

**TOWNSHIP OF WATERFORD  
TOWNSHIP COMMITTEE  
MINUTES**

October 23, 2019

REGULAR/WORKSHOP MEETING

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The October 23, 2019 Regular/Workshop Township Committee Meeting of the Township of Waterford, called to order at 7:04 p.m. by the Mayor, William A. Richardson, Jr.

**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 Committeeman Wade.

**IV. ROLL CALL:**

Committeewoman Hanna	-Present
Committeewoman Sura	-Present
Committeeman Wade	-Present
Committeeman Yeatman	-Present
Mayor Richardson	-Present
 <u>Professionals:</u>	
Ralph Condo, Township Administrator	-Present
David C. Patterson, Esquire Township Solicitor	-Present
Dawn Liedtka, Township Clerk	-Present

**V. CLOSED SESSION:**

**VI. PRESENTATIONS:**

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

Administrator Condo requested the addition of 2 emergency items to the agenda; raffle applications from the Waterford Home and School Association.

1. Raffle Application: RA -636 Waterford Township Home and School Association  
On Premise Draw Raffle- Basket Auction  
Christ the Redeemer Parish-318 Carl Hasselhan Drive, Atco, NJ 08004  
November 22, 2019 -5:00pm through 10:00pm
2. Raffle Application: RA-637 Waterford Township Home and School Association  
On Premise Draw Raffle – Basket Auction  
1106 Old White Horse Pike, NJ 08089  
December 13, 2019 -5:00PM through 10:00PM

**VIII. APPROVAL OF MINUTES:**

On a motion by Committeeman Yeatman second by Committeewoman Hanna to approve the Regular Township Committee Meeting Minutes and Closed Session Meeting Minutes August 14, 2019 and the Closed Session Minutes of July 10, 2019 as presented.

1. Regular Meeting August 14, 2019
2. Closed Session August 14, 2019
3. Closed Session July 10, 2019

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

4-0-1 Motion Carried

**IX. ADOPTION OF ORDINANCES:** None

**X. MONTHLY FINANCIAL STATEMENTS**

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

Clerk Report:	\$	2,011.35
Clerk Dog Report	\$	385.20
Construction Official Report:	\$	11,731.00
Court Report:	\$	17,668.76
Tax Collector – Tax Report:	\$	648,349.64
Tax Collector – Utility Report:	\$	35,161.94
Tax Collector – Outside Redemption Report:	\$	42,895.27

**Voice Vote:** All in Favor. No Objections. Motion Carried.

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

The Mayor opened the meeting to the public for comments.

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

**XII. APPLICATIONS:**

Moved by Committeewoman Hanna, 2<sup>nd</sup> by Committeewoman Sura, to approve applications #1 through #5 as submitted:

1. **RAFFLE APPLICATION: RA-633**  
The Friends of the Waterford Township Library  
On-Premise Draw Raffle (Basket Auction)  
Saturday, December 7, 2019 5:00 pm – 9:00 pm  
2204 Atco Avenue, Atco NJ 08004
2. **RAFFLE APPLICATION: RA-634**  
Christ the Redeemer Parish  
Off Premise 50/50  
318 Carl Hasselhan Drive, Atco, NJ 08004  
Drawing on April 25, 2020 at 8:00 PM
3. **RAFFLE APPLICATION: RA-635**  
Christ the Redeemer Parish  
On Premise Draw Raffle - Basket Auction  
318 Carl Hasselhan Drive, Atco, NJ 08004  
April 25, 2020 5:30 PM through 11:30 PM

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4. Raffle Application: RA -636  
Waterford Township Home and School Association  
On Premise Draw Raffle- Basket Auction  
318 Carl Hasselhan Drive, Atco, NJ 08004  
November 22, 2019 -5:00pm through 10:00pm
  
5. Raffle Application: RA-637  
Waterford Township Home and School Association  
On Premise Draw Raffle – Basket Auction  
1106 Old White Horse Pike, NJ 08089  
December 13, 2019 5:00PM through 10:00PM

**Voice Vote:** All in Favor. No Objections. Motion Carried.

**XIII. COMMUNICATIONS:**

Committeeman Wade announced that on Saturday, October 26, 2019 at the Town Square Dunkin Donuts from 8:00am-12:00pm, the Waterford Township Police Department be hosting "Coffee with a Cop" and will be collecting prescription medication.

