

**MINUTES
TOWNSHIP COMMITTEE
WORKSHOP MEETING
NOVEMBER 28, 2023**

Deputy Mayor Hamilton called the Regular 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, Deputy Mayor Hamilton and Mayor Felice.

Executive Session

**RESOLUTION 2023-P-19
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. Personnel – Police Department
 - b. Litigation – Tax Appeals
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.

Committeewoman Ewald moved to adopt Resolution 2023-P-19 to enter Executive Session at 6:31 PM. Committeeman Lois seconded the motion.

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

The Township Committee returned to Public Session at 7:30 PM.

Mayor Felice led the Flag Salute.

Approval of Agenda

Committeeman Choi asked for Resolution 2023-218 and Resolution 2023-220 be pulled from the Consent Agenda for a separate discussion and vote.

Committeewoman Ewald moved to approve the Agenda as amended. Deputy Mayor Hamilton seconded the motion which carried unanimously.

Oaths of Office

Mayor Felice read a bio for Aaron Vilar. Officer Vilar was sworn in as a Police Officer by Mayor Felice.

Mayor Felice read a bio for Conner Mildon. Officer Mildon was sworn in as a Police Officer by Mayor Felice.

Special Recognition

Vito Capabianco was presented with a Certificate of Recognition by Mayor Felice honoring his retirement from the Department of Public Works after a 42 year career with the Township.

Mayor's Statement

Mayor Felice reported that the Township has entered into a strategic agreement to purchase the approximately 18-acre property known as the Fenske Property. There are two ordinances on tonight's agenda for introduction to work toward this purchase. Mayor Felice said that the Morris County Open Space Trust Fund has contributed \$350,000 toward the purchase. Mayor Felice said that bond anticipation note ordinance for \$419,000 will be introduced to cover the Township's portion of the costs, and that money will be funded through the Township's Open Space Fund. Mayor Felice highlighted the benefits of the Township's acquisition of the Fenske Property. She also thanked Greg Socha of the Trust for Public Land, as well as Open Space Chairman Joe Basralian for their efforts in this process. Mayor Felice also thanked Mr. Shehady and the Township Committee for their support of this purchase. She further noted the recent passing of Mark Fenske.

Reports

Committeewoman Ewald reported that the Senior Center is looking to replace ceiling tiles, flooring and lighting. She also reported on upcoming events at the Senior Center, noting that the Senior Center will be closed the last week of December. In recognition of Giving Tuesday, Committeewoman Ewald requested that residents consider donating to community organizations such as the Senior Center and emergency services. Committeewoman Ewald recognized the successful Cleanup Day hosted by the Environmental Commission. She also reported on the upcoming programs to be hosted by the Chatham Township Historical Society.

Committeeman Lois reported that JCP&L is working on upgrades to the transmission lines, and smart meters will soon be installed. He noted that JCP&L is considering rate increases.

Mayor Felice reported that the Winter Holiday Festival will be held on December 14th from 6:00 PM to 8:00 PM at the Municipal Building.

Hearing of Citizens

Mayor Felice opened the Hearing of Citizens.

1. Stewart Carr, Crestwood Drive, congratulated the Township of the purchase of the Fenske Property. He also congratulated the incoming Township Committee members, and thanked the outgoing members for their service. Mr. Carr said that the State Legislature may potentially reform the Open Public Records Act in such a way that would curtail public access to records. He asked if the Township Committee would have a legal way to adopt an ordinance to protect public access to records. Mr. Carr also asked if more resources would be necessary for the Township to ensure public access to records, and said he would support paying for extra staff through tax dollars.

Mr. LaConte said he is not familiar with the proposed changes to OPRA, however the Township will continue to follow the law. Mr. Windels said that it is questionable if an ordinance would be enforceable, as OPRA is governed and enforced at the State level.

2. Joseph Basralian, Fairfax Terrace, addressed the purchase of the Fenske Property and thanked the Township Committee and Mr. Shehady for their efforts. Mr. Basralian noted that this property has been considered for purchase for a long time, and he highlighted the

benefits of the preservation of the land. Mr. Basralian thanked the members of the Open Space Committee over the years for working on this project.

3. Natalia Lacy, Tanglewood Lane, a member of the Open Space Committee, thanked the Township Committee for the purchase of the Fenske Property.

Seeing no further public comment, Mayor Felice closed the Hearing of Citizens

Committeewoman Ewald thanked Mr. Basralian, Mrs. Lacy and the members of the Open Space Committee for all of their work.

Introduction of Ordinances

Ordinance 2023-13

ORDINANCE 2023-13 BOND ORDINANCE PROVIDING FOR THE ACQUISITION OF PROPERTY LOCATED AT 441 SOUTHERN BOULEVARD IN AND BY THE TOWNSHIP OF CHATHAM, IN THE COUNTY OF MORRIS, NEW JERSEY, APPROPRIATING \$790,000 THEREFOR AND AUTHORIZING THE ISSUANCE OF \$419,000 BONDS OR NOTES OF THE TOWNSHIP TO FINANCE PART OF THE COST THEREOF

BE IT ORDAINED by the Township Committee of the Township of Chatham, in the County of Morris, New Jersey (not less than two-thirds of all members thereof affirmatively concurring) as follows:

Section 1. The improvement described in Section 3(a) of this bond ordinance is hereby authorized to be undertaken by the Township of Chatham, in the County of Morris, New Jersey (the "Township") as a general improvement. For the improvement or purpose described in Section 3(a), there is hereby appropriated the sum of \$790,000, including a \$350,000 Morris County Open Space, Recreation, Farmland and Historic Preservation Trust Fund grant expected to be received (the "Grant") and further including the sum of \$21,000 as the down payment required by the Local Bond Law. The down payment is now available from the Township's Open Space Trust Fund.

