

WEST AMWELL TOWNSHIP COMMITTEE RE-ORGANIZATION MEETING

January 5, 2015 – 7:30 p.m.

FLAG CEREMONY & PLEDGE OF ALLEGIANCE:

A contingent of local Cub and Boy Scouts led those gathered in the Pledge to the American flag. Those participating were: Robert Tomenchok, Jack Bednar, Sam Davis, Seth Geis, Jason Barrett, Andrew Underwood, Jes Cally, Travis Gawason, Jimmy Hagman, Matthew Young, Ryan Balog, Ryan Petrucci, Scott McCloughan, Ryan Barrett, Bailey Claus, Liam Gillooly, and Jaden Turner, together with Scoutmasters Brian Claus, Jim Cally and Assistant Scoutmasters Kent Carpenter and Terry Underwood. Appreciation was extended to all participants.

The 2015 Annual Reorganization Meeting of the West Amwell Township Committee was called to order at 7:35 p.m. by Township Clerk Lora Olsen. Present were Committee members George A. Fisher, Zachary T. Rich, and Committee member-elect John Dale. The Committee was joined by the following: Carolyn Deal, Robyn, Shawn and Evan Dale, Cathy Urbanski, Rob and Heidi Tomenchok, Dave Beaumont, Sandy Haberle, Tom Carro, Joe Petrucci, and Kathy Fisher.

In compliance with the Open Public Meetings Act, Mrs. Olsen announced that that notice of this Re-Organization meeting being published in the December 18, 2014 issue of the Trenton Times and the Hunterdon County Democrat and posted on the Township bulletin board, where it has remained continuously posted as required under the Statute. A copy of this notice is and has been available to the public and is on file in the office of the Municipal Clerk. Notice should also be taken the Municipal Building is handicapped accessible but the Clerk's office should be contacted 24 hours in advance for any special accommodations.

The meeting was recorded via digital recording system.

PRESENTATION OF CERTIFICATE OF ELECTION:

Mrs. Olsen presented the Certificate of Election held on November 4, 2014 from the Hunterdon County Board of Canvassers certifying the election of John Dale to a three-year term on the Township Committee.

Mrs. Olsen administered the **Oath of Office** to Mr. Dale with son Shawn holding the Bible for the swearing-in ceremony.

NOMINATION OF 2015 MAYOR:

Mrs. Olsen called for nominations for Mayor of West Amwell Township. Mr. Fisher was nominated on motion by Mr. Rich with a second provided by Mr. Dale. No other nominations were received. Nomination unanimously approved.

Mrs. Olsen administered the **Oath of Office** to Mr. Fisher with wife Kathy, holding the Bible for the swearing-in ceremony.

NOMINATION OF 2015 DEPUTY MAYOR:

Nominations for Deputy Mayor were solicited. Mr. Rich was nominated on motion by Mr. Fisher with a second provided by Mr. Dale. No other nominations were received. Nomination unanimously approved.

Mrs. Olsen administered the **Oath of Office** to Mr. Rich. Former mayor Carolyn Deal held the Bible for the swearing-in ceremony.

Mayor Fisher took over the meeting.

CONSENT AGENDA

Mayor Fisher announced that Resolutions #01-2015 through #17-2015 are covered under the consent agenda; considered to be routine by the Township Committee; and, will be enacted by one motion.

DESIGNATING A MEETING SCHEDULE

RESOLUTION #01-2015

BE IT RESOLVED by the Township Committee of the Township of West Amwell, County of Hunterdon, State of New Jersey, that during 2015 the Township Committee will hold regularly scheduled meetings as follows, except that the listed 1st Wednesday meetings will occur only as needed and will be subject to cancellation:

| | | | |
|------------------------|---------------------|-------------------------|--------------------------|
| January 21 | April <u>1</u> , 15 | July 15 | October <u>7</u> , 21 |
| February <u>4</u> , 18 | May <u>6</u> , 20 | August 19 | November <u>4</u> , 18?? |
| March <u>4</u> , 18 | June <u>3</u> , 17 | September <u>2</u> , 16 | December <u>2</u> , 30 |

All regular meetings will be 7:30 p.m. in the Municipal Building, 150 Rocktown-Lamb. Road, Lambertville (West Amwell), New Jersey.

BE IT FURTHER RESOLVED that all meetings will be held in compliance with the Open Public Meetings Act. Special meetings shall be at the call of the Mayor or written request by a member of the Township Committee to the Clerk.

BE IT FURTHER RESOLVED that the Municipal Building is handicapped accessible but the Clerk's office is to be contacted 24 hours in advance for any special accommodations.

BE IT FINALLY RESOLVED that this Resolution shall be posted on the Township bulletin board and transmitted to the Hunterdon County Democrat and the Trenton Times within seven days of adoption.

ORGANIZATION OF THE MEETING

RESOLUTION #02-2015

BE IT RESOLVED by the Township Committee of the Township of West Amwell, County of Hunterdon, State of New Jersey, that the Order of Business and the conducting of business at all meetings shall be as follows:

1. Call to order and statement of compliance with the Open Public Meetings Act
2. Pledge of Allegiance to the American Flag
3. Agenda Review by Township Clerk
4. Announcements
5. Presentation of Minutes
6. Open to the Public/Topic not on the Agenda (limited to 15 minutes)
7. Special Presentation(s)
8. Introduction and/or Public Hearing of Ordinances
9. Standing Committee Reports
10. Unfinished Business
11. New Business
12. Open to the Public
13. Administrative (includes Payment of Bills—last regular meeting of each month; Reports; Website review)
14. Correspondence
15. Adjournment

BE IT FURTHER RESOLVED that all matters to be presented to the Township Committee at their regularly scheduled meeting shall be delivered in written form to the Township Clerk's Office no later than noon on the Friday prior to the meeting.

