

REGULAR MEETING
 LAWRENCE TOWNSHIP COUNCIL
 LAWRENCE TOWNSHIP MUNICIPAL BUILDING
 COUNCIL MEETING ROOM – UPPER LEVEL

February 2, 2016

The following are the Minutes of a Regular Meeting of the Lawrence Township Council that was held on Tuesday, February 2, 2016 at 6:30 P.M.

The meeting was opened with the Inspiration and Pledge of Allegiance, led by the Deputy Municipal Clerk.

At the commencement of the meeting Mayor Maffei read the following statement of proper notice:

STATEMENT OF PROPER NOTICE: “Adequate notice of this meeting of the Lawrence Township Council being held on Tuesday, February 2, 2016 has been provided through the posting of the annual meeting schedule of said Council in accordance with Section 13 of the Open Public Meetings Act.”

The roll was then called as follows:

Present: Councilmembers Bobbitt, Kownacki, Lewis, Powers and Mayor Maffei.
 Absent: None.

Also in attendance were Municipal Manager Richard Krawczun, Township Attorney David Roskos, Police Chief Mark Ubry, Emergency Management Coordinator Jack Oakley, Police Lieutenant Brian Caloiaro, Police Lieutenant Timothy Drew, and Paul Larson of the Trails and Open Space Committee.

Special Proclamations, Recognitions and Presentations

Appointments to Boards and Committees

SHADE TREE ADVISORY COMMITTEE – Carmine DiSanzo, 3 year term ending 12/31/18

Resolution No. 76-16 was approved by the following roll call vote:

COUNCIL	AYE	NAY	PRESENT	ABSENT	ABSTAIN	MOVE	SECOND
Mr. Bobbitt	X						
Mr. Kownacki	X						X
Ms. Lewis	X					X	
Mr. Powers	X						
Mayor Maffei	X						

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SENIOR EXECUTIVE COMMITTEE – Joann Barry, 4 year term ending 12/31/19

Resolution No. 76-16 was approved by the following roll call vote:

| COUNCIL      | AYE | NAY | PRESENT | ABSENT | ABSTAIN | MOVE | SECOND |
|--------------|-----|-----|---------|--------|---------|------|--------|
| Mr. Bobbitt  | X   |     |         |        |         |      |        |
| Mr. Kownacki | X   |     |         |        |         |      | X      |
| Ms. Lewis    | X   |     |         |        |         | X    |        |
| Mr. Powers   | X   |     |         |        |         |      |        |
| Mayor Maffei | X   |     |         |        |         |      |        |

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ZONING BOARD OF ADJUSTMENT - Bernadette Gur – Alternate #2, 2 year term ending 12/31/17

Resolution No. 76-16 was approved by the following roll call vote:

COUNCIL	AYE	NAY	PRESENT	ABSENT	ABSTAIN	MOVE	SECOND
Mr. Bobbitt	X						
Mr. Kownacki	X						X
Ms. Lewis	X					X	
Mr. Powers	X						
Mayor Maffei	X						

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**Budget Presentations – Lawrence Township Police Department**

Chief Ubry began his presentation by stating how the Lawrence Township Police Department encompasses several bureaus and divisions as well as the Office of Emergency Management, and EMS. Chief Ubry discussed changes in 2015 including additional Police Officers, position vacancies, existing employees, retiring Officers, promotions and new recruits. Chief Ubry then proceeded to give a detailed overview relative to Township crime statistics, calls for service occurrences, vehicle impounding data, and equipment needs relative to their day-to-day departmental operations, as well as his 2016 Budget requests for Council’s consideration. Chief Ubry stated that the crime rate in Lawrence Township is at its lowest in 25 years. Budget requests included purchasing body cameras for Officers on duty, additional Police vehicles, technology upgrades, and upgrades to the Department’s edifice.

Police Chief Ubry also discussed budget requests from the Office of Emergency Management’s Fire Division to purchase dual band portable radios for Firefighters, and a fire apparatus to replace aging equipment. The Office of Emergency Management also placed a budget request to provide on-going training for EMS personnel. Other EMS budget requests are to purchase additional equipment, and replacement of an older vehicle for the EMS Supervisor.

