

February 18, 2014

AGENDA

Regular Meeting of the Hazlet Township Committee held at _____ p.m.

Salute to the flag and moment of silent prayer called by Mayor.

Mayor’s Statement – Open Public Meetings Act & Emergency Fire Exits.

In Compliance with the “Open Public Meetings Act” of the State of New Jersey, adequate notice of this meeting of the Township Committee was provided in the following manner:

- (A) On January 6, 2014, advance written notice of this meeting was posted at:
1766 Union Avenue, Hazlet, New Jersey.
- (B) On January 6, 2014, advance written notice of this meeting was forwarded to the Independent and published in the Asbury Park Press on January 8, 2014.
- (C) On January 6, 2014, copies of advance written notice of this meeting were mailed to all persons who requested and paid for such notices on or before January 1, 2014.

FIRE EXITS are located in the directions I am indicating:

Farther down at the end of the room, through the doors and down the stairs, directly out the front door.

To my right is the door, make a right down the hallway which leads to the stairs and directly out the rear of the building.

If you are alerted for fire, please move in a calm and orderly manner to the nearest exit. Finally, let the record reflect that the minutes of this meeting will accurately reflect the topics addressed during this meeting but will not be a verbatim transcript of tonight’s proceedings. Thank you. I direct the Municipal Clerk to enter into the minutes of this meeting these announcements.

<u>ROLL CALL</u>	<u>PRESENT</u>	<u>ABSENT</u>
Committeeman Aagre	_____	_____
Committeewoman Ronchetti	_____	_____
Committeeman Sachs	_____	_____
Deputy Mayor Belasco	_____	_____
Mayor DiNardo	_____	_____

Approval of Minutes – Regular Meeting – February 4, 2014
Workshop Meeting – February 4, 2014

Offered _____ 2nd _____

Roll Call: Committeeman Aagre _____ Committeewoman Ronchetti _____
Committeeman Sachs _____ Deputy Mayor Belasco _____
Mayor DiNardo _____

Ordinance Hearing:

1. AN ORDINANCE FIXING AND ESTABLISHING THE SCHEDULE OF SALARIES, SALARY RANGES, INCREMENTS, WAGES AND FEES FOR CERTAIN OFFICIALS AND EMPLOYEES OF HAZLET TOWNSHIP, COUNTY OF MONMOUTH, STATE OF NEW JERSEY - (2014 Salary Ranges)

Introduced: February 4, 2014.
Published in The Asbury Park Press, issue of February 7, 2014. Proof on file.
Posted in Town Hall – February 5, 2014.
Hearing scheduled for February 18, 2014.

Hearing:

Motion to close hearing:

Offered _____ 2nd _____

Voice vote: _____

Action of Committee: (Adopt) (Reject) (Other)

Offered _____ 2nd _____

Roll Call: Committeeman Aagre _____ Committeewoman Ronchetti _____
Committeeman Sachs _____ Deputy Mayor Belasco _____
Mayor DiNardo _____

Resolutions, Motions and Appointments:

Resolutions #65 through #68 are by Consent Agenda. All matters listed under Consent Agenda are considered to be routine by the Township Committee and will be enacted by one motion. There will be no separate discussions of these items. If discussion is desired by the Mayor or any member of the Township Committee, that item will be removed and will be considered separately. Advance copies of each resolution have been given to each Committee Member. The original resolutions are with the Municipal Clerk for inspection as listed below.

- 65. Appointment of the 2014 Local Emergency Planning Committee (LEPC) - Appointments recommended by the OEM Coordinator.
- 66. Reduction of the Performance Guarantee for Landmark Land LLC (The Enclave at Holmdel), Block 194.04, Lots 26 & 29.
- 67. Refund of the overpayment of taxes for Block 120, Lot 75.
- 68. Refund of the overpayment of taxes for Block 179, Lot 1.

Offered _____ 2nd _____

Roll Call: Committeeman Aagre _____ Committeewoman Ronchetti _____
Committeeman Sachs _____ Deputy Mayor Belasco _____
Mayor DiNardo _____

- 69. Emergency Temporary Appropriations – allowing the Township to pay bills until the 2014 budget is adopted.

