

WESTAMPTON TOWNSHIP COMMITTEE MEETING
7:00 PM Regular Meeting Minutes
March 21, 2023

The meeting was called to order and opened at 7:00 PM by Mayor Sandy Henley. Requirements of the Sunshine Law were read. This meeting was advertised in the Burlington County Times on January 6, 2023. This meeting was held in person in the Westampton Township Municipal Building Courtroom. The flag was saluted and there was a moment of silence.

Roll Call:

Committeewoman Burkley	Present
Committeeman Carr	Present
Mayor Henley	Present
Committeewoman Mungo	Present – Arrived at 7:08
Committeewoman Wright	Present

Township Administrator Wendy Gibson, Deputy Clerk Samantha Horton, Township Solicitor Robert Wright, Chief of Police Stephen Ent and Fire Chief Craig Farnsworth were also present.

Approval of Minutes:

a. March 7, 2022 Regular Meeting Minutes

Committeewoman Burkley made a motion to amend page 6, paragraph 8 of the regular meeting minutes for March 7, 2023 to replace the words “at least 24 hours” to “with the other things”. There was no second to the motion.

Committeeman Carr made a motion to table the minutes, seconded by Committeewoman Wright. All in favor to table the regular meeting minutes for March 7, 2023.

Mayor Henley asked if the Clerk typed the minutes. Township Administrator Wendy Gibson confirmed that the Deputy Clerk typed the minutes, and she reviews them.

b. March 7, 2023 Executive Session Meeting Minutes

Motion to approve was made by Ms. Burkley; seconded by Mr. Carr.
Motion carried 5-0.

Ayes: Burkley, Carr, Mungo, Wright, Mayor Henley

Naye: none

Abstain: none

Open Meeting for Public Comments on Agenda Items Only:

No comments were made.

All in favor to close public comment.

Monthly Reports:

- a. Construction Department
- b. Police Department
- c. Public Works
- d. Tax Collector

Ordinances:

First Reading

a. 4-2023 Calendar Year 2023 Ordinance to Exceed the Municipal Budget Appropriation Limits and to Establish a CAP Bank (N.J.S.A. 40A: 4-45.14)

Committeewoman Burkley commented that she did not receive the Ordinance in her Dropbox. Multiple Committee Members, Township Solicitor Robert Wright and Township Administrator Wendy Gibson explained to Ms. Burkley that the first reading is only to introduce the title of the Ordinance. It is not meant to show or explain the contents of the Ordinance.

Motion to approve was made by Mr. Carr; seconded by Ms. Wright.

Motion carried 4-1-0.

Ayes: Carr, Mungo, Wright, Mayor Henley

Naye: Burkley

Abstain: none

PLEASE TAKE NOTICE: The public hearing for Ordinance 1-2023 Amending the Township Zoning Ordinance will occur on April 4, 2023. Prior to adoption of Ordinance 1-2023, the Land Development Board must determine whether the proposed Amendment to the Zoning Ordinance is Consistent with the Master Plan. It is anticipated that the Land Development Board will undertake this review at a special meeting to be held on March 27, 2023.

2-2023 An Ordinance of the Township of Westampton Amending Chapter 232 Entitled Handicapped Parking

Second Reading – Open Public Comment

No comments were made.

All in favor to close public comment.

Motion to approve was made by Ms. Mungo; seconded by Mr. Carr.

Motion carried 5-0.

Ayes: Burkley, Carr, Mungo, Wright, Mayor Henley

Naye: none

Abstain: none

3-2023 An Ordinance of the Township of Westampton Amending Chapter 203 Entitled Solicitors and Canvassers
Second Reading – Open Public Comment
No comments were made.
All in favor to close public comment.

Motion to approve was made by Mr. Carr; seconded by Ms. Wright.
Motion carried 5-0.
Ayes: Burkley, Carr, Mungo, Wright, Mayor Henley
Naye: none
Abstain: none

Resolutions:

- a. 46-23 Payment of Vouchers – this resolution approves the payment of bills through 03/21/2023.

