

HOPEWELL TOWNSHIP COMMITTEE
MINUTES OF THE REGULAR MONTHLY MEETING
July 8, 2009

Flag Salute

Sunshine Statement:

In compliance with the 'Open Public Meetings Law' the Regular Meeting was duly advertised by an annual notice sent to the News of Cumberland County, the Press, and WSNJ on January 14, 2009. Notices were placed on the Municipal Office bulletin board on the same date.

Officials Present: Hankins, Cruzan, Facemyer, Ritter, Shoemaker. Others: Sol. T. Henry Ritter, A. Clerk E. Daddario, Treasurer Lois Buttner. Others Present: Zarko Rajacich, Planning Board Member Alfred Caggiano, Jr., NJ State Trooper Brian Stanker and Joe Green from The News of Cumberland County.

The mayor opened the meeting with a **MOMENT OF SILENCE** in honor of **Kennard Hildreth**, Public Works Manager, who died earlier in the day as a result of a tragic motor vehicle accident.

Shoemaker, seconded by Facemyer, moved for **Approval of Minutes** of 6/24/09 Regular Meeting. (Including Resolutions and Ordinance Passed). Approved (5-0)

Ritter, seconded by Cruzan, moved for **Approval of Minutes** of 6/24/09 First Executive Session Meeting and Second Executive Session Meeting. Approved (5-0)

DEPARTMENT & COMMITTEE REPORTS:

Administrator reported on the condition of summer employee, Devin Turner, who was also involved in the morning traffic accident. Preliminary agendas for the Bostwick Lake Completion Ceremony were distributed.

Facemyer, seconded by Ritter, moved to approve **Final Disbursement** (\$11,700.00) for Hopewell Township's share of the Bostwick Lake Dam project costs.

Facemyer, seconded by Shoemaker, moved to approve the Mayor's appointment of **Tom Tedesco** to the **Environmental Commission** to replace Lee Hepner. Approved (5-0)

A bill list dated 7/08/09 prepared by Treasurer Buttner was provided. Ritter, seconded by Facemyer, motion for **Approval of bills** totaling **\$247,246.46** on this prepared list (Less Hankins Bill) was approved (5-0).

Ritter, seconded by Facemyer, moved for **Approval of Hankins Bill** (\$82.33). Approved 4-0 (Hankins Abstain).

Ritter, seconded by Facemyer, motion for **Approval of CASA Payroll Expense total** issued for 7/08/09 **\$22,272.52** was approved by all present.

The Mayor asked if there were any questions or comments and opened the meeting to **PUBLIC COMMENTS**. There being no public comment, at 7:40pm, Facemyer, seconded by Shoemaker, moved the meeting to **NEW BUSINESS**.

NEW BUSINESS:

The following resolutions were adopted:

RESOLUTION NO. 09-37
Authorizing New Jersey Department of Transportation
Resolution, Application, and Agreement for State Aid to Municipalities

BE IT RESOLVED, that application is hereby made to the Commissioner of Transportation for an allotment of aid for the improvement of:

Orchard Crest Drive Section II and Appletree Court

From: **Randolph Road** To: **End of Section 1**

in the Municipality of **Hopewell** County of **Cumberland**

State of New Jersey for a distance of **0.303** miles or such portion thereof as may be approved by the Commissioner of Transportation. The total cost estimate for this improvement is **\$136,310.00**. The Sponsor requests **\$136,310.00** in State funds and anticipates contributing **\$0.00**, AND BE IT RESOLVED that any aid received as a result of this application will only be used for eligible costs for the project.

Type of Improvement (major type of work) Resurfacing

Scope of Work **The project involves milling shoulders, installation of hot mix asphalt base course (Super pave) in shoulder and installation of hot mix asphalt surface course (Super pave), 2” thick.**

Total Estimated Cost of Improvement

Construction Cost (From attached estimate)	\$118,560.00
Design Engineering (List only if eligible for Urban Aid or as a Depressed Rural Center)	\$0.00
Right-of-Way (List only if eligible for Urban Aid or as a Depressed Rural Center)	\$0.00
Construction Inspection and Material Testing if requesting (15% of the final allowable construction cost maximum)	\$17,750.00
Total Estimated Cost	\$136,310.00

AND BE IT FURTHER RESOLVED that if this application is approved and accepted by the New Jersey Department of Transportation (“the Department”), the Sponsor agrees that:

