

**HAMPTON TOWNSHIP COMMITTEE
MINUTES
JANUARY 6, 2026
REORGANIZATION
AND REGULAR MEETING**

THE MINUTES HAVE NOT BEEN FORMALLY APPROVED AND ARE SUBJECT TO CHANGE OR MODIFICATION AT THE NEXT REGULARLY SCHEDULED MEETING.

FLAG SALUTE: Mayor T. Dooley led at 7:00 P.M.

ROLL CALL: **Present:** Committeeman D. Hansen, Committeewoman E. Klose, Committeeman E. Ramm, Committeeman P. Yetter and Mayor T. Dooley. **Also Present:** Township Clerk/Administrator D. Juarez

STATEMENT- Mayor T. Dooley stated this meeting is being held in compliance with the provisions of P. L. 1975, Ch. 231, Secs. 4 & 13 the Sunshine Law. Adequate and electronic notice of this meeting has been provided by publication in the New Jersey Herald being the Sunday and Daily editions, by posting on the municipal website, and in the designated public notice area of the municipal building. The notice included the time, date, and location of this meeting.

**OATH OF OFFICE
SWEARING IN OF TOWNSHIP COMMITTEEWOMAN E. KLOSE
3-YEAR TERM**

Township Clerk Administered the Oath of Office to Committeewoman E. Klose for a 3-Year Term.

**APPOINTMENT OF MAYOR
1-YEAR TERM**

Committeeman P. Yetter nominated Committeeman T. Dooley as Mayor, Committeeman D. Hansen seconded the nomination. No other nominations were made. Nominations were closed.

A MOTION was made by Committeeman P. Yetter and seconded by Committeeman D. Hansen to appoint Committeeman T. Dooley as the Mayor of Hampton Township for a 1-year term.

ROLL CALL: Committeeman D. Hansen; yes, Committeewoman E. Klose; yes, Committeeman E. Ramm; yes, Committeeman P. Yetter; yes, and Mayor T. Dooley; yes. Motion carried.

**APPOINTMENT OF DEPUTY MAYOR
1-YEAR TERM**

Committeewoman E. Klose nominated Committeeman P. Yetter as Deputy Mayor, Committeeman D. Hansen seconded the nomination. No other nominations were made. Nominations were closed.

A MOTION was made by Committeewoman E. Klose and seconded by Committeeman D. Hansen, with all members in favor, to appoint Committeeman P. Yetter as the Deputy Mayor of Hampton Township for a 1-year term.

ROLL CALL: Committeeman D. Hansen; yes, Committeewoman E. Klose; yes, Committeeman E. Ramm; yes, Committeeman P. Yetter; yes, and Mayor T. Dooley; yes. Motion carried.

APPOINTMENT OF ROAD DEPARTMENT LIAISON

Mayor T. Dooley appointed Committeeman D. Hansen and Committeeman E. Ramm as the Road Department Liaisons for a period of 1-year.

APPOINTMENT OF FIRE DEPARTMENT LIAISON

Mayor T. Dooley appointed Committeewoman E. Klose and Committeeman P. Yetter as the Fire Department Liaisons for a period of 1-year.

APPOINTMENT OF RECREATION ADVISORY COMMITTEE LIAISON

Mayor T. Dooley stated he will be the liaison for the Recreation Advisory Committee for a period of 1-year. Committeewoman E. Klose was appointed as an alternate liaison for the Recreation Advisory Committee for a period of 1-year.

**APPOINTMENT TO SUSSEX COUNTY WATER QUALITY MANAGEMENT PLAN
POLICY ADVISORY COMMITTEE (PAC)**

A MOTION was made by Mayor T. Dooley and seconded by Committeeman D. Hansen, with all members in favor, to appoint Mr. Keith Gourlay as Hampton Township's Representative to the Sussex County Water Quality Management Plan Policy Advisory Committee for a period of 1-year.

**APPOINTMENT TO SUSSEX COUNTY SOLID WASTE ADVISORY COMMITTEE
(SWAC)**

A MOTION was made by Mayor T. Dooley and seconded by Committeeman D. Hansen, with all members in favor, to appoint Karen Hansen as Hampton Township's Representative to the Sussex County Solid Waste Advisory Committee for a period of 1-year.

APPOINTMENTS TO PLANNING BOARD

Class I – Mayor - One (1) Year Term
Class II – David Gunderman - One (1) Year Term
Class III - Member of Governing Body – One (1) Year Term
Class IV – Dennis Sivulich - Four (4) Year Term
Class IV – Joe Santora – Four (4) Year Term

Alternate I – Ron Ostrander- Two (2) Year Term
Alternate III –Lee Ann McCarthy – Two (2) Year Term

Mayor T. Dooley stated the following appointments to the Township Planning Board are as listed above.

A MOTION was made by Mayor T. Dooley ad seconded by Committeeman D. Hansen, with all members in favor, to appoint Committeeman P. Yetter to the Planning Board as Class III for a period of 1-year.

APPOINTMENTS TO BOARD OF HEALTH

1. Three (3) Year Term – Sue Rude

A MOTION was made by Mayor T. Dooley and seconded by Committeeman E. Ramm, with all members in favor, to appoint Sue to the Township Board of Health for a 3-year term.

APPOINTMENTS TO RECREATION ADVISORY COMMITTEE

1. One (1) Year Term – Oscar Fernandez
2. One (1) Year Term – Keely Palazzolo

A MOTION was made by Committeeman E. Ramm and seconded by Committeeman D. Hansen, with all members in favor, to appoint Oscar Fernandez and Keely Palazzolo to the Township Recreation Advisory Committee for a 1-year term.

REORGANIZATION CONSENT AGENDA - All items with an Asterisk (*) are considered routine and non-controversial by the Committee and will be approved by one motion. There will

be no separate discussion of these items unless a citizen or Committee Member requests, in which case the item will be removed from the Consent Agenda and considered in its normal sequence on the Agenda.

*** ONE-YEAR PROFESSIONAL SERVICE APPOINTMENTS**

1. Township Attorney – Frank McGovern of Mc Govern & Roseman, P.A.
2. Township Auditor – Nisivoccia LLP
3. Township Engineer – Harold E. Pellow & Associates
4. Township Planner – Heyer, Gruel & Associates
5. Township Qualified Purchasing Agent – The Canning Group LLC
6. Township Affordable Housing Liaison – J. Calwell & Associates, LLC
7. Township Insurance/Risk Management Consultant - Arthur J. Gallagher Risk Management Services LLC

*** ONE-YEAR APPOINTMENTS**

1. Animal Control Officer – The Town of Newton
2. Veterinarian for Rabies Clinic – Animal Hospital of Sussex County
3. Deputy Clerk – Katelynn Wunder
4. Deputy Registrar - Katelynn Wunder

*** DESIGNATION OF OFFICIAL NEWSPAPERS & OFFICIAL ONLINE**

PUBLICATION– Daily & Sunday New Jersey Herald & Hampton Township Website:
<https://www.hamptontownshipnj.info/1326/Legal-Advertisements>

*** TIME, DAY & PLACE OF MEETINGS** - The Hampton Township Committee will hold the following Township Committee Meetings in person, as well as remotely when available, at the Hampton Township Municipal Building, 1 Rumsey Way, Baleville, NJ 07860. Prevailing time 7:00 P.M. Meetings may also be conducted remotely only at the discretion of the Administrator or Mayor; and notice of a remote-only meeting shall be posted on the Hampton Township website in advance thereof. To attend the meeting remotely use the following link: <https://us02web.zoom.us/j/4919500389>, or to attend the meeting by phone, dial 929-205-6099 (Meeting ID: 491 950 0389). Formal action may be taken.

January 6, 2026 Reorganization

January 27, 2026
February 10, 2026
February 24, 2026
March 10, 2026
March 31, 2026
April 28, 2026
May 26, 2026
June 29, 2026
July 28, 2026
August 25, 2026
September 29, 2026
October 27, 2026
November 24, 2026
December 15, 2026

Executive and/or Work Sessions may be held on any of the above dates.

APPROVAL OF REORGANIZATION CONSENT AGENDA

A MOTION was made by Committeeman P. Yetter and seconded by Committeeman E. Ramm, with all members in favor, to approve the Consent Agenda as listed above.

RESOLUTIONS

A MOTION was made by Committeewoman E. Klose and seconded by Committeeman D. Hansen, with all members in favor, to adopt Resolutions #R2026-01 through #R2026-24.

