

## **Hopewell Township**

Hopewell Township is governed by a five-member Township Committee elected on an at-large basis. Each year the elected body selects one of its members to serve as Mayor and one to serve as Deputy Mayor, each for a one-year term. The Township Committee has responsibility for all legislative, executive and financial matters, including the enactment of all ordinances and resolutions.

The Township Committee formulates policy with input from the Township's professional staff and consultants, as well as over 90 resident volunteers who serve on various boards, commissions or committees.

The Township Committee meets twice a month plus additional meetings as needed. All meetings are listed on the Township website, [www.HopewellTwp.org](http://www.HopewellTwp.org). A majority of committee members must be present to take action. With the exception of certain financial matters, a simple majority is needed to adopt an ordinance.

### ***Mayor***

The Mayor presides at all Township Committee meetings. The Mayor also presides at ceremonial occasions. In the absence of the Mayor, the Deputy Mayor presides.

### ***Township Administrator***

The Township Administrator manages the day-to-day operations of the Township, which includes staffing, implementing and enforcing all legislation created by the Township Committee, and financial control of Township departments.

### ***Township Clerk***

The Township Clerk manages the Township Committee meetings, correspondence, elections and record keeping.

### ***Township CFO/ Treasurer***

The CFO/Treasurer is responsible for all funds coming in to the Township and disbursing funds.

### ***Township Attorney***

The Township Attorney is the legal advisor to the Township Committee and all departments. The Township Attorney also serves as the parliamentarian, ruling on questions associated with by-laws and rules of order.



Welcome to a Hopewell Township Committee Meeting

This brochure explains the process and procedures of our public meetings.

The Mayor and Township Committee invite you to attend our public meetings. Your input is necessary and appreciated.

Mayor- Julie Blake

Deputy Mayor- Courtney Peters-Manning

Committee Members

Kevin Kuchinski, Kristin McLaughlin, Michael Ruger

## **Meeting Schedule**

The Township Committee meets the first and third Mondays of each month. There will be exceptions and additions, so check the Township website regularly. Meetings are held in the Auditorium in the Township Administration Building but may also be held electronically. The agenda will note if the meeting is being held electronically or in person.

Agendas are published in the Agenda Center on the website two days prior to each meeting. Printed copies are available to all attendees at each meeting held in person. Minutes, calendars and video recordings of each meeting are available on the website.

### ***A Township Committee meeting agenda includes the following sections.***

- A. **Call meeting to order and statement of proper notice:** The Mayor is responsible for starting and leading the meeting.
- B. **Roll call** by the Municipal Clerk
- C. **Pledge of allegiance and salute to the flag**
- D. **Review and approval of minutes:** Once approved by the Committee, minutes are published on the Township's website.
- E. **Announcements of agenda changes:** From time to time, items may be added or removed after the agenda is published. Any changes will be noted.
- F. **Committee member and staff reports:** Staff and Committee member reports provide updates on Township business and issues of interest to the public. The Township Committee may invite others to make presentations as well.
- G. **Comments from members of the public:** Each committee meeting includes two public comment sections, one near the beginning of the meeting, and one at the end. At these times, anyone may address the Township Committee for up to three minutes. The first public section is limited to comments related to matters on the agenda for which there is no public hearing. The second is open to any matter of public interest. Statements are to be addressed to the Committee as a body and not to any individual member. Specific questions may be answered at the Mayor's discretion.
- H. **Ordinance and final hearings, public hearings and adoption:** Any changes to the Township Code must be made by ordinance. An ordinance requires two readings. The ordinance is introduced at the first reading and Township Committee members may comment. The second reading is held at a subsequent Township Committee meeting. A separate public hearing is then held for the public to comment on the ordinance.
- I. **Resolutions:** A resolution is a formal expression of opinion, will, or intent voted on by the Township Committee. A resolution requires one reading. Resolutions addressing routine or noncontroversial issues may be placed on a consent agenda and considered as a group. Resolutions not on the content agenda are discussed separately. Anyone who wants to comment on a resolution may do so during the first public comment section of the meeting.
- J. **Future agenda items:** Members of the Township Committee may suggest future agenda items at this time.
- K. **Work session:** The Township Committee may schedule a work session to discuss issues with Township staff and other experts. The work session may be scheduled at any point

during the meeting. A separate public comment section for a work session is generally not provided.

- L. **Additional comments from the public:** As with the first public comment section, anyone may address the Township Committee for up to three minutes.
- M. **Executive session:** Under the New Jersey Open Public Meetings Act, the Township Committee may address certain issues in an executive session that is closed to the public. Issues to be discussed will be announced by the Committee before an executive session. After the session concludes, the Committee will return to the open meeting.
- N. **Adjournment**

## **Important Township Information**

Hopewell Township  
201 Washington Crossing- Pennington Rd  
Titusville, NJ 08560

Website [www.hopewelltp.org](http://www.hopewelltp.org)

Phone 609-737-0605

General email- [info@hopewelltp.org](mailto:info@hopewelltp.org)

## **EMERGENCY 911**

**Community Development-** 609-737-0605 ext. 6280

**Public Works-** 609-537-0250

**Police non-emergency-** 609-737-3100

**Animal Control-** 609-537-0278

**Tax Collector-** 609-537-0245

**Township Clerk-** 609-537-0276

**Fire Safety-** 609-730-8156

### **Senior Staff (as of March 2021)**

Acting Administrator- George Snyder

Chief Financial Officer- Julie Troutman

Health Officer- Dawn Marling

Police Director- Robert "Bob" Karmazin

Municipal Clerk- Laurie Gompf

Director of Public Works- George Snyder

Community Development/ Township Engineer- Mark Kataryniak

Construction Official- Kevin Oswald

Tax Assessor- Daniel Keough

Tax Collector- Mary Kennedy-Nadzak

Director of Recreation- Karin Poveromo

Court Administrator- Margaret Umbro