Section 2. In order to finance the cost of the improvement or purpose not covered by application of (i) the down payment, (ii) the Grant, and (iii) amounts on deposit in the Open Space Trust Fund and made available for such improvement or purpose, negotiable bonds are hereby authorized to be issued in the principal amount not to exceed \$419,000 pursuant to the Local Bond Law. In anticipation of the issuance of the bonds, negotiable bond anticipation notes are hereby authorized to be issued pursuant to and within the limitations prescribed by the Local Bond Law.

Section 3. (a) The improvement hereby authorized and the purpose for the financing of which the bonds are to be issued is the acquisition of property for open space purposes, located at 441 Southern Boulevard, also known as Block 48.16, Lots 121 and 122, on the official tax map of the Township, including all due diligence, closing, legal and other costs incurred in connection with such acquisition.

(b) The estimated maximum amount of bonds or bond anticipation notes to be issued for the improvement or purpose is as stated in Section 2 hereof.

(c) The estimated cost of the improvement or purpose is equal to the amount of the appropriation herein made therefor, and such cost, net of the Grant, shall be paid from the Township's Open Space Trust Fund.

Section 4. All bond anticipation notes issued hereunder shall mature at such times as may be determined by the chief financial officer; provided that no bond anticipation note shall mature later than one year from its date, unless such bond anticipation notes are permitted to mature at such later date in accordance with applicable law. The bond anticipation notes shall bear interest at such rate or rates and be in such form as may be determined by the chief financial officer. The chief financial officer shall determine all matters in connection with bond anticipation notes issued pursuant to this bond ordinance, and the chief financial officer's signature upon the bond anticipation notes shall be conclusive evidence as to all such determinations. All bond anticipation notes issued hereunder may be renewed from time to time subject to the provisions of the Local Bond Law or other applicable law. The chief financial officer is hereby authorized to sell part or all of the bond anticipation notes from time to time at public or private sale and to deliver them to the purchasers thereof upon receipt of payment of the purchase price plus accrued interest from their dates to the date of delivery thereof. The chief financial officer is directed to report in writing to the governing body at the meeting next succeeding the date when any sale or delivery of the bond anticipation notes pursuant to this bond ordinance is made. Such report must include the amount, the description, the interest rate and the maturity schedule of the bond anticipation notes sold, the price obtained and the name of the purchaser.

Section 5. The Township hereby certifies that it has adopted a capital budget or a temporary capital budget, as applicable. The capital or temporary capital budget of the Township is hereby amended to conform with the provisions of this bond ordinance to the extent of any inconsistency herewith. To the

extent that the purposes authorized herein are inconsistent with the adopted capital or temporary capital budget, a revised capital or temporary capital budget has been filed with the Division of Local Government Services.

Section 6. The following additional matters are hereby determined, declared, recited and stated:

(a) The improvement or purpose described in Section 3(a) of this bond ordinance is not a current expense. It is an improvement or purpose that the Township may lawfully undertake as a general improvement, and no part of the cost thereof has been or shall be specially assessed on property specially benefitted thereby.

(b) The period of usefulness of the improvement or purpose within the limitations of the Local Bond Law, according to the reasonable life thereof computed from the date of the bonds authorized by this bond ordinance, is 40 years.

(c) The Supplemental Debt Statement required by the Local Bond Law has been duly prepared and filed in the office of the Clerk, and a complete executed duplicate thereof has been filed in the office of the Director of the Division of Local Government Services in the Department of Community Affairs of the State of New Jersey. Such statement shows that the gross debt of the Township as defined in the Local Bond Law is increased by the authorization of the bonds and notes provided in this bond ordinance by \$419,000, and the obligations authorized herein will be within all debt limitations prescribed by the Local Bond Law.

(d) An aggregate amount not exceeding \$40,000 for items of expense listed in and permitted under N.J.S.A. 40A:2-20 is included in the estimated cost indicated herein for the purpose or improvement.

Section 7. The Township hereby declares the intent of the Township to issue bonds or bond anticipation notes in the amount authorized in Section 2 of this bond ordinance and to use the proceeds to pay or reimburse expenditures for the costs of the purposes described in Section 3(a) of this bond ordinance. This Section 7 is a declaration of intent within the meaning and for purposes of the Treasury Regulations.

Section 8. Any grant moneys received for the purpose described in Section 3(a) hereof shall be applied either to direct payment of the cost of the improvement or to payment of the obligations issued pursuant to this bond ordinance. The amount of obligations authorized but not issued hereunder shall be reduced to the extent that such grant moneys received, other than the Grant, are so used.

Section 9. The chief financial officer of the Township is hereby authorized to prepare and to update from time to time as necessary a financial disclosure document to be distributed in connection with the sale of obligations of the Township and to execute such disclosure document on behalf of the Township. The chief financial officer is further authorized to enter into the appropriate undertaking to provide secondary market disclosure on behalf of the Township pursuant to Rule 15c2-12 of the Securities and Exchange Commission (the "Rule") for the benefit of holders and beneficial owners of obligations of the Township and to amend such undertaking from time to time in connection with any change in law, or interpretation thereof, provided such undertaking is and continues to be, in the opinion of a nationally recognized bond counsel, consistent with the requirements of the Rule. In the event that the Township fails to comply with its undertaking, the Township shall not be liable for any monetary damages, and the remedy shall be limited to specific performance of the undertaking.

Section 10. The full faith and credit of the Township are hereby pledged to the punctual payment of the principal of and the interest on the obligations authorized by this bond ordinance. Principal of and interest due on the obligations authorized by this bond ordinance shall be paid from the Township's Open Space Trust Fund. Pursuant to the Local Bond Law, such obligations shall further be direct, unlimited obligations of the Township, and the Township shall be obligated to levy *ad valorem* taxes upon all the taxable property within the Township for the payment of the obligations and the interest thereon without limitation of rate or amount.

