

**HARDING TOWNSHIP COMMITTEE
MONDAY, OCTOBER 21, 2019
EXECUTIVE SESSION at 5:30 PM
REGULAR MEETING at 7:30 PM
Kirby Hall, Blue Mill Road, New Vernon, New Jersey
MEETING MINUTES**

CALL MEETING TO ORDER – Mayor Yates

Mayor Yates called the meeting to order at 5:36 pm.

ADEQUATE NOTICE of this Executive Session meeting of the Harding Township Committee was sent to the Observer Tribune on October 4, 2019 and published in the Observer Tribune on October 10, 2019.

Mayor Yates announced that adequate notice of this executive session meeting of the Harding Township Committee was called in accordance with the Open Public Meetings Act.

ROLL CALL – Municipal Clerk

Ms. DiTosto, Mr. Jones, Mr. Modi, Mr. Platt, Mr. Yates

Mrs. Sharp called the roll. All members of the Township Committee were present.

RESOLUTION TC 19-195– Executive Session

RESOLUTION TO RECESS INTO EXECUTIVE SESSION

Mayor Yates asked for a motion to recess into Executive Session. Upon a motion made by Mr. Platt, seconded by Mr. Jones, and with a vote of all ayes, the meeting recessed at 5:36 p.m.

BE IT RESOLVED, by the Harding Township Committee that it shall adjourn into executive session to discuss the following subject matter(s) without the presence of the public in accordance with the provisions of R.S. 10:4-12b; and

BE IT FURTHER RESOLVED, the matter(s) discussed will be made known to the public at such time as appropriate action is taken on said matter(s), and when disclosure will not result in unwarranted invasion of individual privacy or prejudice to the best interests of the Township of Harding provided such disclosures will not violate Federal, State or local statutes and does not fall within the attorney-client privilege. The Township Committee will return to public session after this executive session.

Litigation:

1. Tax Appeals – Fred Semrau – DorseySemrau and Anthony DiRado, Tax Assessor

Contracts:

1. Farm at Harding – Andy Fiore
2. Glen Alpin Diversion – John Hague
3. Redevelopment Agreement – John Hague
4. Property Acquisitions – Tim Jones
5. Property Easement – Mark Roselli
6. Telecommunications Request – Bob Falzarano

Vote on Resolution:

	MOTION	FOR APPROVAL	AGAINST APPROVAL	ABSTAIN	ABSENT
Ms. DiTosto	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Jones	2 nd	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Modi	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Platt	1 st	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Yates	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

RECONVENE INTO PUBLIC SESSION – Mayor Yates

Mayor Yates asked for a motion to reconvene into public session. Upon a motion made by Mr. Jones, seconded by Mr. Platt, the meeting reconvened into public session at 7:40 p.m.

ROLL CALL – Municipal Clerk

Ms. DiTosto, Mr. Jones, Mr. Modi, Mr. Platt, Mr. Yates

Mrs. Sharp called the roll. Let the record show that all members of the Township Committee are present. About 8 members of the public were in attendance.

PLEDGE OF ALLEGIANCE – Mayor Yates

Mayor Yates led members of the Township Committee and members of the public in the Pledge of Allegiance.

ADEQUATE NOTICE of this meeting of the Harding Township Committee was given as follows: Notice was sent to the *DAILY RECORD* and the *OBSERVER TRIBUNE* on January 7 2019, and published in the *OBSERVER TRIBUNE* on January 10, 2019; Notice was posted on the Bulletin Board in the Township Municipal Building on Blue Mill Road in Harding, NJ on January 7, 2019, and Notice was posted on the website and filed with the Municipal Clerk on January 7, 2019.

Mayor Yates announced that adequate notice of this special meeting of the Harding Township Committee was called in accordance with the Open Public Meetings Act.

Mayor Yates asked for a motion to recess back into Executive Session. Upon a motion made by Mr. Jones, seconded by Mr. Platt, and with a roll call vote of all ayes, none opposed the meeting recessed back into Executive Session. Mayor Yates apologized and informed the public we will be about ten more minutes.

RECONVENE INTO PUBLIC SESSION – Mayor Yates

Mayor Yates asked for a motion to reconvene into public session. A motion was duly made and seconded and approved by a roll call vote of all ayes to reconvene into public session at 8:00 p.m.

Mayor Yates again apologized and informed the members of the public that the Township Committee has been here since 5:30 p.m. and we thought we would be finished by 7:30 pm.

RESOLUTION TC 19-196 -- RESOLUTION TO ADOPT TOWNSHIP COMMITTEE MEETING MINUTES

BE IT RESOLVED, by the Township Committee of the Township of Harding that the minutes from the following meeting(s) are approved as prepared and shall be filed as a permanent record in the Municipal Clerk's office: September 9, 2019; September 12, 2019; September 24, 2019; September 27, 2019; and September 30, 2019.

BE IT FURTHER RESOLVED, by the Township Committee of the Township of Harding that the minutes from the following Executive Session meeting(s) are approved as prepared and shall be filed as a permanent record in the Municipal Clerk's Office: September 9, 2019; September 12, 2019; September 24, 2019; September 27, 2019; and September 30, 2019.

Mayor Yates asked for a motion to adopt the Township Committee Meeting Minutes. Upon a motion made by Mr. Platt, seconded by Mr. Jones, and with a roll call vote of all ayes, none opposed, the corrected meeting minutes were accepted.

RESOLUTIONS – (NON-CONSENT – REQUIRING SEPARATE ACTION)

Mayor Yates read Resolution TC 19-197 commending Alison Maxell, Director of the Kemmerer Library into the record.

Resolution TC 19-197 – Resolution Commending Alison Maxwell on the Kemmerer Library's Recycling Efforts

WHEREAS, the Township Committee of the Township of Harding would like to commend Alison Maxwell, Director of the Kemmerer Library on her outstanding efforts with regards to recycling plastic bags; and

WHEREAS, 500 pounds of plastic bags have been collected; and

WHEREAS, her commitment to excellence in recycling has been noticed by the Morris County Municipal Utilities Authority.

BE IT RESOLVED, on behalf of the Township Committee of the Township of Harding, County of Morris, State of New Jersey, we extend our deepest appreciation for the efforts being made by Alison Maxwell and her recycling program.

NON-CONSENT AGENDA VOTE:

Mayor Yates asked Committee Member Platt to proceed with Resolution TC 19-197 listed on the Non-Consent agenda.

Committee Member Platt made a motion to approve the resolution placed on this evening's Non-Consent Agenda by consent of the Township Committee.

Seconded by Township Committee Member Jones.