- a. It shall arrange for financing of the total cost of the project provided for in this Agreement.
- b. It recognizes and agrees that continuation of funding under this Agreement is expressly dependent upon the availability to the Department of funds appropriated by the State Legislature from State revenues or such other funding sources as may be applicable. The Department shall not be held liable for any breach of this Agreement because of the absence of available appropriation.
- c. In the event that the Department approves funds in an amount less than requested, the Sponsor, at its option, 1) may either rescind this Agreement or 2) continue with the project and assume the entire difference between the total cost of the project and the allotment of State funds or 3) reevaluate the project limits or scope and submit a letter of justification to the Department for approval. In the event the Sponsor rescinds the Agreement, the allotted funds shall revert to the source of the funding.
- d. The Sponsor must notify the Department of its rescission of this Agreement within thirty (30) days of the expiration of the agreement or subsequent extensions. Not meeting this requirement will result in future grants being provided on a reimbursement basis until such time as the municipality demonstrates satisfactory performance in awarding construction contracts. This does not apply to the County Aid Program.
- e. Any purported transfer or assignment of the written obligations of the Sponsor contained herein without prior approval of the Department shall be void.
- f. New Jersey Office of Management and Budget, Circular Letter 05-12, Grant Agreements – Agency Contracts and any supplemental compliance statements by the Department, must be complied with by the Sponsor.
- g. The work to be performed by the Sponsor under this Agreement shall include but not be limited to the following:
 1. Preparation of contract drawings and supplementary specifications.
 2. The acquisition of all necessary right-of-way, easements, slope rights and permits.
 3. Construction of the above referenced improvement.
 4. Monitoring and supervising compliance with all provisions of this Agreement.
- h. It shall defend, indemnify, protect and save harmless the State and its officers, agents, servants, and employees from and against any and all suits, claims, demands or damages of whatsoever kind and nature arising out of, or claimed to arise out of, any act, error or omission of the Sponsor, its consultants, contractors, agents, servants and employees in the performance of the work of the project including, but not limited to, expenditures for and costs of investigations, hiring of expert witnesses, court cost, counsel fees, settlements, and judgments.
- i. It shall engage a Professional Engineer, registered in the State of New Jersey, for design services on the project. In its agreement for professional services, the Sponsor shall require the provision of professional liability insurance or errors and omissions insurance sufficient to protect against liabilities arising out of the professional obligations performed pursuant to the agreements.
- j. In its agreements for professional and non-professional services, the Sponsor shall require the provisions of public liability insurance and every such policy shall include the Sponsor and State as additional named insureds.
- k. All design work shall conform to the applicable American Association of State Highway and Transportation Officials (AASHTO) design criteria and the Department’s Bicycle Compatible Roadways and Bikeways Planning and Design Guidelines. The design of traffic barriers and drainage systems shall conform to the Department’s Roadway Design Manual. No deviation shall be allowed without the knowledge of the Department. If there is deviation from those standards, the Sponsor shall accept any and all responsibility for any injury or damage by such deviation to any person or property and shall indemnify the State as outlined in this Agreement. All design shall also conform to the current “Manual on Uniform Traffic Control Devices” published by Federal Highway Administration. Design Exception reports will be prepared for all controlling substandard design elements in accordance with the Department’s Design Exception Manual. Design Exception reports shall be certified by a New Jersey licensed professional engineer.
- l. It shall provide maps, reports, detailed plans, supplementary specification and contract documents required by the Department.
- m. All workmanship and materials shall conform to current “New Jersey Department of Transportation Standard Specifications for Road and Bridge Construction” as amended for State Aid.
- n. It is the responsible authority, without recourse to the State, regarding the settlement and satisfaction of all contractual and administrative issues arising out of the procurement entered in support of this funding.
- o. Prior to advertising for bids, the Sponsor shall notify the Department if it intends to substantially change the scope of the project proposed in the Resolution, Application, and Agreement. No substantial change shall be included in the project unless it has been approved by the Department.

- p. Any changes in work after the award of contract shall be documented with a Department approved change order.
- q. Fifteen (15) calendar days prior to advertisement, the Sponsor shall submit the following to the Division of

Local Aid and Economic Development:

