

DOWNE TOWNSHIP COMMITTEE  
REGULAR MEETING  
SEPTEMBER 13, 2021  
AT 7:00 P.M.

The Downe Township Committee met in the Meeting Room of the Municipal Office on Monday, September 13, 2021 at 7:00p.m. Mayor Michael L. Rothman, presided. Committeeman Robert G. Campbell, Steve Burt and Steve Byrne were in attendance. Deputy Mayor Edward Bart was absent. Municipal Solicitor Rebecca Bertram was also present.

CALL MEETING TO ORDER / PLEDGE OF ALLEGIANCE / STATEMENT REGARDING COMPLIANCE WITH OPEN PUBLIC MEETINGS ACT

Mayor Rothman called the meeting to order; led the Pledge of Allegiance and read the Open Public Meetings Act Statement.

ROLL CALL

Present – Byrne, Campbell, Burt, and Rothman

Absent - Bart

APPROVAL OF MEETING MINUTES

February 8, 2021	Executive Session	April 12, 2021	Executive Session
May 10, 2021	Executive Session	June 14, 2021	Executive Session

A motion was made by Campbell and seconded by Byrne to approve the Executive Session Meeting Minutes for: February 8, 2021, April 12, 2021, May 10, 2021, and June 14, 2021.

Roll Call:     Aye – Burt, Byrne, Campbell, and Rothman  
                  Nay – 0  
                  Absent - Bart  
                  Vote: All in favor

DEPARTMENTAL REPORTS

Mayor Rothman read the Zoning Office Report. The Tax Collector and Chief Finance Officer August reports will be provided at the October 11, 2021 meeting. The Township Committee acknowledged the receipt of the following report:

- Zoning Officer                   June 2021

MUNICIPAL SOLICITOR’S REPORT

Solicitor Bertram stated her report consists of information and updates on the matters that should only be discussed in Executive Session.

ORDINANCE INTRODUCTION

Ordinance 2021-10 *An Ordinance of the Township of Downe Clarifying Requirements for a Certificate of Occupancy*

A motion was made by Campbell and seconded by Byrne to introduce Ordinance 2021-10.

Roll Call:     Aye – Burt, Byrne, Campbell, and Rothman  
                  Nay – 0  
                  Absent - Bart  
                  Vote: All in favor

## RESOLUTIONS

- R-87-2021 *Authorizing the Payment of Bills*  
R-88-2021 *Approval to Submit a Grant Application and Execute a Grant Agreement with the US Department of Homeland Security for the FY 2021 FEMA Building Resilient Infrastructure and Communities (BRIC) Program*  
R-89-2021 *Approval to Submit a Grant Application and Execute a Grant Agreement with the Federal Emergency Management Agency for the FY 2021 FENA Flood Mitigation Assistance (FMA) Program*  
R-90-2021 *Approving Execution of Newport Streetscape Improvement Project Agreement*  
R-91-2021 *Resolution Clarifying Requirements for a Certificate of Occupancy*  
R-92-2021 *Adoption of State Model Citizen Participation Plan for DCA Small Cities Program*  
R-93-2021 *Resolution Identifying Small Cities Fair Housing Officer*  
R-94-2021 *Resolution Approving Housing Rehabilitation Grant Management Plan*  
R-95-2021 *Resolution Adopting Housing Rehabilitation Policies and Procedures Manual*  
R-96-2021 *Authorizing the Submission of a Small Cities Community Development Block Grant for Home Rehabilitation for FY 2022*  
R-97-2021 *Authorizing Executive Session*  
R-98-2021 *Resolution Approving the TWA-1 Form for the State of New Jersey, Department of Environmental Protection, Division of Water Quality Relative to 41 Louisiana Avenue, Fortescue, Downe Township Known as Block 4 Lot 67*

A motion was made by Campbell and seconded by Byrne to adopt Resolution No. R-87-2021 *Authorizing the Payment of Bills* in the total amount of \$167,615.75.

Roll Call: Aye – Burt, Byrne, Campbell, and Rothman  
Nay – 0  
Absent - Bart  
Vote: All in favor

A motion was made by Burt and seconded by Campbell to adopt Resolution No. R-88-2021.

