

The regular meeting of the East Amwell Township Committee was called to order at 7:30 p.m. Present were Mayor Peter Kneski, Deputy Mayor Patricia Cregar, and Committee members Linda Lenox, Tim Mathews, and Dart Sageser. Township Administrator Timothy Matheny and Attorney Richard Cushing were also in attendance.

In compliance with the Open Public Meetings Act, Municipal Clerk Teresa R. Stahl announced that this is a regularly scheduled meeting, pursuant to the resolution adopted on January 1, 2012, and a meeting notice published in the Hunterdon County Democrat issue of January 5, 2012. A copy of the agenda for this meeting was forwarded to the Hunterdon County Democrat, Times of Trenton, Star Ledger, Courier News, posted on the bulletin board, and filed in the Clerk's Office on May 8, 2012 and revised on May 9, 2012.

The meeting opened with the Pledge of Allegiance to the American Flag.

AGENDA REVIEW

Under Contracts, add the March 9, 2012 Letter of engagement/contract from Auditor Charles Case to review the financial office, to be discussed in executive session. Also, under Executive session, personnel and volunteers and attorney advice will be discussed. Mr. Mathews asked that the discussion on the auditor be added to the regular meeting, and the attorney will be asked about this when he arrives at the meeting.

Tree Harvesting Complaint was added to the agenda on May 9, 2012, and it will be discussed as Item B. under Unfinished Business.

ANNOUNCEMENTS

Municipal Offices will be closed on Monday, May 28, 2012, for Memorial Day.

Primary Elections will be held on Tuesday, June 5, 2012, from 6 a.m. - 8 p.m. All East Amwell polls are located at the municipal building.

East Amwell Township will sponsor a summer playground in 2012, running from July 2 through July 27 from 9:00 - 11:45 a.m. at the East Amwell Township School. Registration information is available at the municipal building and at the school and on line.

(Mr. Cushing arrived at this time.)

APPROVAL OF MINUTES

April 12, 2012, Regular Minutes were approved on a motion by Mr. Sageser, seconded Ms. Lenox, and carried unanimously with the following changes: the Clerk will listen to the tape and confirm who made the motion on page 18 to extend the Township Administrator's contract until the end of May. (For the record, it was Ms. Lenox who made the motion.) On page 2, under Open to the Public, paragraph 3, Mr. Mathews asked, for clarification, that his full quote be put into the minutes, as follows: "I think it's terrific when people who live in our town and have a farm look for new ways of doing business. I think people should be applauded for trying to be entrepreneurs and make a living and I think as an agricultural community we should be in favor of that and look favorable upon that." He wanted Mrs. Bonette asked what she disputes about the comments.

April 12, 2012, Executive Minutes (Contracts, Personnel, Litigation, Attorney Advice): Motion by Deputy Mayor Cregar, seconded by Ms. Lenox, and carried unanimously to approve the minutes.

April 30, 2012, Special Minutes (Executive Resolution): Motion by Ms. Lenox, seconded by Deputy Mayor Cregar, and carried unanimously to approve the minutes.

April 30, 2012, Executive Minutes (Township Administrator Contract & Auditor Contract): Motion by Ms. Lenox, seconded by Deputy Mayor Cregar, and carried unanimously to approve the minutes.

OPEN TO THE PUBLIC (for Comments from the Public for Items Not on the Agenda)

Glorianne Robbi, 144 Lambertville Hopewell Turnpike, provided a handout dated January 13, 2012, on the funding mechanism for the Drift property, stating that the closing was coming up at the end of May or sometime in June. She commented on the following: being indebted to Hunterdon Land Trust for their assistance in preserving the 54 acres across from East Amwell School; the time line and process of preserving the land, including the land owner changing mortgage companies; funding from Federal Farm and Ranchland (\$157,429.90), \$72,681.60 from the Duke Foundation, and \$70,000 from the East Amwell Open Space Trust Fund.

Christian Plunket, 17 Boss Road, is a consulting arborist, interested in healthy and safe trees; he wanted to introduce himself and volunteer his experience and time to care for the community forest, specifically, Clawson Park trees that need help. He mentioned state grant availability for caring for trees and was willing to help guide any parties willing to work with him to get the funding. He asked to leave information on the grants with the Township Committee. He also contacted a state forester who would be interested in doing a presentation for the Township for various board members and the community.

Ms. Lenox asked if Mr. Plunket would be interested in helping out with the tree harvesting ordinance amendment. Some comments were made about getting a copy of the draft ordinance to him. Mr. Sageser commented about the tree harvesting ordinance being "proposed" by the Planning Board but ratified for adoption by the Township Committee.

Mr. Plunket mentioned eligibility requirements for state grants, including having a community forestry management plan, with state matching up to \$3,000 and volunteer hours equating to \$21.00/hr. as a match. He assumed that the management plan "would likely encompass anything to do with trees." He commented on creating a shade commission, who would be involved with ordinance writing. He also recommended worrying about public trees first and "not telling home owners about managing their own trees."

Mayor Kneski recommended that Mr. Plunket leave his material with the Clerk and have it also provided to the Planning Board Office so that it can be tied into Master Plan elements.

Motion by Ms. Lenox, seconded by Deputy Mayor Cregar, and it was carried unanimously to close to the public.

