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## **HAINESPORT TOWNSHIP COMMITTEE MINUTES**

**May 10, 2022**

**7:00 P.M.**

This meeting is called pursuant to the provisions of the Open Public Meetings Law. This meeting of May 10, 2022 with instructions for internet access was included in a meeting notice sent to the Burlington County Times and Courier Post On January 6, 2022 and advertised in said newspapers on January 9, 2022, and January 12, 2022 respectively posted on the website and the bulletin board in the municipal building on January 6, 2022 and has remained continuously posted as required under the Statute. In addition, a copy of this notice is and has been available to the public and is on file in the Office of the Municipal Clerk.

### **1. FLAG SALUTE**

- 2. ROLL CALL** - present were Mayor MacLachlan, Committeeman Clauss, Committeeman Levinson, Committeewoman Gilmore and Committeeman Montgomery (by phone). Also present were Township Clerk/Administrator Paula Kosko, Attorney John Gillespie and Auditor Robert Nehila.

### **3. MINUTES**

#### **A. APPROVAL OF REGULAR MEETING MINUTES OF APRIL 12, 2022**

**Motion: Committeeman Clauss. Second: Committeewoman Gilmore. All yes.**

#### **B. APPROVAL OF EXECUTIVE SESSION MINUTES OF APRIL 12, 2022**

**Motion: Committeeman Montgomery. Second: Committeeman Levinson. All yes.**

### **4. REPORTS**

**A. Tax Collector** – April 2022

**B. Code Enforcement** – April 2022

**C. Fire Official** – April 2022

**D. Construction** – April 2022

**E. Emergency Services Reports** – April 2022

**Motion: Committeewoman Gilmore. Second: Committeeman Clauss. All yes.**

**Ms. Kosko** asked to Amend the Agenda to include Resolution 2022-80-5 – Authorizing Payment No. 1 to Whirl Corporation, Inc. for the Municipal Park Complex Phase VII Park Playground

**Motion: Committeeman Levinson. Second: Committeewoman Gilmore. All yes.**

5. **COMMENTS FROM THE PUBLIC – Agenda items only**  
**(Comments are limited to 5 minutes)**

No comments.

6. **ORDINANCES**

- A. **ORDINANCE 2022-5** - Amending Ordinance 2021-6, Adopting a Redevelopment Plan for Certain Property Known as Block 103.1, Lots 1 and 8 and Block 113, Lot 4.05 and Specifically Amending the “Longbridge Redevelopment Plan” **(Public Hearing and Final Adoption)**

No comments.

**Motion: Committeeman Clauss. Second: Committeeman Levinson. All yes.**

7. **CONSENT AGENDA RESOLUTIONS**

The items listed below are considered routine by the Township of Hainesport and will be enacted by one motion. There will be no formal discussion of these items. If discussion is desired, this item will be removed from the Consent Agenda and will be considered separately.

- A. **RESOLUTION 2022-66-5** – Authorizing Consumption of Alcohol on Municipal Property on May 13, 2022
- B. **RESOLUTION 2022-67-5** – Approving a Block Party from 1 Hastings to 15 Hastings Lane
- C. **RESOLUTION 2022-68-5** – Accepting a Performance Bond for Bluewater Property Group, LLC
- D. **RESOLUTION 2022-69-5** – Approval to Submit a Grant Application and Execute a Grant Agreement with the New Jersey Board of Public Utilities for an Electric Vehicle Direct Current Fast Charge Station at the Hainesport Municipal Complex Park

**Motion: Committeeman Levinson. Second: Committeeman Clauss. All yes.**

8. **RESOLUTIONS**

- A. **RESOLUTION 2022-70-5** – Authorizing Change Order of Year 2 of Turf Maintenance Contract

**Ms. Kosko** explained that she noticed the contractor was not doing the work and when she asked why, she was told that they were going to rescind their contract. The cost of doing business (labor shortage, prices of fertilizer and herbicides) had risen to a point where they could not honor the contract. This contract revision is a 25% increase (\$5,843.75) from the original and only for year 2 to address these current issues. We have not agreed to any changes to year 3 of the contract at this time.

