

WESTAMPTON TOWNSHIP COMMITTEE MEETING  
7:00 PM Regular Meeting Minutes  
July 11, 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	Absent
Committeewoman Wright	Absent

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. June 20, 2023 Regular Meeting Minutes

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

Motion carried 3-0.

Ayes: Burkley, Carr, Mayor Henley

Naye: none

Abstain: none

**Monthly Reports:**

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

**Open Meeting for Public Comments on Agenda Items Only:**

Gary Berberian, 138 Winstead Drive, made comments on the police and fire monthly reports. Mr. Berberian congratulated Lieutenant Brian Ferguson for passing his CPM course. Mr. Berberian expressed that he hopes that the Committee votes in favor to appointing Ms. Gibson as the Township Clerk, noting that we have a fine, capable, talented and competent individual that will earn their support. He noted that not a lot of

people are going into government work, and the Township should be doing something to retain talent.

Robert Thorpe, 222 Olive Street, who is the Chairman for the Historic Preservation Commission, he commented on the Public Works report regarding the dead and dangerous trees alongside Third Street in Rancocas Village. Mr. Thorpe is currently working with PSE&G to resolve this issue properly under the Historic Preservation Commission guidelines. He is hoping that the Township gives its full support to Public Works Director Chris Taylor on the tree removal project. He stated that continuing the preservation of the trees helps avoid unintended impacts to the neighborhood. He provided some options for preservation of the trees, and also provided examples of trees that were not properly maintained when PSE&G trimmed the area.

Kristina Goetz, 109 West Maple Tree Drive, made comments on the Township Clerk position. She wanted to know if the Clerk will be receiving two salaries, and what would happen if she was out as two positions. She thinks it is great to save money, but worries that things will not get done if she isn't there.

Lori Hustus, 14 Kanabe Drive, made comments on the Township Clerk position. She made a comment regarding someone else taking the classes for the position, asked if it was a three-year contract, and why it couldn't be yearly. She also asked if there were job descriptions for the positions available at the meeting.

Township Solicitor Bob Wright commented that the three-year term is due to the state statute.

Anthony Goetz, 109 West Maple Tree Drive, congratulated Ms. Gibson on passing the test. He would like to know how much work will go into performing both the Clerk and Administrator positions. He asked if the Deputy would eventually take over when the township grows and there becomes more work.

Yvonne Henriquez, 16 Devonshire Drive, commented that she is in favor of everyone knowing everyone's job in case of emergency or backup for vacation. She stated that there may be other people who are qualified who may need a job. She stated she looked up the job descriptions, and found that the Administrator's job description is very intense. She also stated the Clerk's job has a lot. She asked about efficiency and turnaround time.

She also wanted to thank the Westampton Fire Department, who is also handling code enforcement for the Township. She commented that Walgreens was a problem that was eventually taken care of. However, there is an issue behind the building that still needs to be addressed. She also stated that there are other residents who need to trim their sidewalk brush.

All in favor to close public comment.

**Resolutions:**

- a. 112-23 Payment of Vouchers – this resolution approves the payment of bills through 07/11/2023.

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

Motion carried 3-0.

Ayes: Burkley, Carr, Mayor Henley

Naye: none

Abstain: none

**CONSENT AGENDA RESOLUTIONS** - RESOLUTIONS NOTE: Consent Agenda items are considered to be routine and will be enacted with a single motion; any items requiring expenditure are supported by a Certification of Availability of funds; any items requiring discussion will be removed from the Consent Agenda.

- a. 113-23 Resolution Refunding Tax Duplicate Payment
- b. 114-23 Resolution Amending Resolution 109-10 “Tow Fee Schedule”
- c. 115-23 Resolution Authorizing Application to the Lead Grant Assistance Program
- d. 116-23 Resolution to Approve a Grant Application with NJDOT for Roadway Improvements
- e. 117-23 Resolution Approving Tax Refund for Total Disabled Veteran
- f. 118-23 Resolution Appointing Township Clerk

Committeeman Carr motioned to table Consent Agenda Resolution letter “E” 117-23 to be voted on at the next Committee meeting.

Consent Agenda Resolution letter “E” 117-23 was tabled till the next meeting because Committeeman Carr is unable to vote on this resolution because of conflict of interest.

Committeewoman Burkley motioned to remove Consent Agenda Resolution letter “F” 118-23 for discussion.

Motion to approve Consent Agenda Resolutions letters “A-D” 113-23-116-23 was made by Ms. Burkley; seconded by Mr. Carr.

Motion carried 3-0.

Ayes: Burkley, Carr, Mayor Henley

Naye: none

Abstain: none

Motion to enter Executive Session to discuss Consent Agenda Resolution 118-23 was made by Ms. Burkley; seconded by Mr. Carr.

All in favor to enter into the Executive Session. The members entered Executive Session at 7:16PM.

**Executive Session:**

- a. Resolution No. 07.11.2023 - 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.