Mayor Yates asked the Municipal Clerk for a Roll Call: Mrs. Sharp called the roll as follows:

Vote on Resolution:

	MOTION	FOR APPROVAL	AGAINST APPROVAL	ABSTAIN	ABSENT
Ms. DiTosto	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Jones	2 nd	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Modi	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Platt	1 st	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Yates	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Mr. Jones mentioned that he attended the luncheon with Mr. Falzarano and Mr. Toribio where they actually awarded Alison. Of all the presentations, Mr. Jones mentioned that the most impactful was that they demonstrated that a three year old can do recycling. Mayor Yates presented Alison Maxwell with a plaque and thanked her for her efforts.

Mr. Dietz, resident commented that this is one small example of the job Alison Maxwell is achieving at the library. She should be recognized for the total job she is achieving at the Kemmerer Library. Mayor Yates agreed with Mr. Dietz. Mayor Yates thanked Alison for all she does for Harding Township.

ANNOUNCEMENTS/PRESENTATIONS/REPORTS/CORRESPONDENCE – Mayor Yates

Announcements:

1. Commuter Parking – Nic Platt

Mr. Platt explained that this is a project after spending three decades commuting into New York City from Madison. When the public safety building was constructed ten years ago, Madison didn't lose 43 parking spots, they lost 72 and Harding Township was banned from the parking lottery. Right now if a resident wants to commute to NYC, they commute by car. Mr. Platt explained there is a service called Boxcar which is a transportation service. The Borough of Madison has been promoting Boxcar for some time. Mr. Platt recently used this service. If interested you can go onto the Apple App Store and search under Boxcar and download their App. Boxcar will provide you with a reservation within a short walking distance of the Madison Train Station. The cost is about \$3.00 a day or depending on the parking spot, it could go up to \$5.00. This might be the solution Harding residents are looking for. Mr. Platt provided Mr. Balog information on Boxcar to place in the Thumbnail.

DISCUSSION ITEMS

1. Farm at Harding – Andy Fiore

Mr. Andrew Fiore, Finance Department, presented a slide presentation on The Farm at Harding. A copy of the presentation is attached to these minutes.

Mr. Fiore provided background on the Farm and explained the COAH fees. Mr. Fiore explained there is some doubt that the Township will be able to anticipate these fees in 2020 due to the COAH fees have been depleted. The Township has used the COAH fees and the money is not be generated as it used to. There is doubt that the Township will be able to anticipate the \$100,000 from the Affordable Housing account in 2020.

Mr. Steve Balog, resident – commented where do the COAH fees come from? Mr. Fiore explained they are fees that developers and residents pay on building a home. Mayor Yates responded any building permit has a COAH fee attached to it. Mayor Yates explained with regards to what Mr. Fiore mentioned on anticipated, under the budget rules you cannot anticipate more in the coming year than you collected in the current year. If our COAH fees are low this year, then in the next year's budget the Township can only anticipate what current year COAH fees are. Mr. Balog commented even though there is building go on. Mayor Yates responded with yes. A discussion ensued.

Mr. Fiore explained that the next slides (beginning on page 7) takes a look at the next ten years. Mr. Fiore worked with Mr. Toribio DPW Superintendent with regards to the breakdown in capital expenses. The average annual capital expenses is about \$128,000. The major expenses include: siding (\$245,000), roof (\$245,000), and the parking lot repaving (\$200,000) in the year 2030. Mayor Yates commented that 2030 could be 2040, the Township just does not really know the year or the actual costs. The average debt service amount is about \$244,000 per year from 2020 to 2028. Mr. Fiore explained that Page 10 is a combination of the previous slides. Mr. Fiore explained that you take the maintenance and the operating from the past four years and add the debt service and take the capital expenses to come up with a project for the 2020-2030 projected annual expenses. The first eight years 2020-2028 is flat, with the debt service coming out in 2029, and in 2030 the projection is showing a large capital expense. With page 11, this slide compares the 2020-2030 revenue versus expenses.

A question was asked about the 2030 expenses if they were in today's dollars or 2030 dollars. Mr. Fiore responded that a 10 to 15 to 20 percent increase was anticipated depending on what they were and how they were expensed in the budget. It is really a guess using today's dollars.

Regina Egea, resident – commented about the developer's fees and the COAH fees. Mr. Fiore responded the 100,000 is not in there.

Chris Allen, resident – commented what is The Farm project for COAH fees over the same timeframe. Mr. Fiore responded, they are about 100,000 a year now if construction continues. This is hard to project. Mr. Yates commented keep in mind there are a lot of administrative costs; about \$100,000 in the last two years on litigation and legal fees. There are other demands for the COAH revenue then just to support the Farm. It is a very expensive process to deal with the obligation year in and year out.

A question was asked if those expenses are not in the projections. Mayor Yates commented they are not. A question was asked what the administrative fees in the pie chart are. Mr. Fiore responded that the Township hires an administrative agent and management company to manage the Farm. Those numbers are in the pie chart.

Mrs. DiTosto -- commented that the \$100,000 Mayor Yates is speaking about has to do with COAH expenses not related to the Farm. Mayor Yates responded they are not related to the farm that is correct. Mrs. DiTosto commented that the \$100,000 that gets collected annually has been put aside. Then that money is used for anything COAH related. The Township has been spending hundreds of thousands of dollars out of that bucket for non-Farm related COAH expenses, like everything that is going on with the settlement and affordable housing litigation. Mayor Yates responded correct; it's for Hurstmont, KRE, and the entire settlement. Mr. Balog commented for the overlay. Mayor Yates responded yes the overlay and all those fees related to that.

Chris Allyn, resident – commented in that context do you consider the \$1 million from KRE as a COAH Fee. Mr. Roselli, Township Attorney responded it goes into the COAH Trust fund. Mayor Yates commented that the State is very specific that the fees have to go into the Affordable Housing Trust Fund. They are not available for general budget use.

A question was asked -- of the expenses what percentage are personnel expenses. Mr. Fiore commented that the Township charges one part-time employee. It does not include Mr. Fiore's time or the DPW Superintendent's time. The percentage shown is the one hourly part-time employee. Mrs. Egea commented about \$16,000 is charged. Mr. Fiore explained that is correct, the employee is a part-time employee and conduct repairs on an as needed basis. Mayor Yates commented as Mr. Fiore mentioned, it does not include Andy Fiore's time, Tracy Toribio's time, Mr. Falzarano's time, Mark Fornaciari's time, Lisa Sharp's time, and Lorene Wright. The maintenance of the Township's COAH obligation touches many employees in the Municipal Building. These expenses are not charged back to the Farm. Mayor Yates commented that some of the expenses will go away and some will not if the Farm is sold. Even if the Farm is gone, the Township's ongoing compliance will continue and will take a fair amount of Administrative time and professional fees.

A discussion ensued regarding the Administrative costs. .

2. Third Quarter 2019 Revenue-Expense Review – Andy Fiore

Mr. Fiore presented a slide presentation showing the Township's Third Quarter 2019 Revenue and Expense review. A copy of the presentation is appended to these minutes. This presentation looks at the revenues and expenses through the end of September 30, 2019. Mr. Fiore provided a brief background of the 2019 Budget. Mr. Fiore mentioned that the Township cannot anticipate anything more than the Township received in 2018.