**Motion: Committeeman Clauss. Second: Committeeman Levinson. All yes.**

- B. **RESOLUTION 2022-71-5** - Appoint Commercial Appraiser as Expert Witness for Certain Tax Appeals

**Motion: Committeeman Levinson. Second: Committeewoman Gilmore. All yes.**

- C. **RESOLUTION 2022-72-5** – Authorizing Change Order to Contract with Remington & Vernick for Engineering Services for the Bancroft Lane Road and Stormwater Improvements

**Motion: Committeeman Clauss. Second: Committeeman Levinson. All yes.**

- D. **RESOLUTION 2022-73-5** – Authorizing Award of Contract for Fire Company Consultant Services to the Public Safety Institute, LLC

**Mayor MacLachlan** commented that these two contract awards (2022-73-5 & 2022-74-5) are in response to the shortages in volunteers and the situation that occurred last month. We want to see what we can do to bolster the companies. **Ms. Kosko** added that the professional consultants will meet and interview our Fire and EMS companies and conduct a comprehensive evaluation of their emergency services. They will collect data, do field work, communicate and meet with designated Township officials and the volunteers, review equipment, procedures, mutual aid departments, review all service calls and deployment of services and incident reporting system. They will provide reports of their findings and recommendations to the Governing Body in approximately 180 days. **Mr. Montgomery** clarified with Ms. Kosko that both Fire and EMS reports would be complete in approximately 180 days.

**Motion: Committeeman Clauss. Second: Committeeman Levinson. All yes.**

- E. **RESOLUTION 2022-74-5** – Authorizing Award of Contract for Emergency Squad Consultant Services to Public Safety Institute Group, LLC

**Motion: Committeeman Clauss. Second: Committeeman Levinson. All yes.**

- F. **RESOLUTION 2022-75-5** – Authorizing Contract with Gruskin Creative to Conduct a Brand Revolution for Hainesport Township

**Mr. Montgomery** reminded everyone that the original logo was created by two students for the Bicentennial. He is happy that we are doing this and appreciates the input from the community into the new logo.

**Motion: Committeewoman Gilmore. Second: Committeeman Levinson. All yes.**

- G. **RESOLUTION 2022-80-5** – Authorizing Payment No. 1 to Whirl Corporation, Inc. for the Municipal Park Complex Phase VII Park Playground

**Ms. Kosko** reviewed the history of the funds for this project. In 2019, we received \$100,000 from the Burlington County Park Development Grant which funding comes from our county open space tax. In 2020, we received a \$75,000 CDBG grant for the unitary poured in place surface, which makes it fully accessible. We are also receiving an additional \$71,000 from CDBG unused

funds which will be used to transform the exercise equipment stations to poured in place surface as well. That will be forthcoming. We are also utilizing our dedicated Municipal Open Space funds for the remaining funding. This has been going on for a number of years. Payment #1 to the Whirl Corporation is for \$143,435.35 of the \$209,143.00 contract for the work that they have done so far. **Mayor MacLachlan** summarized that this project is almost free with all the Grant money. Ms. Kosko added that with the cost of inflation and the rising steel prices, we actually paid an additional \$30,000 for the playground from what we were originally quoted. She wanted to share the implications of the economy and the commodity challenges we are facing.