**XIV. DISCUSSIONS:**

1. Newsletter

Administrator Condo discussed the details of the newsletter, adding the letterhead and Committee names. Committee discussed the newsletter distribution to be after elections. Mayor Richardson requested Solicitor Patterson to develop a Newsletter Policy for the next meeting.

2. Opposition to Consolidation of Schools

Administrator Condo explains that the committee received a copy of the resolution from Garwood Township. Discussion ensued regarding school districts and the impact of consolidation. Committee agrees to discuss this with the School Board at their meeting on December 9<sup>th</sup>.

3. Finance Department

- a. Hiring of Part Time Assistant for 20 hours per week to assist with CFO duties.  
Recommended by the Township Auditors.

On a motion by Committeeman Yeatman, second by Committeewoman Hanna to utilize the services of Maureen Mitchell, LLC to assist in finance office for a maximum of 20 hours a week at a rate of \$25/hour through 1/31/20.

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

5-0 Motion Carried

- b. Approval of Job Title, Description, and Advertisement of Payroll-Purchasing Assistant

On a Motion by Committeeman Wade, second by Committeewoman Hanna to approve of job title, description, and advertisement of Payroll-Purchasing Assistant.

**Voice Vote:** All in Favor. No Objections. Motion Carried.

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Mayor Richardson shared a letter from a parent in Waterford requesting a disabled child sign for their neighborhood.

On a motion Committeeman Wade, 2<sup>nd</sup> by Mayor Richardson to have the Police Department work on obtaining a sign.

**Voice Vote:** All in Favor. No Objections. 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 Committeeman Hanna to adopt Resolutions #2019-271 to #2019-276 as follows:

Committeeman Wade questioned Resolution # 2019-275. Township Clerk Liedtka explained that this is simply to authorize the Committee to go out for RFP's.

**RESOLUTION # 2019-271**

Resolution Authorizing the Waiving Of Permit Fees for the Waterford Township School District for Projects at the Atco Elementary School and the Thomas Richards Elementary School

**RESOLUTION # 2019-272**

Resolution Authorizing a Contact Person and Additional Contact Person for the Employment Practices Liability Attorney Consultation Service Atlantic County Municipal Joint Insurance Fund

**RESOLUTION # 2019-273**

Resolution Directing the Distribution of the Township of Waterford's Net Returned Surplus Funds Held in Trust by the Atlantic County Municipal Joint Insurance Fund

**RESOLUTION # 2019-274**

Resolution Of The Township Of Waterford Approving The Collective Bargaining Agreement Between The Township Of Waterford And The Waterford Township Police Department Superior Officers-Lieutenants For Term Of January 1, 2020 Through December 31, 2023

**RESOLUTION # 2019-275**

Resolution Authorizing the Solicitation of RFPs for Professionals for the Township of Waterford for the Year 2020

**RESOLUTION # 2019-276**

Resolution Authorizing the Sellback of Unused Sick and Vacation Time to Non-Contractual Employees for Year 2019

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

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5-0 Motion Carried

**INTRODUCTION OF ORDINANCES: None**

**XVII. PAYMENT OF BILLS:**

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

1. Current Fund Bill List	\$ 287,760.71
2. Capital Fund Bill List	\$ 7,571.47
3. Utility Fund Bill List	\$ 27,112.09
4. Trust Fund Bill List	\$ 218.44
5. State Grant Bill List	\$ 1,656.14
6. Planning Board Escrow Bill List	\$ 4,732.10

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

5-0 Motion Carried

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

The Mayor opened the meeting to the public for comments.

John Howarth, of Anthony Road, commented on the concept of consolidation of school districts.

Dana Paul of Andria Court questioned the finance job. Ms. Paul asks about the closed session regarding redevelopment and noted that she thinks there should be more public involvement. Mayor Richardson confirms that contract negotiations legally cannot be discussed publicly, that is the reason for the closed session. Committeeman Yeatman verbalizes his appreciation of Ms. Paul's comments, confirms there will be no vote, just an update regarding redevelopment.

Tom Giangliulio of Middle Avenue explained that the concerns with the RFP's are accountability of hours. There is a need to have a breakdown and more details.

Gabe Cimino, Jackson Road, expresses that the newsletter documenting upcoming events would be a great idea.