Section 11. This bond ordinance shall take effect 20 days after the first publication thereof after final adoption, as provided by the Local Bond Law.

Committeewoman Ewald moved to introduce Ordinance 2023-13. Committeeman Choi seconded the motion.

Mr. Shehady explained that the purchase is anticipated to be fully funded through the Open Space Fund, and this ordinance is to ensure that funding is guaranteed at the time of closing. He anticipates that the Open Space funds will be available at the appropriate time once 2024 revenue starts coming in.

Committeeman Lois gave an analogy of a mortgage pre-approval letter to explain the purpose of this ordinance.

Committeeman Choi asked about the capital budget as referenced in Section 5. Mr. Shehady said that the Township is funding up to \$419,000. Committeeman Choi asked if a capital budget

amendment will be needed. Mr. Shehady said that the capital budget was amended to include this purchase, whether it is funded through a bond or through Open Space. He also said that the Township does not have the cash on hand at the moment, and the ordinance serves as a guarantee that the money will be available at the closing. It is anticipated that there will be sufficient funds in the Open Space Fund to purchase the property without a need to bond.

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

Public Hearing on Ordinance 2023-13 will be scheduled for December 12, 2023.

Ordinance 2023-14

ORDINANCE 2023-14

ORDINANCE OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF CHATHAM, IN THE COUNTY OF MORRIS, STATE OF NEW JERSEY, AUTHORIZING THE ACQUISITION OF CERTAIN PROPERTY IDENTIFIED AS BLOCK 48.16, LOTS 121 AND 122 ON THE OFFICIAL TAX MAPS OF THE TOWNSHIP, AND MORE COMMONLY REFERRED TO AS 441 SOUTHERN BOULEVARD

WHEREAS, *N.J.S.A. 40A:12-1 et seq.* (the “**Local Lands and Buildings Law**”), permits a municipality to acquire by purchase, gift, devise, lease, exchange, condemnation or installment purchase agreement any real property; and

WHEREAS, McDonfen Group, L.L.C., or such other similar entity (the “**Seller**”), is the owner of certain property identified as Block 48.16, Lots 121 and 122 (the “**Property**”), on the official tax maps of the Township of Chatham, in the County of Morris, New Jersey (the “**Township**”); and

WHEREAS, the Township wishes to acquire, and the Seller wishes to convey, fee simple title interest in and to the Property, for a purchase price of \$750,000.00 (the “**Purchase Price**”); and

WHEREAS, pursuant to *N.J.S.A. 40A:12-5(a)(1)*, the Township is authorized to acquire the Property from the Seller; and

WHEREAS, the County of Morris, New Jersey (the “**County**”) and The Trust for Public Land d/b/a TPL-New Jersey, a California nonprofit public benefit corporation authorized to conduct business in the State of New Jersey (“**TPL**”), entered into a Grant Agreement (as amended and supplemented from time to time, the “**Grant Agreement**”), pursuant to which the County shall make a grant in the amount of \$350,000 from the Morris County Open Space, Recreation, Farmland and Historic Preservation Trust Fund (the “**Trust Fund**”) to TPL for the purposes described in the Grant Agreement (the “**Trust Fund Grant**”); and

WHEREAS, TPL has agreed to assign its right, title and interest, legal and equitable, in or to the Grant Agreement and the Trust Fund Grant to the Township pursuant to an Assignment and Assumption of Grant Agreement (in the form on file in the office of the Township Clerk, the “**Assignment Agreement**”), and the County has consented to such assignment; and

WHEREAS, the Township wishes to utilize the Trust Fund Grant to provide for a portion of the Purchase Price; and

WHEREAS, pursuant to the terms of the Grant Agreement, the Township must utilize the Trust Fund Grant to acquire the Property by June 14, 2024; and

WHEREAS, the Township Committee has determined to authorize the acquisition of the Property, the execution of the Assignment Agreement and the execution of a purchase and sale agreement containing, among others, the terms set forth in an offer to purchase dated November 7, 2023 (the “**Purchase and Sale Agreement**”).

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

Section 1. The aforementioned recitals are incorporated herein as though fully set forth at length.

Section 2. The Township hereby authorizes the acquisition of the Property. The Mayor and Business Administrator of the Township (each, an “**Authorized Officer**” and together, the “**Authorized Officers**”) are hereby authorized and directed to take, or cause to be taken, all actions necessary to acquire the Property, including but not limited to the execution, by the Mayor, of a Purchase and Sale Agreement in a form approved by the Mayor upon consultation with counsel to the Township, and the Township Clerk is hereby authorized to attest such execution and to deliver same to the other party thereto.

Section 3. The Authorized Officers are hereby further authorized and directed to execute the Assignment Agreement, with such changes as may be approved by the Mayor upon consultation with counsel to the Township, and the Township Clerk is hereby authorized to attest such execution and to deliver same to the other party thereto.

Section 4. All actions previously taken by the Authorized Officers, or by any employee, contractor or consultant employed by or engaged by the Township, in connection with the acquisition of the Property are hereby ratified, confirmed and approved.

Section 5. If any part(s) of this ordinance shall be deemed invalid, such part(s) shall be severed and the invalidity thereof shall not affect the remaining parts of this resolution.

Section 6. This ordinance shall take effect immediately.

Deputy Mayor Hamilton moved to introduce Ordinance 2023-13. Committeeman Lois seconded the motion.

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

Public Hearing on Ordinance 2023-13 will be scheduled for December 12, 2023.