A general comment question and answer period ensued relative to Chief Ubry's presentation.

Mr. Krawczun asked Chief Ubry about the number of OPRA (Open Public Records Act) requests from 2015. There were a total of 2,400 requests. Mr. Krawczun wanted to point out that that amount of OPRA requests puts a significant strain on the taxpayers because as the law states, Municipalities cannot charge for OPRA reports, and it requires a tremendous amount of personnel time to fill each request. It requires not just Administrative Clerks pulling records, but does involve Police Officers and Command staff time as well.

Attorney Roskos agreed with Mr. Krawczun's remarks and stated that the way the statute is written, Municipalities must comply with every request. There are a very narrow number of reasons to deny a request. Mr. Roskos believes that Legislators should be informed of how big of a burden this creates for Municipal Governments.

The Police Chief was congratulated for his Department's exemplary work by the Mayor and Council. They all thanked the Chief and gave closing remarks in relation to what has been accomplished over the past year in serving and protecting the community.

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Public Participation (5-minute limitation per speaker)

*Paul Larson, Chair of the Trails and Open Space Committee* discussed the Philadelphia Flower Show's centennial celebration of the National Park Service. He said the theme is going to be "Explore America." Mr. Larson stated that his Committee would like to do a similar theme and set up a program entitled "Explore Lawrence." Mr. Larson had read in the Lawrence Gazette relating to Lawrence Township's history, sustainability, park lands and maintenance as well as volunteering opportunities. Mr. Larson stated that Lawrence Township is home to 2 National Parks, including being part of the Crossroads of the American Revolution National Heritage Area as well as the Washington-Rochambeau National Historic Trail. Mr. Larson also spoke about a "National Passport Program" employed by the Flower Show and National Parks which people collect stamps in a small booklet. Mr. Larson would like to see the possibility of Lawrence Township having some of these. It is a rubber stamp, which Mr. Larson proposed could be a self-service stamp located at the Municipal Clerk's office accessible to visitors who are visiting the National parks and trails in Lawrence Township. Mr. Larson then spoke of the Township not having a park which recognizes the highway. The highway and the meadows is the reason that Lawrence Township was settled. Mr. Larson stated that the Township now recognizes Maidenhead Meadows with establishment of the park in the fall of 2015, but nothing has been done about the highway as of yet. He is speaking of Kings Highway, Lincoln Highway and the Washington-Rochambeau trail. Mr. Larson suggests that a new park be created since the Township already owns the land, it is maintained by the Township and there is

ample parking available. He is suggesting a name such as "Historic Highway Park." Mr. Larson feels it would be an easy and inexpensive way to add a park to the Township as it would be a matter of procuring a Resolution naming the land as a park.

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Review and Revisions of Agenda

Councilmember Lewis requested that Resolution Nos. 75-16(18-V) and 75A-16(18-W) be added to the Agenda. On a motion by Ms. Lewis, seconded by Mr. Powers, the Agenda was amended to include the above revision.

Same was carried on the following roll call vote:

Ayes: Councilmembers Bobbitt, Kownacki, Lewis, Powers and Mayor Maffei.  
Nays: None.

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Adoption of Minutes

There was no Adoption of Minutes.

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Awarding or Rejecting of Bids

Mayor Maffei asked for comments from the public. There being none, Mayor Maffei asked for comments from Council. There being none, public participation was closed. On a motion by Mr. Powers, seconded by Mr. Kownacki, the following Resolution was presented for adoption.

Resolution No. 73-16

WHEREAS, on December 18, 2015, bids were received for Bid No. 15-14, Audio Visual Installation – Phase I; and

WHEREAS, five (5) bids were received and reviewed by the Township Manager and the Emergency Management Coordinator. After a thorough review the bidder being awarded the project is AVS Installations, Inc., 400 Raritan Center Parkway, Suite D, Edison, New Jersey 08837 with a total bid price of \$62,447; and

WHEREAS, in accordance with N.J.A.C. 5:30-14, a Certificate of Availability of Funds has been provided and the accounts to be charged are C-04-55-399-275 (Emergency Management-Improvements to Emergency Operation Command) and 6-01-25-252-255 (Emergency Management – Miscellaneous Contractual Services).