DESIGNATING THE OFFICIAL NEWSPAPER

RESOLUTION #03-2015

BE IT RESOLVED by the Township Committee of the Township of West Amwell, County of Hunterdon, State of New Jersey, that the Hunterdon County Democrat be established as the Official Newspaper; the Trenton Times is designated as the daily newspaper having the greatest likelihood of informing the public within the area of jurisdiction of the Township of its meetings.

AUTHORIZED SIGNATURES ON TOWNSHIP BANK ACCOUNTS

RESOLUTION #04-2015

BE IT RESOLVED that the Mayor or Deputy Mayor, Clerk or Deputy Clerk, and CFO/Treasurer or Assistant Treasurer be authorized to sign checks drawn on the Current Account, Capital Account, Animal Control Trust Fund, Payroll Account, Unemployment Account, Trust Escrow Account, the Federal and State Grant Account, COAH Escrow Account, CDBG-Rehab Account, West Amwell Housing Trust and Open Space Trust Fund.

BE IT FURTHER RESOLVED that the Court Administrator be authorized to sign checks drawn on the Court Account and Bail Account.

BE IT FURTHER RESOLVED that the Clerk or Deputy Clerk be authorized to sign checks drawn on the Petty Cash Account.

DESIGNATING DEPOSITORIES FOR ACCOUNTS

RESOLUTION #05-2015

BE IT RESOLVED that Hopewell Valley Bank be designated as the depository for the Current Account, Capital Account, Animal Control Trust Fund, Payroll Account, Petty Cash Fund, Municipal Court Account, Bail Account, COAH Escrow Account, CDBG-Rehab Account, Escrow Trust Account, Unemployment Account, Federal & State Grant Account and Open Space Trust Fund.

BE IT FURTHER RESOLVED that TD Bank be designated as the depository for the West Amwell Housing Trust.

DESIGNATING DEPOSITORIES FOR INVESTMENTS

RESOLUTION #06-2015

BE IT RESOLVED that TD Bank, Hopewell Valley Community Bank, and the State Cash Management Plan be designated depositories for the Open Space Trust, General and Capital Account investments.

BE IT FURTHER RESOLVED that the Treasurer and Clerk be authorized to request bids and to place orders for investments of Township idle funds solely in legally authorized investment vehicles and to execute the recurring Wire Transfer to and from Hopewell Valley Community Bank and other wire transfers for this purpose. Investments will be reported to the Township Committee at its next regularly scheduled meeting.

DESIGNATING TAX COLLECTION DATES, INTEREST RATES AND SETTING FEES

RESOLUTION #07-2015

BE IT RESOLVED by the Mayor and Township Committee of the Township of West Amwell as follows:

1. Real estate taxes shall be collected quarterly on February 1, May 1, August 1 and November 1, 2015
2. Interest shall be charged and calculated at the rate of 8% per annum on the first \$1,500.00 of the delinquency, and 18% per annum on any amount in excess of the first \$1500.00. These amounts are to be calculated from the date the tax was payable until the date the actual payment was received in the tax office.
3. There shall be a ten (10) day grace period, after which unpaid taxes will be charged interest from the due date.
4. Redemption fees for Tax Sale Certificates to the Municipality and Lien holders will be calculated as follows:
 - 2% on Certificates \$100.00 to \$4,999.00
 - 4% on Certificates \$5,000.00 to \$9,999.00.
 - 6% on Certificates over \$10,000.00
5. Redemption amounts shall be obtained from the Tax Collector. A \$25.00 fee will be charged for each additional request for a redemption calculation.
6. Duplicate tax sale certificates will be issued for a fee of \$100.00 each. Certificate owners must supply proof of loss or statement.)
7. Certificates of redemption can be issued for a fee of \$100.00 each. (Certificate owners must supply proof of payment of tax sale certificates.)
8. Tax Notices will have a fee of \$25.00 per mailing in lieu of publication.
9. Returned or insufficient checks will be charged a fee of \$20.00 each.
10. A duplicate bill fee of \$5.00 shall be charged upon request, excluding the property owners.
11. There will be a 6% year end penalty placed on balances and interest totaling \$10,000 or more at the close of the tax year on December 31.

The Township Clerk is hereby directed to publish a copy of this resolution.

AUTHORIZING CANCELLATION OF PROPERTY TAX CREDITS AND DELINQUENCIES

RESOLUTION #08-2015

WHEREAS, the Township Committee of the Township of West Amwell, County of Hunterdon, State of New Jersey, has been informed by the Tax Collector that from time to time there are property tax credits or delinquencies on certain properties located within the Township of West Amwell, and

WHEREAS, pursuant to N.J.S.A. 40A:5-17.1, a resolution may be adopted by the governing body of a municipality authorizing a municipal employee to process without further action on the part of the governing body the cancellation of any property tax credit or delinquency of less than \$5.00

NOW, THEREFORE BE IT RESOLVED by the Township Committee of the Township of West Amwell, County of Hunterdon, State of New Jersey, that the Tax Collector be authorized to cancel any property tax credit or delinquency of less than \$5.00 without further action on the part of the Township Committee and that such action be noted in the Tax Duplicate for the Township of West Amwell.

PAYROLL AUTHORIZATION

RESOLUTION #09-2015

BE IT RESOLVED that the West Amwell Township CFO/Treasurer be authorized to pay payrolls as scheduled between meeting dates. Those pays will be subject to approval by the Township Committee at the next regular meeting.