Consent Agenda

RESOLUTION 2023-207

RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF CHATHAM AUTHORIZING PAYMENT OF BILLS, PAYROLLS, SCHOOL TAXES AND COUNTY TAXES

BE IT RESOLVED that bills in the total amount of \$1,348,160.21 and the prior month's payroll of \$513,110.00 Current Fund, \$68,407.24 Sewer Utility, \$1,761.72 Open Space and \$16,204.45 Police Private Employment be paid.

BE IT FURTHER RESOLVED that taxes due to the School District of the Chathams, for the month of November 2023, in the amount of \$3,419,114.00 be paid.

BE IT FURTHER RESOLVED that taxes due to the County of Morris, for the 4th Quarter of 2023, in the amount of \$3,288,328.76 be paid.

RESOLUTION 2023-208

RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF CHATHAM APPROVING MINUTES OF MEETINGS

BE IT RESOLVED that the Township Committee of the Township of Chatham acknowledges receipt of and approves the minutes of the Township Committee meetings held on October 24, 2023 and November 14, 2023.

RESOLUTION 2023-209

RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF CHATHAM APPROVING EXECUTIVE SESSION MINUTES

BE IT RESOLVED that the Township Committee of the Township of Chatham acknowledges receipt of and approves Executive Session minutes of the Township Committee meetings held on October 24, 2023 and November 14, 2023.

RESOLUTION 2023-210

RESOLUTION THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF CHATHAM AUTHORIZING THE AWARD OF A CONTRACT TO SHI INTERNATIONAL CORP. FOR PACKETALK PTZ IR CAMERA BOXES

WHEREAS, the Township of Chatham Police Department has a need to obtain three Packetalk PTZ IR camera boxes Model #PTZ-3160-HD30 and Model #PT-12000-ALPR4, including set-up, installation, and annual maintenance through Packetalk; and

WHEREAS, the Township of Chatham has determined that by using the Bergen County Co-Op Catalog Bid 22-18, that SHI International Corp., of 300 Davidson Avenue, Somerset, NJ 08873, is a pre-approved supplier, and that the value of the entire package for the three Packetalk PTZ IR Camera boxes, Model #PTZ-316-HD30 and Model #PT-12000-ALPR4, will be \$69,194.01, including one year maintenance, as per Quote # 24168299, which is made a part of this Resolution, and which services will exceed \$17,500.00; and

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

1. The Mayor and Township Clerk are authorized to sign a Contract with Packetalk. Of 163 Stuyvesant Avenue, Lyndhurst, NJ 07071, for three Packetalk PTZ IR Camera boxes, Model #PTZ-3160-HD30, including set-up, modem, four cradlepoints, installation, and one year annual maintenance, at a cost of \$69,194.01, through the Bergen County Co-Op.

2. A copy of this Resolution, as well as the Quote #24168299, shall be placed on file with the Clerk of the Township of Chatham.

RESOLUTION 2023-211

**RESOLUTION THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF CHATHAM TO
RESTATE AND ADD ROTH PROVISION FOR AN EXISTING DEFERRED COMPENSATION
PLAN 20-PD-EQUITABLE-091720**

WHEREAS, the Township of Chatham (hereinafter referred to as the “Employer”) by resolution adopted a Deferred Compensation Plan (hereinafter referred to as the “Plan”) effective December 1, 2004 for the purpose of making available to eligible employees the accrual of tax benefits under a Section 457 Deferred Compensation Plan; and

WHEREAS, the Small Business Jobs Act of 2010 amended Section 402A(e)(1) of the Internal Revenue Code (the “Code”); and

WHEREAS, the Employer desires its Plan to add Roth provisions brought about by the Small Business Jobs Act of 2010; and

WHEREAS, the Employer desires to adopt a restated Plan that is substantially similar to one on which a favorable Private Letter Ruling has been previously obtained from the federal Internal Revenue Service including provisions of The Small Business Job Protection Act of 1996 (United States Public Law No. 104-188), the Tax payer Relief Act of 1997 (United States Public Law No. 105-34), the Economic Growth and Tax Relief Reconciliation Act of 2001 (United States Public Law No. 107-16), Section 401(a)(9) of the Internal Revenue code, the Small Business Jobs Act of 2010, and all such provisions are stated in the plan in terms substantially similar to the text of those provisions in the Code Section 457 including pertinent applicable Treasury Regulations. The use of the Ruling is for guidance only and acknowledges that for Internal Revenue Service purposes, the Ruling of another employer is not to be considered precedent; and

WHEREAS, such revised Plan shall supersede the previously adopted Plan;

NOW, THEREFORE BE IT RESOLVED that the Employer hereby adopts the attached Restatement to the Deferred Compensation Plan Document from 2-PD-Equitable-A030402 to the revised Plan 20-PD- EQUITABLE-091720.

BE IT FURTHER RESOLVED that a certified copy of this resolution shall be forwarded to the Director of the Division of Local Government Services.

RESOLUTION 2023-212

**RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF CHATHAM,
COUNTY OF MORRIS, STATE OF NEW JERSEY ADOPTING A REVISED EMPLOYEE
HANDBOOK AND PERSONNEL POLICIES AND PROCEDURES HANDBOOK**

WHEREAS, the Township of Chatham is a member of the Morris County Joint Insurance Fund (JIF); and,

WHEREAS, every two (2) to three (3) years all member municipalities are required to update their Employee Handbook and personnel policies; and,

WHEREAS, the Township’s Labor Counsel has reviewed and approved the updated Employee Handbook and personnel policies, and will conduct training for employees so that they will be familiar with the Township’s policies; and,

WHEREAS, the Township Committee wishes to approve a revised employee handbook and the personnel policies and procedures handbook, which are on file in the office of the Township Clerk.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Chatham, County of Morris, State of New Jersey, that a revised employee handbook and personnel policies and procedures handbook are hereby adopted and shall be available to employees and the public in the office of the Township Clerk.