Roll Call: Aye – Burt, Byrne, Campbell, and Rothman  
Nay – 0  
Absent - Bart  
Vote: All in favor

A motion was made by Campbell and seconded by Byrne to adopt Resolution No. R-89-2021.

Roll Call: Aye – Burt, Byrne, Campbell, and Rothman  
Nay – 0  
Absent - Bart  
Vote: All in favor

A motion was made by Burt and seconded by Campbell to adopt Resolution No. R-90-2021.

Roll Call: Aye – Burt, Byrne, Campbell, and Rothman  
Nay – 0  
Absent - Bart  
Vote: All in favor

A motion was made by Byrne and seconded by Campbell to adopt Resolution No. R-91-2021.

Roll Call: Aye – Burt, Byrne, Campbell, and Rothman  
Nay – 0  
Absent - Bart  
Vote: All in favor

A motion was made by Byrne and seconded by Campbell to adopt Resolution No. R-92-2021.

Roll Call: Aye – Burt, Byrne, Campbell, and Rothman  
Nay – 0  
Absent - Bart  
Vote: All in favor

A motion was made by Campbell and seconded by Byrne to adopt Resolution No. R-93-2021.

Roll Call: Aye – Burt, Byrne, Campbell, and Rothman  
Nay – 0  
Absent - Bart  
Vote: All in favor

A motion was made by Campbell and seconded by Byrne to adopt Resolution No. R-94-2021.

Roll Call: Aye – Burt, Byrne, Campbell, and Rothman  
Nay – 0  
Absent - Bart  
Vote: All in favor

A motion was made by Campbell and seconded by Byrne to adopt Resolution No. R-95-2021.

Roll Call: Aye – Burt, Byrne, Campbell, and Rothman  
Nay – 0  
Absent - Bart  
Vote: All in favor

A motion was made by Campbell and seconded by Byrne to adopt Resolution No. R-96-2021.

Roll Call: Aye – Burt, Byrne, Campbell, and Rothman  
Nay – 0  
Absent - Bart  
Vote: All in favor

A motion was made by Byrne and seconded by Burt to adopt Resolution No. R-97-2021.

Roll Call: Aye – Burt, Byrne, Campbell, and Rothman  
Nay – 0  
Absent - Bart  
Vote: All in favor

Mrs. Bertram stated that discussions during Executive Session will include Litigation: Paff vs. Downe Township and contract with regard to the Zoning Office and possible eminent domain.

A motion was made by Campbell and seconded by Byrne to adopt Resolution No. R-98-2021.

Roll Call: Aye – Burt, Byrne, Campbell, and Rothman  
Nay – 0  
Absent - Bart  
Vote: All in favor

#### PUBLIC COMMENT

On a motion by Campbell and seconded by Byrne, the meeting was opened for public comment.

Roll Call: Aye – Burt, Byrne, Campbell, and Rothman  
Nay – 0  
Absent - Bart  
Vote: All in favor

Jamie Warner of Dividing Creek gave a report on the Heart and Soul Project. Phase 2 training has begun. Volunteers are needed to collect data. Next training is September 16<sup>th</sup> all are welcome to attend. Downe Home Day has been scheduled for October 16<sup>th</sup> at the school and proceeds will benefit the 8<sup>th</sup> grade class. Downe Township Heart and Soul has a Facebook page. The Green Team is currently working on the 2022 calendar. If you have events you would like on the calendar, please contact the Green Team at ([downegreenteam@gmail.com](mailto:downegreenteam@gmail.com)).

Liz Cowley of Fortescue stated that Saturday the Green Team will be doing a waterway and beach cleanup. All of the township waterways will be cleaned. We are looking for more volunteers especially young ones. We will meet at the OEM building at 8:30am on Saturday morning. Liz mention there are a few bad potholes in the township that need attention. Liz stated Laurie and Maureen are responsible for the display you see that illustrates how long it takes for items to decompose. The display will be stationed at the Elementary School for a contest with the students next. Mayor Rothman commented the Green Team is doing a great job in the township.