SPECIAL PRESENTATION

RESOLUTION OF RECOGNITION FOR THE FOURTH GRADE STUDENTS PARTICIPATING IN "CELEBRATE NJ 2012 BEST OF THE BEST"

Mayor Kneski invited children and their teachers to come to the meeting to recognize them for their efforts in the state program. The children were winners in a writing contest of history places and people. There were 235 young journalists recognized in regional events, and East Amwell School had four winners. Mayor Kneski recently attended their regional program at Raritan Valley Community College.

Mr. Paul MacAfee and four students, Emma Davidson, Alissa Conover, Benjamin Singleton, and Peter Alicandri, were recognized.

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RESOLUTION 57-12

BE IT RESOLVED by the Township Committee of the Township of East Amwell that they hereby commend the achievements of the following East Amwell Township School

Students, who were named as “Celebrate NJ 2012 Best of the Best 4th Grade Student Authors,” for their articles about the people, places, events, and history of the Garden State:

Emma Davidson
Allisa Conover
Benjamin Singleton
Peter Alicandri

BE IT FURTHER RESOLVED that these students be honored at the East Amwell Township Committee meeting held on May 10, 2012, and that their teachers, Mrs. Parillo and Mr. McAfee, also be recognized for their excellence in assisting the children of East Amwell Township School develop a strong desire to learn more about the glorious State of New Jersey!

By Order of the Township Committee,

Peter Kneski, Mayor

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Motion by Mr. Mathews, seconded by Ms. Lenox, and it was carried unanimously to approve the resolution.

The students will send their essays to the governing body to read.

PUBLIC HEARINGS/INTRODUCTION OF ORDINANCES

Public Hearings:

AMENDMENT TO THE 2012 OPEN SPACE TRUST FUND

The first amendment was being proposed to include the entire funding amount for the purchase of the Lang property, i.e., \$260,000, although only \$53,604 would be coming from East Amwell Township and the rest from Green Acres and D & R Greenway.

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RESOLUTION #58-12

**2012 Open Space Trust Hearing
First Amendment (05/10/12)**

Purpose: as designated by N.J.S.A. 12-15.7, the tax may be used for acquisition of lands for recreation and conservation purposes, development of lands acquired for recreation and conservation purposes, maintenance of lands acquired for recreation and conservation purposes, acquisition of farmland for farmland preservation purposes, historic preservation of historic properties, structures, facilities, sites, areas or objects for historic preservation purposes, payment of debt service on indebtedness issued or incurred by a municipality for any of the purposes above. During the budget process each year, a public hearing is held on the allocation of funds raised by the open space tax.

The 2012 Open Space Trust Fund will be used for the following:

\$ 39,000.00	Maintenance of Parks & Lands for Recreation and Conservation:	
	Salaries & Wages – Mowing	\$ 3,000.00
	Clawson Park Maintenance	\$25,000.00
	Soccer Field Maintenance	\$ 6,000.00
	Recreation Fields Maintenance	\$ 5,000.00
\$373,000.00		
\$210,500.00	Acquisition of Farmland	\$ 73,000 – Drift
	Down Payments	\$ 30,000 – 5% Required
	Soft Costs	\$ 10,000 for acquisition

	Green Acres Acquisition – Lang	\$ 97,500
		\$260,000
\$8,500.00	Historic Preservation	
	Other Expenses Clawson House Rehab	\$8,500.00
\$1,500.00	Trail Grant (Lang) Application – Matching	\$1,500.00
\$422,000.00		
\$259,500.00	TOTAL TRUST FUND APPROPRIATIONS	

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The meeting was open to the public for comments.

Frances Gavigan, 123 Wertsville Road, asked how much the Township would be funding for the purchase of Lang; she was advised about \$53,000.

Motion by Deputy Mayor Cregar, seconded by Ms. Lenox, and it was carried unanimously to close to the public.

Motion by Ms. Lenox, seconded by Mr. Sageser, and carried unanimously to approve the amendment to the 2012 Open Space Trust Fund.

ORDINANCE 12-04 AN ORDINANCE TO PROVIDE FOR THE ACQUISITION OF, OR THE CONTRIBUTION TO THE PURCHASE OF REAL PROPERTY KNOWN AS BLOCK 27, LOTS 53 AND 53.01 IN AND BY THE TOWNSHIP OF EAST AMWELL, IN THE COUNTY OF HUNTERDON, NEW JERSEY AND APPROPRIATING \$260,000.00 THEREOF FROM THE OPEN SPACE TAX TRUST FUND

As proof of publication, the legal notice from the April 19, 2012, issue of the Hunterdon County Democrat was shown to the public. The ordinance has been posted and available to the public since introduction on April 12, 2012.

The Clerk explained that the ordinance was published without the words "commonly known as Lang property," which was suggested at the last meeting. Attorney Cushing stated that this had no legal impact to the ordinance introduced and was only suggested for identification, which was already in the body of the ordinance.

The meeting was open to the public for comment. There being no comments, motion was made by Deputy Mayor Cregar, seconded by Ms. Lenox, and carried unanimously to close to the public.

Mr. Mathews asked about the status of the grant for the trails. Mr. Ginman, in the audience, said that the Township would probably not hear until the fall at the earliest. Mr. Mathews suggested that parking impacts could be discussed at that time.

Ordinance 12-04 was adopted on a motion by Ms. Lenox, seconded by Mr. Sageser, and carried unanimously by roll call vote: Ms. Lenox, yes; Mrs. Cregar, yes; Mr. Sageser, yes; Mr. Mathews, yes; Mr. Kneski, yes.