Offered _____ 2nd _____

Roll Call: Committeeman Aagre _____ Committeewoman Ronchetti _____
Committeeman Sachs _____ Deputy Mayor Belasco _____
Mayor DiNardo _____

- 70. Appointment of Frank Kneipher as a part time Plumbing Subcode Official.

Offered _____ 2nd _____

Roll Call: Committeeman Aagre _____ Committeewoman Ronchetti _____
Committeeman Sachs _____ Deputy Mayor Belasco _____
Mayor DiNardo _____

71. Appointment of Thomas Murray as a part time Fire Subcode Official.

Offered _____ 2nd _____

Roll Call: Committeeman Aagre _____ Committeewoman Ronchetti _____

Committeeman Sachs _____ Deputy Mayor Belasco _____

Mayor DiNardo _____

Payment of Bills:

Advance bill lists having been supplied to each Committee Member.

Offered _____ 2nd _____

Roll Call: Committeeman Aagre _____ Committeewoman Ronchetti _____

Committeeman Sachs _____ Deputy Mayor Belasco _____

Mayor DiNardo _____

Citizens Hearing:

Motion to close hearing:

Offered _____ 2nd _____

Voice Vote: _____

Motion to adjourn:

Offered _____ 2nd _____

Voice Vote: _____

Time: _____

AN ORDINANCE FIXING AND ESTABLISHING THE SCHEDULE
OF SALARIES, SALARY RANGES, INCREMENTS, WAGES AND FEES
FOR CERTAIN OFFICIALS AND EMPLOYEES OF HAZLET TOWNSHIP,
COUNTY OF MONMOUTH, STATE OF NEW JERSEY

BE IT ORDAINED by the Township Committee of Hazlet Township, County of Monmouth and State of New Jersey as follows:

SECTION 1 The following is a schedule of salaries, salary ranges, increments, wages and fees for certain offices and positions under the municipal government of Hazlet Township.

<u>TITLE</u>	<u>SALARIES AND RANGES</u>
Account Clerk	\$ 30,000.00 - \$ 45,000.00
Administrative Secretary	\$ 40,000.00 - \$ 60,000.00
Alliance Substance Abuse Coordinator	\$ 17,000.00 - \$ 30,000.00
Assistant Superintendent of Public Works	\$ 45,000.00 - \$100,000.00
Assistant Supervisor Public Works	\$ 35,000.00 - \$ 57,000.00
Fire Subcode Official (Part Time)	\$25.00 - \$30.00 – per hour
Part Time Building Inspector	\$10.00 - \$35.00 – per hour
Building Maintenance Worker	\$10.00 - \$20.00 - per hour
Chief Financial Officer	\$ 45,000.00 - \$ 95,000.00
Chief of Police	\$ 98,000.00 - \$155,000.00
Keyboarding Clerk I	\$ 30,000.00 - \$ 65,000.00
Keyboarding Clerk I (Part Time)	\$16.00 – 25.00 per hour
Code Enforcement Officer	\$ 35,000.00 – \$ 65,000.00
Code Enforcement Officer (Part Time)	\$10.00 – \$20.00 - per hour
Construction Code Official/Building Subcode Official	\$ 60,000.00 - \$115,000.00
Coordinator of Safety Programs	\$ 47,000.00 - \$ 60,000.00
Court Administrator	\$ 30,000.00 - \$ 65,000.00