**HAMPTON TOWNSHIP RESOLUTION #R2026-01 FOR TAX INTEREST 6%
PENALTY CLAUSE**

WHEREAS, N.J.S.A. 54:4-67 permits the governing body of each municipality to fix the rate of interest to be charged for nonpayment of taxes or assessments subject to any abatement or discount for the payment of taxes as provided by law, and

WHEREAS, N.J.S.A. 54:4-67 has been amended to permit the fixing of said rate of 8% annum on the first \$1,500 of the delinquency and 18% per annum on any amount in excess of \$1,500 and allows an additional penalty of 6% be collected against a delinquency in excess of \$10,000 on properties that fail to pay the delinquency prior to the end of the calendar year;

NOW, THEREFORE BE IT RESOLVED BY, the Township Committee of the Township of Hampton of the following, effective January 1, 2026 - December 31, 2026.

1. The Tax Collector is hereby authorized and directed to charge 8% per annum on the first \$1,500 of taxes becoming delinquent after due date and 18% per annum on any amount of taxes in excess of \$1,500 becoming delinquent after the due date and if a delinquency is in excess of \$10,000 and remains in arrears beyond December 31st of each year an additional penalty of 6% shall be charged against the delinquency.
2. The ten (10) day grace period of quarterly tax payments will remain in effect for 2025.
3. Any payments not made in accordance with paragraph two (2) of this resolution shall be charged interest from the due date as set forth in paragraph one (1) of this resolution.
4. This resolution shall be published in its entirety once in the official newspaper of the Township of Hampton.

CERTIFICATION

I hereby certify that the above Resolution was adopted by the Township Committee at their regular meeting held January 6, 2026 at the Hampton Township Municipal Building, Baleville, Sussex County, New Jersey.

Date: _____

Diana Juarez, RMC
Township Clerk

**HAMPTON TOWNSHIP RESOLUTION #R2026-02 GIVING AUTHORIZATION TO
THE TAX COLLECTOR TO CANCEL ALL OVER AND UNDER TAX PAYMENTS OF
\$5.00 OR LESS**

WHEREAS, the Tax Collector of the Township of Hampton has requested that the Township Committee of the Township of Hampton adopt a Resolution annually to cancel all under and overpayments of \$5.00 for taxes; and

NOW, THEREFORE BE IT RESOLVED, that the Township Committee of the Township of Hampton, does hereby resolve to grant the Hampton Township Tax Collector the authority to cancel all under and overpayments of \$5.00 or less for the year 2025.

CERTIFICATION

I hereby certify that the above resolution was adopted by the Township Committee at their regular meeting held January 6, 2026, the Hampton Township Municipal Building, Baleville, Sussex County, New Jersey.

Date: _____

Diana Juarez, RMC
Township Clerk

HAMPTON TOWNSHIP SERVICE CHARGE RESOLUTION #R2026-03

WHEREAS, N.J.S.A. 40:5-18, permits a municipality to provide by Resolution for the imposition of a service charge to be added to any account owing to the municipality, if payment tendered when the account was paid by check or other written instrument which was returned for insufficient funds; and

WHEREAS, said statute does provide that if an account owing to a municipality is for tax or special assessment, the service charge authorized by the law shall be included on whatever list of delinquent accounts is prepared for the enforcement of the lien, and

WHEREAS, said law further provides that the service charge for a check or written instrument returned for insufficient funds shall be determined and set by resolution of the governing body from time to time as appropriate, but shall not exceed \$20.00 per check or written instrument and the service charge shall be collected in the same manner prescribed by law for the collection of the account for which the check or other written instrument was tendered; and

WHEREAS, said statute further provides that the governing body may require future payments to be rendered in cash or certified check.

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Hampton, Sussex County, New Jersey, that pursuant to N.J.S.A. 40:5-18, that there shall be a service charge of \$20.00 per check or other written instrument on any account which was paid by a check or other written instrument which was returned for insufficient funds, which service charge shall be included on whatever list of delinquent accounts is prepared for enforcement of a lien.

BE IT FURTHER RESOLVED, that any service charge authorized by this Resolution shall be collected in the same manner prescribed by law for collection of the account for which the check or other written instrument was tendered and that future payments made by written instrument which was returned for insufficient funds shall be required to make all future payments in cash or certified cashiers check.

CERTIFICATION

I hereby certify that the above resolution was adopted by the Township Committee at their regular meeting held January 6, 2026, the Hampton Township Municipal Building, Baleville, Sussex County, New Jersey.

Date _____

Diana Juarez, RMC
Township Clerk

**HAMPTON TOWNSHIP RESOLUTION #R2026-04 GIVING AUTHORIZATION TO
THE TOWNSHIP TAX ASSESSOR AND TOWNSHIP ATTORNEY TO DEFEND THE
TOWNSHIP AT THE SUSSEX COUNTY BOARD OF TAXATION COURT FOR FY
2026**

BE IT RESOLVED by the Township Committee of the Township of Hampton that the Municipal Tax Assessor and the Municipal Attorney be and they are hereby authorized to defend before the Sussex County Board of Taxation and Tax Court of the State of New Jersey all contested appeals and to initiate municipal appeals to correct the Township of Hampton tax list including but not limited to rollback complaints, added and omitted assessment complaints, and such other appeals as are necessary to correct the assessments for the Township of Hampton; and

BE IT FURTHER RESOLVED that the Municipal Assessor and Municipal Attorney be and are hereby designated as the agents of the Township of Hampton for the purpose of signing settlements of the foregoing matters by stipulation.

CERTIFICATION

I hereby certify that the above Resolution was adopted by the Township Committee at their regular meeting held January 6, 2026, at the Hampton Township Municipal Building, Baleville, Sussex County, New Jersey.

Date: _____

Diana Juarez, RMC
Township Clerk

**HAMPTON TOWNSHIP RESOLUTION #R2026-05 APPOINTMENT OF PUBLIC
AGENCY COMPLIANCE OFFICER AFFIRMATIVE ACTION**

WHEREAS, N.J.A.C. 17:27-1.1 provides that no public work contracts can be awarded nor any monies paid until the prospective contractor has agreed to contract performance which complies with an approved affirmative action program; and

WHEREAS, N.J.A.C. 17:27-3.5 provides that each public agency shall annually designate an officer or employee to serve as its public agency compliance officer;

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of Hampton, County of Sussex, State of New Jersey that Township Administrator Diana Juarez be appointed as the Public Agency Compliance Officer for a one-year term ending December 31, 2026.

CERTIFICATION

I hereby certify that the above Resolution was adopted by the Township Committee at their regular meeting held January 6, 2026 at the Hampton Township Municipal Building, Baleville, Sussex County, New Jersey.

Date: _____

Diana Juarez, RMC
Township Clerk

**HAMPTON TOWNSHIP RESOLUTION #R2026-06 TO RE-AFFIRM BANKS AS
DEPOSITORIES FOR 2026**

BE IT RESOLVED by the Township Committee of the Township of Hampton that the following policy is hereby reaffirmed pertaining to Township funds for calendar year 2026:

- 1) The Cash management and investment objectives for the Township of Hampton include preservation of capital, adequate safekeeping of assets, maintenance of liquidity to meet operating needs, diversification of the Township's portfolio to minimize risks associated with individual investments, and investment of assets in accordance with State and Federal laws and regulations.

- 2) The following banks are hereby authorized to be used as depositories for Township funds:

PNC Bank
New Jersey Cash Management Fund
First Hope Bank
TD Bank
Valley Bank
Wells Fargo Bank
Provident Bank
Stifel, Nicolaus, & Company, Inc.

The above designated official depositories are required to submit to the Chief Financial Officer, a copy of the Governmental Unit Deposit Protection Act Notification of Eligibility, which is filled semi-annually with the Department of Banking each June 30th and December 31st every year. Effective September 30, 2012 the Chief Financial Officer can obtain a copy of the GUDPA on the website www.state.nj.us/dobi/division_banking/depositories/gudpa.htm.

The above designated official depositories are required to submit to the Chief Financial Officer a copy of the institution's "Annual Report" each year.

- 3) All funds shall be deposited within 48 hours of receipt, in accordance with N.J.S.A. 40A:5-15.

The Chief Financial Officer shall minimize the possibility of idle cash accumulating in accounts by assuring that the amounts in excess of negotiated compensating balances are kept in interest bearing accounts or promptly swept into the investment portfolio.