Regina Egea – *asked for clarification on the numbers on page 4 with regards to the 37,500 number and the 46,676 number listed in the year 2018. Mr. Fiore explained that the \$37,500 is the total budget number and the \$46,676 is the third quarter numbers through the end of September 2018.*

Mr. Fiore explained page 5 for Municipal Court revenues. This was one instance where the Township dropped the 2019 budget amount due to the Township did not meet the 2018 budgeted revenue. This year through September 30, 2019; the Township received \$57,730 compared to \$35,867 in 2018.

In review of the Construction revenue, Mr. Fiore commented that the fees are down but are projected to meet budget..

Mr. Fiore explained the expenses which is page 8. Our general expenses are at about 57% and our statutory expenses are at 99%.

Chris Allyn, resident – *commented on the Health Insurance number on page 8. Mayor Yates explained that the Township has to budget health insurance for every employee even though not every employee takes Health Insurance. There will be a lag as some employees are on their spouse's health insurance. Mr. Allyn commented that's not a lag it's a net plus at the end of the year. Mayor Yates explained correct, the Township will not spend it all but the Township has to budget for all employees. Mr. Balog commented that the Township will always come in under that number. Mayor Yates explained with no contract change, the Township will come in below the budgeted health insurance number. Mr. Fiore commented that with any new employee that is anticipated, the Township has to budget for family coverage.*

Mayor Yates asked if Mr. Fiore anticipates November and December transfers. Mr. Fiore responded with yes, but not a significant amount. Mayor Yates explained that in November and December, the Township is allowed to transfer money among the budget lines, prior to November transfers cannot be made.

Chris Allyn, resident – *asked a question on the Zoning and Planning department expenses. Mr. Fiore commented that the monies for the masterplan have been encumbered but have not been spent to date. A discussion ensued.*

3. Best Practices – Andy Fiore

Mr. Fiore explained the Townships Best Practice Inventory, page 11 of the third quarter 2019 revenue/expense presentation. This is a questionnaire from the State that is required to be completed annually. The purpose is to encourage municipalities to embrace practices that promote financial accountability, sound management, and transparency. Based on the results of the questionnaire, a Municipality's state aid can be withheld. The questionnaire increased by 25 questions in 2017 to 61 questions in 2018 and to 84 questions in 2019. Some of the questions are scored and some are not. This year the Township scored a 43.5 and we are required to get a score of 30 so that the Township's state aid is not withheld. A discussion ensued. Mayor Yates commented that Harding does very well on the Best Practice Inventory questions.

Mr. Fiore explained his last slide, page 12 – What's Next. This is a preliminary look at our budgeting process for 2020. Mayor Yates commented that the Township has already started the 2020 budget process. Mayor Yates commented that he would like to say a very nice word to Bob Falzarano on the Township's budgeting process. The last two years as Bob has been here, the Township has had a step function improvement in the budgeting process; very detailed, starts early with the department heads, those requests get consolidated, Andy Fiore and Bob Falzarano go through and review the requests, have follow-up meetings to continue reviewing to pair those numbers down. The budget notebook is organized, lists department by department, and is very granular. It is fair to say Harding Township has a handle on its budget and there is probably no town in the State that is any better at this point. Mr. Falzarano and Mr. Fiore get much kudos for this.

Mrs. DiTosto asked Mr. Fiore when the Best Practice Inventory questionnaire come out. Mr. Fiore explained it came out in September and is due by October 31st.

MEETING OPEN TO THE PUBLIC FOR PUBLIC COMMENT

NOTICE OF PUBLIC COMMENT TIME LIMIT

Hearing of citizens during the Public Comment section of the Agenda is an opportunity for any member of the public to be heard about issues which are/are not topics scheduled for Public Hearing tonight. To help facilitate an orderly meeting, and to permit all to be heard, speakers are asked to limit their comments to a reasonable length of time.

Mayor Yates opened the meeting to public comment at 8:50 p.m.

Chris Allyn, resident – *commented that there is an open session for executive session on the agenda this evening. Mayor Yates explained that we did not finish the discussion on the agenda and will adjourn into executive session to complete the discussion. There is nothing new being discussed it is all listed on Resolution TC 19-195.*

David Dietz, resident – *commented that one of the items on the executive session is regarding a telecommunications request, Mr. Dietz thought this was a strange item to discuss in executive session. Mayor Yates commented that this is a contract issue. Mr. Roselli, Township Attorney, explained it is a contract issue. Mr. Jones commented that the Township Attorney and Township Administrator will bring this matter to the attention of the Township Committee in Executive Session. Mayor Yates commented that anything that happens regarding this issue will be reported at a public meeting. Mr. Roselli explained that it is a contract issue and potential litigation issue and that is why it is discussed in Executive Session. It cannot be discussed in public.*

Chris Allyn, resident – *commented if there was any further information on the diversion process; projections, current status. Mr. Modi explained that the current status is the Township is in active communication with the*

DEP Green Acres program in Trenton. There are multiple agencies now involved where we are in the process. The Township has a contact there that is helping the Township navigate through the final steps. The Township has made some additional submissions per our request from the Township's contact with back and forth communications. With regards to timeline, Mr. Modi is cautiously optimistic that the Township will have some firm timeline that will place the Township down in Trenton in the first half of 2020. Mr. Jones commented that in the coming weeks, the Township will announce another public meeting that will be dedicated to what the disposal/diversion process is. It will lay out the timeline and the map. The meeting will be held at the Municipal Building.

With no further comments, Mayor Yates closed the public comment at 8:54 pm.

ORDINANCES FOR SECOND READING: NONE

ADD-ON RESOLUTIONS: NONE

**RESOLUTIONS REMOVED FROM THE CONSENT AGENDA FOR DISCUSSION AND VOTE:
NONE**

CONSENT AGENDA

The following items are considered to be routine by the Harding Township Committee and will be enacted by one motion. There will be no separate discussion of these items unless a Township Committee Member so requests, in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the Agenda.

**RESOLUTIONS TC 19-198 THROUGH RESOLUTION TC 19-206 HAVE BEEN PLACED ON THE
CONSENT AGENDA**

CONSENT AGENDA VOTE:

Mayor Yates asked Committee Member Jones to proceed with the Resolutions listed on the Consent agenda. Resolutions TC 19-198 through TC 19-206.

Committee Member Jones made a motion to approve the resolutions placed on this evening's Consent Agenda by consent of the Township Committee, seconded by Township Committee Member Platt.

Mr. Platt commented about Resolution 19-199 Lawn Care and Landscaping services and asked if this number could be adjusted down as it includes the Farm. Mayor Yates commented yes that it could be adjusted.