**Motion: Committeeman Levinson. Second: Committeeman Montgomery. All yes.**

## 9. 2022 BUDGET

### A. PRESENTATION

**Ms. Kosko** stated that our Auditor Bob Nehila is here for any questions. She gave a presentation of the 2022 budget. The presentation is also available online on our website for anyone who would like to see it. She showed charts and graphs highlighting the breakdown of the funds and how the tax money is divided throughout the schools, county and municipality. We have an operating budget of \$5,493,179, less the revenues we collect from various sources of \$2,885,651. The Municipal levy, or the amount to be raised by local taxes is \$2,607,528. One of the highlights of this year's budget is that we are able to make an appropriation of \$100,000 to the Hainesport Board of Education for a new gymnasium floor from revenue from the warehouse PILOT program. Non-Cap projects include stormwater permits, construction, grant funding, and the American Rescue Plan. **This budget pays off all municipal debt.** Capital Improvements include renovations to the Street Center, \$100,000 for a down payment on fire apparatus (contingent upon the upcoming evaluation), sidewalk repairs in the Claremont neighborhood, road improvements, generator for the entire municipal building, an EV charging station and replacing our old Ford Explorer with an electric vehicle. The budget utilizes the same amount of surplus as last year, leaving us with ample surplus for future years. The modest tax increase will be 1.94% or \$46,171. We must plan for a volatile economy, fuel surcharges, increased costs of goods and rising inflation. **Mayor MacLachlan** asked for an explanation of the surplus is utilized and if it is replenished. Ms. Kosko answered that the surplus is made up of any unused funds transferred over from the previous year and any extra revenues that were not in the budget. The surplus has remained consistent over the last few years. **Mr. Levinson** asked about the PILOT money for the Hainesport School gym floor. Ms. Kosko said it was possible because of the Hainesport Commerce Center PILOT warehouse agreement. The Committee had expressed their desire to help the school with the PILOT payments. This is their first payment and we are allocating it to the school gym floor. **Mr. Clauss** said this is beyond what the school can raise because they are limited to a 2% cap, so this is a huge help to them. **Mr. Montgomery** added that the gym is used for more than just gym class. It is also used for indoor sports leagues and various meetings, so it is an improvement that helps the whole community. Ms. Kosko reported that the average home assessed at \$279,137 will see an increase of \$1.49 a month in municipal taxes. An estimated \$20,274,000 in total will be collected in taxes for the County, Schools, Open Space and Township. **Mr. Nehila** added

that we estimate a conservative number to protect the surplus. The schools get their payments whether we collect all the taxes or not. Mr. Levinson complimented Ms. Kosko on her presentation. Mayor MacLachlan said we always keep the numbers conservative. It is pretty amazing to be debt free as a Township. Not many towns can say that.

**B. RESOLUTION 2022-76-5 - Authorizes Self Examination of the 2022 Budget**

**Motion: Committeeman Levinson. Second: Committeewoman Gilmore. All yes.**

**C. RESOLUTION 2022-77-5- Authorizes the 2022 Budget to be Read by Title Only**

**Motion: Committeewoman Gilmore. Second: Committeeman Clauss. All yes.**

**D. Public Hearing on 2022 Budget**

**Eric Ravikio**, 620 Mt. Laurel Road – asked about the \$100,000 going to the school from the PILOT program. **Ms. Kosko** answered that amount is correct and that is the amount the school had asked for. He asked if that is one-third of the PILOT payment and how much more we would be getting. **Mr. Clauss** said he believed the first payment is \$330,000. The payments graduate about 5% a year for 30 years. **Mayor MacLachlan** added we will receive millions of dollars.

**E. RESOLUTION 2022-78-5 - Adopts 2022 Budget**

**Motion: Committeeman Clauss. Second: Committeeman Levinson. All yes.**

**10. BUSINESS**

**A. Approval of Business Licenses (See Attached)**

**Motion: Committeewoman Gilmore. Second: Committeeman Levinson. All yes.**

**11. COMMENTS FROM THE PUBLIC (Comments are limited to 5 minutes)**

**Debra Harris**, 7 Elsinore Drive – commented that while it was wonderful to be debt free and have a surplus, there is an increase for the taxpayers. She asked if there may be a freeze on the tax rate, or a tax holiday like Florida has done, in the future.