PAYMENT OF BILLS

RESOLUTION #10-2015

BE IT RESOLVED that the West Amwell Township Committee may approve the payment of bills at all public meetings.

BE IT FURTHER RESOLVED that all bills for payment by the Township Committee shall be submitted by 12 noon the Friday prior to the meeting.

BE IT FURTHER RESOLVED that the CFO/Treasurer is authorized to pay the following invoices when they are due:

- State of New Jersey Health Benefits
- Debt Service Payments
- West Amwell Board of Education
- South Hunterdon Regional Board of Education
- County of Hunterdon Taxes
- Utility Bills, Lease Payments and Insurance Bills
- PERS & PFRS Payments
- Lincoln National Life Insurance Company

BE IT FURTHER RESOLVED that the invoices listed above will be submitted on bill list for the next meeting.

WIRE TRANSFERS

RESOLUTION #11-2015

WHEREAS, it is necessary to authorize wire transfers from various West Amwell Township bank accounts to the State Cash Management Plan, other approved investments and to third parties in order to conduct authorized Township business,

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of West Amwell, County of Hunterdon, State of New Jersey, that the Chief Financial Officer or Assistant Treasurer be authorized to do wire transfers from Township bank accounts to the State Cash Management Plan, other approved investments and to other authorized third parties in order to conduct authorized Township business.

A RESOLUTION TO AUTHORIZE THE TAX ASSESSOR OF THE TOWNSHIP OF WEST AMWELL TO TAKE CERTAIN ACTIONS IN THE NAME OF THE TOWNSHIP OF WEST AMWELL, COUNTY OF HUNTERDON, NEW JERSEY

RESOLUTION #12-2015

WHEREAS, the Township Committee has been informed by the Tax Assessor of the Township of West Amwell, that from time to time, the Assessor may be required to

execute stipulations relative to assessment appeals, to make corrections in assessments on properties located in the Township of West Amwell, and to file omitted assessments and roll back tax complaints and appeals, all in the name of the Township of West Amwell; and

WHEREAS, the Hunterdon County Board of Taxation requires a resolution of the Township Committee to authorize actions by the Assessor; and

WHEREAS, the Township Committee desires to grant such authority to the Assessor, subject to the conditions set herein.

NOW THEREFORE, BE IT RESOLVED by the Township Committee of the Township of West Amwell, in the County of Hunterdon and State of New Jersey:

Sec. 1 - The Tax Assessor of the Township of West Amwell is, and he hereby is authorized in the name of the Township of West Amwell aforesaid, to:

- (a) Execute stipulations relative to assessment appeals;
- (b) Make corrections in assessments on properties located in the Township of West Amwell;
- (c) File omitted assessment and rollback tax complaints and appeals with the Hunterdon County Board of Taxation.

Sec. 2 - The authority herein granted shall expire on December 31, 2015 and is conditioned upon the Tax Assessor advising the Township Attorney and Township Committee of all such actions taken by him and the reasons therefore.

Sec. 3 - A copy of this Resolution duly certified to be a true copy thereof shall be transmitted to the Tax Assessor and Hunterdon County Board of Taxation.

RESOLUTION AUTHORIZING LEGAL COUNSEL TO FILE AND PROSECUTE ROLL BACK TAX COMPLAINTS, COMPLAINTS TO CORRECT ERRORS IN ASSESSMENTS AND COMPLAINTS FOR ADDED, OMITTED AND ADDED/OMITTED ASSESSMENTS, DEFEND, SETTLE OR STIPULATE TO RESOLVE ALL 2015 LOCAL PROPERTY TAX APPEALS

RESOLUTION #13-2015

WHEREAS, the Hunterdon County Tax Board has issued a letter of request requiring a Resolution by the Mayor and Township Committee of each municipality of the County of Hunterdon by its County Tax Administrator; and

WHEREAS, the said County Tax Administrator requires that the Mayor and members of the Governing body of each municipality in the County of Hunterdon, in order to file municipal roll back complaints, correct errors or file added, omitted and added/omitted complaints, adopt a resolution allowing the Municipal Attorney or any member of his firm to file and prosecute said complaints.

NOW THEREFORE, BE IT RESOLVED by the Township Committee of the Township of West Amwell, in the County of Hunterdon and State of New Jersey that Philip J. Faherty III, is hereby authorized to file, prosecute, defend, stipulate, modify, agree upon and otherwise perform the duties which are required of said Attorney, in the process of prosecution and/or filing of said roll back tax complaints, complaints to correct errors in assessments for added assessment in 2015 and defending or settling all 2015 local property tax appeals and execute any and all stipulations relating to the same with the agreement of the West Amwell Township Municipal Tax Assessor.

BE IT FURTHER RESOLVED the Municipal Clerk is and the same is hereby directed to provide a true copy of this resolution to the Hunterdon County Board of Taxation, Hunterdon County Court House, Flemington, New Jersey.

AUTHORIZING USE OF THE MUNICIPAL BUILDING AND SETTING FEE FOR MEETING ROOM RENTAL

RESOLUTION #14-2015

BE IT RESOLVED by the Township Committee of the Township of West Amwell, County of Hunterdon, State of New Jersey, that the Township Clerk is hereby authorized to schedule use of the Municipal Building by community groups subject to the requested date not conflicting with the regular meeting schedule of any Township Board or Committee.