Introduction of Ordinances:

ORDINANCE 12-05 AN ORDINANCE BY THE TOWNSHIP OF EAST AMWELL, COUNTY OF HUNTERDON, STATE OF NEW JERSEY, AUTHORIZING A SPECIAL EMERGENCY APPROPRIATION PURSUANT TO N.J.S.A. 40A:4-53 TO UNDERTAKE A REASSESSMENT OF REAL PROPERTY WITHIN THE MUNICIPALITY Tax Assessor Marianne Busher was present for this discussion.

Ms. Busher explained that what was being requested was funding for 100% property inspections for a reassessment for the year 2013. The last revaluation was done in 2004 for the year 2005

and was based on inspections and sales from 2003-2004. Ms. Busher felt that there were indicators that it was appropriate to change values now, citing declining real estate values and providing statistics on decreased market value, e.g., 27 recent listings that were listed at 70% of their market value at a ratio of 97% of the market value in 2010 and in 2012 at 105.3% for assessed value to sales. Ms. Busher mentioned a 100% ratio with a coefficient of deviation showing uniformity of how high the assessments are being 5.26% - all assessments are high and need to come down.

Ms. Busher spoke about paying a fair share of taxes, mentioning having 26 appeals this year and inequities being created when the appeals lower taxes for some residents but not their neighbors. She noted that the higher assessments also effects the Township's ability to collect added assessments, mentioning the fact that the Township is responsible for collecting all taxes, including the school's share. Added assessments provide extra revenue, but the values cannot be supported for additions if the property values are listed too high.

Ms. Busher said that the plan is to have an outside firm inspect the properties, and she will collect the data and change the values.

Ms. Lenox asked about the outcome of this year's appeals; they will not be available until June 12-13. Last year there were six successful appeals out of sixteen filed.

Mr. Mathews asked about risk if there was no reassessment. Ms. Busher explained that if appeals are won, the Township must refund 100% of the tax dollar, i.e., last year it was \$1.926 per \$100.00, and the Township would be refunding the full tax value, not just for the Township but for the school and county as well.

Mr. Cushing and Ms. Busher spoke about the recent Hunterdon County order for the reassessment, which was sent to the state. Ms. Lenox asked about notification of residents; Ms. Busher will put information in newsletters, send letters to property owners, and put something in the tax mailing and on the website. Mr. Mathews asked about technology with inspections, such as Google Maps; Ms. Busher said that interior and exterior inspections are important, but G-maps is a great tool. She explained that the process includes three attempts to contact property owners for inspections; if owners refuse, values are estimated, which may not be favorable to the owners. Mr. Sageser commented on making sure that the public was cognizant of the reason for the reassessment.

Mr. Mathews asked about the last revaluation; Ms. Busher explained that it was in 2005, with work done in 2004. The cost for the reassessment will be lower than the revaluation costs since Ms. Busher will be doing the work, e.g., verifying data, changing values, etc. Estimates have been obtained with the lowest being around \$44,500; additional expenses will include the mailing and other items, so the amount of the appropriation being requested is \$50,000. Ms. Busher's salary will cover her time.

Mr. Cushing explained the five year special appropriation, which was similar to a bond. Ms. Busher explained that there would be 100% inspections in 2012, noting that there is an ability to change values within four years without re-inspecting the entire town again.

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**EAST AMWELL TOWNSHIP
ORDINANCE #12-05**

**AN ORDINANCE BY THE TOWNSHIP OF EAST AMWELL, COUNTY OF HUNTERDON,
STATE OF NEW JERSEY AUTHORIZING A SPECIAL EMERGENCY APPROPRIATION
PURSUANT TO N.J.S.A. 40A:4-53 TO UNDERTAKE A REASSESSMENT OF REAL
PROPERTY WITHIN THE MUNICIPALITY**

WHEREAS, the Township of East Amwell, County of Hunterdon, State of New Jersey wishes to complete a reassessment of properties for tax equalization purposes; and

WHEREAS, the Township of East Amwell would like the new assessments to be certified for use in the 2013 tax year; and

WHEREAS, N.J.S.A. 40:4-53 permits a municipal corporation of the State of New Jersey to adopt an ordinance authorizing a special emergency appropriation in order to complete a real property reassessment since the cost of same represents an extraordinary expense.

NOW, THEREFORE, BE IT ORDAINED by the Township Committee of the Township of East Amwell, County of Hunterdon, State of New Jersey as follows:

1. The Township is hereby authorized to incur a special emergency appropriation pursuant to N.J.S.A. 40A:4-53 in order to undertake and complete a complete reassessment of all properties located within the municipal boundaries.
2. Upon final adoption of this Ordinance, the Township Committee shall pursuant to N.J.S.A 40A:4-55 adopt a Resolution setting forth the amount appropriated for this real property Reassessment and further setting forth how said appropriation will be financed.
3. The East Amwell Township Tax Assessor is hereby authorized to prepare a request for proposals for a real property assessment.
4. This Ordinance shall take effect upon its passage and publication as provided by law.

Approved by the East Amwell Township Committee,

By: _____
Peter Kneski, Mayor

Attest: _____
Teresa R. Stahl, RMC/CMC
Municipal Clerk

Introduced: May 10, 2012

Adopted:

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Motion by Mr. Sageser, seconded by Mr. Mathews, and it was carried unanimously to introduce Ordinance 12-05.