Motion to approve was made by Mr. Carr; seconded by Ms. Mungo.
Motion carried 5-0.
Ayes: Burkley, Carr, Mungo, Wright, Mayor Henley
Naye: none
Abstain: none

- b. 47-23 Resolution Authorizing Compliance with the Equal Opportunity Commission Requirements

Motion to approve was made by Ms. Burkley; seconded by Ms. Wright.
Motion carried 5-0.
Ayes: Burkley, Carr, Mungo, Wright, Mayor Henley
Naye: none
Abstain: none

- c. 48-23 Resolution to Utilize Average Tax Collection Rate for Calculation of Reserve for Uncollected Taxes Appropriation in the 2023 Municipal Budget

Motion to approve was made by Mr. Carr; seconded by Ms. Burkley.
Motion carried 5-0.
Ayes: Burkley, Carr, Mungo, Wright, Mayor Henley
Naye: none
Abstain: none

- d. 49-23 Resolution Authorizing the 2023 Municipal Budget to be Read by Title Only

Committeewoman Burkley wanted to know how this Resolution is different from Resolution 50-23.

Bob Wright the Township Solicitor replied to Committeewoman Burkley that Resolution 49-23 is being voted on to pass by title only in a summary form; otherwise, the budget would have to be read in detail by each line item. He explained that this is standard practice for most municipalities.

Committeewoman Burkley wanted clarification to make sure they weren't voting to pass the actual budget. Mr. Wright explained that they are not voting to pass the budget tonight, and the Committee will vote to approve the budget at the April 18, 2023 meeting, which will also have a public hearing for anyone to make comments on the budget before its adopted.

Motion to approve was made by Ms. Burkley; seconded by Mr. Carr.
Motion carried 5-0.

Ayes: Burkley, Carr, Mungo, Wright, Mayor Henley

Naye: none

Abstain: none

e. 50-23 Resolution to Introduce the 2023 Municipal Budget

Committeewoman Burkley is concerned that the taxes are getting lowered but there is nothing getting cut from the budget, so therefore she believes we have to rely on anticipated surplus. She said we shouldn't rely on something that we are anticipating because it may not always happen. She recommended the budget be redone to take away the anticipated amounts.

Mayor Henley responded to Ms. Burkley that the Township creates the budget based upon what happened in the past, and that the surplus is created in order to purchase things in the future.

Mr. Wright stated that every budget is started off with an anticipated amount that the Township will receive, and there are parameters of what can actually be anticipated. He confirmed that the budget process followed is a more conservative approach. He stated that a surplus is not anticipated but applied to the budget to supplement funds.

Committeewoman Burkley is also concerned about how much Capital money the Township will be spending. Mayor Henley asked Ms. Burkley if she would like to see taxes raised in the township. Ms. Burkley stated she believes things listed in the budget should be cut to lower taxes instead of spending more on bonds. Mayor Henley defended the budget stating that no services were cut and there weren't any layoffs. He suggested that if she had an issue with the budget, to come up with some examples of where she felt the cuts should be made.

Ms. Burkley stated that she has always been against the carpet purchase and does not feel that it is a priority. Mayor Henley stated that he doesn't believe the new carpet expense should be cut, because the carpet is over 30 years old and is beyond its lifespan. He feels that it's unfair for staff and residents to have to endure carpet that is over 30 years old.

Ms. Burkley stated that the carpet cost from last year was double what was anticipated. Mayor Henley asked Ms. Gibson what the actual cost was for both last year and the current year. Ms. Gibson confirmed that the carpet last year was approximately \$44,000 and the current estimate is around \$60,000.

Ms. Gibson confirmed that a municipality will always have debt. Last year, the Township sold Bond Anticipation Notes to purchase a Bond with a steady interest rate. She stated that a municipality will incur debt each year to cover operating costs for aging equipment and Capital expenses. She stated that she understood Ms. Burkley's concern, but the building is overdue for new carpeting due to bugs, rips, tears, and septic leaks on floors that have not yet been replaced.

Committeeman Carr stated that the Township is way below the debt threshold, and a lot of costs that had been cut in the budget have come from the Police Department through a reduction in salary and wage line item. He also stated that Ms. Gibson produced a budget under the allowable limit, by more than a marginal amount. He doesn't want the Committee to be an alarmist about debt, because it is normal.

Mayor Henley confirmed Mr. Carr's statement and stated that not enough credit was given to the Administrator who created the budget. This is usually completed by a CFO. He stated that the Administrator was able to create a healthy budget with a surplus, where in the last few years there wasn't a surplus. Eventually we will have enough money to purchase items without creating more debt.