RESOLUTION 2023-213

**RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF CHATHAM, IN
THE COUNTY OF MORRIS, STATE OF NEW JERSEY, RELEASING DEVELOPER ESCROW
ACCOUNT AND/OR PERFORMANCE BOND BALANCES**

WHEREAS, developers are required to deposit monies with the Township for the purposes of offsetting Township professional costs to review plans or to inspect approved development and for the purpose of ensuring the satisfactory completion of public or private improvements; and

WHEREAS, these deposited monies, following all necessary withdrawals to cover Township expenses or costs, may be released upon satisfactory completion of work, receipt of review board decisions, or completion of guaranteed work, upon passage of a Township resolution authorizing such release.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Chatham that the following guarantee amount or account balances, with interest adjustments as prescribed by state and local laws, may be released to the depositor of record:

<u>NAME</u>	<u>Project</u>	<u>A/C NUMBER</u>	<u>AMOUNT</u>
Mariam Vaziri 43 Susan Drive Chatham, NJ 07928	BOA 15-20-15	E7763179619	\$158.75
Janice Smith 28 Mountainview Road Chatham, NJ 07928	BOA 22-011	E7766178436	\$47.00
Amit Chainani 407 River Road Chatham, NJ 07928	BOA 22-008	E7765834740	\$89.35
Ferraro & Stamos Att. Trust Account 22 Paris Avenue, Suite 105 Rockleigh, NJ 07647	BOA 22-016	E7766178527	\$478.25
Hassan Elmekki 36 Woodlawn Drive Chatham, NJ 07928	BOA 22-009	E7765834758	\$32.75
Melissa Ryan 11 Jay Road Chatham, NJ 07928	BOA 22-009	E7766178543	\$169.25
DISH Wireless Holding, LLC 9601 South Meridian Blvd. Englewood, CO 80112	BOA 22-010	E7766178402	\$137.00
BHEE Properties, LLC 697 Fairmount Avenue Chatham, NJ 07928	PBA-23-002	E7766323172	\$0.00

BE IT FURTHER RESOLVED that the following guarantee amount or account balances, with interest adjustments as prescribed by state and local laws, may be transferred from one account to another in accordance with the desires of the depositor of record:

Chatham Family Apartments 522 Southern Blvd Chatham, NJ 07928	PB-21-004	From E7765834443 To E7765834617	\$705.50 Plus Interest
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**RESOLUTION 2023-214
RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF CHATHAM
REFUNDING FIRE PERMIT FEE**

WHEREAS, a fire permit application was submitted for a Food Truck Festival sponsored by the Chatham Township PBA #170, and the event was cancelled; and

WHEREAS, the permittee has requested a refund of the permit fee.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Chatham that the following amount be refunded to the depositor of record:

<u>NAME</u>	<u>PERMIT #</u>	<u>AMOUNT</u>
Cris Luke's BBQ 142 Pine Brook Road Montville, NJ 07045	FPP-23-14	\$50.00

**RESOLUTION 2023-215
RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF CHATHAM
REFUNDING TEMPORARY RETAIL FOOD LICENSE FEE**

WHEREAS, a temporary retail food license application was submitted for a Food Truck Festival sponsored by the Chatham Township PBA #170, and the event was cancelled; and

WHEREAS, the Township Committee has considered the request to refund the license fee.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Chatham that the following amount be refunded to the depositor of record:

<u>NAME</u>	<u>LICENSE #</u>	<u>AMOUNT</u>
Cris Luke’s BBQ 142 Pine Brook Road Montville, NJ 07045	2039	\$25.00
Good Food Good Mood d/b/a Kielbasa & More 6 Pauline Terrace Lodi, NJ	2302	\$25.00

RESOLUTION 2023-216

RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF CHATHAM, IN THE COUNTY OF MORRIS, STATE OF NEW JERSEY, AUTHORIZING THE USE OF PROCUREMENT CARDS

WHEREAS, the State of New Jersey Department of Community Affairs, Division of Local Government Services issued Local Finance Notice AU 2003-1, adopting rules and permitting the use of procurement cards (P-Cards) by local units, codified under N.J.A.C. 5:30-9A and in accordance with N.J.S.A. 40A:5-16; and

WHEREAS, the statute permits a municipality to adopt policies that permit specific use of P-cards for the acquisition of goods and services under certain circumstances set forth in the statute, and

WHEREAS, Bank of America, under State Contract T1654, is the authorized State Contract vendor to provide Procurement Card Services; and

WHEREAS, transactions must comply with provisions of the Local Public Contracts Law and the use of a Procurement Card will not change or eliminate any provisions of that law, and

WHEREAS, internal controls that ensure compliance with the statutory authorization and the Local Finance Board’s rules will be in place and amended to the Township’s Purchasing Manual.

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Committee of the Township of Chatham that the use of a Procurement Card in accordance with NJSA 40A:5:5-16 and NJAC 5:30-9A is hereby authorized; and

BE IT FURTHER RESOLVED, that the Township CFO shall hereby be authorized to engage Bank of America for Procurement Card Services.

RESOLUTION 2023-217

RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF CHATHAM, IN THE COUNTY OF MORRIS, STATE OF NEW JERSEY, ESTABLISHING PROCUREMENT CARD POLICIES AND PROCEDURES

WHEREAS, by Resolution 2023-217, the Township of Chatham authorized the use of Procurement Cards (P-Cards); and

WHEREAS, the Township wishes to establish the following policies and procedures for use of the P-Card as required by law;

PROCUREMENT CARDS (P-Cards)

I. UTILIZATION OF P-CARDS

a. P-Cards can be used for supplies or services under the following circumstances:

- i. When payment to vendors is required in advance of the delivery of goods or services and the goods or services cannot be obtained from any other source at a comparable price.
- ii. When vendor only accepts payment via credit card for goods or services and the goods or services cannot be obtained from any other source at a comparable price.
- iii. When placement of orders for goods and services is made through an electronic computerized transaction (i.e. order is placed from computer to computer via the internet or similar computer network) as authorized by N.J.S.A. 40A:5-16.