- 1. One (1) copy of the contract plans, specifications, engineer's estimate, and engineer's design certification.
- 2. Other documents as required.
- r. It shall advertise and award the contract in accordance with the provisions of the Local Public Contracts Law, N.J.S.A. 40 A:11-1 et. seq.
- s. It shall comply with all applicable Federal, State and Local laws, rules, ordinances and regulations.
- t. Within thirty (30) calendar days of construction bids, unless the Department grants an extension of this time, the Sponsor shall submit the following to the Division of Local Aid and Economic Development.
 - 1. Two (2) copies of the summary of construction bids.
 - 2. A resolution awarding the contract to the lowest responsible bidder submitting a responsive bid, subject to the approval of the Department.
- u. For municipal grants, the municipality shall award a construction contract for the grant project within eighteen (18) months of approval of this Resolution, Application, and Agreement by the Department. The Department in its sole discretion may provide one six (6) month extension after receiving an adopted resolution and justification from the Sponsor at least thirty (30) days prior to the expiration of the grant agreement. The Department in its sole discretion may provide a second six (6) month extension under extraordinary circumstances as defined by NJAC 16:20B1.3 after receiving an adopted resolution and justification from the Sponsor at least thirty (30) days prior to the expiration of the first six month extension. The Department may cancel the grant agreement if the Sponsor does not award the construction contract by the specified time or if an extension is not requested at least thirty (30) days prior to the expiration of the grant agreement or subsequent extensions; or if an extension of time is not granted.
- v. Cancellation of the grant agreement because a construction contract was not awarded within the time requirements or because an extension of time was not properly requested thirty (30) days prior to grant agreement expiration or subsequent extensions will result in future grant funds being provided on a reimbursement basis until such time as the Sponsor demonstrates it can award a construction contract within the specified timeframes.
- w. Sponsors may voluntarily cancel the grant agreement with written notice thirty (30) days prior to the expiration of the grant agreement or subsequent extensions. Voluntarily canceling the grant agreement with proper notification will result in no penalties on future grants.
- x. Upon prior approval of the Department, it may elect to undertake the work through the use of its own forces when it is deemed applicable and appropriate.
- y. Neither design costs, the costs for acquisition of all necessary right-of-way, easements, slope rights, and permits nor utility costs shall be considered costs of the project for purposes of computation of the allotment of State Aid funds under this Agreement except in special cases approved by the Department.
- z. State participation in the cost of the project shall not exceed the lesser of either 100 percent of the cost of the completed construction work including eligible construction supervision, inspection and material testing, or the original allotment. State participation in inspection and material testing costs combined shall be limited to 15 percent of the eligible construction work cost. The State shall not participate in costs that the Department determines to be beyond the scope of the purposes of the allotment, excessive or otherwise unallowable. The Sponsor shall be afforded an opportunity to challenge this determination at an informal hearing.
- aa. At the discretion of the Commissioner of Transportation, payment of the allotted funds may be made to the project Sponsor in the form of a grant. Grant payments shall be made as follows:
 - 1. For programs administered by the Division of Local Aid and Economic Development, a specified percentage, of the lesser of the eligible award amount or allotment amount shall be paid at the time of concurrence in the award of contract by the Department or the full amount of the allotment shall be paid upon approval of this agreement as determined by the Commissioner. The remaining percentage or balance of funds shall be paid upon submission of a final voucher with supporting information as required by the Department. The final voucher must be submitted to the Department within six (6) months of project acceptance. The Department reserves the right to inspect the work associated with the grant as per N.J.A.C 16:20B-3.2.
 - 2. For County Aid and the Local Bridge Bond Act, the full amount of the annual allotment amount shall be paid upon approval of the Annual Transportation Plan (ATP) and the execution of this Agreement unless the County has demonstrated unsatisfactory performance, whereby funds will be provided similar to municipal grants.
 - 3. If the Sponsor requests, progress payments shall be on a reimbursement basis. It shall request reimbursement from the Department by submitting vouchers supplied by the Department with supporting information as required by the Department. Progress payments of not less than \$50,000 may be made.
- bb. The Sponsor hereby certifies that all allotted funds shall only be spent on eligible costs for the approved project(s) as described in this Agreement.
- cc. In the event allotted funds remain after completion of the work, the remaining funds shall revert to the source of the funding and shall be reallocated by the Department in a manner determined solely by the Commissioner of Transportation.
- dd. In the event that the Department determines that it has reimbursed the Sponsor in an amount in excess of the funds actually due under this Agreement, the Sponsor shall, upon notice from the Department, make timely repayments to the State. Upon failure of the Sponsor to timely repay such funds, the State is hereby authorized by this Agreement to deduct those funds from any monies due the Sponsor under the terms of any agreement between the State, its Departments and Agencies and the Sponsor or to gain reimbursement through any other remedies available at law or equity.

- ee. It shall provide cost certification and maintain financial records relating to all costs for the project in accordance with N.J.A.C. 16:20A or 16:20B, as applicable, and comply with State of New Jersey audit requirements specified therein.
- ff. It shall maintain complete documentation of the project for a period of three (3) years after receiving final reimbursement or payment by the State.
- gg. It shall maintain the completed project in a manner satisfactory to the Department.
- hh. It will comply with Title VI of the 1964 Civil Rights Act.
- ii. Failure to comply with all provisions contained in this Resolution, Application and Agreement may result in the suspension and/or termination of funding.
- jj. Approval as to Form by Certification Process.

AND BE IT FURTHER RESOLVED that the **Mayor** and Clerk are hereby authorized to execute and attest this Resolution, Application and Agreement.