John Howarth of Anthony Road requested clarification on items legally allowed to be discussed in closed session. Solicitor Patterson provided examples, including personnel, contracts, and litigation.

Carol Zito of Middle Avenue recommended the Burbio Application for your phone to receive calendar updates. Ms. Zito also commented on the need for Chew Road to be repaved.

The Mayor closed the meeting to the public for comments.

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

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Administrator Condo commented that the Atco Volunteer Fire Co. are donating the sign for the Public Safety Building but that the Township is responsible for the cost of running the electric to the sign.

On a motion Committeeman Wade, second by Committeewoman Sura to approve the cost for running electric to the sign through Bott Electric.

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

5-0 Motion Carried

Administrator Condo explained that the locks on the doors at Town Hall have not been changed since 2011. Cost to change the lock and issue new keys is minimal. Consensus of Committee is to put new locks on the building. Mr. Condo also commented that he will be having a meeting regarding the Atco Car Wash. Mr. Condo then noted that they will be having a Joint Meeting with the School Board. Administrator Condo noted that there is a Bates Mill Road pre-construction meeting on October 22 with Engineer and Contractor.

**XX. CLOSED SESSION:**

On a motion by Committeewoman Hanna, second by Committeewoman Sura to approve Resolution #2019-277 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. Contract Negotiations – Haines Boulevard Redevelopment
2. Personnel – Employee #254

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

Mayor Recessed the Meeting for Closed Session at 8:34 PM.

**RETURN TO PUBLIC SESSION**

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

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

Mayor Reconvened the Meeting at 9:03 PM.

**ROLL CALL:**

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

**Statement on return from Closed Session:**

Solicitor Patterson stated that there were no decisions made in closed session.

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**XXI. ADJOURNMENT:**

On a motion by Committeewoman Hanna second by Committeewoman Sura to adjourn the meeting at 9:03 PM.

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

Respectfully Submitted By:

*Dawn Liedtka*

Dawn M. Liedtka  
Township Clerk

Approval Date: 12/11/19

## Waterford Township Clerk's Report

YEAR 2019

RECEIPT TYPE

January February March April May June July August Sept. Oct. Nov. Dec.

Year to Date Total

RECEIPT TYPE	January	February	March	April	May	June	July	August	Sept.	Oct.	Nov.	Dec.	Year to Date Total
Searches													
Contractors Registration													
Burial Permit													
Death Certificate (Non EDRS)	294.00	244.00	232.00	491.00	430.00	323.00	489.00	185.00	595.00				3,283.00
Marriage Certificate	112.00	108.00	56.00		56.00	170.00	116.00		106.00				724.00
Birth Certificate						27.00							27.00
Marriage License Application	84.00	84.00	28.00	84.00	28.00	112.00	84.00	280.00	140.00				924.00
Street Operating Permit	725.00	300.00	1,500.00	125.00		500.00	375.00		875.00				4,900.00
Vendor License - Seasonal Sales													
Peddler License		725.00											725.00
Registration Peddler & Vendor													
Business Registration		50.00			50.00				50.00				150.00
Bingo License			20.00			20.00			40.00				80.00
Raffle License	160.00		40.00		40.00			20.00	320.00				580.00
Land Sale					70,300.00								70,300.00
ABC License Transfer													
ABC License Annual Renewal						6,550.00	1,000.00						7,550.00
Photo Copies		13.05	0.75							10.35			24.15
Towing License													
Kennel License & Per 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	7,702.00	2,064.00	485.00	2,136.35				89,392.15
Interest for Current Month													
Total Receipts Including Interest	1,400.00	1,724.05	2,176.75	750.00	70,954.00	7,702.00	2,064.00	485.00	2,136.35				89,392.15
Marriage License Escrow (State Fees)	75.00	75.00	25.00	75.00	25.00	100.00	75.00	250.00	125.00				825.00
Domestic Partnership Escrow (State Fees)													
Civil Union Escrow (State Fees)													
Burial Permit Escrow (State Fees)	1,325.00	1,649.05	2,151.75	675.00	70,929.00	7,602.00	1,989.00	235.00	2,011.35				86,567.15
Current Fund													
Total for the Month	1,325.00	1,649.05	2,151.75	675.00	70,929.00	7,602.00	1,989.00	235.00	2,011.35				86,567.15
Total Year to Date	1,325.00	2,974.05	5,125.80	5,800.80	76,729.80	84,331.80	86,320.80	86,555.80	86,567.15				86,567.15

