

PINE CREEK TOWNSHIP  
MEETING MINUTES OF JANUARY 3, 2022

The Pine Creek Township Board of Supervisors held their regular monthly meeting on January 3, 2022, immediately following the January Reorganization Meeting at 10:30 a.m., with Supervisors John M. Reese, Dean L. Edwards, Jr., and Kenneth J. Packard present.

Also present: Joy Packard, Bryan Poorman, Robb Ohl, PLS, Jim Hess of the Woolrich Volunteer Fire Company, Kevin Ferrara, EMC, Ben and Rhonda Sweeney, Michele Whitney, Police Chief Dave Winkleman and Thom Rosamilia, Esquire

### **Meeting Minutes**

Chairman Reese asked for questions or comments on the minutes from December 1, 2021 monthly meeting and the December 15, 2021 Special Meeting and Vacancy Board Meeting.

Supervisor Ken Packard questioned why the minutes were not more detailed about questions he and his wife Joy Packard asked about the 2022 Budget that were not included in the minutes. Secretary Macklem explained the minutes are not required to be verbatim and should include action items and a brief summary of what was discussed. Supervisor Packard then asked whether the Supervisors could add information to the minutes and Solicitor Rosamilia explained that the Secretary is to record the minutes and additions or corrections may be made by a motion to amend the minutes and voted on by the Supervisors.

Supervisor Reese made a motion to approve the minutes as presented; seconded by Supervisor Edwards, MCU.

### **Financial Report & Invoices**

Chairman Reese asked for questions or comments on the invoices and financial report. There being none, Supervisor Reese made a motion to approve the invoices and financial report as submitted; seconded by Supervisor Edwards, MCU.

### **Public Participation**

#### **Kevin Ferrara, EMC – Pine Creek Township Emergency Operations Plan**

Kevin Ferrara, EMC presented a copy of the 2022 Emergency Operations Plan he prepared for the Township and noted that it is a State requirement for municipalities to adopt an EOP. He asked that the Supervisors review the plan and if there are no amendments, the Board can act on it at the next meeting. Once adopted, the Emergency Operations Plan will be submitted to the County.

The EOP covers man-made and natural disasters. It designates the township meeting room as the Emergency Operations Center and identifies Avis Elementary as an emergency shelter. Kevin Ferrara has been in contact with both the Jersey Shore Area Superintendent and the American Red Cross to identify Avis Elementary as emergency shelter and is waiting on a Memorandum of Understanding from the American Red Cross. The EOP includes a roster of individuals who would provide support in the Emergency Operations Center during an emergency. Mr. Ferrara will provide training for those volunteers and Supervisors.

### **Old Business:**

There was no old business presented for discussion.

### **New Business:**

#### **Dutch Hollow Bridge Project**

Chairman Reese explained that the Board must authorize the new Township Engineer, Randy Webster, to place the Dutch Hollow Bridge Project out for bid and noted that the design phase of the project has been ongoing for the last three years.

Chairman Reese made a motion to authorize the Township Engineer to advertise for bids for the Dutch Hollow Bridge Project; seconded by Supervisor Packard, MCU.

#### **Resolution 01-03-2022 – Public Comment Policy**

Supervisor Packard questioned why the Resolution was being proposed now and Chairman Reese explained that there is a 1998 Resolution that addresses the public comment period.

Solicitor Rosamilia explained that the only difference in the current policy and the policy being proposed is that it provides a public comment period at the beginning of the meeting, which he finds allows the meetings to run more smoothly. The only other change is there is a section that provides for comments to address “items from the floor” rather than during the public comment period.

Supervisor Packard said that his issue with the policy is that as soon as an individual comes in and starts talking the three minute time limit comes into play.

Resident Ben Sweeney said it is difficult to comment on an agenda item before it is presented because you may not know what the item is about until it is presented. Bryan Poorman commented that the policy would limit township taxpayers as to what they can say. Solicitor Rosamilia explained that the “items from the floor section” would come into play for matters not listed on the agenda and that the Sunshine Act allows for a public comment policy.