Mayor Yates asked the Municipal Clerk for a Roll Call: *Mrs. Sharp called the roll as follows:*

Vote on Resolution:

	MOTION	FOR APPROVAL	AGAINST APPROVAL	ABSTAIN	ABSENT
Ms. DiTosto	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Jones	1 st	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Modi	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Platt	2 nd	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Yates	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

APPOINTMENTS: NONE

CONTRACTS:

Resolution TC 19-198 – Resolution Awarding Contract for Solid Waste and Recyclable Collection Service for Municipally Owned Properties and Annual Bulk Pick-up

WHEREAS, the Township of Harding solicited public bids pursuant to its public advertisement for purposes of solid waste and recyclable collection at municipally owned properties and for the Township’s annual bulk pick up for a three year term commencing January 1, 2020 and terminating December 31, 2022 in accordance with the prescribed “Bid Specifications for Collection and Disposal of Solid Waste Type 13 and Collection and Disposal of Solid Waste and Recyclable Materials Type 10”; and

WHEREAS, the following bid was received in response to public advertisement and opened on September 10, 2019:

<u>CONTRACTOR</u>	<u>2020 Total Bid</u>	<u>2021 Total Bid</u>	<u>2022 Total Bid</u>
Peter Rubinetti Private Disposal LLC	\$65,000.00	\$65,000.00	\$65,000.00

TOTAL THREE (3) YEAR CONTRACT: \$195,000.00

WHEREAS, the Township Attorney having reviewed the bid submitted recommends the award of the contract to the lowest responsive and responsible bidder Peter Rubinetti Private Disposal LLC; and

WHEREAS, the Chief Financial Officer has filed a certification of availability of funds in the office of the Municipal Clerk, as required by the Local Budget Law.

BE IT RESOLVED, by the Township Committee of the Township of Harding, County of Morris and State of New Jersey, as follows:

1. The bid submitted by Peter Rubinetti Private Disposal LLC having an address at 16 Chelsea Drive, Randolph, New Jersey 07869 in the total amount of \$195,000.00 to provide for solid waste and recyclable collection for Township owned properties and for Harding Township’s annual bulk pick up from properties within the Township in accordance with the prescribed “Bid Specifications for Collection and Disposal of Solid Waste Type 13 and Collection and Disposal of Solid Waste and Recyclable Materials Type 10” for a three-year term is hereby accepted.
2. The Mayor and Municipal Clerk are authorized and directed to execute and deliver a 3-year contract for \$195,000.00 between Peter Rubinetti Private Disposal LLC and the Township of Harding for solid waste collection and disposal as per the above specified bid specifications.

Resolution TC 19-199 -- Resolution to Go Out To Bid For Lawn Care and Landscaping Services for 2020

WHEREAS, The Township of Harding is desirous of receiving bids for Lawn Care and Landscaping Services for the 2020 season for The Farm @ Harding; Memorial Park, Bayne Park, Barrett Field, Showgrounds, the Municipal Building, and the Gatehouse property; and

WHEREAS, the annual cost of the contract is anticipated to be higher than the bid threshold.

BE IT RESOLVED, the Township Committee of the Township of Harding does hereby authorize the Municipal Clerk to advertise Notice of Bid in the Daily Record, Observer Tribune, and the Harding Township Web Page; and

BE IT FURTHER RESOLVED, a copy of this resolution is given to the Chief Financial Officer, the Purchasing Agent, and the Department of Public Works Director.

FINANCE:

Resolution TC 19-200 Bill List

WHEREAS, vouchers for payment have been submitted to the Township Committee by various municipal departments.

BE IT RESOLVED, by the Township Committee of the Township of Harding that all vouchers approved by the Finance Chairman be paid subject to the certification of the availability of funds by the Chief Financial Officer.

Resolution TC 19 – 201 -- Resolution for Approval of Best Practice Inventory

BE IT RESOLVED, by the Township Committee of the Township of Harding in the County of Morris and State of New Jersey that the Township Committee, having reviewed the contents in a public meeting, hereby approves of the completed CY 2019 Best Practice Inventory as prepared and certified by the Municipal Clerk, Lisa A. Sharp and the Chief Financial Officer.

Resolution TC 19-202 – Resolution to Authorize Final Payment to Goksu Construction for Improvement to the DPW Administration Building

WHEREAS, the Township of Harding project Architect, D.A. Denson Architects by Dave Denson has reviewed Goksu Construction, LLC Payment Certificate No. 11 (Final) representing the final payment in the total amount of \$7,196.54 for the Addition to the Harding Township DPW Administrative Building located at 8 Millbrook Road, Harding, New Jersey; and

WHEREAS, the Township's Architect has determined that the condition of the improvement is satisfactory and that the contractor is entitled to payment of the amount certified; and

WHEREAS, it is the recommendation of the Township's Architect that the Township of Harding authorize the release of final payment in the total amount of \$7,196.54 to Goksu Construction, LLC; and

WHEREAS, it is the intention of the Township Committee to approve the release of final payment in the amount referenced herein and in accordance with the Township Architect's recommendations.

BE IT RESOLVED, by the Township Committee of the Township of Harding that the Township Committee hereby authorizes the release final payment in the total amount of \$7,196.54 to Goksu Construction, LLC on the basis of the recommendation of Dave Denson, D.A. Denson Architects; and

BE IT FURTHER RESOLVED, that copies of this resolution shall be provided to the Finance Director and the Township Architect for their information and attention.

Resolution TC 19-203 – Resolution to Authorize the Cancellation of Taxes

BE IT RESOLVED, by the Township Committee of the Township of Harding in the County of Morris and State of New Jersey that the following taxes be cancelled hereinafter set forth:

BLOCK	LOT	NAME AND ADDRESS	CANCELLED	AMOUNT
8	8.01 qfarm	164 Blue Mill Road	2019 Taxes	\$ 28.78

REASON

This property was deeded to the Township on August 24, 2018.

BLOCK	LOT	NAME AND ADDRESS	CANCELLED	AMOUNT
32	6.01	26 Arborview Way LLC 26 Arborview Way	2019 Taxes	\$ 6,588.25

REASON

This property was deeded to the Township on December 27, 2018.