The ordinance will be published in the May 17, 2012, issue of the Hunterdon County Democrat, and the public hearing is set for the next regular Township Committee meeting on June 14, 2012, at 7:30 p.m.

ORDINANCE 12-06 AN ORDINANCE TO PROVIDE FOR LEVELING AND SUBGRADE RECONSTRUCTION OF VARIOUS TOWNSHIP ROADS AS GENERAL IMPROVEMENTS FOR THE TOWNSHIP OF EAST AMWELL, IN THE COUNTY OF HUNTERDON, NEW JERSEY AND APPROPRIATING \$76,000.00 FROM THE CAPITAL IMPROVEMENT FUND.

Mayor Kneski explained that the funding was necessary for general road repairs as part of an annual program. Mr. Matheny further explained that at an upcoming meeting a resolution will be offered to approve funds to purchase M & Rs for material for blacktop and stone. Last year there was an ordinance for \$76,000, and Engineer O'Neal has provided a timeline for awards, tentatively at the July 12th meeting.

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TOWNSHIP OF EAST AMWELL
ORDINANCE 12-06

AN ORDINANCE TO PROVIDE FOR LEVELING AND SUBGRADE RECONSTRUCTION OF VARIOUS TOWNSHIP ROADS AS GENERAL IMPROVEMENTS FOR THE TOWNSHIP OF EAST AMWELL, IN THE COUNTY OF HUNTERDON, NEW JERSEY AND APPROPRIATING \$76,000.00 FROM THE CAPITAL IMPROVEMENT FUND.

BE IT ORDAINED BY THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF EAST AMWELL IN THE COUNTY OF HUNTERDON, NEW JERSEY, as follows:

Section 1. The improvement described in Section 2 of this ordinance is hereby authorized as general improvements to be made or acquired by the Township of East Amwell, New Jersey. For the said improvements or purposes described in Section 2, there is hereby appropriated the sum of \$76,000.00 said sum being inclusive of all appropriations heretofore made therefore.

Section 2. The Township of East Amwell is hereby authorized to provide funding for the leveling and subgrade reconstruction of various Township roads which will include but not limited to Runyon Mills, Rocktown, Linvale, North Hill, Mountain and Lindbergh from Burd Lane South.

Section 3. It is hereby determined and stated that the undertaking of the aforesaid work, acquisition or improvements is not a current expense of the Township of East Amwell, but rather a capital expense and the East Amwell Township's estimated cost of said work, acquisition or improvement is \$76,000.00.

Section 4. The sum of \$76,000.00 is hereby appropriated for said purpose. The funding is provided by appropriating \$76,000.00 from the Capital Improvement Fund of the Township of East Amwell for said purpose as required by law and now available therefore in one or more previously adopted budgets.

Section 5. No debt of any kind is authorized for this undertaking.

Section 6. This ordinance shall take effect immediately upon adoption according to law.

By Order of the Township Committee,

Peter Kneski, Mayor

Attest: _____
Teresa R. Stahl, RMC/CMC
Municipal Clerk

Introduced: May 10, 2012

Adopted:

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Motion by Deputy Mayor Cregar, seconded by Ms. Lenox, and it was carried by unanimous favorable vote to introduce Ordinance #12-06.

The ordinance will be published in the May 17, 2012, issue of the Hunterdon County Democrat, and the public hearing is set for the next regular Township Committee meeting on June 14, 2012, at 7:30 p.m.

SPECIAL DISCUSSION

5/7/12 MEMO FROM PLANNER JOANNA SLAGLE ON AFFORDABLE TRUST FUND

Mr. Sageser commented on discussions at the Planning Board meeting last night with Planner Slagle about state plans to take any outstanding money in the affordable housing trust fund unless spent or allocated by July 15th or so. The Planner is working with Affordable Housing Administrator Robbins for programs with Easter Seals and NORWESCAP to get contracts. The latter agency will rehab existing housing stock, and a special trust account will be set up to cover costs.

The Planner and Housing Administrator will be at the June meeting for action in time to meet state deadlines. There was a consensus of the Township Committee to move ahead with negotiations between the Township and NORWESCAP and Easter Seals, subject to a presentation at the next meeting when details will be supplied. Resolutions, not ordinances, will be required at that meeting.

PRESENTATION BY OEM COORDINATOR GARY MYERS ON FEMA REIMBURSEMENT FOR OCTOBER 2011 STORM RELATED EXPENSES

Mr. Myers thanked the Administrator, DPW Superintendent, and Clerk for their assistance in completing the FEMA application for reimbursement for the October snowstorm. Information requested from FEMA was exhaustive, including how much macadam, stone, chipping, employee hours and responsibilities, etc. Mr. Myers mentioned the two disasters this year with Hurricane Irene and the October storm and work on roads, such as Rocktown and Snyderstown Roads and work at Clawson Park. Applications to FEMA for \$14,214.39 for the Hurricane and \$40,608.19 for the October storm were submitted, and the Township is eligible for 75% reimbursement, which will cover some costs, including the payment to Rutgers Nursery for their assistance during the storm.

Mr. Sageser asked when the funding would be received. A previous application to FEMA for about \$6-7,000 took eight months to receive. Mr. Myers speculated that it may be "relatively quick."