BE IT FURTHER RESOLVED that the rental fee for municipal building meeting room use is as follows:

| | |
|--------------------|-----------|
| Small meeting room | \$25/hour |
| Court room | \$50/hour |

RESOLUTION FOR RETURNED CHECKS

RESOLUTION #15-2011

WHEREAS, the Township of West Amwell may charge a fee for returned checks, and

WHEREAS, it is the desire of the Township of West Amwell to collect such a fee

THEREFORE, BE IT RESOLVED by the Township of West Amwell, Hunterdon County, State of New Jersey, to set a fee of \$20.00 payable to the Township for dishonored checks to the Municipality for taxes and/or other fees.

RESOLUTION APPROVING A CONSENT AGENDA

RESOLUTION #16-2015

BE IT RESOLVED by the Township Committee of West Amwell Township that it hereby approves the use of a "Consent Agenda" which may also be noted as "Resolutions" on the Agenda where matters of a routine nature may be placed.

RESOLUTION CONCERNING CLOSED SESSION MINUTES & WEBSITE UPDATING

RESOLUTION #17-2015

BE IT RESOLVED by the Township Committee of West Amwell Township that

1. Closed Session minutes from all Committee and Board meetings will be reviewed by those bodies at least one time per year to ascertain status of release
2. Agendas for all Committees and Boards will include a 'review of website' action item to insure that information is current
3. That copy of this Resolution be distributed to all West Amwell Township Boards and Committees

Resolutions #01-2015 through #17-2015 were unanimously approved on motion by Dale seconded by Rich.

RESOLUTION DESIGNATING TEMPORARY BUDGET

RESOLUTION #18-2015

WHEREAS, N.J.S.A. 40A 40:4-19 provides that where any contract, commitment or payments are to be made prior to the final adoption of the 2015 budget, temporary appropriations should be made for the purpose and amounts required in the manner and time therein provided; and

WHEREAS, the date of this Resolution is within the first thirty days of January 2015; and

WHEREAS, the total appropriation in the 2014 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance, is \$2,494,568.00; and

WHEREAS, one-fourth of the total appropriations in the 2014 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance, is the sum of \$623,642.00.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of West Amwell, County of Hunterdon, State of New Jersey, that the following shall be the Temporary Budget for the Township of West Amwell for the year beginning January 1, 2015, and that a certified copy of this Resolution be transmitted to the Treasurer for his records:

WEST AMWELL TOWNSHIP TEMPORARY BUDGET 2015

(See attached)

| | |
|-----------------------------|--------------|
| Total 2015 Temporary Budget | \$623,642.00 |
| Maximum Permitted by Law | \$623,642.00 |

The Resolution was unanimously approved on motion by Rich, seconded by Dale.

RESOLUTION ADOPTING THE CASH MANAGEMENT PLAN
RESOLUTION #19-2015
CASH MANAGEMENT PLAN
JANUARY 2015

BE IT RESOLVED that the Township Committee of the Township of West Amwell adopt this Cash Management Plan as follows:

STATEMENT OF PURPOSE

This Cash Management Plan (the "Plan") is prepared pursuant to the provisions of N.J.S.A.:5-17 in order to set forth the basis for the deposits and investment of certain public funds of the Township of West Amwell, pending the use of such funds for the intended purposes. The plan is intended to assure that all public funds identified herein are deposited in interest bearing deposits or otherwise invested in Permitted Investments hereinafter referred to. The intent of the Plan is to provide that the decision made with regard to the Deposits and the Permitted Investments will be done to insure the safety, the liquidity (regarding its availability for the intended purposes), and the maximum investment return within such limits. The Plan is intended to insure that any Deposit or Permitted Investment matures within the time period that approximates the prospective need for the funds deposited or invested so that there is not a risk to the market value of such Deposits or Permitted Investments.

IDENTIFICATION OF FUNDS AND ACCOUNTS TO BE COVERED BY THE PLAN

- The Plan is intended to cover the deposit and/or investment of the following funds and accounts of the Township of West Amwell:
 1. Affordable Housing Trust
 2. Animal Control Trust
 3. Capital Account
 4. Current Account
 5. Federal and State Grant Account
 6. Housing Trust Account
 7. Payroll Account
 8. Public Assistance I & II Accounts
 9. Unemployment Trust Account
 10. Escrow Trust Account
 11. Open Space Trust Fund
 12. State of New Jersey Cash Management Fund
- It is understood that this Plan is not intended to cover certain funds and accounts of the Township of West Amwell, specifically:
 1. Municipal Court
 2. Tax Sale Redemption

DESIGNATION OF OFFICIALS OF THE TOWNSHIP OF WEST AMWELL

The Chief Financial Officer of the Township of West Amwell and the Assistant Treasurer are hereby authorized and directed to deposit and/or invest funds referred to in the Plan.

DESIGNATION OF DEPOSITORIES

The following banks and financial institutions are hereby designated as official depositories for the Deposit of all public funds referred to in the Plan:

- TD Bank
- PNC Bank
- Hopewell Valley Community Bank
- State of New Jersey Cash Management Plan

All depositories must conform to the Government Unit Deposit Protection Act (GUDPA), shall provide a Notification of Eligibility from the State of New Jersey, Department of Banking, on a semi-annual basis.

DEPOSIT OF FUNDS

All funds shall be deposited within forty-eight (48) hours of receipt, in accordance with N.J.S.A. 40A:5-15, into the appropriate fund operating accounts. Deposits are picked up by an armored car service on Monday, Wednesday and Friday to insure the 48 hour rule.