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lawrence, County of Mercer, State of New Jersey, that the Township is hereby authorized to award Bid No. 15-14, Audio Visual Installation – Phase I, to AVS Installation, Inc., in the amount of \$62,447.

Same was carried on the following roll call vote:

Ayes: Councilmembers Bobbitt, Kownacki, Lewis, Powers and Mayor Maffei.

Nays: None.

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#### Introduction of Ordinances

There was no Introduction of Ordinances.

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#### Adoption of Ordinances

Mayor Maffei read by title, an Ordinance entitled, "AN ORDINANCE AMENDING ORDINANCE NO. 2217-15 SALARY ORDINANCE OF THE TOWNSHIP OF LAWRENCE – UNCLASSIFIED AND/OR EXEMPT, SEASONAL, EMERGENCY (NON-UNION) EMPLOYEES FOR 2015-2016."

Mr. Krawczun stated that this Ordinance adds a salary guide for employees hired after January 1, 2015.

#### Ordinance No. 2223-16

AN ORDINANCE AMENDING ORDINANCE NO. 2217-15  
SALARY ORDINANCE OF THE TOWNSHIP OF LAWRENCE-UNCLASSIFIED  
AND/OR EXEMPT, SEASONAL, EMERGENCY (NON-UNION)  
EMPLOYEES FOR 2014-2016

BE IT ORDAINED by the Township Council of the Township of Lawrence, County of Mercer, State of New Jersey, as follows:

#### Section I. Short Title

This ordinance shall be known and may be recited as "The Salary Ordinance of the Township of Lawrence - Unclassified and/or Exempt, Seasonal, Emergency (non-union) Employees for 2014-2016."

Section II. Salaried Employees

The attached list of salaried positions and job titles, Schedule A and Schedule B, are hereby authorized and assigned the appropriate salary ranges for 2014-2016 and are determined by date of hire as an employee of Lawrence Township.

This ordinance will continue the Township's consistent policy of providing comparable fringe benefits to exempt employees during their active service as that provided to Supervisors, CWA Local 1032, through their collective bargaining agreement. The Township will still maintain the flexibility of granting retiree benefits to exempt employees hired after January 1, 2011. Accordingly, employees covered by this ordinance that are eligible for health and/or prescription benefits shall contribute to the cost of the said health benefit premium for medical and prescription coverage as required by law, specifically Chapter 78, P.L. 2011. All employees hired on or after January 1, 2014 shall contribute based upon the year four rates specified by said law and to be made an Appendix to a successor Agreement.

Section III. Part-Time or Seasonal Employees

The following part-time or seasonal positions and job titles are hereby authorized and assigned the following pay maximums commencing January 1, 2014, 2015 and 2016:

| <b>Position of Job Title</b> | <b>Basis</b> | <b>2014</b>                        | <b>2015</b>                        | <b>2016</b>                        |
|------------------------------|--------------|------------------------------------|------------------------------------|------------------------------------|
| Armed Court Attendant        | Hourly       | \$23.16                            | \$23.61                            | \$24.14                            |
| Emergency Medical            | Hourly       | \$20.50                            | \$20.90                            | \$21.37                            |
| Firefighter                  | Per Diem     | \$130.00                           | \$135.00                           |                                    |
| Firefighter                  | Hourly       |                                    |                                    | \$17.50                            |
| Laborer (Seasonal)           | Hourly       | \$10.53                            | \$10.74                            | \$10.98                            |
| Life Guard                   | Hourly       | Federal Minimum Wage up to \$15.00 | Federal Minimum Wage up to \$15.00 | Federal Minimum Wage up to \$15.00 |
| Recreation Aid               | Hourly       | Federal Minimum Wage up to \$35.75 | Federal Minimum Wage up to \$35.75 | Federal Minimum Wage up to \$35.75 |

