70,929.00
Clerk Dog Report	\$	1,777.60
Construction Official Report:	\$	6,277.00
Court Report:	\$	17,116.60
Tax Collector – Tax Report:	\$	4,737,053.48
Tax Collector – Utility Report:	\$	57,996.47
Tax Collector – Outside Redemption Report:	\$	49,632.29

VOICE VOTE: All in Favor. No objections. Motion Carried.

**XI. OPEN MEETING TO THE PUBLIC:** (FOR AGENDA ITEMS ONLY)

Deputy Mayor Hanna opened the meeting to the public for comments.

There being no public comment, Deputy Mayor Hanna closed the meeting to the public for comments.

**XII. APPLICATIONS:**

**XIII. COMMUNICATIONS:** (NONE)

**XIV. DISCUSSIONS:**

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1. 2019 Capital

Administrator Danson explained updates and the addition of the 2019 road program. Committeeman Yeatman questions the Public Works equipment and costs and Committeewoman Hanna discussed the costly repair options for the Municipal Building Roof. Discussion also ensued regarding the Library Grant options.

2. Path to Progress Recommendations made by New Jersey Economic and Fiscal Policy Workgroup.

Solicitor Patterson discussed the purpose of the "Path to Progress" and noted it is in support of future plans with shared services.

On a motion by Committeeman Yeatman second by Committeewoman Sura to adopt Resolution #2019-188 as follows:

**RESOLUTION # 2019-188**

Resolution in Support of Path to Progress Recommendations Made By New Jersey Economic and Fiscal Policy Workgroup.

Poll Vote:	Hanna:	-Yes
	Sura	-Yes
	Wade	-No
	Yeatman	-Yes
	Richardson	Absent

3-1 Motion Carried

**XV. OLD BUSINESS:** (NONE)

**XVI. NEW BUSINESS:** (INCLUDES RESOLUTIONS AND ORDINANCES)

**CONSENT AGENDA - RESOLUTIONS:**

*(NOTE: Consent agenda items are considered to be routine and will be enacted with a single motion; any items requiring expenditure are supported by a Certificate of Availability of Funds; any item can be removed from the Consent Agenda and discussed separately at the request of any Committee Member)*

On a motion by Committeeman Yeatman second by Committeewoman Sura to adopt Resolutions #2019-176 to #2019-187 as follows:

Solicitor Patterson requested Resolution #2019-187 to be removed.

On a motion by Committeeman Yeatman second by Committeewoman Sura to remove Resolution #2019-187 from the agenda.

VOICE VOTE: All in Favor. No objections. Motion Carried.

Amended motion by Committee Yeatman second by Committeewoman Sura to adopt Resolutions # 2019-176 to #2019-186 as follows:

**RESOLUTION # 2019-176**

Resolution of the Township of Waterford Releasing Maintenance Bond Posted by Atco Development Associates for the Dollar General

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RESOLUTION # 2019-177

Resolution of the Township of Waterford Authorizing the Purchase of Park Benches from Ben Shaffer Recreation, Inc. through a NJ State Approved Co-Op (NJ State Contract #16-Fleet-00135) for an Amount not to Exceed \$10,504.99.

RESOLUTION # 2019-178

Resolution Authorizing and Approving a Proposal by Township Engineer Adams, Rehmann and Heggan to Provide Engineering Services (Design Work) for 2019 NJDOT Local Aid Road Improvement Project at Maple Avenue (\$28,000.00)

RESOLUTION # 2019-179

Resolution Authorizing the Refund of Escrow Fees Pursuant to the Recommendation of the Waterford Township Planning Board

RESOLUTION # 2019-180

Resolution Authorizing the Turn Over of a Tax Sale Premium to the Township of Waterford

RESOLUTION # 2019-181

Resolution to Cancel General Capital Improvement Authorization

RESOLUTION # 2019-182

Resolution to Amend the Year 2019 Budget (Chapter 159) Requesting Approval of Items of Revenue and Appropriation Pursuant To N.J.S.A. 40a:4-87 NJ Department of Environmental Protection Wildfire Risk Reduction Grant

RESOLUTION # 2019-183

Resolution to Amend the Year 2019 Budget (Chapter 159) Requesting Approval of Items of Revenue and Appropriation Pursuant To N.J.S.A. 40A:4-87 NJDEP Clean Communities Program - \$27,707.59