- b. P-Cards cannot be used for the purchase of items or services of a personal nature for employees or officials. Travel, dining and room and board expenses are also not permitted.

II. CARD ELIGIBILITY AND USE

- a. The Chief Financial Officer shall designate a person who is authorized to use a P-card for departmental purchases of goods and services. All authorized cardholders must comply with the P-card policies outlined herein and ALL other procedures and requirements included within the Township's Purchasing Manual.
- b. The individual whose name is on the card is the only person authorized to make purchases using the card. The cardholder will be held accountable for any policy infractions. The cardholder shall follow proper procedures in order to obtain authorization to make a purchase.
- c. The cardholder is responsible to determine that the price quoted for a product or service is the best price that can be obtained.
- d. Cardholders should be certain that the total amount, including shipping and handling charges, will not exceed the single purchase limit on the P-card.

III. RESTRICTIONS AND CONTROL

- a. Use of the P-card to purchase any product or service must comply with those permitted by the Township's Procurement Policies and be in compliance with Local Public Contract Laws.
- b. The P-card must never be used to purchase items for personal use or for non-Township purposes.
- c. Any unauthorized or inappropriate use of a P-card will result in cancellation of the P-card and will subject the cardholder to disciplinary action including possible termination of employment and criminal prosecution.

IV. SPENDING LIMITS

- a. The monthly spending limit is the maximum available credit for the billing cycle. The card will reject any transaction that exceeds this limit.
- b. The Township has established a limit on the card at \$5,000.00 per month.
- d. Only in approved instances by both the CFO and the Administrator can a procurement reach the maximum of 15% of bid threshold by conducting a one-time approval based upon the circumstances.

V. CARD SECURITY / LIABILITY

- a. Cards must be strictly safeguarded. It is the responsibility of each cardholder to secure the card at all times. If a card is used infrequently, it must be stored in a secure location within the department.
- b. In case of loss, theft or misappropriation of the card account number, immediately contact the Chief Financial Officer.
- c. The cardholder will not be liable for the unauthorized use of a stolen card by a third party as long as the card is reported stolen within 24 hours of when loss is detected by the individual.

VI. CARD MAINTENANCE

- a. Card Activation - Once the cardholder has successfully completed training, the P-card Administrator will activate the card for immediate use.
- b. Cancellation
 - i. Upon termination of employment, transfer to another department, or if the cardholder's responsibilities change within the Department and the P- card is no longer required in the newly assigned position, the cardholder must return the p-card to the approving manager. The approving manager must notify the Purchasing Card Program Administrator by submitting a Cardholder Maintenance Form. The Purchasing Card Program Administrator will deactivate the P-card.
 - ii. The Purchasing Card Program Administrator will also require the cardholder to return the P-card in the case of misuse. In addition, the approving manager may require a cardholder to turn in a P-card for any reason.
- c. Card Changes - If a Cardholder needs to make changes to name, address, phone, or account numbers, use the Cardholder Maintenance Form or send an e-mail to the Purchasing Card Program Administrator.

- d. Assignment - A P-card may not be transferred or assigned to another person. P-cards are the property of Chatham Township and the Designated Financial Institution and must be turned in to the Chief Financial Officer upon changing departments or leaving the Township.

VII. P-CARD ORDER/PURCHASE PROCESS

- a. Purchases of appropriate items using the P-card may be made from any vendor who accepts the VISA® card.
- b. An approved requisition based upon written quote or screen shot needs to be obtained prior to ordering.
- c. Notify the vendor that the purchase is exempt from New Jersey State sales tax, use tax and Federal excise tax. Provide the vendor with the Township's New Jersey State Tax Exempt Number (printed on the card). If a cardholder is charged tax on a purchased item, it is the cardholder's responsibility to obtain credit from the vendor for the imposed tax.
- d. Contact the Finance Office if the vendor requests a copy of the Township's Exempt Use Certificate Form ST-4.

VIII. PURCHASING CARD ADMINISTRATOR/PROGRAM MANAGER

- a. The Chief Financial Officer shall be responsible for overall oversight of the P-Card program.
 - i. Processes payment to Designated Financial Institution.
 - ii. Reevaluate Program on an as needed basis, but not less frequently than annually.
- b. The Chief Financial Officer shall be responsible for day-to-day oversight and management of procurement in accord with this policy and the LPCL.
- c. The Chief Financial Officer will be the designated Program Manager with the following responsibilities:
 - i. Card Acquisition - All cards are imprinted with both the users' names and the name of the local unit
 - ii. Ensure Program participants are fully trained to be in compliance with the Procurement Card section of the Purchasing Manual.
 - iii. Responsible for administering and overseeing all policies and procedures of the Purchasing Card Program.
 - iv. Reviews monthly statements and conducts an audit of P-card transactions.
 - v. Performs regular reviews of transactions and cardholder activity and reports any activity that does not comply with the Program's guidelines to the cardholder and the approving manager.
 - vi. Reviews vendor activity for compliance with general procurement policies and procedures.
 - vii. Helps resolve transactions that cannot be reconciled by the cardholder or approving manager.
 - viii. Tracks card expiration dates and issues replacement cards. Tracks termination of cardholders. Cancels cards as required.