The method of calculating banking fees and compensating balances shall be reviewed on a monthly basis.

Investment decisions shall be guided by the cash flow projections prepared by the Chief Financial Officer.

- 4) Permissible investments for the Township of Hampton shall include a) Bonds or other obligations of the United States of America or obligations guaranteed by the United States of America; b) government money market mutual funds; c) any Federal agency of instrumentality obligation authorized by Congress that matures within 397 days from the date of purchase and has a fixed rate of interest not dependent on any index or external factors; d) Bonds or other obligation of the local unit or school districts of which the local unit is part; e) any other obligations with maturities not exceeding 397 days, as permitted by the Division of Investments; f) local government investment pools; g) New Jersey State Cash Management Fund; and h) repurchase agreements of fully collateralized securities.
- 5) The Chief Financial Officer is authorized and directed to make investments on behalf of the Township of Committee. All investment decisions shall be consistent with this plan and all appropriate regulatory constraints.
- 6) Securities purchased on behalf of the Township of Hampton shall be delivered electronically or physically to the Township's custodial bank, which shall maintain custodial and/or safekeeping accounts for such securities on behalf of the Township.
- 7) The Chief Financial Officer shall report to the Township Committee all purchases of investments in accordance with N.J.S.A. 40A:5-15.2.
- 8) The Cash Management Plan shall be subject to annual audit conducted pursuant to N.J.S.A. 40A:5-14.
- 9) The Chief Financial Officer shall escheat to the State of New Jersey checks which remain outstanding for twelve or more months after the date of issuance.

CERTIFICATION

I hereby certify that the above Resolution was adopted by the Township Committee at their regular meeting held January 6, 2026 at the Hampton Township Municipal Building, Baleville, Sussex County, New Jersey.

Date: _____

Diana Juarez, RMC
Township Clerk

**HAMPTON TOWNSHIP RESOLUTION #R2026-07 TO ESTABLISH FEES FOR THE
HAMPTON TOWNSHIP MUNICIPAL OFFICE**

NOW, THEREFORE, BE IT RESOLVED, THAT all fees collected by the Township of Hampton are as prescribed by Township Ordinance or New Jersey State Statue with the exception of the following:

CLERK'S OFFICE FEES

- Raffle License: \$10.00 each (additional State fees will be applied per N.J.S.A.)
- Vital Statistic Records: \$5.00 per copy
- Marriage License: \$28.00
- Street and Zoning Maps: \$7.00

TAX OFFICE FEES

- Duplicate Tax Bill (Financial Institutions only): \$5.00
- Return Check: \$20.00
- Certificate of Taxes Paid: \$10.00
- Certified List of Property Owners within 200 ft: \$10.00
- Tax Search: \$10.00 --- Extended Tax Search: \$2.00

CERTIFICATION

I hereby certify that the above Resolution was adopted by the Township Committee at their regular meeting held January 6, 2026, at the Hampton Township Municipal Building, Baleville, Sussex County, New Jersey.

Date: _____

Diana Juarez, RMC
Township Clerk

**HAMPTON TOWNSHIP RESOLUTION #R2026-08: GOVERNING BODY
CERTIFICATION OF COMPLIANCE WITH THE UNITES STATES EQUAL
EMPLOYMENT OPPORTUNITY COMMISSION'S "ENFORCEMENT GUIDANCE
ON THE CONSIDERATION OF ARREST AND CONVICTION RECORDS IN
EMPLOYMENT DECISIONS UNDER TITLE VII OF THE CIVIL RIGHTS ACT OF
1964"**

WHEREAS, N.J.S.A. 40A:4-5 as amended by P.L. 2017, c.183 requires the governing body of each municipality and county to certify that their local unit's hiring practices comply with the United States Equal Employment Opportunity Commission's "Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964," *as amended*, 42 U.S.C. § 2000e *et seq.*, (April 25, 2012) before submitting its approved annual budget to the Division of Local Government Services in the New Jersey Department of Community Affairs; and

WHEREAS, the members of the governing body have familiarized themselves with the contents of the above-referenced enforcement guidance and with their local unit's hiring practices as they pertain to the consideration of an individual's criminal history, as evidenced by the group affidavit form of the governing body attached hereto.

NOW, THEREFORE BE IT RESOLVED, That the Township Committee of the Township of Hampton, hereby states that it has complied with N.J.S.A. 40A:4-5, as amended by P.L. 2017, c.183, by certifying that the local unit’s hiring practices comply with the above-referenced enforcement guidance and hereby directs the Clerk to cause to be maintained and available for inspection a certified copy of this resolution and the required affidavit to show evidence of said compliance.

CERTIFICATION

I hereby certify that the above resolution was adopted by the Township Committee at their regular meeting held on January 6, 2026, the Hampton Township Municipal Building, Baleville, Sussex County, New Jersey.

Date _____

Diana Juarez, RMC
Township Clerk

**HAMPTON TOWNSHIP RESOLUTION #R2026-09 APPROVING 2026 ANNUAL
TOWNSHIP COMMITTEE MEETING DATES**

Whereas, the Open Public Meetings Act, Chapter 231, P.L. 1975 requires that certain notices of meetings be submitted to two (2) newspapers, one of which is the official newspaper; and

Whereas, the second newspaper designated by the body must be one that has the greatest likelihood of informing the public within the jurisdictional boundaries of this body of such meeting;

Now, Therefore Be It Resolved by the Hampton Township Committee, Sussex County, New Jersey as follows:

1. The Daily & Sunday New Jersey Herald, Newton, NJ are hereby designated to receive all notices of meetings as required under the Open Public Meetings Act.
2. It is the opinion of this body that the New Jersey Herald has the greatest likelihood of informing the public within the jurisdictional area of such meeting.
3. This resolution shall take effect immediately.

Whereas, Open Public Meetings Act, Chapter 231, P.L. 1975, requires certain public bodies to comply with the provisions of Section 231 of said Act;

*** TIME, DAY & PLACE OF MEETINGS** - The Hampton Township Committee will hold the following Township Committee Meetings in person, as well as remotely when available, at the Hampton Township Municipal Building, 1 Rumsey Way, Baleville, NJ 07860. Prevailing time 7:00 P.M. Meetings may also be conducted remotely only at the discretion of the Administrator or Mayor; and notice of a remote-only meeting shall be posted on the Hampton Township website in advance thereof. To attend the meeting remotely use the following link: <https://us02web.zoom.us/j/4919500389>, or to attend the meeting by phone, dial 929-205-6099 (Meeting ID: 491 950 0389). Formal action may be taken.

January 6, 2026 Reorganization

- January 27, 2026
- February 10, 2026
- February 24, 2026
- March 10, 2026
- March 31, 2026
- April 28, 2026
- May 26, 2026
- June 29, 2026
- July 28, 2026
- August 25, 2026
- September 29, 2026
- October 27, 2026

**HAMPTON TWP. COMMITTEE
MINUTES**

JANUARY 6, 2026

November 24, 2026
December 15, 2026

Executive and/or Work Sessions may be held on any of the above dates January 2026 through December 2026. The following Agenda is to be adhered to by the Hampton Township Committee at the regularly scheduled meetings in CY 2026:

Flag Salute	Hampton Fire & Rescue, Inc.
Roll Call	Discussion
Sunshine Law Statement	Public Session
Consent Agenda	Bills
Ordinances	Adjournment
Resolutions	
New Business	

CERTIFICATION

I hereby certify that the above Resolution was adopted by the Township Committee at their regular meeting held January 6, 2026 at the Hampton Township Municipal Building, Baleville, Sussex County, New Jersey.

Date

Diana Juarez, RMC
Township Clerk

**HAMPTON TOWNSHIP RESOLUTION #R2026-10 APPOINTING TOWNSHIP CHIEF
FINANCIAL OFFICER AS DEPUTY TAX COLLECTOR**

WHEREAS, the Hampton Township Tax Collector cannot always be physically present to carry out the duties of Township Tax Collector, including conducting tax sales and/or other municipal liens; and

WHEREAS, Hampton Township Chief Financial Officer (CFO) Jessica Caruso holds a current Certification from the State of New Jersey as a Certified Tax Collector.

NOW THEREFORE BE IT RESOLVED by the Township Committee of the Township of Hampton, Sussex County, New Jersey that Hampton Township CFO Jessica Caruso shall be authorized to act as Deputy Tax Collector for the Township of Hampton for the purpose of carrying out the responsibilities and obligations of the Hampton Township Tax Collector, including the execution of tax-related documents as may be needed in the absence of the Township Tax Collector.