| <b>Position of Job Title</b> | <b>Basis</b> | <b>2014</b> | <b>2015</b> | <b>2016</b> |
|------------------------------|--------------|-------------|-------------|-------------|
| Recycling Coordinator        | Per Annum    |             |             | \$4,090     |
| Fire Crew Coordinator        | Per Annum    |             |             | \$4,090     |

|                             |            |                                                          |                                                           |                                                           |
|-----------------------------|------------|----------------------------------------------------------|-----------------------------------------------------------|-----------------------------------------------------------|
| School Traffic Guard        | Hourly     | \$16.10                                                  | \$16.41                                                   | \$16.78                                                   |
| Secretary/Board & Committee | Per Annum* | \$1,300.00                                               | \$1,300.00                                                | \$1,300.00                                                |
| Tax Search Officer          | Per Annum  | \$10,687.00                                              | \$10,895.00                                               | \$11,141.00                                               |
| Zoning Officer              | Per Annum  | \$4,971.00                                               | \$5,068.00                                                | \$5,182.00                                                |
| Municipal Court Attendee    | Hourly     | \$20.77                                                  | \$21.18                                                   | \$21.65                                                   |
| All Others                  | Hourly     | Federal Minimum Wage up to Step1 In Applicable Job Title | Federal Minimum Wage up to Step 1 in Applicable Job Title | Federal Minimum Wage up to Step 1 in Applicable Job Title |

\* Denotes title paid monthly. All other titles bi-weekly.

Section IV. Eligibility

The ranges in Section II of this ordinance shall pertain to individuals employed by the Township of Lawrence on or after the effective date of this ordinance.

Section V. Longevity

- A. Each employee hired before January 1, 2013 and covered by this agreement shall in addition to his/her regular wages and benefits, be paid longevity based upon years of service as of December 31, 2013 with the Township in accordance with the following amounts. Said amounts to be paid to an employee shall not be adjusted beyond the longevity amount being received by an eligible employee as of December 31, 2013. Longevity shall be pensionable and included as part of the employee’s regular pay. Any employee hired on or after January 1, 2014 shall not be eligible to receive longevity pay at any time in the future.

Length of Service

|                                                     |         |
|-----------------------------------------------------|---------|
| Beginning in year 8 through year 11                 | \$ 800  |
| Beginning the 12 <sup>th</sup> year through year 15 | \$1,100 |
| Beginning the 16 <sup>th</sup> year through year 19 | \$1,400 |
| Beginning the 20 <sup>th</sup> year through year 23 | \$1,700 |
| Beginning the 24 <sup>th</sup> year through year 27 | \$2,000 |
| Beginning the 28 <sup>th</sup> year and beyond      | \$2,300 |

Section VI. Other Personnel and Working Conditions

All other functions, responsibilities and rights not specifically enumerated in prior sections of this ordinance shall be judged to be within the province of management, subject only to the laws, rules and regulations of the New Jersey Department of

Personnel, the provisions contained in applicable agreements (if any) or policy manuals, and by the issuance of Administrative Directives by the Municipal Manager.

Section VII. Repealer

All other ordinances or parts of ordinances adopted prior to the date of this ordinance that are inconsistent with the provisions of this ordinance, are hereby repealed insofar as they relate to or concern the job classifications, salaries and benefits listed in this ordinance.

Section VIII. Severability

If any section, paragraph, sentence, clause, or phrase of this ordinance shall be declared invalid for any reason, the remaining portions of said ordinance shall not be affected thereby and shall remain in full force and effect.

Section IX. Effective Date

- A. This ordinance shall become effective immediately upon adoption thereof.
- B. All salary or compensation provided for and by this ordinance shall be effective the first day of January.