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Committee of the Township of Chatham that the above policies and procedures for the use of P-Cards for purchases by the Township of Chatham be adopted and included in the Township's Purchasing Manual.

RESOLUTION 2023-219

TOWNSHIP COMMITTEE OF THE TOWNSHIP OF CHATHAM, IN THE COUNTY OF MORRIS, STATE OF NEW JERSEY, APPROVING A MEMORANDUM OF AGREEMENT WITH THE BOROUGH OF MADISON REGARDING RECYCLING OF #6 EPS EXPANDED POLYSTYRENE

WHEREAS, the Borough of Madison currently accepts #6 EPS Expanded Polystyrene for recycling at the Madison Borough Recycling Center; and

WHEREAS, the Township of Chatham does not currently have the capacity to oversee the collection of #6 Expanded Polystyrene and transport it for proper disposition; and

WHEREAS, the Borough of Madison has agreed to accept #6 EPS Expanded Polystyrene from Chatham Township Residents on conditions as specified in the attached Memorandum of Agreement.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Chatham that the Memorandum of Agreement for the recycling of #6 EPS Expanded Polystyrene annexed hereto is approved, and the Mayor is authorized to execute the same.

RESOLUTION 2023-221
RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF CHATHAM, IN
THE COUNTY OF MORRIS, STATE OF NEW JERSEY, REFUNDING TAX AND SEWER
LIEN

WHEREAS, due to payment by property owner of the lien amount, a redemption of the tax and sewer lien is appropriate; and

WHEREAS, the Tax Collector has recommended the refund of redemption monies as well as the Premium to the Outside Lien Holder;

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Chatham that the following refund be made as indicated:

<u>BLOCK</u>	<u>LOT</u>	<u>LIEN HOLDER</u>	<u>AMOUNT</u>
63	1.01	Lienholder: Realty Solutions 25 Hughes Place Summit, NJ 07901 Certificate 21-00004 Property Owner: William Magalys 677 River Road Chatham, NJ 07928	\$ 3,172.69 Certificate 3,000.00 Premium <hr style="width: 50%; margin-left: auto; margin-right: 0;"/> \$ 6,172.69 Total

BE IT FURTHER RESOLVED that the Tax Collector is authorized to prepare and sign a Discharge of Certificate 21-00004.

RESOLUTION 2023-222
RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF CHATHAM
AUTHORIZING A CHANGE ORDER TO THE CONTRACT WITH SCHIFANO
CONSTRUCTION CORPORATION FOR 2023 ROAD RESURFACING

WHEREAS, the Township Committee of the Township of Chatham awarded a contract to Schifano Construction Corp. through the 2023 Morris County Cooperative Pricing Council for the resurfacing of School Avenue, Thornley Avenue, Maple Street, Floral Stret, and Spring Street, collectively referred to as “2023 Road Resurfacing”;

WHEREAS, the resurfacing of School Avenue, Thornley Avenue, Maple Street, and Floral Street was performed and completed by Schifano Construction Corp. in July and August, 2023. Spring Street was not paved at this time due to impending Safe Routes to School sidewalk construction project; and

WHEREAS, the as-built amount completed and billed by Schifano Construction Corp. (excluding Spring Street) is \$307,373.81, a decrease of \$139,626.19 from the awarded contract of \$447,000.00; and

WHEREAS, the decrease is largely due to the asphalt and fuel price adjustments which entitle the contractor to compensation based on the cost of fuel and asphalt as specified by the New Jersey Department of Transportation.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Chatham, County of Morris, State of New Jersey that it hereby approves the Change Order amending the final Contract amount to \$307,373.81.

Committeewoman Ewald moved to approve the Consent Agenda. Committeeman Choi seconded the motion.

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

Non-Consent Agenda

RESOLUTION 2023-218
RESOLUTION OF THE TOWNSHIP OF CHATHAM, COUNTY OF MORRIS, AND STATE OF
NEW JERSEY, RELEASING THE PERFORMANCE GUARANTY AND ESTABLISHING A
MAINTENANCE BOND FOR THE ARBOR GREEN PROJECT

WHEREAS, the Planning Board has granted preliminary and final approval for the Arbor Green Project at High Gate at Block 48.16, Lot 117.28; and

WHEREAS, said approvals required, in accordance with the requirements of the Municipal Land Use Law, N.J.S.A. 40:55D-1, et seq., and the Developer's Agreement between the developer and the Township, the posting of a performance guaranty to secure completion of the public improvements that were part of the project, and which was posted by the developer; and

WHEREAS, the original total performance guaranty consists of Performance Bond No. 800038806 in the sum of \$6,200,000.00; and

WHEREAS, on April 26, 2022 the Township Committee adopted Resolution 2022-122 to reduce the performance guaranty to the amount of \$2,480,000.00; and

WHEREAS, as set forth by Township Engineer John K. Ruschke, P.E. in his letter dated September 14, 2023, the public improvements have been substantially completed to the extent that the performance guaranty may be released; and

WHEREAS, Resolution 2022-122 requires the posting of a maintenance bond upon final acceptance of the off-site improvements by the Township Committee; and

WHEREAS, the amount of the off-site improvements has been established by letter of the Township Engineer dated October 25, 2023, to be \$58,518.00. The maintenance bond to be posted will be \$8,777.70 (15% of the off-site improvements).

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Chatham, County of Morris, and State of New Jersey, that the performance guaranty posted by the developer is hereby released, in accordance with the letter of Township Engineer John K. Ruschke, P.E., dated October 25, 2023. A maintenance bond in the amount of \$8,777.70 (15% of the off-site improvements) shall be posted in accordance with the requirements of the Municipal Land Use Law, N.J.S.A. 40:55D-1, et seq., and the Developer's Agreement between the Township and the developer.