Resident Kevin Ferrara said he understands the reason to allow three minutes for public comment and noted that most public meetings in the County have a public comment policy. He suggested that at the beginning of the meeting the Board give a brief summary about the items on the agenda.

Resident Michelle Whitney stated that the Sunshine Law requires the township to post agendas prior to the meeting on its website and at the township building prior to meetings to provide an opportunity for residents to review it and asked if that was being done. It was reported that the agenda is being posted according to the law requirements.

Additional comments were made regarding the average length of township meetings and possible advertisement of the resolution prior to adoption. After further discussion, it was the consensus of the Board to table the issue.

## **Pine Creek Township Tax Collector**

Chairman Reese made a motion to appoint Clinton County as the Tax Collector for Pine Creek Township; seconded by Supervisor Packard, MCU.

## **Robb Ohl, PLS – Richard Hanna Subdivision**

Robb Ohl, PLS, presented a 10 acre lot subdivision on behalf of Richard Hanna. The parcel is being subdivided from Tax Parcel A23-A which contains 59.54 acres, creating a 10 acre lot with a 50 foot right of way and a residual lot containing 49.54 acres. It was noted that the plans were reviewed by County and Pine Creek Township Planning Commissions who approved the subdivision on the condition of DEP approval of the Sewage Planning Module.

Chairman Reese made a motion to approve the Hanna Subdivision; seconded by Supervisor Packard, MCU.

## **2022 Donations**

The Board discussed the annual donations and Supervisor Edwards made a motion to approve the following donations:

Jersey Shore Summer Recreation	\$ 500
Jersey Shore Public Library	\$1,000
Annie Halenbake Ross Library	\$ 500
Clinton County SPCA	\$1,000
Pine Creek/Avis Heroes	\$1,000
Roads to Peace (Clinton Co. Women's Ctr.)	\$1,000

The motion was seconded by Supervisor Packard and was unanimously approved.

## **Law Enforcement**

The Law Enforcement Report was reviewed by the Board of Supervisors and Chief Winkleman reported several catalytic converters were stolen throughout the area. He also reported that Operation Christmas was a success. It was the tenth year for the program which has received good support from the community.

## **Cemetery Ordinance**

Solicitor Rosamilia explained that an issue has come up regarding potential liability on the township if a cemetery located in the township is in disrepair or is abandoned the Township would be responsible to maintain the cemetery. There has been some discussion previously to adopt an ordinance to enforce maintenance of cemeteries and it was explained that there is a statute requiring perpetual care funds be established for cemeteries built in the 1950's and later.

The proposed ordinance would require cemetery owners within the township to file an annual report verifying that they are complying with that requirement and have established and are maintaining a perpetual care fund.

Supervisor Packard asked, who is in charge of the cemeteries, and Solicitor Rosamilia explained that the cemetery owners are responsible for maintaining them.

Zoning Officer Winkleman explained the issue was brought to light when a proposed subdivision would subdivide an existing cemetery from a property being sold and asked if the ordinance would include any subdivision requirements when it includes a cemetery.

Solicitor Rosamilia explained the ordinance includes a provision that prior to selling any lot or part of a cemetery the owner must submit a plan to the Township for approval ensuring that there is a perpetual care fund and the cemetery is being maintained.

A discussion was held regarding the amount of money cemeteries are required to keep in its perpetual care fund and investing those funds to help sustain it.

Chairman Reese made a motion authorizing the Solicitor to finalize the proposed Ordinance and advertise it for adoption at the February meeting; seconded by Supervisor Edwards, MCU.

### **Adjournment**

There being no further business, Chairman Reese adjourned the meeting at 11:15 a.m.

Respectfully submitted,

*Darlene S. Macklem*

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Darlene S. Macklem, Secretary