Resolution TC 19-204 – Resolution To Increase Not To Exceed Amounts for Co-Operative Contract Vendors

WHEREAS, the Township of Harding, pursuant to N.J.S.A. 40 A: 11-12a and N.J.A.C. 5:34-7.29(c), may by resolution and without advertising for bids, purchase any goods or services under the State of New Jersey Cooperative Purchasing Program, the Morris County Cooperative Pricing Council, Union County Cooperative Purchasing and the National Cooperative – WSCA-NASPO to purchase goods or services, the Somerset County Cooperative Pricing System and the Middlesex Regional Educational Services Commission Cooperative Pricing System for any State or County contracts entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury, the Morris County Cooperative Pricing Council, the Somerset County Cooperative Pricing System and the Middlesex Regional Educational Services Commission Cooperative Pricing System as approved by TC 19-049; and

WHEREAS, the Township of Harding has the need to increase not to exceed amounts for certain vendors approved contract vendors, and

Office Concepts – Morris County Cooperative – Not to Exceed \$20,000.00

Weldon Quarry – Union County Cooperative – Not to Exceed \$42,000.00

Atlantic Tactical – State Contract – Not to Exceed \$38,000.00

BE IT RESOLVED, by the Township Committee of the Township of Harding in the County of Morris and State of New Jersey, that the Township of Harding authorizes the Purchasing Agent to purchase certain goods or services from Union County Cooperative Purchasing and the National Cooperative – WSCA-NASPO pursuant to all conditions of the individual State, Morris County, Somerset County and Middlesex Regional Educational Services Commission Cooperative Pricing System Cooperative contracts; and

BE IT FURTHER RESOLVED, that the Governing Body of the Township of Harding pursuant to N.J.A.C. 5:30-5.5(b), the certification of available funds, shall either certify the full maximum amount against the budget at the time the contract is awarded, or no contract amount shall be chargeable or certified until such time as the goods or services are ordered or otherwise called for prior to placing the order, and a certification of availability of funds is made by the Chief Financial Officer; and

BE IT FURTHER RESOLVED, that the duration of the contracts between the Township of Harding and the Union County Cooperative Purchasing and the National Cooperative – WSCA-NASPO Contract Vendors shall be from January 1, 2019 to December 31, 2019.

Resolution TC 19-205 – Resolution Approving Change Order #1 (FINAL) for Woodland Avenue Resurfacing Contract

WHEREAS, the Township Harding, pursuant to N.J.S.A. 40A:11-12a and N.J.A.C. 5:34-7.29(d) did by Resolution TC18-114 agree to purchase certain goods or services, without advertising for bids, utilizing the Morris County Co-Operative; and

WHEREAS, in connection therewith, the Township of Harding did authorize the purchase of services from Tilcon New York, Inc., 9 Entin Road, Parsippany, New Jersey 07054, specifically for the resurfacing of Woodland Avenue; and

WHEREAS, Tilcon New York, Inc. and the Township Engineer have requested Change Order Number 1 (Final) to decrease the final amount of the contract by \$8,921.83, thereby decreasing the amount of the contract by 9.8%, as set forth in Change Order Number 1, as submitted by the Township Engineer; and

WHEREAS, regulations governing local public contracts, specifically N.J.A.C. 5:30-11.3(a) (1), allows a governing body to authorize change orders that do not increase the original contract amount by more than 20%.

BE IT RESOLVED, by the Township Committee of the Township of Harding, County of Morris, State of New Jersey that the Change Order Number 1 for the Contract with Tilcon New York, Inc. be and is hereby authorized, as set forth in the Change Order Number 1 (Final) dated September 30, 2019 and signed by Paul D. Fox, P.E., Township Engineer; and

BE IT FURTHER RESOLVED, that the Township Administrator is hereby authorized to sign Changer Order Number 1 on behalf of the Township of Harding; and

BE IF FURTHER RESOLVED that the modified cost of services after this Change Order Number 1 is as follows:

Original Contract		\$91,000.00
Total Change Order #1	-	<u>\$ 8,921.83</u>
ADJUSTED CONTRACT AMOUNT		\$82,078.17

Resolution TC 19-206 – Resolution to Increase the Contract Amount for Lawn Care and Landscaping Services with High Valley Farms

WHEREAS, The Township of Harding has a Contract for Lawn Care and Landscaping Services with High Valley Farms ending on December 31, 2019: and

WHEREAS, there is a need to increase the current contract \$5,465.00 or 14.09% for services provided, based on the quoted number of cuts; and

WHEREAS, this will increase the overall value of services above the bid threshold.

BE IT RESOLVED, the Township Committee of the Township of Harding in the County of Morris and State of New Jersey does hereby authorize the increase in contract for Lawn Care and Landscaping Services.

PERSONNEL: NONE

ORDINANCES FOR FIRST READING: NONE

RESOLUTION TC 19-207– Executive Session

RESOLUTION TO ADJOURN INTO EXECUTIVE SESSION

Mayor Yates asked for a motion to adjourn into Executive Session. Upon a motion made by Mr. Jones, seconded by Mr. Platt and with a vote of all ayes, none opposed, the meeting adjourned into Executive Session at 8:58 p.m.

BE IT RESOLVED, by the Harding Township Committee that it shall adjourn into executive session to discuss the following subject matter(s) without the presence of the public in accordance with the provisions of R.S. 10:4-12b; and

BE IT FURTHER RESOLVED, the matter(s) discussed will be made known to the public at such time as appropriate action is taken on said matter(s), and when disclosure will not result in unwarranted invasion of individual privacy or prejudice to the best interests of the Township of Harding provided such disclosures will not violate Federal, State or local statutes and does not fall within the attorney-client privilege. The Township Committee will not return to public session after this executive session.

Contracts:

1. Redevelopment Agreement – Mayor Yates
2. Property Acquisitions – Tim Jones
3. Property Easement – Mark Roselli
4. Telecommunications Request – Bob Falzarano

Vote on Resolution:

	MOTION	FOR APPROVAL	AGAINST APPROVAL	ABSTAIN	ABSENT
Ms. DiTosto	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Jones	1 st	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Modi	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Platt	2 nd	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Yates	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ADJOURNMENT – Mr. Yates

The meeting adjourned into Executive Session at 8:58 pm. No formal action will be made in Executive Session.

Respectfully submitted,



Lisa A. Sharp
Municipal Clerk

Commuter Parking Solution Nic will speak about tonight.

Parking Solution for Harding Commuters: An App Called "Boxcar"

Parking for Harding Township residents who want to take a train into New York City was eliminated over 10 years ago when the Borough of Madison limited parking passes to their residents only. Since then, Harding commuters had few choices. Some deciding to forego mass transit altogether and drive to Jersey City or all the way into the City. Others get dropped off in the morning and picked up in the evening.

Now there may now be a solution. Committeeman Nicolas Platt, a frequent commuter to New York City, tells us about a new app called "Boxcar". It's a service that has an arrangement with owners of parking lots a short walk from the Madison, Convent Station, Morristown and Chatham train stations. Each morning a commuter logs into a service that has an arrangement with owners of private parking lots a short walk from the Madison, Convent Station, Morristown and Chatham train stations. Commuters can reserve a designated parking space for as little as \$3.00 per day. The reservation can be done that morning, or days in advance.

To get the app, go to the Apple app store, and search for the "Boxcar" transportation app, download it, and set up an account. Boxcar's telephone number is 908 485 7275. Mr. Platt says it worked well.