EDRS Death Certs  
(Direct Deposited)  
Total Year to date EDRS Certs

EDRS Death Certs	1,393.00	894.00	1,288.00	1,066.00	1,300.00	1,004.00	1,308.00	1,842.00	1,424.00				
(Direct Deposited)													
Total Year to date EDRS Certs	1,393.00	2,287.00	3,575.00	4,641.00	5,941.00	6,945.00	8,253.00	10,095.00	11,519.00				

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	\$6,634	\$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	38	\$3,650	\$3,446	\$1,202	\$500	\$1,340	\$569	\$60		\$10,767	\$46,660
JUN - 18	50	\$6,386	\$3,855	\$1,996	\$950		\$584	\$348	\$440	\$14,559	\$91,203
JULY - 19	37	\$1,735	\$2,871	\$1,318	\$310	\$925	\$445	\$168		\$7,772	\$54,432
JULY - 18	50	\$4,850	\$4,286	\$1,191	\$425		\$804	\$368		\$11,924	\$103,127
AUG - 19	39	\$4,343	\$3,026	\$986	\$490	\$550	\$546	\$120		\$10,061	\$64,493
AUG - 18	60	\$8,084	\$4,522	\$2,244	\$630		\$1,232	\$288	\$1,695	\$18,695	\$121,822
SEP - 19	47	\$4,632	\$3,707	\$1,057	\$320	\$811	\$644	\$60	\$250	\$11,731	\$76,224
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	11	14	6	12			
# Unaltered dogs Registered	0	19	23	39	17	2	3	1	2			
# Service dogs Registered/ Duplicates	0	2	7	3	1	1	1	1	1			
<b>Total Dogs Registered</b>	<b>31</b>	<b>217</b>	<b>253</b>	<b>374</b>	<b>83</b>	<b>14</b>	<b>18</b>	<b>8</b>	<b>15</b>			<b>1013</b>

Total amount collected*	558.00	3,927.00	4,499.00	6,795.00	1,927.00	391.00	391.00	130.00	408.00			\$ 19,026.00
Send to State	37.20	315.00	364.20	562.20	149.40	21.60	29.40	11.40	22.80			\$ 1,513.20
Total amount to Twp.	520.80	3,612.00	4,134.80	6,232.80	1,777.60	369.40	361.60	118.60	385.20	0.00	0.00	\$ 17,512.80
*amount collected from late fees					400.00	150.00	75.00	0.00	150.00			775.00

*Dawn M. Lindley*

Deputy Clerk



# DEPOSITS PROCESSED FROM TAX COLLECTOR'S OFFICE

## YEAR TO DATE 2019

MONTH	TAX COLLECTOR		UTILITY ACCOUNT		OUTSIDE		DAILY TOTAL	Balance
	GENERAL ACCOUNT		UTILITY ACCOUNT		REDEMPTION ACCOUNT			
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	\$ 6,987,099.07
MARCH	\$ 291,691.70		\$ 35,195.92		\$ 69,504.19		\$ 396,391.81	\$ 7,383,490.88
APRIL	\$ 1,941,417.11		\$ 202,721.41		\$ 1,733.15		\$ 2,145,871.67	\$ 9,529,362.55
MAY	\$ 4,737,053.48		\$ 57,996.47		\$ 49,632.29		\$ 4,844,682.24	\$ 14,374,044.79
JUNE	\$ 345,871.38		\$ 40,182.68		\$ 122,963.87		\$ 509,017.93	\$ 14,883,062.72
JULY	\$ 188,517.14		\$ 209,213.63		\$ 10,800.86		\$ 408,531.63	\$ 15,291,594.35
AUGUST	\$ 6,363,472.52		\$ 58,225.67		\$ 1,917.27		\$ 6,423,615.46	\$ 21,715,209.81
SEPT.	\$ 648,349.64		\$ 35,161.94		\$ 42,895.27		\$ 726,406.85	\$ 22,441,616.66
OCTOBER								\$ 22,441,616.66
NOVEMBER								\$ 22,441,616.66
DECEMBER								\$ 22,441,616.66
								\$ 22,441,616.66
								\$ 22,441,616.66