CERTIFICATION: I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Township Committee of the Township of Hampton, in the County of Sussex, New Jersey, at their regular meeting held on January 6, 2026.

Diana Juarez, Clerk
Township of Hampton

**HAMPTON TOWNSHIP RESOLUTION #R2026-11 APPOINTING ALLISON
LAROCCA AS MUNICIPAL HOUSING LIAISON
RESOLUTION OF HAMPTON TOWNSHIP, SUSSEX COUNTY, STATE OF NEW
JERSEY APPOINTING ALLISON LAROCCA AS MUNICIPAL HOUSING LIAISON**

WHEREAS, pursuant to P.L. 2024, c.2, Hampton Township is required to appoint a Municipal Housing Liaison for the oversight of administration of Hampton Township's affordable housing program to enforce the requirements of the law and N.J.A.C. 5:80-26.1 et. seq.; and

WHEREAS, Hampton Township has amended Chapter 108 Art VIII entitled Affordable Housing provide for the appointment of a Municipal Housing Liaison to administer Hampton Township's affordable housing program.

NOW THEREFORE BE IT RESOLVED, by the Governing Body of Hampton Township in the County of Sussex, and the State of New Jersey that Allison LaRocca is hereby appointed by the Governing Body of Hampton Township as the Municipal Housing Liaison for the administration of the affordable housing program, pursuant to and in accordance with Sections 62.8 of Hampton Township’s Municipal Housing Code.

CERTIFICATION

I hereby certify that the foregoing is a true and correct copy of a Resolution duly adopted by the Township Committee of the Township of Hampton, in the County of Sussex, New Jersey, at a special meeting held on January 6, 2026.

Diana Juarez, RMC
Hampton Township

**HAMPTON TOWNSHIP RESOLUTION #R2026-12 AUTHORIZING CONTRACT FOR
PROFESSIONAL SERVICES FOR TOWNSHIP ATTORNEY**

WHEREAS, Hampton Township requires the services of a Township Attorney for the year 2026; and

WHEREAS, N.J.S.A. 40A:11-5 specifically exempts professional services from provisions of public bidding as provided in the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq.;

WHEREAS, said specified professional services are to be rendered or performed by a person or persons authorized by law to practice a recognized profession, and whose practice is regulated by law within the meaning of N.J.S.A. 40A:11-1 et seq., as amended; and

WHEREAS, the performance of said professional services requires knowledge of an advanced field of learning acquired by a prolonged formal course of specialized training and study as distinguished from general academic instruction or apprenticeship and training; and

WHEREAS, as required by N.J.S.A. 40A:4-57, N.J.A.C 5:34-5.1 et seq and/or any other applicable requirement, the Chief Financial Officer hereby certifies that funds NOT TO EXCEED \$60,000 are available as follows:

Line item: 01-201-20-155-020

NOW THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hampton, Sussex County, New Jersey, as follows:

1. Francis J. McGovern, Esq. of the law firm McGovern & Roseman, PA, is hereby designated as Township Attorney for the Township of Hampton for the year 2026.
2. The Mayor and Clerk are hereby authorized and directed to engage the services of McGovern & Roseman, PA, 31 Newton Sparta Road, Suite 7, Newton, NJ 07860 for Township Attorney services and to execute a contract in accordance with this Resolution. A copy of said contract shall be filed with the Clerk of the Township and shall be available for public inspection.
3. No amount of any contract shall be chargeable until certifications of available funds are made and upon receipt of a properly executed Purchase Order pursuant to the rules of the Local Finance Board of the State of New Jersey. The charges may not exceed the amount of the issued purchase order. Approval of requests for additional funds will be evidenced by an additional purchase order.
4. This appointment is made in accordance with the Local Public Contracts Law and the fair and open process as permitted by State law and pursuant to Hampton Township Ordinances.

5. A notice of this appointment shall be advertised in an official newspaper of the Township of Hampton as required by law.
6. Upon adoption of this resolution, the Clerk is authorized and directed to forward a certified copy of it to the Township Chief Financial Officer, Qualified Purchasing Agent and McGovern & Roseman, PA.
7. This resolution shall be effective January 1, 2026.

CERTIFICATION

I hereby certify that the above resolution was adopted by the Township Committee at their regular meeting held on January 6, 2026, at the Hampton Township Municipal Building, Balesville, Sussex County, New Jersey.

Diana Juarez, RMC
Hampton Township Clerk

**HAMPTON TOWNSHIP RESOLUTION #R2026-13 AUTHORIZING CONTRACT FOR
PROFESSIONAL SERVICES FOR TOWNSHIP AUDITOR**

WHEREAS, Hampton Township requires the services of a Township Auditor for the year 2026; and

WHEREAS, N.J.S.A. 40A:11-5 specifically exempts professional services from provisions of public bidding as provided in the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq.;

WHEREAS, said specified professional services are to be rendered or performed by a person or persons authorized by law to practice a recognized profession, and whose practice is regulated by law within the meaning of N.J.S.A. 40A:11-1 et seq., as amended; and

WHEREAS, the performance of said professional services requires knowledge of an advanced field of learning acquired by a prolonged formal course of specialized training and study as distinguished from general academic instruction or apprenticeship and training; and

WHEREAS, as required by N.J.S.A. 40A:4-57, N.J.A.C 5:34-5.1 et seq and/or any other applicable requirement, the Chief Financial Officer hereby certifies that funds NOT TO EXCEED \$44,000 are available as follows:

Line item: 01-201-20-135-020

NOW THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hampton, Sussex County, New Jersey, as follows:

1. Nisivoccia LLP is hereby designated as Township Auditor for the Township of Hampton for the year 2026.
2. The Mayor and Clerk are hereby authorized and directed to engage the services of Nisivoccia LLP, 200 Valley Rd # 300, Mt Arlington, NJ 07856 for Township Auditing services and to execute a contract in accordance with this Resolution. A copy of said contract shall be filed with the Clerk of the Township and shall be available for public inspection.
3. No amount of any contract shall be chargeable until certifications of available funds are made and upon receipt of a properly executed Purchase Order pursuant to the rules of the Local Finance Board of the State of New Jersey. The charges may not exceed the amount of the issued purchase order. Approval of requests for additional funds will be evidenced by an additional purchase order.

4. This appointment is made in accordance with the Local Public Contracts Law and the fair and open process as permitted by State law and pursuant to Hampton Township Ordinances.
5. A notice of this appointment shall be advertised in an official newspaper of the Township of Hampton as required by law.
6. Upon adoption of this resolution, the Clerk is authorized and directed to forward a certified copy of it to the Township Chief Financial Officer, Qualified Purchasing Agent and Nisivoccia LLP.
7. This resolution shall be effective January 1, 2026.

CERTIFICATION

I hereby certify that the above resolution was adopted by the Township Committee at their regular meeting held on January 6, 2026, at the Hampton Township Municipal Building, Balesville, Sussex County, New Jersey.

Diana Juarez, RMC
Hampton Township Clerk

**HAMPTON TOWNSHIP RESOLUTION #R2026-14 AUTHORIZING CONTRACT FOR
PROFESSIONAL SERVICES FOR TOWNSHIP ENGINEER**

WHEREAS, Hampton Township requires the services of a Township Engineer for the year 2026; and

WHEREAS, N.J.S.A. 40A:11-5 specifically exempts professional services from provisions of public bidding as provided in the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq.;

WHEREAS, said specified professional services are to be rendered or performed by a person or persons authorized by law to practice a recognized profession, and whose practice is regulated by law within the meaning of N.J.S.A. 40A:11-1 et seq., as amended; and

WHEREAS, the performance of said professional services requires knowledge of an advanced field of learning acquired by a prolonged formal course of specialized training and study as distinguished from general academic instruction or apprenticeship and training; and

WHEREAS, as required by N.J.S.A. 40A:4-57, N.J.A.C 5:34-5.1 et seq and/or any other applicable requirement, the Chief Financial Officer hereby certifies that funds NOT TO EXCEED \$60,000 are available as follows:

Line item: 01-201-20-165-020

NOW THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hampton, Sussex County, New Jersey, as follows:

1. Harold E. Pellow & Associates, Inc., is hereby designated as Township Engineer for the Township of Hampton for the year 2026.
2. The Mayor and Clerk are hereby authorized and directed to engage the services of Harold E. Pellow & Associates, Inc., 17 Plains Rd, Augusta, NJ 07822 for Township Engineering services and to execute a contract in accordance with this Resolution. A copy of said contract shall be filed with the Clerk of the Township and shall be available for public inspection.