Harding Township Farm at Harding

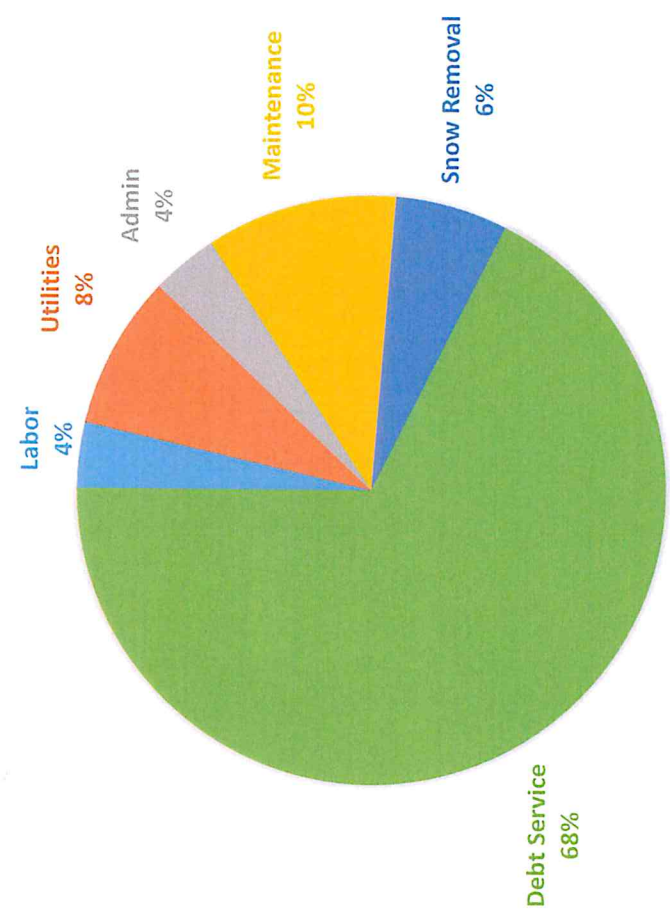
Background

- Located at the intersection of Woodland Avenue and Kitchell Road
- Groundbreaking ceremony on August 4th, 2005
- Residents began moving in in 2006
- 24 rental units
 - 12 moderate income / 12 low income
- Moderate Income Management Company, Inc., provides rental and property management services
- \$3,800,000 bonded in 2008 for acquisition and construction costs
- \$2,203,875 debt remaining
- \$244,875 average annual remaining debt service payment

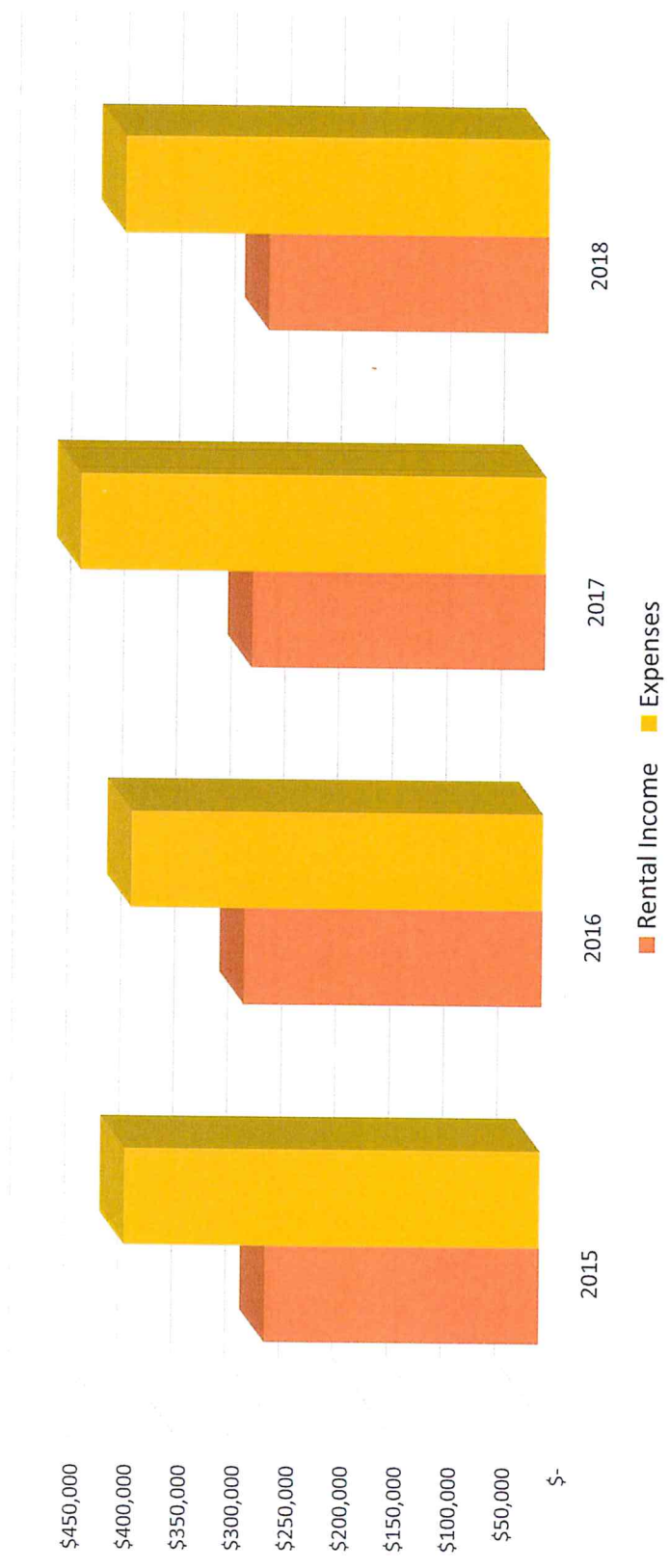
2015-2018 Farm at Harding Expenses



2015-2018 Farm at Harding Expenses



Farm at Harding Rental Income / Expenses



Annual Farm at Harding Deficit



- To offset deficit, \$100,000 of COAH fees are anticipated annually in the general budget

Capital Expenses

Interior Expenses: stoves, hot water heaters, carpet, floor tile, furnace, thermostats, smoke detectors, bathroom exhaust fans, refrigerators, tubs, counter tops, toilets, HVAC cleaning, faucets and valves

Exterior General Expenses: doors, windows, screens, A/C condensers, building lights, roof, siding, A/C units

Exterior Grounds: Lights, striping, side walks, lot bulbs, fence, water infrastructure, sewer infrastructure, cement pad, garbage shed door, paving of parking lot

Future Estimates of Capital Expenses

	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
INTERIOR EXPENSES	\$ 35,675	\$ 35,675	\$ 39,025	\$ 39,025	\$ 39,275	\$ 41,239	\$ 45,034	\$ 47,286	\$ 49,578	\$ 52,057	\$ 51,383
EXTERIOR GENERAL EXPENSES	\$ 7,600	\$ 7,725	\$ 7,856	\$ 9,044	\$ 9,189	\$ 9,648	\$ 10,131	\$ 10,637	\$ 11,169	\$ 11,727	\$ 502,314
EXTERIOR GROUNDS	\$ 6,300	\$ 7,200	\$ 6,300	\$ 6,800	\$ 6,300	\$ 6,800	\$ 56,300	\$ 19,800	\$ 6,800	\$ 6,800	\$ 206,300
TOTAL: INT/EXT	\$ 49,575	\$ 50,600	\$ 53,181	\$ 54,869	\$ 54,764	\$ 57,687	\$ 111,465	\$ 77,723	\$ 67,547	\$ 70,584	\$ 759,997