Mayor Kneski thanked Staff and OEM for "pulling this together." The governing body thanked Mr. Myers for all his work.

SPECIAL COMMITTEE REPORTS

CLAWSON PARK AD HOC COMMITTEE UPDATE

Deputy Mayor Cregar is working on the minutes for in-depth information. There was a meeting at the end of April, and DPW Superintendent Kadezabek and Administrator Matheny were present. The main issues discussed were the trees and the fact that the DPW is tired of restroom conditions. Mr. Kadezabek recommended padlocking the stalls and having portable units in use. A quote was obtained of about \$49.50 per month. This will be discussed at the next ad hoc committee meeting. Discussion took place about the vandalism at the park, particularly in the bathrooms (clogged toilets, urinals broken, water left running, etc.). The possibility of using bathrooms for large outings was mentioned.

Dick Ginman, member of the ad hoc committee, spoke about the presentation at the ad hoc committee meeting by arborist Christian Plunket, stating that they were encouraging setting up a date when he can show the DPW members some tree pruning techniques. Mayor Cregar spoke about advertising the meeting.

STANDING COMMITTEE REPORTS - None

UNFINISHED BUSINESS

TOWNSHIP ADMINISTRATOR'S UPDATE

1) Search for CFO/Treasurer: The search is continuing, with information on the NJ League of Municipalities' website, the Township website, and posted. There was one interview with the temporary CFO/Treasurer sitting in. Mr. Matheny noted that there is not much interest, and about nine other municipalities are also looking to fill the CFO position.

2) Summer Playground Update: The 5/3 request from resident Diane Gilbert to prorate the participation fee per week was discussed. Mr. Matheny explained that the summer playground ad hoc committee previously discussed this and felt that it would be hard to track. Mr. Mathews agreed. It was also noted that the ordinance was adopted without a pro-rating clause. It was felt that the fee was still a reasonable one even if participants attended only two weeks. The possibility of tracking pros and cons this year and looking at fee adjustments next year was mentioned.

Mr. Matheny spoke about his inter-office memo providing information on the five candidates for the positions. His recommendation was to hire Kathleen Veith as the Supervising Director, and she is helping with forms and descriptive material to be provided to parents.

Mr. Matheny also mentioned the discount cost for participation if registration is done by June 15.

Background checks are available for Mrs. Veith and Alice Scott, who was a former teacher at the school. The remaining three applicants have been fingerprinted, and backgrounds are being processed. Salary range last year was \$236 per week per Director, and the intent is to add an additional \$50 per week for the Supervising Director. Once the 2012 Salary and Wage Schedule is introduced, there will be a new line for the Supervising Director and salaries will be set, retroactive to the beginning of the program.

Mr. Mathews stated that he knew all of the candidates. He also spoke about "good buzz" from nine year olds that the program "is the place to be."

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RESOLUTION #59-12

BE IT RESOLVED by the Township Committee of the Township of East Amwell that, based on the recommendations of the Township Administrator, the following applicants are hired for the 2012 Summer Playground:

Supervising Summer Playground Director Kathleen Veith
Summer Playground Directors: Alice Scott, Yvonne George, Shelley Connelly,
Darla Rogers

BE IT FURTHER RESOLVED that their salaries will be listed in the 2012 Salary & Wage Ordinance and resolution, retroactive to the beginning of the program on July 2, 2012.

By Order of the Township Committee,

Peter Kneski, Mayor

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Motion by Deputy Mayor Cregar, seconded by Mr. Sageser, and carried unanimously to approve the resolution.

3) Raritan Township Police Report for April 2012: Patrols included 19 hours and 1 minute with 38 summonses being issued. There was a complaint about speeding on Manners Road, and officers did set up in that area. Mayor Kneski also mentioned complaints about speeders on Van Lieus Road, which will be passed along to the officers. There is also some continued presence on Rocktown Road.

Ms. Lenox commented on an incident on Tuesday picked up by NJ.com. Two nine year olds were approached by a silver jeep near Barley Sheaf School. Raritan Township advised its households, and a friend on Route 514 told Ms. Lenox. She also stated that East Amwell residents were unaware of the situation.

Mr. Matheny said that the police did not release the information, but the Raritan schools did. He provided anecdotal information about his daughter recently being followed by a silver jeep. He cautioned that if things are suspicious and people feel uncomfortable, "go with the gut" and notify police. Mr. Matheny will forward an email about the recent incident to East Amwell School and let them decide whether or not to forward to parents.

4) April 2012 NJ State Police of Kingwood Confidential Report: This was for information only.

5) Amwell Valley Little Baseball League Expenses (Refer to 3/6/12 Budget Minutes): Mr. Matheny explained that the Little League sent a note with invoices for reimbursement for items including fence and portajohn rentals for the municipal and firehouse fields. Mr.

Matheny sent a letter of explanation that the funding in the open space budget was for maintenance only and explaining the processes for submitting bills (not as reimbursements). The League responded that they did obtain quotes; but there was a question about what was being funded.

Mayor Kneski pointed out that the March 6, 2012, budget minutes showed that \$3,000 was being allocated from the Open Space Trust Fund for mowing only here at the municipal field. The Township was not responsible for fencing or portajohn obligations, noting the importance of being fair in their support to all recreational groups.