3. No amount of any contract shall be chargeable until certifications of available funds are made and upon receipt of a properly executed Purchase Order pursuant to the rules of the Local Finance Board of the State of New Jersey. The charges may not exceed the amount of the issued purchase order. Approval of requests for additional funds will be evidenced by an additional purchase order.
4. This appointment is made in accordance with the Local Public Contracts Law and the fair and open process as permitted by State law and pursuant to Hampton Township Ordinances.
5. A notice of this appointment shall be advertised in an official newspaper of the Township of Hampton as required by law.
6. Upon adoption of this resolution, the Clerk is authorized and directed to forward a certified copy of it to the Township Chief Financial Officer, Qualified Purchasing Agent and Harold E. Pellow & Associates, Inc.
7. This resolution shall be effective January 1, 2026.

CERTIFICATION

I hereby certify that the above resolution was adopted by the Township Committee at their regular meeting held on January 6, 2026, at the Hampton Township Municipal Building, Balesville, Sussex County, New Jersey.

Diana Juarez, RMC
Hampton Township Clerk

**HAMPTON TOWNSHIP RESOLUTION #R2026-15 AUTHORIZING CONTRACT FOR
PROFESSIONAL SERVICES FOR TOWNSHIP PLANNER**

WHEREAS, Hampton Township requires the services of a Township Planner for the year 2026; and

WHEREAS, N.J.S.A. 40A:11-5 specifically exempts professional services from provisions of public bidding as provided in the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq.;

WHEREAS, said specified professional services are to be rendered or performed by a person or persons authorized by law to practice a recognized profession, and whose practice is regulated by law within the meaning of N.J.S.A. 40A:11-1 et seq., as amended; and

WHEREAS, the performance of said professional services requires knowledge of an advanced field of learning acquired by a prolonged formal course of specialized training and study as distinguished from general academic instruction or apprenticeship and training; and

WHEREAS, as required by N.J.S.A. 40A:4-57, N.J.A.C 5:34-5.1 et seq and/or any other applicable requirement, the Chief Financial Officer hereby certifies that funds NOT TO EXCEED \$20,000.00 are available as follows:

Line item: 19-286-56-857

NOW THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hampton, Sussex County, New Jersey, as follows:

1. Heyer, Gruel & Associates is hereby designated as Township Planner for the Township of Hampton for the year 2026.
2. The Mayor and Clerk are hereby authorized and directed to engage the services of

Heyer, Gruel & Associates, 236 Broad Street, Red Bank, NJ 07701 for Township Planning services and to execute a contract in accordance with this Resolution. A copy of said contract shall be filed with the Clerk of the Township and shall be available for public inspection.

3. No amount of any contract shall be chargeable until certifications of available funds are made and upon receipt of a properly executed Purchase Order pursuant to the rules of the Local Finance Board of the State of New Jersey. The charges may not exceed the amount of the issued purchase order. Approval of requests for additional funds will be evidenced by an additional purchase order.
4. This appointment is made in accordance with the Local Public Contracts Law and the fair and open process as permitted by State law and pursuant to Hampton Township Ordinances.
5. A notice of this appointment shall be advertised in an official newspaper of the Township of Hampton as required by law.
6. Upon adoption of this resolution, the Clerk is authorized and directed to forward a certified copy of it to the Township Chief Financial Officer, Qualified Purchasing Agent and Heyer Gruel & Associates.
7. This resolution shall be effective January 1, 2026.

CERTIFICATION

I hereby certify that the above resolution was adopted by the Township Committee at their regular meeting held on January 6, 2026, at the Hampton Township Municipal Building, Balesville, Sussex County, New Jersey.

Diana Juarez, RMC
Hampton Township Clerk

**HAMPTON TOWNSHIP RESOLUTION #R2026-16 AUTHORIZING CONTRACT FOR
PROFESSIONAL SERVICES FOR QUALIFIED PURCHASING AGENT AND
CONSULTANT**

WHEREAS, Hampton Township requires the services of a Qualified Purchasing Agent and Consultant for the year 2026; and

WHEREAS, N.J.S.A. 40A:11-5 specifically exempts professional services from provisions of public bidding as provided in the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq.;

WHEREAS, said specified professional services are to be rendered or performed by a person or persons authorized by law to practice a recognized profession, and whose practice is regulated by law within the meaning of N.J.S.A. 40A:11-1 et seq., as amended; and

WHEREAS, the performance of said professional services requires knowledge of an advanced field of learning acquired by a prolonged formal course of specialized training and study as distinguished from general academic instruction or apprenticeship and training; and

WHEREAS, as required by N.J.S.A. 40A:4-57, N.J.A.C 5:34-5.1 et seq and/or any other applicable requirement, the Chief Financial Officer hereby certifies that funds NOT TO EXCEED \$5,500 are available as follows:

Line item: 01-201-20-120-199

NOW THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hampton, Sussex County, New Jersey, as follows:

1. The Canning Group, LLC, is hereby designated as *Township Qualified Purchasing Agent and Consultant* for the Township of Hampton for the year 2026.
2. The Mayor and Clerk are hereby authorized and directed to engage the services of The Canning Group, LLC, 45 South Park Place, Morristown, NJ 07960 for *Township Qualified Purchasing Agent and Consultant* services and to execute a contract in accordance with this Resolution. A copy of said contract shall be filed with the Clerk of the Township and shall be available for public inspection.
3. No amount of any contract shall be chargeable until certifications of available funds are made and upon receipt of a properly executed Purchase Order pursuant to the rules of the Local Finance Board of the State of New Jersey. The charges may not exceed the amount of the issued purchase order. Approval of requests for additional funds will be evidenced by an additional purchase order.
4. This appointment is made in accordance with the Local Public Contracts Law and the fair and open process as permitted by State law and pursuant to Hampton Township Ordinances.
5. A notice of this appointment shall be advertised in an official newspaper of the Township of Hampton as required by law.
6. Upon adoption of this resolution, the Clerk is authorized and directed to forward a certified copy of it to the Township Chief Financial Officer, Qualified Purchasing Agent and The Canning Group, LLC.

CERTIFICATION

I hereby certify that the above resolution was adopted by the Township Committee at their regular meeting held on January 6, 2026, at the Hampton Township Municipal Building, Balesville, Sussex County, New Jersey.

Diana Juarez, RMC
Hampton Township Clerk

HAMPTON TOWNSHIP RESOLUTION #R2026-17 AUTHORIZING CONTRACT FOR PROFESSIONAL SERVICES FOR TOWNSHIP AFFORDABLE HOUSING LIAISON

WHEREAS, Hampton Township requires the services of a Township Affordable Housing Liaison for the year 2026; and

WHEREAS, N.J.S.A. 40A:11-5 specifically exempts professional services from provisions of public bidding as provided in the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq.;

WHEREAS, said specified professional services are to be rendered or performed by a person or persons authorized by law to practice a recognized profession, and whose practice is regulated by law within the meaning of N.J.S.A. 40A:11-1 et seq., as amended; and

WHEREAS, the performance of said professional services requires knowledge of an advanced field of learning acquired by a prolonged formal course of specialized training and study as distinguished from general academic instruction or apprenticeship and training; and

WHEREAS, as required by N.J.S.A. 40A:4-57, N.J.A.C 5:34-5.1 et seq and/or any other applicable requirement, the Chief Financial Officer hereby certifies that funds NOT TO EXCEED \$8,000 are available as follows:

Line item: 19-286-56-857

NOW THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hampton, Sussex County, New Jersey, as follows:

1. J. Caldwell & Associates LLC is hereby designated as Township Affordable Housing Liaison for the Township of Hampton for the year 2026.
2. The Mayor and Clerk are hereby authorized and directed to engage the services of J. Caldwell & Associates LLC, 145 Spring Street, Suite E, Newton, NJ 07860 for Township Affordable Housing Liaison services and to execute a contract in accordance with this Resolution. A copy of said contract shall be filed with the Clerk of the Township and shall be available for public inspection.
3. No amount of any contract shall be chargeable until certifications of available funds are made and upon receipt of a properly executed Purchase Order pursuant to the rules of the Local Finance Board of the State of New Jersey. The charges may not exceed the amount of the issued purchase order. Approval of requests for additional funds will be evidenced by an additional purchase order.
4. This appointment is made in accordance with the Local Public Contracts Law and the fair and open process as permitted by State law and pursuant to Hampton Township Ordinances.
5. A notice of this appointment shall be advertised in an official newspaper of the Township of Hampton as required by law.
6. Upon adoption of this resolution, the Clerk is authorized and directed to forward a certified copy of it to the Township Chief Financial Officer, Qualified Purchasing Agent and J. Caldwell & Associates LLC.
7. This resolution shall be effective January 1, 2026.