Committeeman Lois moved to adopt Resolution 2023-218. Committeewoman Ewald seconded the motion.

Committeeman Choi asked about extenuating circumstances that had been brought up by Mr. Ruschke's office, and he asked if this resolution reflects the amount of the bond that Mr. Ruschke had wanted to hold back. Mr. Shehady said that this release is based on Mr. Ruschke's recommendation. He also said that the Township can only require the developer to post a percentage of the guarantee amount.

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

RESOLUTION 2023-220

RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF CHATHAM, COUNTY OF MORRIS, STATE OF NEW JERSEY, APPOINTING AN ACTING FIRE SUB-CODE OFFICIAL/INSPECTOR (HHS)

WHEREAS, due to the resignation of Dennis Bettler effective May 31, 2023, there will be fill a vacancy in the position of Fire Sub-Code Official; and

WHEREAS, the absence of a Fire Sub-Code Official would impede the orderly administration of the Uniform Construction Code by the Township; and

WHEREAS, Construction Official John K. Daniels is licensed and qualified to fill the position and is willing to serve as the Township's Acting Fire Subcode Official for a period not exceeding thirty days while a suitable replacement is found; and

WHEREAS, on May 23, 2023 the Township Committee adopted Resolution 2023-125 to appoint Jack K. Daniels as Acting Fire Subcode Official effective June 1, 2023 for a period not to exceed 30 days; and

WHEREAS, there is a need to extend that appointment.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Chatham, County of Morris, New Jersey that pursuant to N.J.A.C. 5:23-4.4(a)6, the appointment of John K. Daniels as Acting Fire Sub-Code Official effective June 1, 2023 at a prorated annual salary of \$20,000 is extended for a period through December 31, 2023.

Committeewoman Ewald moved to adopt Resolution 2023-220. Deputy Mayor Hamilton seconded the motion.

Mr. Choi asked about prior discussions about allowing employees to serve in multiple roles. He also asked what happens if the Township is unable to fill the vacancy in the 30-day window. Mr. Shehady said that there have been prior extensions, and this should be the last one as there is a

candidate who can start work in January. Mr. Shehady also noted that sub-code official positions are hard to fill.

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

RESOLUTION 2023-223

RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF CHATHAM, COUNTY OF MORRIS AND STATE OF NEW JERSEY IN SUPPORT OF SENATE BILL 3739 DELAYING THE FOURTH ROUND OF AFFORDABLE HOUSING OBLIGATIONS FROM JULY 1, 2025 TO JULY 1, 2028

WHEREAS, a majority of municipal communities have obtained Substantive Certification demonstrating compliance with their respective Third Round Affordable Housing obligation which is set to expire June 30, 2025; and

WHEREAS, these communities have all not only demonstrated such compliance and commitment to Affordable Housing, but as part of that commitment, have dedicated significant resources and taxpayer services in support of their Affordable Housing obligation; and

WHEREAS, during the period of said compliance, the COVID-19 pandemic resulted in a shutdown of the New Jersey economy creating economic hardships for taxpayers and municipalities throughout the State of New Jersey; and

WHEREAS, the residual impact of COVID-19 and the economic climate has also resulted in a significant increase in interest rates as well as the ability to effectuate and complete the agreed upon development of said Affordable Housing projects; and

WHEREAS, communities are presently working to support those developments that have failed to construct the agreed upon Affordable Housing and are addressing the transition and development of such projects; and

WHEREAS, the Affordable Housing developments that were identified and included as part of the Substantive Certification by the Courts, did not necessarily take into account the offsite obligations of traffic, drainage, environmental considerations, open space, municipal utility services and other municipal services such as police, fire and emergency medical services within each community and such responsibility of local taxpayers; and

WHEREAS, as a result of COVID-19, economic conditions and the significant responsibility to be the steward of appropriate compliant development of Third Round Affordable Housing plans, it is important to note that a majority of said plans were approved within the last seven years, and will place an inordinate responsibility on local government and taxpayers to immediately reconvene with a new round of obligations to begin on July 1, 2025.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Chatham that we hereby support Senate Resolution 3739 and all of the reasons stated therein to delay or postpone the Fourth Round Affordable Housing obligation from July 1, 2025 to July 1, 2028.

BE IT FURTHER RESOLVED, that the Township Committee hereby authorizes the Administration to speak on behalf of the municipality in support of this legislation.

BE IT FURTHER RESOLVED, that a copy of this Resolution shall be provided all Municipal Clerk's within Morris County as well as to the municipality's New Jersey Legislative representatives.

This Resolution shall take effect immediately.

Deputy Mayor Hamilton moved to adopt Resolution 2023-223. Committeewoman Ewald seconded the motion.

Committeeman Lois explained for the benefit of the public that this resolution supports legislation that would delay the next round of Affordable Housing from 2025 to 2028. He also commented on the work the Township has done to fill its Third Round obligation.

Committeeman Lois further commented on the legal strategy employed by the Township to address Affordable Housing issues.

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

Hearing of Citizens

Mayor Felice opened the Hearing of Citizens.

1. Stewart Carr asked if Committeeman Lois could expand on his thoughts about what the State may do over the next few years regarding COAH and what the endgame may be for the reconstitution of COAH.

Mr. Lois said that there is bipartisan support for the resolution to delay the next round, however he does not have any particular insight as to what the State and the Federal Government might do.

2. Joseph Basralian noted the fiscal prudence employed by the Township in the purchase of the Fenske Property. He also commented on what can be accomplished when people work together.

Seeing no further public comment, Mayor Felice closed the Hearing of Citizens.

Deputy Mayor Hamilton moved to adjourn at 8:21 PM. Committeeman Lois seconded the motion, which carried unanimously.

Gregory J. LaConte
Municipal Clerk