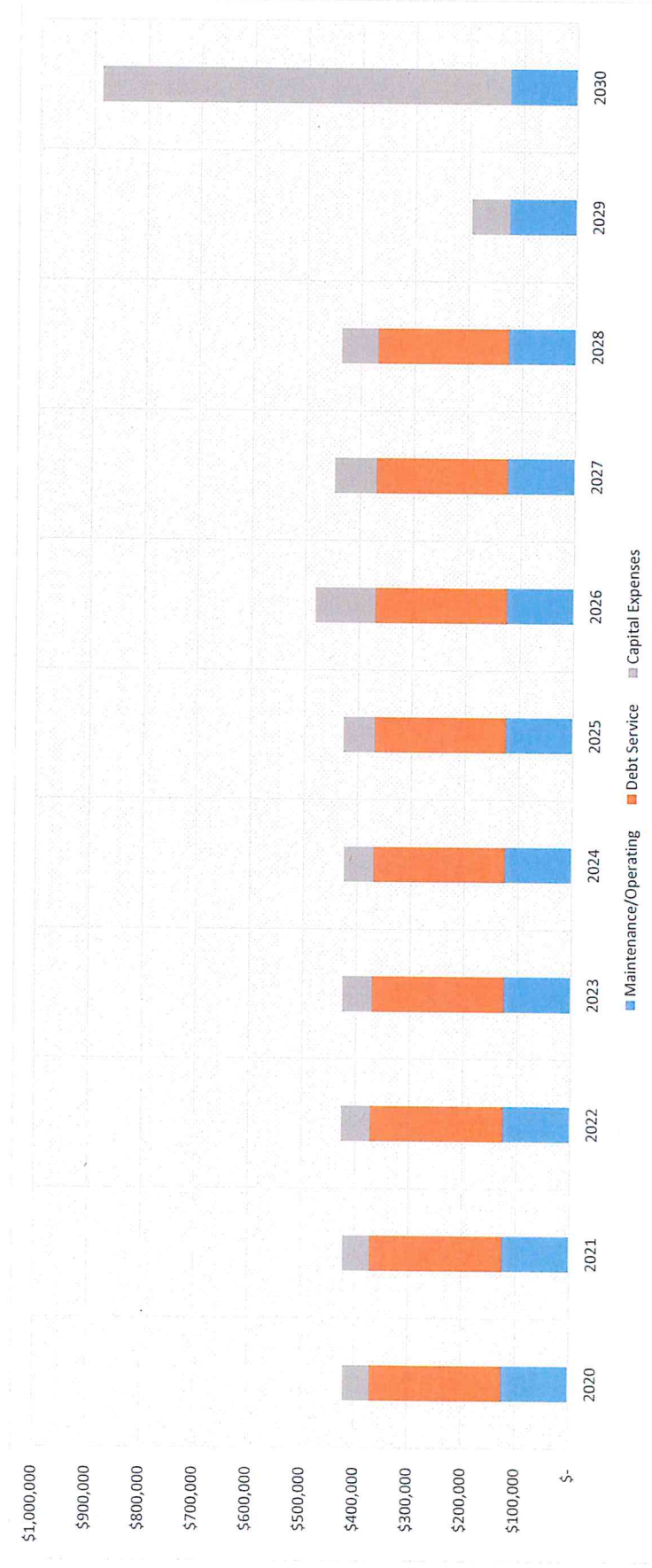
- Average annual capital expenses of \$127,999
- Major expenses include siding (\$245,000), roof (\$245,000), and parking lot repaving (\$200,000) in 2030
- Future expenses and useful life are current best guess estimates
- Real time quotes are obtained when projects are initiated

Debt Service

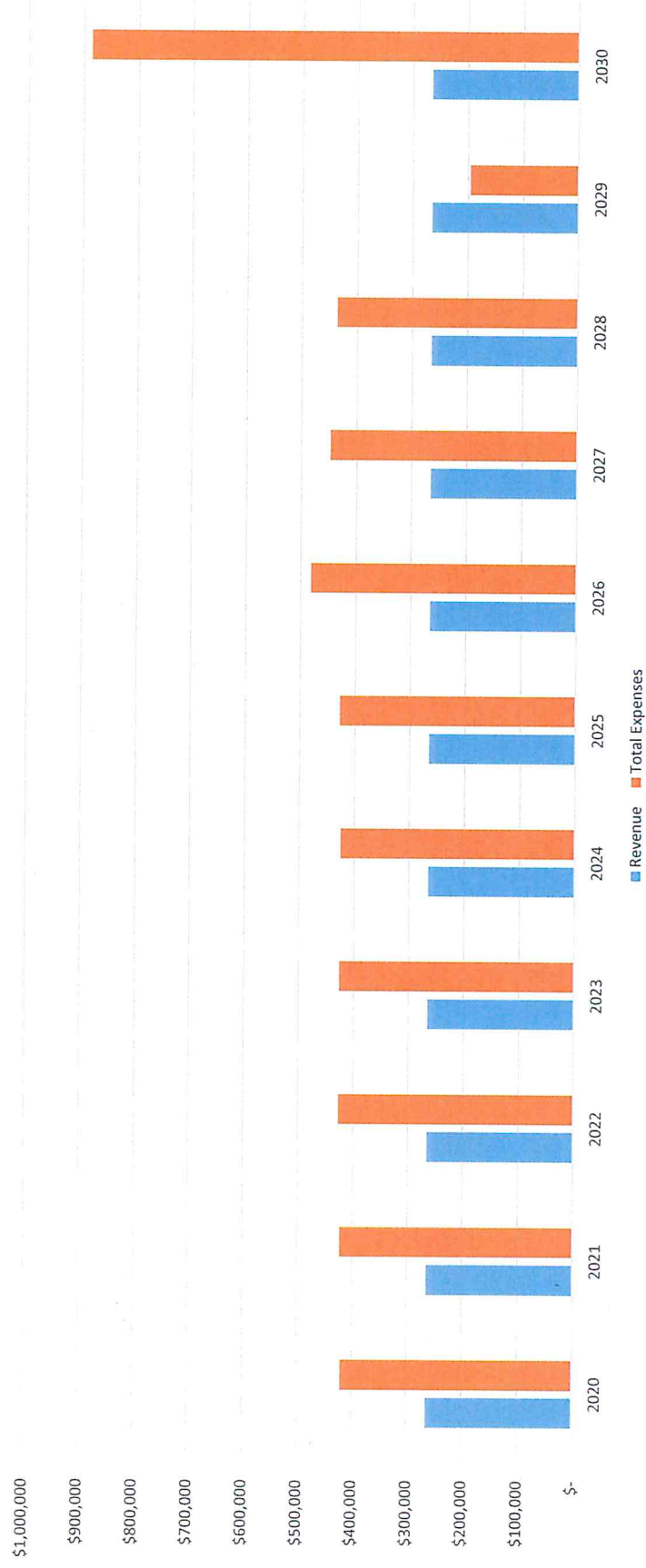


- \$2,203,875 remaining debt

2020-2030 Projected Expenses



2020-2030 Projected Revenue vs Expenses



2020-2030 Projected Surplus-Deficit



Harding Township, 2019 Municipal Budget

3rd Quarter Budget Status Update

As of 9/30/2019

2019 Budget Formulation

- Municipal Budget Process
 - Started in August 2018
 - Completed in April 2019
- Total Budget 9.24M
- Tax Levy 5.77M
- Tax Rate .288