CERTIFICATION

I hereby certify that the above resolution was adopted by the Township Committee at their regular meeting held on January 6, 2026, at the Hampton Township Municipal Building, Balesville, Sussex County, New Jersey.

Diana Juarez, RMC
Hampton Township Clerk

HAMPTON TOWNSHIP RESOLUTION #R2026-18 APPOINTING TOWNSHIP HOUSING ADMINISTRATOR JESSICA CALDWELL AS HAMPTON TOWNSHIP'S AFFORDABLE HOUSING ADMINISTRATIVE AGENT FOR THE ADMINISTRATION OF THE AFFORDABLE HOUSING PROGRAM

WHEREAS, the Township of Hampton, County of Sussex State of New Jersey has had a Housing Element and Fair Share Plan prepared promoting an Affordable Housing Program pursuant to the Fair Housing Act, N.J.A.C. 52:27D-301, et. seq. and in accordance with the holding in the following case by the Supreme Court of New Jersey "In the Matter of the Adoption of N.J.A.C. 5:96 and 5:97 by the New Jersey Council on Affordable Housing 221 N.J. 1 (2015) (Mt. Laurel IV)"; and

WHEREAS, pursuant to N.J.A.C. the Township of Hampton is required to appoint a Municipal Housing Administrator for the Administration of the Hampton Township Affordable Housing Program to enforce the requirements of the N.J.A.C.

NOW, THEREFORE, BE IT RESOLVED by the governing body of the Township of Hampton, County of Sussex, State of New Jersey, that Hampton Township Affordable Housing Administrator, Jessica Caldwell, is hereby appointed by the governing body of Township of

Hampton as the Municipal Housing Administrative Agent for the Administration of the Affordable Housing Program.

CERTIFICATION

I hereby certify that the above Resolution was adopted by the Township Committee at their regular meeting held on January 6, 2026, at the Hampton Township Municipal Building, Baleville, Sussex County, New Jersey.

Date: _____

Diana Juarez, RMC
Township Clerk

**HAMPTON TOWNSHIP RESOLUTION #R2026-19 AUTHORIZING THE AWARD OF
A REQUIRED DISCLOSURE CONTRACT WITH FAIRCLOUGH FUEL**

WHEREAS, the Township has a need for off road diesel fuel supplier for its daily operations for calendar year 2026; and

WHEREAS, quotes were sought in compliance with N.J.S.A. 40A:11-6.1; and

WHEREAS, the most advantageous quote, based upon price and other factors was the quote by Fairclough Fuel, 193 Halsey Rd., Newton, N.J., as a required disclosure contract pursuant to the provisions of N.J.S.A. 19:44A-20.5: and

WHEREAS Fairclough Fuel in the aggregate is expected to provide more than the pay to play threshold of \$17,500.00; and

WHEREAS, Fairclough Fuel, has completed and submitted a Business Entity Disclosure Certification and a Personal Contribution Disclosure form which certifies that the vendor has not made any reportable contributions to a political or candidate committee in the Township of Hampton in the previous one year, and that the contract will prohibit the vendor from making any reportable contributions through the term of the contract, and

WHEREAS the Chief Financial Officer has certified that funds NOT TO EXCEED \$50,000.00 are available as follows.

Line item: 01-201-31-447-020 Fuel Oil/Gas/Diesel OE

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Hampton that it hereby authorizes the Mayor to enter into a contract with Fairclough Fuel, 193 Halsey Rd., Newton, N.J. in an amount Not to Exceed \$50,000.00 for off road diesel fuel supplier for calendar year 2026 effective January 1, 2026; and

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and Personal Contribution Disclosure form, Determination of Value be placed on file with this resolution.

CERTIFICATION

I hereby certify that the foregoing is a true and correct copy of a Resolution duly adopted by the Township Committee of the Township of Hampton, in the County of Sussex, New Jersey, at a meeting held on January 6, 2026.

Diana Juarez, RMC, Clerk
Hampton Township

**HAMPTON TOWNSHIP RESOLUTION #R2026-20 – AUTHORIZING CONTRACT
WITH LAND CONSERVANCY**

WHEREAS, Hampton Township (“Township”) requires open space preservation consultation services with regard to open space acquisition, landowner negotiations, grant applications, and the like for calendar year 2026; and

WHEREAS, the Township desires to contract for said services with The Land Conservancy of New Jersey, 19 Boonton Avenue, Boonton, NJ 07005 for a fee not to exceed \$5,000;

WHEREAS the Chief Financial Officer hereby certifies that funds NOT TO EXCEED \$5,000 are available as follows: Line item: 01-201-20-165-020;

NOW THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Hampton, Sussex County, New Jersey that:

1. A contract is awarded to The Land Conservancy of New Jersey, 19 Boonton Avenue, Boonton, NJ 07005 for a fee not to exceed \$5,000 for open space preservation consultation services with regard to open space acquisition, landowner negotiations, grant applications, and the like for calendar year 2026.
2. The proper officers of the Township of Hampton are hereby authorized to endorse and deliver a contract for such services consistent with the terms of this Resolution, and the Clerk is authorized and directed to forward a certified copy of it to the Township Chief Financial Officer, Qualified Purchasing Agent and The Land Conservancy of New Jersey.
3. This resolution shall be effective immediately.

CERTIFICATION

I hereby certify that the above resolution was adopted by the Township Committee at their reorganization meeting held on January 6, 2026 at the Hampton Township Municipal Building, Balesville, Sussex County, New Jersey.

Diana Juarez, RMC
Hampton Township Clerk

HAMPTON TOWNSHIP RESOLUTION #R2026-21 AUTHORIZING CONTRACT FOR PROFESSIONAL SERVICES FOR APPRAISER TO ASSIST WITH TAX APPEALS

WHEREAS, Hampton Township requires the services of an appraiser to assist with filed tax appeals in Hampton Township for the year 2026; and

WHEREAS, N.J.S.A. 40A:11-5 specifically exempts professional services from provisions of public bidding as provided in the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq.;

WHEREAS, said specified professional services are to be rendered or performed by a person or persons authorized by law to practice a recognized profession, and whose practice is regulated by law within the meaning of N.J.S.A. 40A:11-1 et seq., as amended; and

WHEREAS, the performance of said professional services requires knowledge of an advanced field of learning acquired by a prolonged formal course of specialized training and study as distinguished from general academic instruction or apprenticeship and training; and

WHEREAS, as required by N.J.S.A. 40A:4-57, N.J.A.C 5:34-5.1 et seq and/or any other applicable requirement, the Chief Financial Officer hereby certifies that funds NOT TO EXCEED \$5,000 are available as follows:

Line item: 01-201-21-150-028

NOW THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hampton, Sussex County, New Jersey, as follows:

8. Scott J. Holzhauer, CTA, SCGREA is hereby retained as an appraiser to assist Tax Assessor Penny Holenstein with tax appeals filed in Hampton Township for the year 2026.
9. The Mayor and Clerk are accordingly authorized and directed to engage the services of Scott J. Holzhauer, CTA, SCGREA and to execute a contract consistent with this Resolution. A copy of said contract shall be filed with the Clerk of the Township and shall be available for public inspection
10. No amount of any contract shall be chargeable until certifications of available funds are made and upon receipt of a properly executed Purchase Order pursuant to the rules of the Local Finance Board of the State of New Jersey. The charges may not exceed the amount of the issued purchase order. Approval of requests for additional funds will be evidenced by an additional purchase order.
11. This contract award is made in accordance with the Local Public Contracts Law and the fair and open process as permitted by State law and pursuant to Hampton Township Ordinances.
12. A notice of this appointment shall be advertised in an official newspaper of the Township of Hampton as required by law.
13. Upon adoption of this resolution, the Clerk is authorized and directed to forward a certified copy of it to the Township Chief Financial Officer, Qualified Purchasing Agent and Scott J. Holzhauer, CTA, SCGREA.
14. This resolution shall be effective January 1, 2026.