The Ordinance was adopted and approved on the following roll call vote:

| COUNCIL      | AYE | NAY | PRESENT | ABSENT | ABSTAIN | MOVE | SECOND |
|--------------|-----|-----|---------|--------|---------|------|--------|
| Mr. Bobbitt  | X   |     |         |        |         |      |        |
| Mr. Kownacki | X   |     |         |        |         |      | X      |
| Ms. Lewis    | X   |     |         |        |         |      |        |
| Mr. Powers   | X   |     |         |        |         | X    |        |
| Mayor Maffei | X   |     |         |        |         |      |        |

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**Manager’s Report –**

Mr. Krawczun submitted invoice listings for the month of February 2016 in the amount of \$1,355,926.56.

Mr. Krawczun discussed an upcoming Ordinance which will increase the Recreation Department’s fees to cover expenses for out-sourced instructors for tennis lessons and increased transportation costs. He said the Ordinance will be introduced at the February 23<sup>rd</sup> meeting.

Mr. Krawczun then discussed the New Jersey Department of Transportation’s Route 1 Business construction project. A contract has been awarded, and the NJDOT will be coming to the Township on or about February 25<sup>th</sup> for a public information session. The project is to put in a rotary (traffic circle) in the area of Business Route 1 and Whitehead Road.



There will also be sidewalk improvements along Business Route 1 in the same area. Mr. Krawczun stated that utility work will start as early as March 2016.

Mr. Krawczun then spoke of being alerted that the Township's Tax Assessor, Geoffrey Acolia will be retiring effective June 1<sup>st</sup>. Both, the Tax Assessor and Deputy Tax Assessor positions are appointed by Council. The position mandates that the individual holding the position is a New Jersey Certified Tax Assessor. Mr. Krawczun will bring a list of recommended candidates to Council for review. The appointments are 4 year terms which begin on July 1<sup>st</sup>.

The final item of Mr. Krawczun's report concerns an unnamed road on Business Route 1 situated between East Coast Kawasaki Powersports and Kennections Hair Cuttery. Mr. Krawczun received correspondence from an Attorney representing a new business that wants to expand in that area. The inquiry from the Attorney requests a process of research into whether there is support to vacate the un-named street. Thus far, Kennections has agreed to vacate part of their property, but the owner of East Coast Kawasaki has not. Mr. Krawczun asked Council to think the proposal over, and he can then go back to the Attorney, so that the purchaser can pursue consensus from East Coast Kawasaki.

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**Attorney's Report –**

There was no Attorney's report.

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**Clerk's Report –**

There was no Clerk's report.

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**Unfinished Business –**

There was no Unfinished Business.

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**New Business –**

There was no New Business.

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**Public Participation (3-minute limitation per speaker) –**

There was no Public Participation.

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Resolutions

Resolution Nos. 53-16(18-A) through 75A-16(18-W) were approved by the following roll call vote:

| COUNCIL      | AYE | NAY | PRESENT | ABSENT | ABSTAIN | MOVE | SECOND |
|--------------|-----|-----|---------|--------|---------|------|--------|
| Mr. Bobbitt  | X   |     |         |        |         |      |        |
| Mr. Kownacki | X   |     |         |        |         |      |        |
| Ms. Lewis    | X   |     |         |        |         | X    |        |
| Mr. Powers   | X   |     |         |        |         |      | X      |
| Mayor Maffei | X   |     |         |        |         |      |        |

Cited Resolutions are spread in their entirety in the Resolution Books of the Township of Lawrence.

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**Council Initiatives/Liaison Reports –**

There were no Council Initiatives or Liaison Reports.

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**Written Communications –**

Mayor Maffei discussed a letter received from Mercadien, P.C. regarding the Township’s annual audit. Preliminary field work will commence on February 16<sup>th</sup> and 17<sup>th</sup>, and final field work will take place the week of April 18, 2016.

Mayor Maffei also mentioned a letter from Livia Borkowski resigning her appointment from the Senior Executive Committee.

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There being no further business to come before this Council, the meeting adjourned at 7:25 p.m.

Respectfully submitted by,

\_\_\_\_\_  
Tonya D. Carter, Deputy Municipal Clerk

Attest:

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David C. Maffei, Mayor