<u>TITLE</u>	<u>SALARIES AND RANGES</u>
Court Attendant (Part Time)	\$10.00 - \$20.00 – per hour
Deputy Chief of Police	\$ 88,000.00 - \$150,000.00
Deputy Court Administrator	\$ 30,000.00 - \$ 50,000.00
Deputy Municipal Clerk	\$ 30,000.00 - \$ 55,000.00
Deputy Tax Assessor	\$ 30,000.00 - \$ 45,000.00
Electrical Subcode Official/Electrical Inspector	\$ 35,000.00 - \$ 60,000.00
Fire Subcode Official (Part Time)	\$22.00 – \$35.00 – per hour
Heavy Equipment Operator	\$ 30,000.00 - \$ 65,000.00
Laborer	\$ 30,000.00 - \$ 45,000.00
Maintenance Repairer	\$ 30,000.00 - \$ 42,000.00
Mayor	\$ 6,000.00
Messenger (Part Time)	\$8.00 - \$15.00 – per hour
Motor Broom Operator	\$ 30,000.00 - \$ 45,000.00
Municipal Administrator	\$ 65,000.00 - \$100,000.00
Municipal Administrator (Part Time)	\$ 20,000.00 - \$ 60,000.00
Municipal Clerk	\$ 45,000.00 - \$ 65,000.00
Maintenance Supervisor Grounds	\$ 37,000.00 - \$ 65,000.00
Municipal Department Head	\$ 35,000.00 - \$ 85,000.00
Payroll Clerk	\$ 30,000.00 - \$ 52,000.00
Plumbing Subcode Official (Part Time)	\$30.00 - \$45.00 – per hour
Public Safety Telecommunicator Trainee	\$ 25,000.00 - \$ 45,000.00
Public Safety Telecommunicator	\$ 30,000.00 - \$ 47,000.00

<u>TITLE</u>	<u>SALARIES AND RANGES</u>
Public Safety Telecommunicator (Part Time)	\$12.00 – 20.00 – per hour
Records Support Technician 3	\$ 30,000.00 - \$ 40,000.00
Recreation Program Coordinator (Part Time)	\$21.00 - \$30.00 per hour
Recycling Coordinator	\$ 1,000.00 - \$ 2,000.00
Safety and Insurance Coordinator	\$ 50,000.00 - \$ 65,000.00
School Crossing Guards	\$9.00 - \$20.00 – per hour
Secretary Environmental Commission	\$100.00 per meeting
Secretary Open Space Commission	\$100.00 per meeting
Secretary Recreation Commission	\$100.00 per meeting
Senior Maintenance Repairer	\$ 32,000.00 - \$ 45,000.00
Senior Public Safety Telecommunicator	\$ 45,000.00 - \$ 55,000.00
Sewer Repairer I	\$ 32,000.00 - \$ 40,000.00
Sewer Repairer II	\$ 40,000.00 - \$ 50,000.00
Sign Maker I	\$ 30,000.00 - \$ 40,000.00
Substitute School Crossing Guard	\$9.00 - \$20.00 – per hour
Superintendent of Public Works	\$ 60,000.00 - \$115,000.00
Supervisor of Public Works	\$ 45,000.00 - \$ 68,000.00
Supervisor of School Crossing Guards	\$300.00 - \$700.00 – per month
Tax Assessor	\$ 35,000.00 - \$ 60,000.00
Tax Collector/Tax Search	\$ 30,000.00 - \$ 50,000.00
Technical Assistant to the Construction Official	\$ 30,000.00 - \$ 36,000.00
Township Committee	\$ 5,000.00

<u>TITLE</u>	<u>SALARIES AND RANGES</u>
Truck Driver Heavy	\$ 35,000.00 - \$ 45,000.00
Violations Clerk Part Time	\$12.00 - \$20.00 per hour

Section 2 – The Governing Body will adopt a resolution specifying the person or persons within each designation, where applicable.

Section 3 – This ordinance will take effect upon its final passage, adoption and publication in the manner prescribed by law and the salaries set forth herein shall be retroactive, where applicable.

