

**MINUTES  
TOWNSHIP COMMITTEE  
WORKSHOP MEETING  
NOVEMBER 14, 2023**

Deputy Mayor Hamilton called the Workshop Meeting of the Township Committee of the Township of Chatham to order at 6:30 P.M.

**Adequate Notice** of this meeting of the Township Committee was given as required by the Open Public Meetings Act as follows: Notice was given to both *The Chatham Courier* and the *Morris County Daily Record* on January 4, 2023; notice was posted on the bulletin board in the main hallway of the Municipal Building on January 4, 2023; and notice was filed with the Township Clerk on January 4, 2023.

**Roll Call**

Answering present to the roll call were Committeeman Choi, Committeewoman Ewald, Committeeman Lois and Deputy Mayor Hamilton. Mayor Felice was absent.

**Executive Session**

**RESOLUTION 2023-P-18  
RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF CHATHAM IN  
THE COUNTY OF MORRIS, STATE OF NEW JERSEY, AUTHORIZING CONFERENCE OF  
THE TOWNSHIP COMMITTEE WITH THE PUBLIC EXCLUDED**

**WHEREAS**, N.J.S.A. 10:4-12 of the Open Public Meetings Act permits the exclusion of the public from a meeting in certain circumstances; and

**WHEREAS**, the Township Committee of the Township of Chatham is of the opinion that such circumstances presently exist.

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Chatham, County of Morris, State of New Jersey, as follows:

1. The public shall be excluded from discussion of the specified subject matter.
2. The general nature of the subject matter to be discussed is as follows:
  - a. Contract Negotiation: Financial Professional Services Agreement
  - b. Personnel – Employee Handbook
  - c. Property Acquisition
3. It is anticipated that the minutes on the subject matter of the Executive Session will be made public upon conclusion of the matter under discussion; and in any event, when appropriate pursuant to N.J.S.A. 10:4-7 and 4-13.
4. The Committee will come back into Regular Session and may take further action.
5. This Resolution shall take effect immediately.

Committeeman Choi moved to adopt Resolution 2023-P-18 to enter Executive Session at 6:31 PM. Committeeman Lois seconded the motion.

**Roll call:** Committeeman Choi, Aye; Committeewoman Ewald, Aye; Committeeman Lois, Absent; Deputy Mayor Hamilton, Aye; Mayor Felice, Absent.

The Township Committee returned to Public Session at 7:31 PM.

Deputy Mayor Hamilton led the Flag Salute.

Deputy Mayor Hamilton congratulated Mayor Felice on the recent birth of her daughter, and said that all are doing well.

**Hearing of Citizens**

The Clerk indicated that no written comments were received.

Deputy Mayor Hamilton opened the Hearing of Citizens.  
Seeing no public comment, Deputy Mayor Hamilton closed the Hearing of Citizens.

**Reports**

## Administration

Mr. Shehady said that it was brought to the attention of the Township by a member of the public that the Township's drone ordinance may need to be updated to conform with FAA regulations. Mr. King said that the component of the Township's ordinance that prohibits launching of drones from municipal property does not appear to be a problem. He said that the Township's regulation on drone height also conforms to FAA regulations. Furthermore, the Township could consider disallowing flying of drones over certain municipal properties such as utility properties. Committeeman Lois recommended that sports clubs be allowed to use drones as a training technique. He also noted that aerial and satellite views of most areas are already available online.

Mr. Shehady noted that there will be resolutions on the next agenda for refunds of fire permits and temporary retail food licenses from the PBA Food Truck Event that was cancelled. Approval of the PBA Agreement will also be on the next agenda.

There will also be a resolution expressing support for Senate legislation to delay the Fourth Round of Affordable Housing. The Clerk noted that several Morris County municipalities have already adopted such resolutions.

Mr. Shehady reported on the Township's response to the Best Practices Inventory Checklist. The Township earned 39 points, and 29 are needed to maintain State Aid. Mr. Shehady said that there are some unscored questions on the checklist that serve as a heads up for future scored questions.