INVESTMENT INSTRUMENTS AND PROCEDURE

The designated official is hereby authorized to invest the public funds covered by this Plan, to the extent not otherwise held in Deposits, in the following Permitted Investments:

1. Deposits with the State of New Jersey Cash Management Fund established pursuant to 1 Of P.L. c.281 (C52:18A-90.4)
2. Certificate of Deposits
3. Bonds or other obligations of the United States of America or Obligations guaranteed by the United States of America
4. Government money market mutual funds
5. Any obligation that a federal agency or a federal instrumentality has issued in accordance with an act of Congress, which security has a maturity date not greater than 397 days from the date of purchase, provided such obligations bears a fixed rate of interest not dependent on any index or external factor.

WIRE TRANSFER AUTHORIZATIONS

The Chief Financial Officer and the Assistant Treasurer are authorized to do wire transfers from Township Bank accounts to the State of New Jersey Cash Management Plan; other approved investments and to other authorized third parties in order to conduct authorized Township business.

DISBURSEMENT OF FUNDS

All funds shall be disbursed as authorized and directed by the Township Committee. The Chief Financial Officer shall present to the Township Committee a schedule of debt service principal and interest payments. The Chief Financial Officer shall have the authority to make the following disbursements when necessary:

- Local and Regional School Taxes
- County Taxes
- Purchase of Investments
- Debt Service
- Salaries and wages
- Health benefits
- Postage
- Utilities

PETTY CASH FUND

Reimbursements for expenditures through the Petty Cash Fund shall be made within limits approved by the Director of the Division of Local Government Services. The Petty Cash Fund shall be maintained in accordance with N.J.S.A. 40A:5-21.

CHANGE FUND

Change Funds have been established by past resolutions of the governing body to provide change to taxpayers making payments.

BONDING

Staff members are covered by a Public Employee Surety Bond.

COMPLIANCE

The Cash Management Plan of the Township of West Amwell shall be subject to the annual audit conducted pursuant to N.J.S.A. 40A:5-4.

As stated in N.J.S.A. 40A:5-14, the official(s) charged with the custody of Township Funds shall deposit them as instructed by this Cash Management Plan, and shall thereafter be relieved of any liability or loss due to the insolvency or closing of any designated depository.

If at any time, this Cash Management Plan conflicts with any regulation of the State of New Jersey, or any department thereof, the applicable State regulations shall apply.

TERM OF PLAN

This Plan shall be in effect when adopted by resolution of the governing body of the Township of West Amwell. The Plan may be amended from time to time.

The Resolution was unanimously approved on motion by Dale, seconded by Rich.

RESOLUTION AUTHORIZING THE AWARD OF A NONFAIR & OPEN CONTRACT FOR TOWNSHIP ENGINEER

RESOLUTION #20A-2015

WHEREAS, the Township of West Amwell has a need to acquire services of an Engineer non-fair and open contract pursuant to the provisions of *N.J.S.A. 19:44A-20.4 or 20.5*; and,

WHEREAS, the Treasurer has determined and certified in writing that the value of the acquisition will or may exceed \$17,500; and,

WHEREAS, the anticipated term of this contract is one year and may be extended as approved by this governing body; and

WHEREAS, William Burr of Maser Consulting Engineers has submitted a proposal dated December 12, 2014, for the provision of Engineering Services for the Township; and

WHEREAS, a Political Contribution Disclosure form has been received from William Burr of Maser Consulting Engineers and is on file; and

WHEREAS, William Burr of Maser Consulting Engineers has completed and submitted a Business Entity Disclosure Certification which certifies that Maser Consulting Engineers has not made any reportable contributions to a political or candidate committee in the Township of West Amwell in the previous one year, and that the contract will prohibit Maser Consulting Engineers from making any reportable contributions through the term of the contract, and

WHEREAS, sufficient funds are available in the 2015 Temporary Budget and will be made available in the 2015 Municipal Budget for the Township of West Amwell under line item Engineering Services OE, and various trusts, escrows and capital ordinances

NOW THEREFORE, BE IT RESOLVED that the Township Committee of West Amwell authorizes the Mayor to enter into a contract with William Burr of Maser Consulting Engineers as described herein; and,

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution; and

BE IT FINALLY RESOLVED that the notice of this action shall be published in the newspaper of general circulation within the Township of West Amwell not more than ten days from the enactment thereof

The Resolution was unanimously approved on motion by Rich, seconded by Dale.

RESOLUTION AUTHORIZING THE AWARD OF A NON FAIR & OPEN CONTRACT FOR TOWNSHIP ATTORNEY

RESOLUTION #20B-2015

WHEREAS, the Township of West Amwell has a need to acquire services of a Municipal Attorney as a non-fair and open contract pursuant to the provisions of *N.J.S.A. 19:44A-20.4 or 20.5*; and,

WHEREAS, the Treasurer has determined and certified in writing that the value of the acquisition will or may exceed \$17,500; and,

WHEREAS, the anticipated term of this contract is one year and may be extended as approved by this governing body; and

WHEREAS, Philip J. Faherty of Hunt & Faherty has submitted a proposal dated December 18, 2014 for the provision of legal counsel to the Township; and

WHEREAS, a Political Contribution Disclosure form has been received from Philip J. Faherty of Hunt & Faherty and is on file; and

WHEREAS, Philip J. Faherty of Hunt & Faherty has completed and submitted a Business Entity Disclosure Certification which certifies that Hunt & Faherty has not made any reportable contributions to a political or candidate committee in the Township of West Amwell in the previous one year, and that the contract will prohibit Hunt & Faherty from making any reportable contributions through the term of the contract, and

WHEREAS, sufficient funds are available in the 2015 Temporary Budget and will be made available in the 2015 Municipal Budget for the Township of West Amwell under line item Township Attorney OE

NOW THEREFORE, BE IT RESOLVED that the Township Committee of West Amwell authorizes the Mayor to enter into a contract with Philip J. Faherty of Hunt & Faherty as described herein; and,

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution; and

BE IT FINALLY RESOLVED that the notice of this action shall be published in the newspaper of general circulation within the Township of West Amwell not more than ten days from the enactment thereof

The Resolution was unanimously approved on motion by Dale, seconded by Fisher.