Mr. Mathews commented on the commitment to field maintenance, but asked that the Township also consider the portajohns since they are used by the public, not only the baseball league. Mr. Matheny noted that the units contracted by Little League were \$110.00 each, and he would be able to get them for \$49.50 per unit. He agreed that he would be able to get them for the municipal field, while the Little League would have to be responsible for the firehouse fields. The Little League would have to get out of their contract with the vendor in order to do so. Mr. Matheny spoke with the Company today and bills can be sent to the Township; it was agreed that two units on the field would be appropriate. Some discussion took place about billing options. The importance of having contracts with the Township for billing purposes was noted.

Discussion turned to field mowing at the municipal field. The contract for mowing should also be with the Township, not the League, and there was a question about reimbursing the League for expenses already incurred. It was agreed that the League should have a say in the timing sequence for field mowing, but billing and payment should come from the Township. Mr. Matheny noted that it was several weeks into the season, and the Township cannot reimburse or donate for services. The contract would have to be with the municipality and the vendor. Mayor Kneski asked about being named on the contract; the vendor would have to agree to this. There was a consensus of the Township Committee to approve payment for mowing up to \$3,000 once the Township has the contract and to approve payment for two portajohns on the municipal fields with bills made out to the Township at \$49.50 per unit.

6) Shared Court Opportunity: This item will be discussed in Executive Session.

7) Appointment of PERS Officer: Temporary CFO/Treasurer Jane Luhrs agreed to handle this responsibility while she is here.

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RESOLUTION #60-12

BE IT RESOLVED by the Township Committee of the Township of East Amwell that they hereby replace Kathryn Monzo with Jane Luhrs as the PERS Officer for 2012.

By Order of the Township Committee,

Peter Kneski, Mayor

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Motion by Ms. Lenox, seconded by Deputy Mayor Cregar, and it was carried unanimously to approve the resolution.

8) Bond Anticipation Note Renewal (See 5/10/12 Memo from Jane Luhrs): Mrs. Luhrs's memo outlined the fact that there was a note maturing on May 18, 2012, of \$780,000. She negotiated a 1.10% interest rate with Hopewell Valley Community Bank for a new principal of \$670,000 with 2013 interest of \$7,370 and maturing on May 18, 2013. A principal payment of \$110,000 was made on the note. She also advised that in order to pay the note down in the statutory time, the principal amount for 2013 should be at least \$115,000.

Motion by Deputy Mayor Cregar, seconded by Mr. Sageser, and carried unanimously to authorize the Mayor to sign the closing papers for the bond anticipation note sale, which will occur next week.

9) Speed Trailer Repair: The DPW dismantled the equipment, and parts were shipped to a company in Maine for repair. Cost is \$400 for the repair, including replacement of LEDs and chip reprogramming. The equipment should be operational at the end of the month.

10) Municipal Door Lock Changed & Policy Manual Amendment for Securing the Building: The lock on the door on the first landing has been changed so that it cannot be unlocked with a key. A suggested amendment to the Employee Manual was presented by Mr. Matheny, under Policy 2.1, Security and Card Access System Use, with an additional bullet to require the DPW Superintendent to do a door check twice a week. Mr. Sageser asked about the alarm system in connection with this door; if doors are left ajar, the alarm system should not activate.

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RESOLUTION #61 -12

BE IT RESOLVED by the Township Committee of the Township of East Amwell that they hereby approve of the amendment to the East Amwell Policy Manual, specifically Police 2.1, Security and Card Access System Use to include the requirement for the DPW Superintendent to perform door checks twice a week.

By Order of the Township Committee,

Peter Kneski, Mayor

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Motion by Mr. Sageser, seconded by Deputy Mayor Cregar, and carried unanimously to approve the policy change resolution.

11) JCP&L Updates from John Anderson: Mr. Matheny spoke with Mr. Anderson at the beginning of the week, and he has not yet been able to get clearance for the release of information.

Mr. Matheny spoke with Mr. Anderson about the problems with soccer field lighting bills being based on a 12 month period, as previously discussed at a Township Committee meeting. Mr. Matheny will look into the cost effectiveness of canceling service and re-starting service during the periods of use, noting that there is a \$95 start up service each time. He will also investigate who has access to the lights and make sure that they are turned on at intervals to avoid a "surge" charge associated with three phase lights. Mayor Kneski asked if the lights were LEDs; Mr. Matheny and Mr. Sageser said no. Mr. Matheny will look into whether the soccer field lighting will be part of the solar project slated for the school.

12) Phone Alert System in Place: Mr. Matheny said that OEM Council Member Charles Soos set up the Nixel program as a community setting. He and Mr. Soos will go over logistics and come up with a plan to advertise the system, for which residents would have to subscribe. Mayor Kneski asked when the program would go live; Mr. Matheny said that it works now but there are no listings yet. He expected to have something by next month.

Mr. Mathews asked about the school's existing notification system. Mr. Soos was to contact Mr. Colt at school, but Mr. Matheny did not know what transpired.

TREE HARVESTING COMPLAINT, Continued Discussion

The Tree Harvesting Committee met on May 9, 2012, at 8:00 a.m. Tim Mathews, Bob Kadezabek, and Toni Robbi were present; John Perehinys was absent. Minutes were distributed to the governing body, and a decision was made that a permit was required.

Mr. Cushing commented that there was a violation of the ordinance; the next step would be to issue a summons to the individual who did not comply. He previously spoke with Mr. Matheny and recommended that a resolution be adopted by the Mayor and Committee to authorize the Administrator to sign a complaint to initiate the process.