Motion to enter back into the regular meeting was made by Ms. Burkley; seconded by Mr. Carr.

All in favor to re-enter the meeting.

The Committee members and Township Solicitor re-entered the regular meeting at 7:29PM.

Motion to approve Consent Agenda Resolution letter “F” 118-23 was made by Mr. Carr; seconded by Mayor Henley.

Motion did not carry.

Ayes: Carr & Mayor Henley

Naye: Burkley

Abstain: none

**Open Meeting for Public Comment:**

Gary Berberian, 138 Winstead Drive, wanted to give an early “Christmas in July” present and presented Lieutenant Brian Ferguson with a congratulatory gift for passing his CPM course. Mr. Berberian also presented Ms. Gibson with a congratulatory gift for what would have been her appointment to Municipal Clerk. He stated that she put a lot of work into becoming the Clerk, and noted that we needed more people to go into Public Service.

Anthony Goetz, 109 West Maple Tree Drive, wanted to know if Westampton Township would look into having a shade commission to help with the issues concerning the historic commission tree work that Mr. Thorpe commented on. Mr. Goetz would also like to know if there is a more efficient way to get answers to the questions, comments and concerns brought up at the Township Committee meetings other than writing their contact information on a sheet.

Lori Hustus, 14 Kanabe Drive, wants to thank the Westampton Township Police Department and the Fire Department for holding the first ever Youth Police Academy. Her grandson Liam loved it and looks forward to attending again next year. She thanked Committeewoman Burkley for coming the Youth Academy graduation and for bringing some treats for the kids. She also stated that we have the finest officers in our Township.

All in favor to close public comment.

**Dates to Remember:**

Next Township Committee Meeting August 8th @ 7PM, Historic Commission August 23rd @ 7PM, Land Development Board Meeting August 2nd @7PM, Recreation Committee Meeting July 12th @7PM. National Night Out August 1st.

**Administrator's Report:**

Township Administrator Gibson thanked Mr. Berberian for the generous gift. Ms. Gibson announced Westampton Township is offering a new service called GovPilot, which can be accessed on the Township website under the construction tab. The program is for residents to report problems within the town such as code enforcement issues. Ms. Gibson congratulated the Police Department for holding the first ever youth police academy. She touched on one of the most interesting parts of the Academy was when they showed the kids the drone. She noted some of its capabilities and stated that it costs approximately \$85,000.00 for the equipment and training for that piece of equipment.

**Committee Liaison Reports/Comments:**

Committeewoman Burkley reported that former Construction Official Ernie Orange passed away a couple days ago and she requested to send condolences. Ms. Burkley was very fortunate to be able to attend the Youth Police Academy graduation, she was impressed with the number of kids who attended.

Ms. Burkley said she got a message from a resident who came to the last meeting expressing that he would like to put up a vinyl fence in his yard, but the Ordinance doesn't allow it in the area that he lives. Ms. Burkley relayed that he asked that Ordinance be changed.

Ms. Burkley asked if Mayor Henley or Mr. Carr knew why the Land Development Board announced they were going to be doing another Master Plan this year, and she would like to discuss the plan.

Ms. Burkley stated she agreed with Mr. Thorpe on keeping the trees in the Historic Rancocas village to continue the buffer for the trucks.

Committeeman Carr reported that there is money in the budget to do a Master Plan and wishes to revisit some of the residential space. Mr. Carr also stated that he fully supports Mr. Thorpe's comments regarding the trees in Rancocas Village.

Mr. Carr responded to Mr. Goetz regarding the contact sheet and stated that if he leaves his contact information on the sheet provided, he deserves an answer. Mr. Carr then congratulated Lieutenant Brian Ferguson on passing his CPM course and thanked Mr. Berberian for being one of the biggest supporters of our township.

Mayor Henley reported that the Committee will hold a workshop regarding the request for vinyl fencing. He stated that the former Construction Official spoke about it a few years ago, and the Committee would like to revisit the topic.

He congratulated Lieutenant Brian Ferguson on passing the CPM program and spoke about the Timbuctoo Advisory Committee's reenactment program over the weekend. He was happy to see that there was a good turnout and brought the community together.

Mayor Henley then explained that the same plan has been in place regarding the Clerk's position, and that the plan has never changed. He stated that there are seven different organizations around us that have the same situation with a joint Clerk/Administrator. He stated that the township needs police officers rather than a full time Clerk. He stated he is more concerned with the safety of the town, and the town is covered if the Clerk/Administrator left. There are other people in the Township who hold credentials to oversee the Township. He explained that the five members of the Committee have met in closed session to discuss the plan, that nothing has changed, and that they are all trying to do what's right for the Township.

Motion to adjourn was made by Mr. Carr; seconded by Ms. Burkley.  
All in favor of adjourning the meeting. The meeting adjourned at 7:52 pm.

Respectfully submitted,

Wendy Gibson, Acting Municipal Clerk