RESOLUTION

BE IT RESOLVED by the Township Committee of Hazlet Township that the following persons be and are hereby appointed to the following positions on the Local Emergency Planning Committee (LEPC) for a term ending December 31, 2014:

Thomas Horner	Hazlet OEM Coordinator (Chairman)
John Beslanovitz	Deputy Coordinator
William Marvel	Deputy Coordinator
Ken Marr	Deputy Coordinator
Bob Busch	OEM Communications/RACES
James DiNardo	Mayor
Phil Meehan	Deputy Police Chief
Andrew Christ	Township Chief, Hazlet Fire Department
Rob Cullen	1 st Assistant Chief – W. Keansburg Fire Co.
Frank Wood	2 nd Assistant Chief – Hazlet Fire Department
Alan Goodman	Chief, Hazlet First Aid
David Rooke	Hazlet Department of Public Works
Ken Kruk	Hazlet Department of Public Works
Dennis Pino	Hazlet Construction Department
Michael DeAngelo	Board of Health
Frank Feehan	OEM CERT Captain
Bob Busch	OEM Communications/RACES
Dr. David Roman	Hazlet Schools
Eric Olsen	Shorelands Water Company
Glenn Helfrich	Helfrich Bus Company
Cliff Moore	Hazlet Business Owners Association
Allison Fitzpatrick	Brookdale Community College

CERTIFICATION

I, EVELYN A. GRANDI, Municipal Clerk of Hazlet Township do hereby certify that the foregoing is a true copy of a Resolution duly passed and adopted by the Township Committee at its meeting held on the 18th day of February, 2014.

Evelyn A. Grandi
Municipal Clerk

RESOLUTION

WHEREAS, Landmark Land LLC (The Enclave at Holmdel) heretofore deposited with the Township of Hazlet a certain Performance Guarantee with adequate surety in the principal amount of \$166,831.38, which was reduced to \$95,456.88 by resolution dated November 4, 2013, to assure the completion in a satisfactory fashion certain public improvements in connection with that certain project known as **LANDMARK LAND LLC (The Enclave at Holmdel), Block 194.04, Lots 26 & 29**; and

WHEREAS, a request for further reduction in said Performance Guarantee has been received; and

WHEREAS, the Township Engineer, in a report dated January 30, 2014, has recommended that the Performance Guarantee can be further reduced to \$50,049.41 and the cash portion of the Performance Guarantee can be reduced from \$10,606.32 to \$5,561.05;

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hazlet that the appropriate officers and employees of the Township of Hazlet be and they are hereby authorized and directed to execute such documents or take such other actions as may be necessary or required to reduce that certain Performance Guarantee deposited with the Township of Hazlet to the sum of \$50,049.41 and to reduce the cash portion of the Performance Guarantee to \$5,561.05 in connection with Landmark Land LLC (The Enclave at Holmdel); and

The reduction of the Performance Guarantees should be contingent upon the following:

1. The future Maintenance Guarantee amount will be 15% of the original cost of improvements, or \$23,171.03 (15% of \$154,473.60), and shall be for a term of two (2) years.
2. Payment will be made of any pending engineering and administrative fees, as well as the fees to address this Performance Guarantee reduction request.
3. An additional amount of \$2,000.00 will be posted to the escrow account for the payment of future engineering and administrative fees.

BE IT FURTHER RESOLVED that the authority and direction herein contained is not intended to be nor should it be construed as an acceptance by the Township of Hazlet of all or any portion of the public improvements involved in said project; and

BE IT FURTHER RESOLVED that the Municipal Clerk be and she is hereby directed to transmit certified copies of this resolution to the Township Engineer and Landmark Land LLC (The Enclave at Holmdel).

CERTIFICATION

I, Evelyn A. Grandi, Municipal Clerk of Hazlet Township, do hereby certify that the foregoing is a true copy of a resolution duly passed and adopted by the Township Committee at its meeting held on the 18th day of February, 2014.

EVELYN A. GRANDI
Municipal Clerk

RESOLUTION

BE IT RESOLVED by the Mayor and the Township Committee of Hazlet Township, County of Monmouth, State of New Jersey, that the proper officers be and they are hereby authorized to REFUND the following over-payment of taxes due to a granted Veteran deduction made by the following:

BLOCK	LOT	NAME	AMOUNT	YEAR
120	75	Cordeiro, Robert	\$250.00	2013

NOW THEREFORE BE IT RESOLVED, that a copy of this Resolution be forwarded to the Tax Collector and the Chief Financial Officer.