RESOLUTION # 2019-184

Resolution to Amend the Year 2019 Budget (Chapter 159) Requesting Approval of Items of Revenue and Appropriation Pursuant to N.J.S.A. 40A:4-87 Municipal Alcohol Education/Rehabilitation Program - \$1,446.74

RESOLUTION # 2019-185

Resolution of the Township of Waterford Authorizing Reforeclosure of Tax Sale Certificate 15-00002

RESOLUTION # 2019-186

Resolution of the Township of Waterford Promoting David Paretti to B-Operator Level 3

RESOLUTION # 2019-187

Resolution of the Township of Waterford Extending the Appointment of the Township Administrator

Poll Vote:	Hanna	-Yes
	Sura	-Yes
	Wade	-Yes
	Yeatman	-Yes
	Richardson	-Absent

4-0 Motion Carried

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**INTRODUCTION OF ORDINANCES:**

Moved by Committeewoman Sura, 2<sup>nd</sup> by Committeeman Yeatman to introduce Ordinance #2019-3 with Public Hearing and Second Reading on July 10, 2019.

Administrator Danson explained the details and noted that this Ordinance was necessary based on the Board of Health requirements.

**ORDINANCE #2019-3**

Ordinance of the Township of Waterford Adopting the New Jersey State Housing Code

Roll Call Vote:	Hanna	-Yes
	Sura	-Yes
	Wade	-No
	Yeatman	-Yes
	Richardson	-Absent

3-1 Motion Carried

**XVII. PAYMENT OF BILLS:**

On a motion by Committeewoman Sura second by Committeeman Yeatman to approve the bill list as presented.

1. Current Fund Bill List	\$	1,245,671.85
2. Capital Fund Bill List	\$	6,567.00
3. Utility Fund Bill List	\$	16,068.68
4. Trust Fund Bill List	\$	2,347.42
5. Utility Capital Fund Bill List	\$	17,066.11
6. State Grant Bill List	\$	1,256.00
7. Planning Board Escrow Bill List	\$	2,558.75
8. Utility Escrow Bill List	\$	255.00

Poll Vote:	Hanna	-Yes
	Sura	-Yes
	Wade	-Yes
	Yeatman	-Yes
	Richardson	-Absent

4-0 Motion Carried

**XVIII. OPEN MEETING TO THE PUBLIC:**

Deputy Mayor Hanna opened the meeting to the public for comments.

There being no public comment, Deputy Mayor Hanna closed the meeting to the public for comments.

**XIX. ISSUES FROM THE TOWNSHIP COMMITTEE:**

Committeeman Wade questioned the status of the Car Wash. Administrator Danson assured the committee that a letter was sent out to the owner and that the deadline is July 4, 2019 for the property owner to contact the Township.

Committeeman Yeatman asked about speed limit signs on Jackson Road. Administrator Danson noted that on July 10, 2019 a new speed limit ordinance will be introduced.

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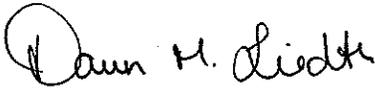
Committeewoman Hanna acknowledged Administrator Danson's decision to leave the Township and thanked her for the 12 years that she had dedicated to the township. Ms. Hanna thanked Ms. Danson for going above and beyond her job capacity. Committeeman Wade stated that he was prepared to extend her contract.

**XX. CLOSED SESSION:**

**XXI. ADJOURNMENT:**

On a motion by Committeeman Wade second by Committeeman Yeatman to adjourn the meeting at 8:31PM.