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RESOLUTION #62-12

BE IT RESOLVED by the Township Committee of the Township of East Amwell that they hereby authorize the Township Administrator to sign a complaint based on the recommendations made by the Tree Harvesting Committee in their minutes dated May 9, 2012.

By Order of the Township Committee,

Peter Kneski, Mayor

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Motion by Deputy Mayor Cregar, seconded by Mr. Sageser, and carried unanimously.

Mr. Cushing was asked whether he would prosecute or would the municipal prosecutor do it; Mr. Cushing said that it could be either one.

FINANCIAL CONTROLS AND AUDIT DISCUSSION

Mr. Mathews read into the record his notes from a meeting held on May 9, 2012, at 8:30 a.m. with the Township Administrator, Interim CFO, and the Auditor. The discussion was on the Scope, Scale and Timing of Township Committee requested "Internal Controls Review."

Mr. Mathews listed his key findings as follows: "East Amwell Township General Ledger has not been updated as required since June 2011 (since the departure of Jane Luhrs and throughout the tenure of recent CFO); bank account statement reconciliations have not been completed for 2012 (and need to be reviewed for accuracy in 2011); Critical information and financial reports are not readily available to auditors for 2011 audit; Monthly "Bills of the Evening" may be inaccurate due to financial management issues noted previously; East Amwell Township financial controls have deteriorated since July 2011; The current accuracy of Financial Statements, reports and budgets are questionable."

Mr. Mathews listed his corrective action as follows: "Interim CFO will need to expend additional, unbudgeted effort to re-construct the financial transactions and reports. WithumSmith & Brown auditor Charles Case will direct a thorough examination and review of the financial controls and transactions from January 1, 2012 to present. Mr. Case will provide an estimate of costs to Twp. Administrator Matheny. WithumSmith & Brown auditor Charles Case will direct the completion of the customary annual audit (2011) once financial information is available. The Township Committee will receive a detailed Auditor's Report in advance of the regular June Township Committee meeting. The report will identify financial control failures and associated risks along with corrective actions taken and required."

Mr. Mathews explained that he prepared the May 9th notes for everyone to document the meeting. Ms. Lenox asked how anything could be done since the general ledger had not been updated for a year and bank statements have not been reconciled since January 2012. Mayor Kneski suggested waiting to see what the auditor's report details. Mr. Mathews spoke about his statement of facts while Mr. Matheny said that the discussion with the auditor was a question of possibilities, not facts. Mr. Matheny also noted that some financial information is only on the computer, not in hard copy. Mayor Kneski concluded that the Township Committee should not make any speculations until the auditor has completed his report.

OPEN TO THE PUBLIC

Frances Gavigan, 123 Wertsville Road, asked about having the grit yard open on weekends for residents to bring brush as a service to the public, and she volunteered to assist. Mr. Matheny commented on past consensus that volunteers should not run the grit yard, and the yard was not open because people use the area as a dumping ground. Mayor Kneski suggested following up with the DPW Superintendent about a "test run" of leaving the yard open or manning the yard on some weekends. Ms. Gavigan commented on having the yard open on some days and have

volunteers watch the site rather than pay the DPW overtime. Mayor Kneski agreed that the DPW should look at keeping the yard open once a month or every two weeks. Ms. Gavigan suggested that a volunteer group, such as the Environmental Commission, may want to assist; Mayor Kneski explained concerns with liability with volunteers near the brush and logs.

Ms. Gavigan spoke about the Agricultural Advisory Committee's desire to get information out about services and information on the farming community, including having useful links and a marketing network link on the Township page to where external and local farmers could be referenced. She also would like to see a mailing from the Township about topics such as filling out tax assessment papers, and have hyperlinks to the County website and list local markets. She mentioned farmland assessment forms on line at West Amwell Township. The Clerk recalled an attempt by the Agricultural Advisory Committee to develop their own website when a past Township Committee decision was made not to advertise markets; Ms. Gavigan was unaware of this.

Ms. Gavigan suggested revamping the website to have better access to current documents, including the Quick Collection and archiving older items such as feral cats and storm updates. She also suggested using banners on the page for new activities, making the site more user friendly, and getting input from others on the site.

Motion by Ms. Lenox, seconded by Deputy Mayor Cregar, and it was carried unanimously to close to the public.

There was a brief recess at 9:40 p.m., and the meeting reconvened at 9:45 p.m.

UNFINISHED BUSINESS, Continued

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RESOLUTION #63 - 12

WHEREAS, the Open Public Meetings Act, P.L. 1975, Chapter 231 permits the exclusion of the public from a meeting in certain circumstances; and

WHEREAS, East Amwell Township Committee is of the opinion that circumstances presently exist; and

WHEREAS, the governing body of the Township of East Amwell wishes to discuss the Township Administrator's Contract, other contracts, personnel issues, volunteer issues, and to receive advice from the Township Attorney; and

WHEREAS, minutes will be kept and once the matter involving the confidentiality of the above no longer requires that confidentiality, then minutes can be made public;

NOW, THEREFORE, BE IT RESOLVED that the public be excluded from this meeting.

By Order of the Township Committee,

Peter Kneski, Mayor

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Motion by Deputy Mayor Cregar, seconded by Ms. Lenox, and it was carried unanimously to approve the resolution.

Executive session began at 9:45 p.m.

The regular meeting resumed at 11:12 p.m.