Kary Wilson of Newport asked for details on resolution R-88-2021. Mr. Campbell stated the Building Resilient Infrastructure and Communities program (BRIC) grant is a grant to help lower flood insurance premiums through the Community Rating System (CRS).

Kary Wilson asked for details on resolution R-89-2021. Mr. Campbell answered this resolution is for a FEMA grant for a flood mitigation program to fund structure elevation, infrastructure improvement and flood mitigation planning.

Mrs. Wilson asked if a copy if available online of the agreement mention in resolution R-90-2021. Are their plans already prepared? Mr. Campbell stated we are working with the NJDOT appointed engineering firms to do the design at no cost to the township. It has taken month to put 3 different agreements together for the project. We are currently waiting on the last agreement to be signed. After which, the project will start.

Mrs. Wilson asked who is the Fair Housing Officer? Mayor Rothman answered Ms. Lockley. Mrs. Wilson asked what are the topics for Executive Session? Mrs. Bertram answered litigation of John Paff vs Township of Downe, contracts with the Zoning Office and possible eminent domain.

Doug Cook of Fortescue asked what the change is the Township is referencing in Ordinance 2021-10. Mrs. Bertram answered we are just clarifying that we accept the way the County has set forth the opportunity to get the septic waiver. The ordinance requires an inspection or a waiver for the septic system.

There being no further comments, the public comment portion was closed on a motion by Campbell and seconded by Byrne.

Roll Call:     Aye – Burt, Byrne, Campbell, and Rothman  
                  Nay – 0  
                  Absent - Bart  
                  Vote: All in favor

#### COMMITTEE REPORTS

Mayor Rothman stated there will be some activity in Money Island and Fortescue in the next couple of months. The Nantuxent Creek and Fortescue Creek will have a dredging project going on. There is a debris clean up project by the State in Money Island. There is an ALS project going on in

Fortescue at the south end. There will be some extra traffic in the area. The Downe Township School is open. October 5<sup>th</sup> is Fire Prevention program at the school.

Mr. Burt stated he has nothing to report

Mr. Byrne reported the first of four music events at Union Hall is this Saturday at 7pm. Performing will be the Snake Brothers. There will be light refreshments and a free will offering.

Mr. Campbell reported the sewer project is into the DEP for permitting. We are getting very close to having our permits. We will be holding a Public Hearing as part of the permit process soon. It was a possibility for our October meeting, but we were informed by the State that date would need to be pushed back.

#### NEXT MEETING

The next meeting of the Downe Township Committee will be held on Monday, October 11, 2021 at 7:00 p.m. in the Meeting Room of the Municipal Complex.

#### EXECUTIVE SESSION

On a motion by Byrne and seconded by Campbell, the meeting was closed to the public and the Executive Session was opened with possible action to be taken after Executive Session.

Roll Call: Aye – Burt, Byrne, Rothman, and Campbell  
Nay – 0  
Absent - Bart  
Vote: All in favor

On a motion by Campbell and seconded by Byrne, the Executive Session portion was closed.

Roll Call: Aye – Burt, Byrne, Rothman, and Campbell  
Nay – 0  
Absent - Bart  
Vote: All in favor

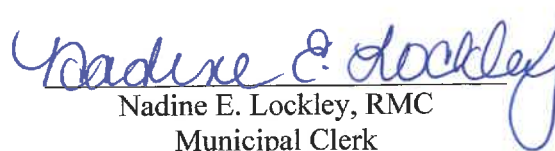
After discussion during executive session, a motion was made by Campbell and seconded by Byrne to adopt Resolution No. R-99-2021 Resolution Appointing Housing and Zoning Officer for the Township of Downe.

Roll Call: Aye – Burt, Byrne, Campbell, and Rothman  
Nay – 0  
Absent - Bart  
Vote: All in favor

#### ADJOURNMENT

There being no further business, the meeting was adjourned on a motion by Campbell and seconded by Byrne.

Vote: All in favor.

  
Nadine E. Lockley, RMC  
Municipal Clerk