Ms. Gibson confirmed that the taxable amount originally anticipated would have been around \$78 per household, but she was able to work to get the taxable amount down to \$62 per household on average.

Motion to approve was made by Mr. Carr; seconded by Ms. Mungo.

Motion carried 4-1-0.

Ayes: Carr, Mungo, Wright, Mayor Henley

Naye: Burkley

Abstain: none

f. 51-23 Resolution Approving Appropriation Reserve Transfers

Motion to approve was made by Ms. Burkley; seconded by Ms. Mungo.

Motion carried 5-0.

Ayes: Burkley, Carr, Mungo, Wright, Mayor Henley

Naye: none

Abstain: none

g. 52-23 Resolution Requesting a 2-Month Extension of Time for Award of Construction Project

Motion to approve was made by Ms. Mungo; seconded by Ms. Burkley.

Motion carried 4-0-1.

Ayes: Burkley, Mungo, Wright, Mayor Henley

Naye: none

Abstain: Carr

Committeewoman Burkley made a motion requesting that the Township Committee Members receive all Ordinances in full detail prior to all township meetings to be reviewed before the residents. Ms. Mungo asked Ms. Burkley for clarification on what she was asking. Ms. Burkley stated that she wanted the Ordinances to be provided because there was no transparency. There was no second.

Open Meeting for Public Comment:

No comments were made.

All in favor to close public comment.

Dates to Remember:

Dates to Remember: Next Township Committee Meeting April 4th at 7PM, Land Development Board Meeting April 5th at 7PM, Historic Commission April 26th at 7PM, Recreation Committee Meeting April 12th at 7 PM, Easter Egg Hunt April 1st, with a rain date of April 8th starting at 9AM, Mock Crash at BCIT May 12th at 9:30am.

Committee Liaison Reports/Comments:

Committeewoman Burkley invites all residents to take a look at the 4th and 5th graders artwork hanging on the walls on the second floor in the Township building. She hopes that the smoke inside the middle school has cleared from the brush fire that happened next to the school, so that the kids can go back to school.

Members of the Committee confirmed the school would remain closed.

Committeeman Carr thanked all the residents and professionals for coming out to the meeting.

Committeewoman Mungo reported that there is a Historic Commission Meeting tomorrow night March 22, 2023, as it wasn't on the dates to remember. She is also looking forward to the Easter Egg Hunt at Holly Hills School on April 1st. Ms. Mungo congratulated all the kids who played in the Westampton Recreation Basketball program as it comes to an end this weekend.

Committeewoman Wright thanked the Township Administrator Wendy Gibson on her efforts with the Township Budget. Ms. Wright is very appreciative for all that Ms. Gibson does.

Mayor Henley believes that ten days is at least enough time for the Township Committee and the residents to view the Ordinances when they are posted on the website, before they are voted on. Mayor Henley understands that times have changed, as new people are

hired and go to school to take classes to learn their job, there are going to be changes with improved ways. He stated that members of the Committee may not always agree, but that is what makes the Committee great.

Mayor Henley also thanked all the residents and professionals for coming out to the meeting. Mr. Henley thanked our Deputy Clerk Samantha Horton for doing a great job of writing the minutes. He said for someone who hasn't even worked in this township for a whole year yet, she is doing a great job. He also asked her if she was a resident, to which she confirmed. Mayor Henley then thanked Wendy Gibson the Township Administrator for everything she does for Westampton Township. He ended his comments by stating that the Township will begin applying for grants to make improvements.

Executive Session:

Resolution No. 03.21.2023 - Resolution Authorizing the Township Committee and Support Staff to Meet in Private Session and Authorizing the Exclusion of the Public From that Portion of the Meeting Dealing with Specific Issues Requiring Non-Public Discussions: Attorney-Client Privilege – Personnel and Potential Litigation.

Motion to enter Executive Session was made by Ms. Mungo; seconded by Ms. Wright.
Motion carried 5-0.

Ayes: Burkley, Carr, Mungo, Wright, Mayor Henley

Naye: none

Abstain: none

Executive Session began at 7:43PM and concluded at 8:15PM.

All in favor to adjourn the meeting.

Respectfully submitted,

Wendy Gibson, Acting Municipal Clerk