## Clerk

The Township Clerk presented proposed Township Committee meeting dates for 2024, which mostly keeps to the schedule of meeting on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday. He highlighted the deviations from that regular schedule. Mr. LaConte noted that the schedule will be adopted at the Reorganization Meeting in January. There was discussion if there should be a workshop meeting in January.

## Construction

Committeeman Lois asked about the drop box that used to be available for construction applications. Mr. Shehady said he will look into what happened to the box.

## Engineering

Mr. Shehady stated that the Stormwater Control Ordinance will be addressed in January.

Mr. Shehady reported that there was a request from the Arbor Green developer to reduce the bond. Mr. King said that there will be a meeting to determine the correct amount. Mr. Shehady said that a resolution is anticipated to be considered at the next meeting.

Mr. Shehady said that it is hoped that an award can be made for the SRTS Lafayette/Spring Project. The bid received is presently under review.

Committeeman Lois asked about the Shunpike Parking Plan. Mr. Shehady said that plan is not complete yet, and he is unsure when it will be completed however there is not any urgency.

## Finance

Mr. Shehady said that a memorandum was distributed regarding Procurement Cards. He elaborated on the program, and the procurement card would be highly regulated and only used for limited purposes. Mr. Shehady said that it would largely be used to avoid having to reimburse staff members for expenses to vendors.

Mr. Shehady also reported on a memorandum that was distributed regarding the deferred comp plans.

The 2024 Budget Process has begun, and Mr. Shehady anticipates that the Budget will be ready for introduction early next year.

## Police

Committeeman Lois asked about the Narcan project. Mr. Shehady said that the Township did not spend a lot of money on the project. There were almost 70 requests for Narcan kits. Another push for kits is anticipated. Potential future uses for the opioid settlement funds will be researched.

Mr. Shehady said that a grant was received for license plate readers, and the Stat subsequently froze the grant program's funds due to concerns about the vendors. It is anticipated that the funds will soon be unfrozen, and that a resolution will be on the next agenda to make the purchase.

## Public Works

Mr. Shehady said that the Township has not yet received the draft agreement for Styrofoam recycling. It is hoped that an agreement can be approved at the next meeting.

Mr. Shehady also reported on a change order for the roof replacement at DPW.

Committeeman Lois asked about tree removal connected with regrading at the Recycling Center. He asked if removed trees will be replanted. Mr. Shehady said that Mr. Young may already be addressing that, and he will follow up.

Committeeman Choi asked about potential modifications to the tree ordinance. Mr. Shehady said that a draft was sent to the State for review for guidance.

## Recreation

Mr. Shehady reported that a Membership & Financial Report for Colony Pool was distributed. He also reported that there have been many responses to a survey that was sent out regarding the 2024 Colony Pool season. The responses received thus far have been positive. Committeeman Lois commented on the distribution of the survey. He also asked what measures were taken to be sure that there is only one response per member. Mr. Shehady said that the anonymous responses were tagged by IP Address. He also said that he did a quick review of the responses, and an action plan will be developed. Several comments were made regarding bathroom cleanliness. Committeeman Choi commented on use of forms on the Township website.

## Tax Assessor

Mr. Shehady noted that the Township was asked by the Morris County Tax Board to have a meeting to discuss doing a revaluation. It has been a long time since the Township last did a revaluation. Mr. Shehady said that most companies charge based on the number of line items. It may be 2025 or 2026 when a revaluation may need to be done, if the County Tax Board orders the Township to conduct one.

Committeeman Choi asked about Chapter 91 forms and if they had been sent out in previous years. Mr. Shehady said he would check with the Tax Assessor.

## Hearing of Citizens

Deputy Mayor Hamilton opened the Hearing of Citizens.

Seeing no public comment, Deputy Mayor Hamilton closed the Hearing of Citizens.

Committeewoman Ewald moved to adjourn at 8:27 PM. Committeeman Lois seconded the motion, which carried unanimously.

---

Gregory J. LaConte  
Municipal Clerk