CERTIFICATION

I, EVELYN A. GRANDI, Municipal Clerk of Hazlet Township, do hereby certify that the foregoing is a true copy of a Resolution duly passed and adopted by the Township Committee at its meeting held on the 18th day of February, 2014.

EVELYN A. GRANDI
Municipal Clerk

RESOLUTION

BE IT RESOLVED by the Mayor and the Township Committee of Hazlet Township, County of Monmouth, State of New Jersey, that the proper officers be and they are hereby authorized to REFUND the following over-payments of taxes (direct debit was not canceled after property was sold) made by the following:

BLOCK	LOT	NAME	AMOUNT	YEAR
179	1	Olsen, Allan & Roseann	\$1,551.22	2014

NOW THEREFORE BE IT RESOLVED, that a copy of this Resolution be forwarded to the Tax Collector and the Chief Financial Officer.

CERTIFICATION

I, EVELYN A. GRANDI, Municipal Clerk of Hazlet Township, do hereby certify that the foregoing is a true copy of a Resolution duly passed and adopted by the Township Committee at its meeting held on the 18th day of February, 2014.

EVELYN A. GRANDI
Municipal Clerk

RESOLUTION

EMERGENCY TEMPORARY APPROPRIATIONS

WHEREAS, an emergent condition has arisen in that the Township of Hazlet is expected to enter into contracts, commitments, or payments prior to the 2014 budget adoption and no adequate provision has been made in the 2014 temporary budget for the aforesaid purposes, and

WHEREAS, N.J.S. 40A:4-20 provides for the creation of an emergency temporary appropriation for said purpose, and

WHEREAS, the total emergency temporary appropriation resolutions adopted in the year 2014 pursuant to the provisions of Chapter 96, P.L. 1951 (N.J.S. 40A:4-20) including this resolution total \$218,800.00.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Committee of the Township of Hazlet, in the County of Monmouth, State of New Jersey, (not less than two-thirds of all the members thereof affirmatively concurring) that in accordance with the provisions of N.J.S. 40A:4-20:

1. Emergency temporary appropriations relating to the following funds be and same are hereby made in the amount of \$55,500.00 as follows:

CURRENT FUND

Snow Removal	
Other Expenses	\$40,000.00
Environmental Health Services	
Other Expenses	500.00
Municipal Court	
Salaries and Wages	15,000.00

2. Said emergency temporary appropriations will be provided for in the 2014 budget.
3. That one certified copy of this resolution be filed with the Director, Division of Local Government Services

CERTIFICATION

I, EVELYN A. GRANDI, Municipal Clerk of Hazlet Township do hereby certify that the foregoing is a true copy of a Resolution duly passed and adopted by the Township Committee at its meeting held on 18th day of February, 2014.

Evelyn A. Grandi
Municipal Clerk

RESOLUTION

BE IT RESOLVED by the Township Committee of Hazlet Township that Frank Kneipher be and he is hereby appointed as a part time plumbing subcode official in the Construction Department; and

BE IT FURTHER RESOLVED that he be compensated at the rate of \$30.00 per hour; and

BE IT FURTHER RESOLVED that the Certifying Agent file the necessary paperwork with the Department of Personnel.

CERTIFICATION

I, EVELYN A. GRANDI, Municipal Clerk of Hazlet Township do hereby certify that the foregoing is a true copy of a Resolution duly passed and adopted by the Township Committee at its meeting held on the 18th day of February, 2014.

Evelyn A. Grandi
Municipal Clerk

RESOLUTION

BE IT RESOLVED by the Township Committee of Hazlet Township that Thomas Murray is hereby appointed as a Part Time Fire Subcode Official in the Construction Department; and

BE IT FURTHER RESOLVED that he be compensated at the rate of \$30.00 per hour.

BE IT FURTHER RESOLVED that the necessary paperwork be filed with the Department of Personnel.

CERTIFICATION

I, EVELYN A. GRANDI, Municipal Clerk of Hazlet Township do hereby certify that the foregoing is a true copy of a Resolution duly passed and adopted by the Township Committee at its meeting held on the 18th day of February, 2014.

Evelyn A. Grandi
Municipal Clerk