Motion by: Shoemaker	Second by: Ritter
Aye: Hankins, Cruzan, Facemyer, Ritter, Shoemaker	
Nay: None	
Absent: None	Abstain:None

**Resolution No. 09-40
Temporary Public Works Manager**

WHEREAS: the New Jersey Department of Community Affairs Division of Local Government Services requires the Township of Hopewell to have a Public Works Manager; and
WHEREAS, the Hopewell Township Public Works Manager, Kennard Hildreth, was tragically taken from his life on June 8, 2009; and
NOW THEREFORE BE IT RESOLVED, that the Hopewell Township Committee hereby authorizes the Mayor of the Township, to appoint an interim “Temporary Public Works Manager” to carry on the duties of Public Works Manager as necessary; and
NOW THEREFORE BE IT FURTHER RESOLVED, that the Hopewell Township Committee hereby confirms the Mayor’s appointment of **Eugene Daddario**, Acting Township Clerk, as Temporary Public Works Manager; and
NOW THEREFORE BE IT FURTHER RESOLVED, that the Hopewell Township Committee hereby directs that this is a temporary position with **no salary** except as authorized by the Mayor on a temporary basis; and
NOW THEREFORE BE IT FURTHER RESOLVED, that the Hopewell Township Committee hereby authorizes the Administrator to effectuate this appointment as necessary.

Motion by: Cruzan	Second by: Facemyer
Aye: Hankins, Cruzan, Facemyer, Ritter, Shoemaker	
Nay: None	
Absent: None	Abstain:None

CORRESPONDENCE & NOTES & FILINGS include: Bridgeton Area Chamber of Commerce July 21 luncheon flyer, Cumberland County Utilities Authority minutes of the May 2009 meeting, Fralinger Engineering legal update on 2.5% COAH fee moratorium, GovConnect new items/reminders, NJLM Age Restricted Conversions Signed, Bill update, Notice of signed state budget, EECBG application deadline extension,

The Township Committee requested that Solicitor T. Henry Ritter draft a Memorial Resolution in honor of Kennard Hildreth.

There being no further business, Shoemaker, seconded by Ritter, motion to **ADJOURN** was approved by all. The Mayor adjourned the meeting at 7:47pm.

Eugene Daddario, A. Clerk
Theodore T. Ritter, D. Clerk

cc:
Committee,
Township Bulletin Bd.,
Sol. T. H. Ritter

AGENDA
HOPEWELL TOWNSHIP COMMITTEE
REGULAR MONTHLY MEETING
July 8, 2009

Flag Salute

Sunshine Statement:

In compliance with the 'Open Public Meetings Law' the Regular Meeting was duly advertised by an annual notice sent to the News of Cumberland County, the Press, and WSNJ on January 14, 2009. Notices were placed on the Municipal Office bulletin board on the same date.

Roll Call: Township Committee: Hankins, Cruzan, Facemyer, Ritter, Shoemaker; Others:

MOMENT OF SILENCE

***Approval of Minutes of 6/24/09 Regular Meeting (Including Resolutions and Ordinance Passed)**

***Approval of the First Executive Session Minutes of 6/24/09 Meeting**

***Approval of the Second Executive Session Minutes of 6/24/09 Meeting**

DEPARTMENT & COMMITTEE REPORTS:

Administrator: Report on Devin Turner's Condition, Agenda for Bostwick Lake Completion Ceremony, Approve Final Disbursement (\$11,700.00) for Bostwick Lake Dam Project

Environmental Commission: Approval of Mayor's appointment of new member (Tom Tedesco) to replace Lee Hepner

***Approval of bills:** Total Bills \$47,246.46 on Treasurers 7/08/09 prepared list. (Less Hankins Bill)

Approval of Hankins Bill (\$82.33)

Approval of CASA Payroll Expense total issued for 7/08/09 \$22,272.52

PUBLIC COMMENTS AND QUESTIONS

NEW BUSINESS:

***Resolution No. 09-37:** DOT Application for resurfacing of Orchard Crest Drive Section II and Appletree Court

Resolution No. 09-40: To Appoint Eugene Daddario as Temporary Public Works Manager with no compensation

CORRESPONDENCE & NOTES & FILINGS include: Bridgeton Area Chamber of Commerce July 21 luncheon flyer, Cumberland County Utilities Authority minutes of the May 2009 meeting, Fralinger Engineering legal update on 2.5% COAH fee moratorium, GovConnect new items/reminders, NJLM Age Restricted Conversions Signed, Bill update, Notice of signed state budget, EECBG application deadline extension,

Solicitor's Report: Development Ordinance (Open Space Dedication), Lovell Suit

Draft Memorial Resolution for Kennard Hildreth

EXECUTIVE SESSION: (If Needed)

ADJOURN