CERTIFICATION

I hereby certify that the above resolution was adopted by the Township Committee at their regular meeting held on January 6, 2026, at the Hampton Township Municipal Building, Balesville, Sussex County, New Jersey.

Diana Juarez, RMC
Hampton Township Clerk

**HAMPTON TOWNSHIP RESOLUTION #R2026-22 AUTHORIZING AGREEMENT
WITH LEW ENVIRONMENTAL SERVICES FOR PROFESSIONAL SERVICES FOR
LEAD EVALUATION OF RENTAL UNITS TO COMPLY WITH N.J.A.C. 5:28A**

WHEREAS, the Township of Hampton (the “Township”) has a need for professional administrative and testing services related to satisfying its obligations to perform lead paint inspections of all Township rental units as required under N.J.A.C. 5:28A; and

WHEREAS, the value of this concession agreement is anticipated to be less than the Township’s quote threshold of \$6,600.00; and

WHEREAS, the not to exceed amount was based upon a reasonable estimate of the goods or services required over the contract term, and the Township of Hampton is not obligated to spend that amount; and

WHEREAS, the concession has been approved in writing as a legal matter by the Township attorney pursuant to N.J.A.C. 5:34-9.4(d);

WHEREAS, Lew Environmental Services LLC (“Lew”) has submitted a proposal and is experienced and qualified in managing and providing administrative and testing services related to lead evaluation services, including but not limited to educating the public as it relates to lead paint sampling and testing requirements, direct billing of rental unit owners, maintaining a

database of all rental units, status of compliance, results of testing/assessment and status of remediation if any; and

WHEREAS, the Township will expend minimal costs for the program; and

WHEREAS, the Chief Financial Officer has certified that funds are available for this contract as follows;

Line Item: 01-201-22-195-050

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Hampton that the Township of Hampton hereby accepts, authorizes and awards a contract to LEW Environmental Services LLC, 181 US Highway 46, Mine Hill, NJ 07803, to provide professional administrative and lead testing services related to the Township's obligations to perform lead paint inspections of all Township rental units as required under N.J.A.C. 5:28A, for a period of one year at a cost to the Township not to exceed \$500.

BE IT FURTHER RESOLVED, that the Mayor and Clerk/Administrator are hereby authorized to execute an Agreement for said services on the attached form, or on a form substantially similar thereto, approved by the Township Attorney, upon receipt by the Clerk/Administrator of such proof of insurance and other documents as required by law and by the provisions of the attached form of contract.

CERTIFICATION: I hereby certify that the foregoing is a true and correct copy of a Resolution duly adopted by the Township Committee of the Township of Hampton, in the County of Sussex, New Jersey, at a meeting held on January 6, 2026.

Diana Juarez, RMC, Clerk
Hampton Township

**HAMPTON TOWNSHIP RESOLUTION #R2026-23 GRANTING AUTHORITY FOR
APPROVAL OF CERTAIN PURCHASES THROUGH NEW JERSEY STATE
CONTRACTS AND/OR PURCHASING COOPERATIVES FOR 2026**

WHEREAS, pursuant to the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq. and P.L.2011, c.139, the governing body may delegate the power to award purchases, contracts and/or agreements through New Jersey State Contracts and/or Purchasing Cooperatives to which the Township of Hampton is a member; and

WHEREAS, in the interest of streamlining Township operations and improving efficiency, it is the desire of the Mayor and Committee to authorize the Purchasing Officer/Qualified Purchasing Agent (QPA) to approve purchases, contracts and agreements through New Jersey State Contracts and/or Purchasing Cooperatives, subject to provisions and requirements of the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq. and P.L.2011, c.139 below the \$53,000.00 threshold in individual purchases and the aggregate as defined by N.J.S.A.40A:11-2(19);

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hampton, County of Sussex, State of New Jersey, as follows:

1. The Qualified Purchasing Agent (QPA) upon receipt of an identified need and direction from the Township is hereby authorized to approve purchases under the bid threshold, made under contracts and/or agreements through New Jersey State Contracts and/or Purchasing Cooperatives to which the Township of Hampton is a member without further action from Committee, provided that funds are available to cover the expenditure.
2. Purchase approvals made by the Qualified Purchasing Agent (QPA) by virtue of the adoption of this Resolution shall be subject to the provisions and requirements of the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq. and that no amount of any contract shall be in excess of the bid threshold in a single purchase or the aggregate without express individual resolutions authorizing such cooperative purchases by contract number.

CERTIFICATION

I hereby certify that the above resolution was adopted by the Township Committee at their regular meeting held on January 6, 2026, at the Hampton Township Municipal Building, Balesville, Sussex County, New Jersey.

Diana Juarez, RMC
Hampton Township Clerk

HAMPTON TOWNSHIP RESOLUTION #R2026-24 – 2026 TEMPORARY BUDGET

	<u>SALARIES 010</u>	<u>OTHER EXPENSE 020</u>
Administrative & Executive	\$ 17,475.00	\$ 3,000.00
Municipal Clerk	\$ 35,000.00	\$ 5,000.00
Finance Administration	\$ 24,500.00	\$ 3,000.00
Assessment of Taxes	\$ 11,830.00	\$ 2,000.00
Collection of Taxes	\$ 16,640.00	\$ 3,000.00
Legal		
Municipal Court*		\$ 15,000.00 *
Engineer Services		\$ 6,000.00
Public Buildings & Grounds		\$ 5,000.00
Planning Board	\$ 4,015.00	\$ 2,000.00
Board of Adjustment	\$ 20,800.00	\$ 1,400.00
Computer Services		\$ 10,000.00
Insurance - Other		\$ 54,300.00
Insurance - Group		\$ 174,335.00
Insurance - Workers Comp		\$ 29,535.00
Aid to Fire Dept		\$ 40,000.00
Aid to First Aid		\$ 11,000.00
Emergency Management Service	\$ 1,525.00	\$ 1,000.00
911 System*		\$ 4,061.00 *
Streets & Roads	\$ 148,120.00	\$ 85,000.00
Vehicle Expense		\$ 8,000.00
Gasoline		\$ 12,000.00
Heating		\$ 12,000.00
Sanitation		\$ 190,000.00
Electricity		\$ 6,000.00
Telephone		\$ 4,000.00
Recycling	\$ 1,560.00	
Animal Control		\$ 500.00
Board of Health		\$ 500.00
Recreation		\$ 5,000.00
Public Retirement		
Social Security		\$ 23,000.00
Unemployment		\$ 1,000.00
Construction Official	\$ 6,500.00	\$ 5,000.00
Fire Safety		\$ 500.00
Fire Prevention*	\$ 4,086.00 *	
Construction - Shared Svc.*	\$ 16,040.00 *	
TOTAL:	\$ 308,091.00	\$ 722,131.00
Less: O/S "CAPS"	\$ (20,126.00)	\$ (19,061.00)
	\$ 287,965.00	\$ 703,070.00

CERTIFICATION

I hereby certify that the above resolution was adopted by the Township Committee at their reorganization meeting held on January 6, 2026, at the Hampton Township Municipal Building, Balesville, Sussex County, New Jersey.

Diana Juarez, RMC
Hampton Township Clerk

**HAMPTON TOWNSHIP COMMITTEE
REGULAR MEETING
JANUARY 6, 2026**

CONSENT AGENDA - All items with an Asterisk (*) are considered routine and non-controversial by the Committee and will be approved by one motion. There will be no separate discussion of these items unless a citizen or Committee Member requests, in which case the item will be removed from the Consent Agenda and considered in its normal sequence on the Agenda.

- 1. Minutes** – December 15, 2025, Special Meeting Minutes and December 16, 2025, Minutes
- 2. Correspondence**
 1. Sussex County Agriculture Development Board – October 20, 2025, Minutes
 2. Sussex County Open Space Committee – September 25, 2025, Minutes
 3. Notice from JCP&L Re: Seeking Review and Approval of Its Deferred Balances Relating to, and an Adjustment of, Societal Benefits Charge Clause of Its Filed Tariff
- 3. Reports**
 1. Andover Joint Municipal Court – November 2025

APPROVAL OF REORGANIZATION CONSENT AGENDA

A **MOTION** was made by Committeewoman E. Klose and seconded by Committeeman P. Yetter, with all members in favor, to approve the Consent Agenda as listed above.