TOWNSHIP ADMINISTRATOR'S 2012 CONTRACT

Mr. Mathews read a prepared motion into the record: "For the reasons that have been discussed in our executive session, and since the Township Administrator supervised the day to day

financial operations of the Township during the period in question and since any review and investigation of the financial controls may be impeded directly or indirectly by the Township Administrator's presence, I move that the Township Committee immediately place the Township Administrator on 'administrative leave' until the 'financial controls' and 2011 audits are completed and the Township Committee reviews the details of the audit reports. Until then, the matter of the Township Administrator's 2012 contract should be put on hold pending the outcome of the reports." Ms. Lenox seconded the motion.

Mr. Cushing said that he did not believe that the Township Administrator could be put on any kind of leave, and the statute says that the only option is to give 3 months notice and allow him to work or pass a resolution to terminate the Administrator, and the employee is paid for 3 months. He reiterated his thoughts that there was no provision to put the Administrator on administrative leave unless it was a paid leave. Roll call vote: Ms. Lenox, yes; Mrs. Cregar, no, Mr. Sageser, no; Mr. Mathews, yes; Mr. Kneski, no. The motion did not carry.

Ms. Lenox asked about taking action on the contract without the public being present. The item was listed on the agenda as executive session, and the Township Committee takes action at the regular session. Mr. Cushing commented on taking action at the regular meeting, and he said that it would be a policy decision of the governing body. Ms. Lenox preferred to wait until the public was present to discuss the contract; Mr. Sageser said that this matter had been discussed since January. Ms. Lenox countered that it had not been discussed with other people. Mayor Kneski said that the decision would be ratifying the negotiations by Township Committee in executive session. Ms. Lenox wanted the public to have an opportunity to comment. Mr. Sageser spoke about numerous comments from the public previously received. Mr. Cushing agreed that the public could comment on a contract and could have the right to discuss the terms of a contract.

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RESOLUTION #64 -12

BE IT RESOLVED by the Township Committee of the Township of East Amwell that they hereby approve the amended version of the 2012 Township Administrator's contract.

By Order of the Township Committee,

Peter Kneski, Mayor

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Motion by Mr. Sageser, seconded by Deputy Mayor Cregar, and carried by roll call vote: Ms. Lenox, no; Mrs. Cregar, yes; Mr. Sageser, yes; Mr. Mathews, no; Mr. Kneski, yes.

CONTRACT FOR AUDITOR CASE TO PERFORM NON-AUDIT PROCEDURES AND REPORT

The contract provided by Mr. Case had been discussed in executive session.

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RESOLUTION #65-12

BE IT RESOLVED by the Township Committee of the Township of East Amwell that they hereby authorize the Mayor's signature on the contract/letter of engagement provided by Auditor Case, dated May 9, 2012, to perform non-audit procedures for the period June 1, 2011 through April 30, 2012 and to provide a written report prior to the June 14, 2012, Township Committee meeting. The cost for the service will be between \$3,500 to \$5,000, depending on time involved in doing the work.

By Order of the Township Committee,

Peter Kneski, Mayor

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Motion by Mr. Mathews, seconded by Mr. Sageser, and carried unanimously to approve the resolution by roll call vote: Ms. Lenox, yes; Mrs. Cregar, yes; Mr. Sageser, yes; Mr. Mathews, yes; Mr. Kneski, yes.

Mr. Cushing left the meeting at 11:18 p.m.

ADMINISTRATIVE REPORTS

TREASURER LUHRS presented the bills of the evening and a statement of cash on hand. Motion by Deputy Mayor Cregar, seconded by Mr. Sageser, and carried with two no votes from Ms. Lenox and Mr. Mathews to pay the bills of the evening.

Treasurer's Resolutions:

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RESOLUTION #66-12

WHEREAS, it has been determined by the Planning Board of the Township of East Amwell that the following escrow fee can be refunded;

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of East Amwell that the Treasurer is hereby authorized to refund the following amount to the applicants:

Applicant	Amount Refunded
Alethea Cleantech	\$29, 312.53.

By Order of the Township Committee,

Peter Kneski, Mayor

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RESOLUTION #67-12

WHEREAS, it has been determined by the Board of Health of the Township of East Amwell that the following witness fees can be refunded;

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of East Amwell that the Treasurer is hereby authorized to refund the following amounts to the applicant:

Applicant	Amount Refunded
Engineering & Land Planning Assn.	\$1,000.00

By Order of the Township Committee,

Peter Kneski, Mayor

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Motion by Deputy Mayor Cregar, seconded by Mr. Sageser, and carried unanimously to approve the refund resolutions.

All other administrative reports were noted without comment.

CORRESPONDENCE

Mr. Mathews commented on item M from the International Brotherhood of Electrical Workers regarding Verizon and Statewide Franchise Agreement, asking that the governing body look at the issue and fully understand for the next meeting. The item is in the Dropbox and will remain there for next month.

The Clerk pointed out the results of the 25th annual Roadside Clean Up from Blaine Hummel and the submission of the NJ Clean Communities Application by Kathleen Bross. She will prepare letters of appreciation to both.

ADJOURNMENT

There being no further business, motion by Mr. Mathews, seconded by Deputy Mayor Cregar, and it was carried unanimously to adjourn the meeting at 11:23 p.m.

Teresa R. Stahl, RMC/CMC
Municipal Clerk