Respectfully Submitted By:



Dawn M. Liedtka  
Township Clerk

Approval Date: 9/25/19

# DEPOSITS PROCESSED FROM TAX COLLECTOR'S OFFICE

YEAR TO DATE 2019

MONTH	TAX COLLECTOR			REDEMPTION ACCOUNT	DAILY TOTAL	Balance
	GENERAL ACCOUNT	UTILITY ACCOUNT	OUTSIDE			
JANUARY	\$ 2,090,731.68	\$ 207,629.16	\$ 30,446.41	\$ -	\$ 2,328,807.25	\$ 2,328,807.25
FEBRUARY	\$ 4,604,307.28	\$ 53,984.54	\$ -	\$ -	\$ 4,658,291.82	\$ 2,328,807.25
MARCH	\$ 291,691.70	\$ 35,195.92	\$ 69,504.19	\$ -	\$ 396,391.81	\$ 6,987,099.07
APRIL	\$ 1,941,417.11	\$ 202,721.41	\$ 1,733.15	\$ -	\$ 2,145,871.67	\$ 7,383,490.88
MAY	\$ 4,737,053.48	\$ 57,996.47	\$ 49,632.29	\$ -	\$ 4,844,682.24	\$ 9,529,362.55
JUNE				\$ -	\$ -	\$ 14,374,044.79
JULY				\$ -	\$ -	\$ 14,374,044.79
AUGUST				\$ -	\$ -	\$ 14,374,044.79
SEPT.				\$ -	\$ -	\$ 14,374,044.79
OCTOBER				\$ -	\$ -	\$ 14,374,044.79
NOVEMBER				\$ -	\$ -	\$ 14,374,044.79
DECEMBER				\$ -	\$ -	\$ 14,374,044.79
				\$ -	\$ -	\$ 14,374,044.79



## Waterford Township Clerk's Report

RECEIPT TYPE	YEAR 2019												Total	
	January	February	March	April	May	June	July	August	Sept.	Oct.	Nov.	Dec.		
Searches														
Contractors Registration														
Burial Permit														
Death Certificate (Non EDRS)	294.00	244.00	232.00	491.00	430.00									1,691.00
Marriage Certificate	112.00	108.00	56.00		56.00									332.00
Birth Certificate														
Marriage License Application	84.00	84.00	28.00	84.00	28.00									308.00
Street Opening Permit	725.00	500.00	1,500.00	125.00										2,850.00
Vendor License - Seasonal Sales														
Peddler License		725.00												725.00
Registration Peddler & Vendor														
Business Registration		50.00			50.00									100.00
Blingo License			20.00											20.00
Raffle License	160.00		40.00		40.00									240.00
Land Sale					70,300.00									70,300.00
ABC License Transfer														
ABC License Annual Renewal														
Photo Copies			13.05	0.75										13.80
Towing License														
Kennel License & Pet Shop	25.00													25.00
Coin Operated Machine License			300.00											300.00
Tattoo License				50.00	50.00									100.00
Domestic Partnership Certificate														
Domestic Partnership Application														
Civil Union Certificate														
Civil Union Application														
Total Receipts	1,400.00	1,724.05	2,176.75	750.00	70,954.00									77,004.80
Interest for Current Month														
Total Receipts Including Interest	1,400.00	1,724.05	2,176.75	750.00	70,954.00									77,004.80
Marriage License Escrow (State Fees)	75.00	75.00	25.00	75.00	25.00									275.00
Domestic Partnership Escrow (State Fees)														
Civil Union Escrow (State Fees)														
Burial Permit Escrow (State Fees)														
Current Fund	1,325.00	1,649.05	2,151.75	675.00	70,929.00									76,729.80
Total for the Month	1,325.00	1,649.05	2,151.75	675.00	70,929.00									
Total Year to Date	1,325.00	2,974.05	5,125.90	5,800.80	76,729.80									
EDRS Death Certs (Direct Deposited)	1,393.00	894.00	1,288.00	1,066.00										
Total Year to date EDRS Certs	1,393.00	2,287.00	3,575.00	4,641.00										