**Mayor MacLachlan** responded that a few years ago a committee member up for re-election demanded that there be no increase in taxes to make the member look better to the public. The CFO pointed out that it can end up costing the taxpayers in the long run. It is not smart business. Over the next 10 years, the costs of buying a new fire truck goes way up. It is better to maintain a stable tax rate. Most of the money goes toward education. **Mr. Gillespie** added that freezing the tax rate assumes a premise of price stability. We have just seen tonight that we had to increase a contract due to the cost of supplies. We need to have a strong surplus to cover the unknowns, like inflation and shortages. **Ms. Kosko** and **Mr. Clauss** reported that in 2018 we had a tax decrease. **Mr. Nehila** explained that while we are debt free now, we may need financing for a project in the future. The lenders look at how you manage your surplus when they are deciding to approve loans. It is like a savings account. A small increase in taxes is a good financial decision to protect the future.

**Jim & Michelle Prescavage**, 51 Easton Way – thanked the Committee for hiring the outside experts to evaluate the Township Fire and EMS services. They asked if it

would be 180 days for the report. **Ms. Kosko** answered yes. They asked Mr. Clauss how his time with the Fire Department was going. **Mr. Clauss** answered that he goes every Wednesday. They are getting 2 new firefighters that will be able to drive the trucks once their licenses are approved. They are busy and he feels there is progress. They are doing a lot to recruit. Mr. Prescavage asked about the fire hydrant reports. He reminded the Committee that there was no water on his fire for 15-20 minutes. He said the Westampton firefighters entered the back of his house, but had to exit because there was no sustained water. Maybe that part of the house could have been saved. Ms. Kosko said she does not have hydrant reports yet from New Jersey American Water. **Mayor MacLachlan** said we pay them \$9,000 a month to keep the hydrants working. Ms. Kosko added that there was also a problem with the hydrant connector.

## 12. COMMENTS FROM THE ADMINISTRATOR

**Ms. Kosko** said she was sorry to report that our CFO has submitted her resignation, as she is on her path to retirement. Donna Condo has done a tremendous job for Hainesport Township and has been integral in getting us debt free with no bonding.

We are frustrated that the playground is not completed. There were some grading miscalculations in the engineering specs that now require a handrail be fabricated to go between the new playground and the circular walkway and a step installed before the poured surface can be placed. It may be done by the end of the month, or it might be nice to open it up on Community Day.

Our mobile app is now up and running. Mrs. Gilmore will talk more about that.

## 13. COMMENTS FROM THE SOLICITOR

**Mr. Gillespie** said he has listened to budget presentations for many years and that was one of the best he has seen. An increase of \$1.49 per month for the average home, that is all it is? It was \$4.95 a gallon at Wawa for gas yesterday. This is a great budget.

## 14. COMMENTS FROM THE COMMITTEE

**Committeewoman Gilmore** – thanked everyone for coming. She also thanked Ms. Kosko for the great budget presentation and Tara Wicker for getting all of Hainesport's dogs registered. Earth Day was a great success with lots of participation. She is so excited to announce that our app is now available for Android and iPhone. We have signs around the building and park with the QR code to download and attain the app. All the Township events are listed on the app. The Senior Citizens are meeting this Thursday and May 26<sup>th</sup> at noon at the Street Center.

**Committeeman Clauss** – said he was at the Fire Department last week for training on high rise live burn and pump training. They check all the equipment. They have two new members. They need to transfer their qualifications to New Jersey to be able to drive. May 13<sup>th</sup> will be the dedication of the Public Works building to Jay Jones. May 14<sup>th</sup> is the 100<sup>th</sup> anniversary of the Fire Company. The street will be closed at 2 pm. He thanked Ms. Kosko and Ms. Condo for a great job on the budget this year.

**Committeeman Levinson** – thanked Ms. Kosko and Ms. Condo for a great job on the budget. He also thanked Mr. Clauss for his work with the fire Department and Mrs.