RESOLUTION AUTHORIZING THE AWARD OF A NON FAIR & OPEN CONTRACT FOR SPECIAL COUNSEL FOR OPEN SPACE CONTRACTS

RESOLUTION #20C-2015

WHEREAS, the Township of West Amwell has a need to acquire services of a special counselor for open space contracts as a non-fair and open contract pursuant to the provisions of *N.J.S.A. 19:44A-20.4 or 20.5*; and,

WHEREAS, the Treasurer has determined and certified in writing that the value of the acquisition may exceed \$17,500; and,

WHEREAS, the anticipated term of this contract is one year and may be extended as approved by this governing body; and

WHEREAS, Sharon Dragan of Ballard & Dragan submitted a proposal dated December 11, 2014 for the provision of legal counsel for open space contracts to the Township; and

WHEREAS, a Political Contribution Disclosure form has been received from Sharon Dragan of Ballard & Dragan and is on file; and

WHEREAS, Sharon Dragan of Ballard & Dragan has completed and submitted a Business Entity Disclosure Certification which certifies that Ballard & Dragan has not made any reportable contributions to a political or candidate committee in the Township of West Amwell in the previous one year, and that the contract will prohibit Ballard & Dragan from making any reportable contributions through the term of the contract, and

WHEREAS sufficient funds are available in the 2015 Temporary Budget and will be made available in the 2015 Municipal Budget for the Township of West Amwell under various capital ordinances and reserves

NOW THEREFORE, BE IT RESOLVED that the Township Committee of West Amwell authorizes the Mayor to enter into a contract with Sharon Dragan of Ballard & Dragan as described herein; and,

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution; and

BE IT FINALLY RESOLVED that the notice of this action shall be published in the newspaper of general circulation within the Township of West Amwell not more than ten

days from the enactment thereof

BE IT FINALLY RESOLVED that the notice of this action shall be published in the newspaper of general circulation within the Township of West Amwell not more than ten days from the enactment thereof

The Resolution was unanimously approved on motion by Dale, seconded by Fisher.

RESOLUTION AUTHORIZING THE AWARD OF A NON FAIR & OPEN CONTRACT FOR TOWNSHIP PROSECUTOR

RESOLUTION #20D-2015

WHEREAS, the Township of West Amwell has a need to acquire services of a Municipal Prosecutor as a non-fair and open contract pursuant to the provisions of *N.J.S.A. 19:44A-20.4 or 20.5*; and,

WHEREAS, the Treasurer has determined and certified in writing that the value of the acquisition will or may exceed \$17,500; and,

WHEREAS, the anticipated term of this contract is one year and may be extended as approved by this governing body; and

WHEREAS, Philip J. Faherty of Hunt & Faherty has submitted a proposal dated December 18, 2014 for the provision of prosecutor services to the Township for an estimated cost of \$20,000.00; and

WHEREAS, a Political Contribution Disclosure form has been received from Philip J. Faherty of Hunt & Faherty and is on file; and

WHEREAS, Philip J. Faherty of Hunt & Faherty has completed and submitted a Business Entity Disclosure Certification which certifies that Hunt & Faherty has not made any reportable contributions to a political or candidate committee in the Township of West Amwell in the previous one year, and that the contract will prohibit Hunt & Faherty from making any reportable contributions through the term of the contract, and

WHEREAS, sufficient funds are available in the 2015 Temporary Budget and will be made available in the 2015 Municipal Budget for the Township of West Amwell under line item Township Prosecutor OE

NOW THEREFORE, BE IT RESOLVED that the Township Committee of West Amwell authorizes the Mayor to enter into a contract with Philip J. Faherty of Hunt & Faherty as described herein; and,

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution; and

BE IT FINALLY RESOLVED that the notice of this action shall be published in the newspaper of general circulation within the Township of West Amwell not more than ten days from the enactment thereof

The Resolution was unanimously approved on motion by Rich, seconded by Dale.

RESOLUTION AUTHORIZING THE AWARD OF A NON FAIR & OPEN CONTRACT FOR TOWNSHIP BOND COUNSEL

RESOLUTION #20E-2015

WHEREAS, the Township of West Amwell has a need to acquire services of a Bond Counsel as a non-fair and open contract pursuant to the provisions of *N.J.S.A. 19:44A-20.4 or 20.5*; and,

WHEREAS, the Treasurer has determined and certified in writing that the value of the acquisition will or may exceed \$17,500; and,

WHEREAS, the anticipated term of this contract is one year and may be extended as approved by this governing body; and

WHEREAS, Andrea Kahn of McManimon, Scotland & Baumann has submitted a

proposal dated December 11, 2014 for the provision of bond counsel services to the Township; and

WHEREAS, a Political Contribution Disclosure form has been received from Andrea Kahn and is on file; and

WHEREAS, Andrea Kahn of McManimon, Scotland & Baumann has completed and submitted a Business Entity Disclosure Certification which certifies that McManimon, Scotland & Baumann has not made any reportable contributions to a political or candidate committee in the Township of West Amwell in the previous one year, and that the contract will prohibit McManimon, Scotland & Baumann from making any reportable contributions through the term of the contract, and

WHEREAS, sufficient funds are available in the 2015 Temporary Budget and will be made available in the 2015 Municipal Budget for the Township of West Amwell under line item Financial Administration OE and various Bond ordinances

NOW THEREFORE, BE IT RESOLVED that the Township Committee of West Amwell authorizes the Mayor to enter into a contract with Andrea Kahn of McManimon, Scotland & Baumann as described herein; and,

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution; and

BE IT FINALLY RESOLVED that the notice of this action shall be published in the newspaper of general circulation within the Township of West Amwell not more than ten days from the enactment thereof

The Resolution was unanimously approved on motion by Dale, seconded by Rich.

RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR & OPEN CONTRACT FOR TOWNSHIP AUDITOR

RESOLUTION #20F-2015

WHEREAS, the Township of West Amwell has a need to acquire services of an Auditor as a non-fair and open contract pursuant to the provisions of *N.J.S.A. 19:44A-20.4 or 20.5*; and,

WHEREAS, the Treasurer has determined and certified in writing that the value of the acquisition will or may exceed \$17,500; and,

WHEREAS, the anticipated term of this contract is one year and may be extended as approved by this governing body; and

WHEREAS, Anthony Ardito of Ardito & Company has submitted a proposal dated December 8, 2014 for the provision of auditor services to the Township; and

WHEREAS, a Political Contribution Disclosure form has been received from Anthony Ardito and is on file; and

WHEREAS, Anthony Ardito of Ardito & Company has completed and submitted a Business Entity Disclosure Certification which certifies that Ardito & Company has not made any reportable contributions to a political or candidate committee in the Township of West Amwell in the previous one year, and that the contract will prohibit Ardito & Company from making any reportable contributions through the term of the contract, and

WHEREAS, sufficient funds are available in the 2015 Temporary Budget and will be made available in the 2015 Municipal Budget for the Township of West Amwell under line item Auditor OE and Finance OE

NOW THEREFORE, BE IT RESOLVED that the Township Committee of West Amwell authorizes the Mayor to enter into a contract with Anthony Ardito or Ardito & Company as described herein; and,

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution; and

BE IT FINALLY RESOLVED that the notice of this action shall be published in the newspaper of general circulation within the Township of West Amwell not more than ten days from the enactment thereof

The Resolution was unanimously approved on motion by Rich, seconded by Dale.

RESOLUTION FOR VARIOUS PROFESSIONAL SERVICE CONTRACTS UNDER \$17,500

RESOLUTION #21-2015

WHEREAS, West Amwell Township has a need to acquire additional professional services without competitive bids; and

WHEREAS, it is anticipated that the value of these services over the course of the year will not exceed \$17,500.000; and

WHEREAS the Local Public Contracts Law, N.J.S.A. 40:11-1 et. seq. allows governing bodies to execute agreements without competitive bidding for professional services; and

WHEREAS these executed agreements must be available for public inspection; and

WHEREAS sufficient funds are available in the 2015 Temporary Budget and will be made available in the 2015 Municipal Budget for the Township of West Amwell

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of West Amwell, authorizes the Mayor and Clerk to execute agreements with the following professionals:

Michael J. Kearney (Edward Geubtner), grantsman
Stanley Troy, Esq., public defender
Shirley Bishop, Housing & Planning Consultant
Martin Allen, Esq., special attorney for Verizon appeal

BE IT FURTHER RESOLVED that these agreement are awarded, subject to contract discussions, without competitive bidding as defined under the appropriate section of the Local Public Contracts Law, because each of the above mentioned individuals is authorized by law to practice a recognized profession.

The Resolution was unanimously approved on motion by Rich, seconded by Dale.

DESIGNATING AN ACTING COURT ADMINISTRATOR

RESOLUTION #22-2015

WHEREAS, the administration of the Municipal Court requires the appointment of an Acting Court Administrator to perform the duties of the Court Administrator during her absence from the position; and

WHEREAS, Ray Barson, Judge of the Municipal Court of West Amwell has recommended the appointment of Dawn Augustine, as Acting Court Administrator for this Municipal Court; and

WHEREAS, Dawn Augustine has satisfactorily completed all the required courses for the position of Municipal Court Administrator

NOW, THEREFORE, BE IT RESOLVED by the governing body of the Township of West Amwell, County of Hunterdon, State of New Jersey to approve the appointment of Dawn Augustine as Acting Court Administrator of the West Amwell Municipal Court to act in the capacity of the Court Administrator of this Court during her absence.

The Resolution was unanimously approved on motion by Dale, seconded by Fisher.

RE-APPOINTMENT OF MUNICIPAL COURT JUDGE

RESOLUTION #23-2015

WHEREAS, Ray J. Barson was appointed to a three year term as municipal court judge effective January 1, 2012; and

WHEREAS, Ray J. Barson has served the municipal court well during his term

THEREFORE, BE IT RESOLVED by the governing body of West Amwell Township that Ray J. Barson be re-appointed to a three year term as municipal court judge effective January 1, 2015

The Resolution was unanimously approved on motion by Rich, seconded by Dale.