REGULAR AGENDA

A **MOTION** was made by Mayor T. Dooley and seconded by Committeeman D. Hansen, with all members in favor, to excuse Committeeman P. Yetter’s absence.

ORDINANCES

INTRODUCTION AND FIRST READING

HAMPTON TOWNSHIP ORDINANCE #2026-01- AN ORDINANCE TO AMEND CHAPTER 108, ENTITLED “ZONING” OF THE CODE OF THE TOWNSHIP OF HAMPTON, COUNTY OF SUSSEX, STATE OF NEW JERSEY TO PERMIT HORSES, PONIES AND FOWL AS ACCESSORY USES IN CERTAIN ZONES SUBJECT TO REQUIREMENT.

A **MOTION** was made by Committeeman D. Hansen and seconded by Committeewoman E. Klose to introduce at first reading Ordinance #2026-01.

ROLL CALL: Committeeman D. Hansen; yes, Committeewoman E. Klose; yes, Committeeman E. Ramm; yes, Committeeman P. Yetter; yes, and Mayor T. Dooley; yes. Motion carried.

HAMPTON TOWNSHIP ORDINANCE #2026-02 – AN ORDINANCE TO ADD CHAPTER 92, ENTITLED “TAX REFUND FOR 100 PERCENT DISABLED VETERANS”, TO THE CODE OF THE TOWNSHIP OF HAMPTON, COUNTY OF SUSSEX, STATE OF NEW JERSEY

A **MOTION** was made by Committeeman P. Yetter and seconded by Committeewoman E. Klose to introduce at first reading Ordinance #2026-02.

Committeeman E. Ramm stated that he is not in favor of Ordinance #2026-02. He expressed concern that the ordinance should allow for a minimum of one year of credit from the date an application is deemed approved in the event that an extraordinary circumstance prevented completion of the entire application in a timely manner.

Committeewoman E. Klose inquired whether Committeeman Ramm wished to amend the ordinance to reflect a special circumstance and asked what type of circumstance he had in mind.

The Township Clerk/Administrator D. Juarez suggested that any such extraordinary circumstances be subject to approval at the discretion of the Township Committee, rather than determined by a single individual.

Mayor T. Dooley suggested the Township Attorney review and amend the ordinance to reflect the special circumstance discussed as it pertains to the veteran's tax exemption application.

A MOTION was made by Committeeman E. Ramm and seconded by Committeeman D. Hansen, with all members in favor, to table Ordinance #2026-02

HAMPTON TOWNSHIP ORDINANCE #2025-03 – AN ORDINANCE TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION LIMITS AND TO ESTABLISH A CAP BANK (N.J.S.A. 40A: 4-45.14)

A MOTION was made by Committeeman E. Klose and seconded by Committeeman D. Hansen to introduce at first reading Ordinance #2025-03.

ROLL CALL: Committeeman D. Hansen; yes, Committeewoman E. Klose; yes, Committeeman E. Ramm; yes, Committeeman P. Yetter; yes, and Mayor T. Dooley; yes. Motion carried.

RESOLUTIONS

A MOTION was made by Committeeman E. Ramm and seconded by Committeeman D. Hansen, with all members in favor, to adopt Resolution #R2026-25.

HAMPTON TOWNSHIP RESOLUTION #R2026-25- PERMITTING STILLWATER TOWNSHIP TO ASSESS BLOCK 1901, LOT 6.03, HAMPTON TOWNSHIP

WHEREAS, the Township of Stillwater owns vacant property designated as Block 1901, Lot 6.03 in the Township of Hampton, which property abuts a shared municipal boundary line dividing the Townships of Hampton and Stillwater; and

WHEREAS, the Township of Stillwater also owns an adjoining parcel situate in the Township of Stillwater; and

WHEREAS, the Township of Stillwater requests that the property be assessed by the Township of Stillwater rather than the Township of Hampton in accordance with N.J.S.A. 54:4-25;

NOW THEREFORE BE IT RESOLVED that the Township Committee of the Township of Hampton, Sussex County, New Jersey that

1. The real property designated as Block 1901, Lot 6.03 on the official tax map of the Township of Hampton shall be assessed by the Township of Stillwater so long as
 - a. The Township of Stillwater continues to be the owner of both the subject property and the adjoining parcel located within Stillwater Township;
 - b. The subject property remains vacant; and
 - c. The Township of Stillwater concurs with the decision set forth in this Resolution.
2. Upon satisfaction of the foregoing conditions, authorization is hereby given to enter a notation on the tax assessment records, official tax map and other records as deemed appropriate to indicate that the subject property is assessed by Stillwater Township.
3. Copies of this resolution shall be given to the Sussex County Tax Assessor, Hampton Township Tax Assessor, Stillwater Township Tax Assessor and Stillwater Township Clerk.
4. This resolution is effective immediately.

CERTIFICATION

I hereby certify that the above resolution was adopted by the Township Committee at their reorganization meeting held on January 6, 2026 at the Hampton Township Municipal Building, Balesville, Sussex County, New Jersey.

Diana Juarez, RMC
Hampton Township Clerk

PROCLAMATION

A **MOTION** was made by Committeeman P. Yetter and seconded by Committeewoman E. Klose, with all members in favor, to adopt Hampton Township Proclamation Declaring the Month of January 2026 Radon Action Month.

**HAMPTON TOWNSHIP PROCLAMATION DECLARING THE MONTH OF
JANUARY 2026 RADON ACTION MONTH**

WHEREAS, radon is a naturally occurring radioactive gas that is the second leading cause of lung cancer, causing as many as 500 lung cancer deaths annually in New Jersey; and

WHEREAS, elevated radon levels are found in many homes and pose a serious health threat to families residing in these homes; and

WHEREAS, any home may have high levels of radon -- even if neighboring homes do not; and

WHEREAS, radon testing is easy and inexpensive -- and elevated levels of radon can be effectively reduced at the cost of a typical home repair; and

WHEREAS, a significant number of homes in Hampton Township have elevated levels of radon;

WHEREAS, by mitigating homes with radon concentrations at or above 4 pCi/L in New Jersey, 140-250 lives are saved annually.

NOW, THEREFORE, the Township Committee of the Township of Hampton, does hereby proclaim the Month of January 2026, as

RADON ACTION MONTH

in the Township of Hampton and call upon all residents who have not yet tested to test their homes for radon and to reduce radon levels if elevated levels are found, to protect their families from the serious health risk of radon.

CERTIFICATION

I hereby certify that the above Proclamation was adopted by the Township Committee at their regular meeting held January 6, 2026 at the Hampton Township Municipal Building, Baleville, Sussex County, New Jersey.

Date _____

Diana Juarez, RMC
Township Clerk

NEW BUSINESS

**REQUEST TO AWARD A CONTRACT WITH ARTHUR J. GALLAGHER RISK
MANAGEMENT SERVICES, LLC. WITHOUT RECEIPT OF FORMAL BIDS AS AN
EXTRAORDINARY UNSPECIFIABLE SERVICE.**

A **MOTION** was made by Committeeman D. Hansen and seconded by Committeewoman E. Klose, with all members in favor, to authorize a Resolution to award a contract with Arthur J. Gallagher Risk Management Services, LLC without receipt of formal bids as an extraordinary unspecifiable service.

DISCUSSION

Committeewoman E. Klose inquired about holding a budget discussion and expressed an interest to be part of the conversation. Committeeman D. Hansen stated that he would also participate. The Township Clerk/Administrator, D. Juarez, stated that she could coordinate a meeting for the middle to end of February.

Mayor T. Dooley expressed interest in introducing an ordinance addressing buildings constructed without proper permits and requiring their demolition.

Mayor T. Dooley stated he would like to draft a resolution to circulate to the County, the State of New Jersey, and the New Jersey Board of Public Utilities, urging JCP&L to take additional action to maintain its infrastructure, including tree maintenance and debris cleanup.

PUBLIC SESSION

No Comments or questions presented.

PUBLIC SESSION CLOSED

EXECUTIVE SESSION

No Executive Session was held.

ADJOURNMENT

A **MOTION** was made by Committeeman D. Hansen and seconded by Committeeman P. Yetter, with all members in favor, to adjourn the meeting at 7:18 P.M.

Respectfully submitted by,

Diana Juarez, RMC
Township Clerk/Administrator