Gilmore for her work getting the app up and running. June 4<sup>th</sup> is Community Day and there will be a contest called “Invest in the Planet” at the Environmental Commission table with entries made from recyclable materials that benefit the environment – like bird houses, bird feeders, butterfly houses, etc. Residents can vote for their favorites and prizes will be awarded. Viewing will take place from 12 pm to 2:30 pm. There are separate age groups: 8 – 12, 13 – adult and families. He expressed his gratitude to the volunteers in town that keep things going and encouraged more people to get involved.

**Committeeman Montgomery** – said he was happy to see the playground coming along and the progress with the Fire Department. He is excited to see the PILOT plan money being used to help the school with their new gym floor. He thanked Ms. Condo and Ms. Kosko for delivering a stable tax rate while increasing services and remaining debt free. We have a great team.

**Mayor MacLachlan** – remembered not so long ago we had angry residents about the state of their sidewalks. Now that problem is fixed. Government can work slowly, but we got it done. We are fixing the problems that occurred from planning issues in the past. The Claremont neighborhood will be addressed next. Mr. Montgomery and Mr. Levinson campaigned on that issue and brought it to the forefront. We will have an Ordinance eventually that makes residents responsible for repairs going forward.

## 15. BILL LIST

**Motion: Committeewoman Gilmore. Second: Committeeman Levinson. All yes.**

## 16. EXECUTIVE SESSION

A. **RESOLUTION 2022-79-5** – Resolution to Enter into Executive Session

1. Personnel
2. Anticipated Litigation

**Mr. Gillespie** said no formal action will be taken. Only authorization to fill the position.

**Motion: Committeeman Levinson. Second: Committeewoman Gilmore. All yes.**

**Motion to re-enter regular meeting**

**Motion: Committeeman Levinson. Second: Committeeman Clauss. All yes.**

**Mr. Gillespie** suggested there be a motion to authorize Ms. Kosko to proceed in regards to replacing and/or temporarily filling certain positions and to authorize him to have those continuing discussions. If they prove to be something we think will be acceptable for the June meeting, not to wait but to start getting the paperwork put together.

**Motion: Committeeman Clauss. Second: Committeeman Levinson. All yes.**

## 17. ADJOURNMENT @ 9:12 P. M.

**Motion: Committeewoman Gilmore. Second: Committeeman Montgomery. All yes.**  
**OFFICIAL ACTION MAY BE TAKEN ON ANY ITEM ON THE AGENDA**

**Township Committee Meeting**  
**May 10, 2021**  
**7 pm**

The public may electronically submit questions or comments to [pkosko@hainesporttownship.com](mailto:pkosko@hainesporttownship.com) or in written letter form to the Clerk's Office at the Municipal Building (can drop in Tax Payment Drop Box as well) no later than 4pm the Monday prior to the Committee Meeting. Name, address and phone or email must be included. Previously submitted questions or public comment shall be read aloud and addressed during the public meeting. Duplicated written questions or comments may be summarized and shall be done consistently.

To eliminate background noise so that all meeting participants can hear, please mute your microphone and remain in listening mode only. The Clerk will place all remote attendees on this platform on mute as well. During public comment period(s), the Clerk will unmute all remote participants. If you do not have a question or comment, please manually re-mute your microphone. The Clerk will manage the remote users for public comments. All remote users must state their name and address at the beginning of his/her public comment.

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The governing body requests that **questions or comments on agenda items be directed to the Administrator/Municipal Clerk by 4pm on the Tuesday of the meeting**. All questions and comments will be considered by the Township Committee and entered into the official minutes of the meeting.

Individuals calling into the phone number or accessing from a computer will be able to fully participate in the meeting. However, all persons calling in will be asked to place their phones on mute unless speaking and being recognized to speak during a Public Hearing or Comments from the Public. A non-public dial in number will be used if executive session is required.