Dawn M. Liedtka  
Township Clerk

**WATERFORD TOWNSHIP CONSTRUCTION OFFICE YEARLY TOTALS**

MONTH	PERMIT ISSUED	BUILD	ELEC	PLUMB	FIRE	MECH	DCA	CERTS	OTHER	TOTAL MONTH	TOTAL YTD
JAN - 19	33	\$1,609	\$1,887	\$1,101	\$160	\$1,186	\$281	\$60		\$6,284	\$6,284
JAN - 18	43	\$6,292	\$3,053	\$2,012	\$1,285		\$592	\$348	\$525	\$14,107	\$20,391
FEB - 19	21	\$3,286	\$1,709	\$1,072	\$505	\$610	\$413	\$288	\$0	\$7,808	\$14,092
FEB - 18	44	\$5,634	\$2,986	\$1,803	\$700		\$623	\$288		\$13,034	\$33,425
MAR - 19	22	\$3,706	\$1,772	\$311		\$326	\$587			\$6,702	\$20,794
MAR - 18	52	\$4,839	\$3,161	\$2,259	\$990		\$565	\$228	\$605	\$12,647	\$46,072
APR - 19	37	\$2,991	\$2,683	\$971	\$609	\$780	\$500	\$288		\$8,822	\$29,616
APR - 18	60	\$4,505	\$4,294	\$2,012	\$1,035		\$605	\$120	\$210	\$12,781	\$58,853
MAY - 19	32	\$2,099	\$2,007	\$670	\$364	\$840	\$297	\$60		\$6,277	\$35,893
MAY - 18	58	\$8,009	\$4,179	\$2,715	\$780		\$734	\$348	\$1,026	\$17,791	\$76,644
JUN - 19											
JUN - 18	50	\$6,386	\$3,855	\$1,996	\$950		\$584	\$348	\$440	\$14,559	\$91,203
JULY - 19											
JULY - 18	50	\$4,850	\$4,286	\$1,191	\$425		\$804	\$368		\$11,924	\$103,127
AUG - 19											
AUG - 18	60	\$8,084	\$4,522	\$2,244	\$630		\$1,232	\$288	\$1,695	\$18,695	\$121,822
SEP - 19											
SEP - 18	47	\$3,842	\$3,187	\$1,418	\$1,560		\$690	\$60		\$10,757	\$132,579
OCT - 19											
OCT - 18	49	\$4,429	\$4,096	\$1,185	\$800		\$716			\$11,226	\$143,805

# Waterford Township Monthly Dog Report-2019

Jan-19   Feb-19   Mar-19   Apr-19   May-19   Jun-19   Jul-19   Aug-19   Sep-19   Oct-19   Nov-19   Dec-19

	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19
# Altered Dogs Registered	31	196	223	331	65							
# Unaltered dogs Registered	0	19	23	39	17							
# Service dogs Registered/ Duplicates	0	2	7	3	1							
<b>Total Dogs Registered</b>	<b>31</b>	<b>217</b>	<b>253</b>	<b>374</b>	<b>83</b>							<b>958</b>

Total amount collected*	558.00	3,927.00	4,499.00	6,795.00	1,927.00							\$ 17,706.00
Send to State	37.20	315.00	364.20	562.20	149.40							\$ 1,428.00
Total amount to Twp. *amount collected from late fees	520.80	3,612.00	4,134.80	6,232.80	1,777.60	400.00	0.00	0.00	0.00	0.00	0.00	\$ 16,278.00
												400.00

*Dawn M. Licatka*

Deputy Clerk

**WATERFORD TOWNSHIP**

**TREASURER'S REPORT**

**AS OF**

**2/28/2019**

<b>BANK NAME</b>	<b>ACCOUNT NAME</b>	<b>INVESTOR's ACCOUNT NUMBER</b>	<b>RECONCILED BALANCE</b>
Investors	ANIMAL CONTROL	1000111809	\$21,057.31
Investors	CELEBRATION ACCOUNT	1000111833	\$13,329.59
Investors	COAH TRUST ACCOUNT	1000531886	\$19,695.76
Investors	CURRENT FUND	1000111791 & 1000864012	\$5,249,780.97
Investors	GENERAL CAPITAL FUND	1000111866	\$238,290.92
Investors	MUNICIPAL ALLIANCE	1000111871	\$14,856.25
Investors	PAYROLL	1000111885	\$36,240.68
Investors	PLANNING BOARD ESCROW	1000112154	\$49,677.32
Investors	POLICE FORFEITURE TRUST	1000112168	\$27,603.96
Investors	RECREATION TRUST FUND	1000112205	\$14,102.57
Investors	TRUST FUND OTHER	1000112229	\$252,734.16
Investors	UTILITY CAPITAL	1000112267	\$9,022.00
Investors	UTILITY ESCROW ACCOUNT	1000112309	\$10,317.66
Investors	UTILITY OPERATING	1000112253	\$671,021.66
			\$6,627,730.81