Budget Revenue Status as of 9/30/2019

INTEREST INCOME

YEAR	REVENUE BUDGET	ACTUAL	% COLLECTED
2019	\$ 50,000	\$ 133,378	266%
2018	\$ 20,000	\$ 80,262	402%

MONTH	2019 REVENUE	2018 REVENUE
JAN	\$14,762	\$8,032
FEB	\$15,792	\$8,427
MAR	\$14,251	\$8,542
APR	\$14,199	\$8,023
MAY	\$15,581	\$9,585
JUN	\$13,887	\$8,519
JUL	\$14,273	\$9,674
AUG	\$15,962	\$10,216
SEP	\$14,670	\$9,244

Budget Revenue Status as of 9/30/2018

Zoning / Board of Adjustment

YEAR	REVENUE BUDGET	ACTUAL	% COLLECTED
2019	\$ 37,500	\$ 30,813	82%
2018	\$ 37,500	\$ 46,676	125%

MONTH	2019 REVENUE	2018 REVENUE
JAN	\$2,910	\$171
FEB	\$1,926	\$3,638
MAR	\$994	\$1,391
APR	\$5,000	\$1,840
MAY	\$5,444	\$18,309
JUN	\$5,321	\$8,067
JUL	\$5,707	\$4,068
AUG	\$992	\$6,467
SEP	\$2,521	\$2,726

Budget Revenue Status as of 9/30/2019

Municipal Court

YEAR	REVENUE BUDGET	ACTUAL	% COLLECTED
2019	\$ 40,000	\$ 57,730	144%
2018	\$ 50,000	\$ 35,867	66%

MONTH	2019 REVENUE	2018 REVENUE
JAN	\$3,101	\$2,258
FEB	\$6,131	\$3,427
MAR	\$5,668	\$4,454
APR	\$5,894	\$3,004
MAY	\$7,563	\$5,105
JUN	\$10,774	\$6,094
JUL	\$5,959	\$3,916
AUG	\$7,112	\$3,477
SEP	\$5,528	\$4,113

Budget Revenue Status as of 9/30/2019

Construction Office

YEAR	REVENUE BUDGET	ACTUAL	% COLLECTED
2019	\$ 300,000	\$ 263,858	87%
2018	\$ 300,000	\$ 343,578	115%

MONTH	2019 REVENUE	2018 REVENUE
JAN	\$34,754	\$30,296
FEB	\$15,579	\$41,831
MAR	\$42,903	\$76,980
APR	\$75,066	\$23,373
MAY	\$11,209	\$53,104
JUN	\$19,196	\$39,650
JUL	\$21,166	\$22,535
AUG	\$12,121	\$29,256
SEP	\$31,864	\$26,553

Budget Revenue Status as of 9/30/2019

Health Department

YEAR	REVENUE BUDGET	ACTUAL	% COLLECTED
2019	\$56,000	\$ 46,500	83%
2018	\$56,000	\$ 58,470	105%

MONTH	2019 REVENUE	2018 REVENUE
JAN	\$7,050	\$6,380
FEB	\$1,625	\$3,200
MAR	\$5,800	\$4,175
APR	\$6,475	\$3,525
MAY	\$7,225	\$13,000
JUN	\$6,620	\$5,320
JUL	\$3,980	\$9,860
AUG	\$2,750	\$7,165
SEP	\$4,975	\$5,845

Expenditure Budget Status as of 9/30/2019

	Budget	Actual	Balance	Exp %
Salaries	3,264,600	2,212,133	1,052,467	68%
Other Expenses	1,710,716	689,546	1,021,170	40%
Health Insurance	1,297,439	716,700	580,739	55%
Social Security	246,000	166,345	79,655	68%
Interlocal	258,000	98,414	159,586	38%
<i>General Expenditures Subtotal</i>	<i>6,776,755</i>	<i>3,883,138</i>	<i>2,893,617</i>	<i>57%</i>
State & Federal Grants	234,175	224,175	10,000	96%
Capital Improvements	616,000	616,000	-	100%
Pension	533,400	531,371	2,029	99%
Debt Service & Deferred Charges	377,539	377,335	204	99%
Reserve for Uncollected Taxes	912,403	912,403	0	100%
<i>Statutory Expenditures Subtotal</i>	<i>2,673,517</i>	<i>2,661,284</i>	<i>12,233</i>	<i>99%</i>
Total General Appropriations	9,450,272	6,544,422	2,905,850	69%

Expenditure Budget Status as of 9/30/2019 By Departments

Major Department	Budget	Actual	Balance	Exp %
Administration / HR / MIS	498,705	289,216	209,489	58%
Mayor/Council	14,200	2,573	11,627	18%
Municipal Clerk	83,850	40,343	43,507	48%
Finance/Tax Collection/Tax Assessment	242,756	157,632	85,124	65%
Public Safety	1,753,815	1,201,127	552,688	68%
Public Works	1,080,900	484,291	596,609	45%

Expenditure Budget Status as of 9/30/2019 By Departments

Major Department	Budget	Actual	Balance	Exp %
Health	96,500	60,630	35,870	63%
Uniform Construction Code	246,440	169,553	76,887	69%
Planning/ Zoning	185,500	56,210	129,290	30%
Joint Municipal Court	85,000	61,460	23,540	72%

Best Practices Inventory

- Completed annually
- Encourages municipalities to embrace practices that promote financial accountability, sound management and transparency
- Municipality's state aid can be withheld based on the results
- Increased from 25 questions in 2017 to 61 questions in 2018 to 84 in 2019
- Harding Township scored 43.5 in 2019
- Score of 30 required for no aid withholding

What's Next

January 2020

2019 Preliminary Budget Presentation
2019 Capital Plan Presentation

February 2020

2019 Budget Introduction
Introduction of Capital Ordinance

March 2020

Budget Hearing and Possible Budget
Adoption
Capital Ordinance Adoption