APPOINTING AN EMERGENCY MANAGEMENT COMMITTEE
RESOLUTION #24-2015

BE IT RESOLVED that the following appointments be made for the revision of the West Amwell Township Emergency Management Council:

| | | |
|--|--|---------------------------------|
| Emergency Management Director | Harry J. Heller III | 3 year term Expires 12/31/16 |
| 1 st Deputy | Richard J. Carmosino | 1 year term |
| Communications Officer (Alert + Warning) | Matthew Skrebel | 1 year term |
| Damage Assessment Officer | Richard J. Carmosino | 1 year term |
| Emergency Medical Services | Jason Strauss, Chief LNHA&RS Peter Molnar, Chief AVAC | 1 year term |
| Public Information Officer | Mayor | 1 year term |
| Fire | Jeffrey Ent, Chief, W.A.F.Co | 1 year term |
| Law Enforcement | Captain Steven Bartzak, O.I.C. WATDP | 1 year term |
| Public Health Officer | Deputy Mayor | 1 year term |
| Public Works | Randy Hoagland | 1 year term |
| Resource Management | Sandy Haberle, Ass't Treasurer | 1 year term |
| Shelter/Reception | County of Hunterdon/Red Cross | 1 year term |
| Social Services | Committeeman & TBD | 1 year terms |
| Radiological Officer | Hunterdon County Health Dept. | 1 year term |
| Evacuation/Sheltering | Rob Tomenchok | 1 year term |
| Evacuation Officer & 2 nd Deputy | Rob Tomenchok | 1 year term |
| EOC Manager | Dan Schulze | 1 year term |
| Planner | Susan St. Clair | 1 year term |
| Assistant Planner | Edward Skillman III | 1 year term |

BE IT RESOLVED that the Township Coordinator of Emergency Management be authorized, upon adoption of this resolution, to call necessary meetings, arrange for appropriate training sessions, and to set deadlines for responses in writing of the various sections of the plan as well as any further related requirements.

The Resolution was unanimously approved on motion by Dale, seconded by Rich.

RESOLUTION FOR CONSTRUCTION OFFICE ASSISTANT
RESOLUTION #25-2015

WHEREAS, the Township of West Amwell advertised for the position of Construction Office Assistant; and

WHEREAS, interviews were conducted with several applicants; and

WHEREAS, the Township Committee has determined that Joan Schenck is best qualified for said position; and

WHEREAS, Joan Schenck has accepted the Township's offer for the position

THEREFORE, BE IT RESOLVED that Joan Schenck be appointed Construction Office Assistant effective immediately.

The Resolution was unanimously approved on motion by Zach, seconded by Dale.

RESOLUTION AMENDING S&W

RESOLUTION #26-2015
Amending Resolution #95-2014

BE IT RESOLVED by the Committee of the Township of West Amwell that the 2014 Salary and Wage Resolution, adopted June 9, 2014 be amended as follows:

| Position | Salary/Compensation |
|---|---------------------|
| <u>Add:</u> Construction Office Assistant Schenck | \$14.00/hr |

The Resolution was unanimously approved on motion by Rich, seconded by Dale.

2015 EMPLOYEE & BOARD/COMMITTEE APPOINTMENTS:

Mayor Fisher made the following appointments: (See attached)

The Mayor's 2015 Appointments were unanimously accepted and approved with no comment on motion by Rich, seconded by Dale.

DEPARTMENT DESIGNATIONS:

Mayor Fisher made the following department designations:
Roads/Buildings & Grounds – Dale
Sanitation/Recycling – Rich
Police/Public Safety Director – Fisher
Personnel – Fisher

COMMITTEE LIAISONS:

The following Committee liaison appointments were made by the mayor:
Agricultural Advisory – Dale
Connaught Hill Project – TBD
Environmental Commission – Dale
Finance Advisory – Fisher
Historic – TBD
Open Space – Fisher
Parks & Recreation – Rich
South Hunterdon Regional School District – Dale

APPLICATION FOR JUNK YARD PERMIT RENEWAL:

RESOLUTION #27-2015

WHEREAS, Steve Nalence of Nalence Auto, located at 1511 Hwy 179, Block 35 Lot 6, has applied for renewal of a junkyard permit in accordance with Chapter 108 of the Township Code; and

WHEREAS, the office has not received complaints concerning the operation of this facility; and,

WHEREAS, the \$100.00 permit fee has been received; and,

WHEREAS, the Tax Collector has certified that taxes are paid and current

THEREFORE BE IT RESOLVED by the West Amwell Township Committee that a permit to operate a junkyard be issued to Nalence Auto, 1511 Hwy 179 for 2015

The Resolution was unanimously approved on motion by Dale, seconded by Rich.

AWARD OF SALT BID:

RESOLUTION #28-2015

WHEREAS, a master contract was awarded to Atlantic Sale, Inc. (Rock Salt) by the Hunterdon County Board of Chosen Freeholders, Bid No. 2014-19 for the 14/15 season, and

WHEREAS, West Amwell Township has indicated need of up to 600 tons @ \$68.00/ton of snow and ice control materials that were the subject of said bid, and

WHEREAS, the Township Committee has authorized the purchase of up to 600 tons of said materials, **with quantities ordered as needed by DPW Supervisor Hoagland;** and

WHEREAS, funds are available in the 2015 Temporary Budget and will be made available in the 2015 Municipal Budget under the category of Public Works, Streets and Road Maintenance, Other Expenses, as certified by the CFO

THEREFORE, BE IT RESOLVED by the Township Committee of the Township of West Amwell, County of Hunterdon, State of New Jersey that Atlantic Salt, Inc., 134 Middle Street, Suite 210, Lowell, MA 01852 be awarded the snow and ice control materials bid to begin January 2015.

The Resolution was unanimously approved on motion by Rich, seconded by Dale.

ANNOUNCEMENTS:

The winners of the Christmas Light Contest are:

| | |
|----------------------|--------------------------------|
| First place – North | Steve & Vivian Stintsman |
| First place – South | Davied Clapp & Heather Orlando |
| Second place – North | Aaron & Denise Balog |
| Second place – South | Steve Bartzak |
| Third place – North | Cory & Jennifer Sparks |
| Third place – South | Paul & Mary Ann French |

Congratulations to all.

Next Regular Meeting – January 21, 2015

Offices Closed January 19, 2015 Martin Luther King Day

2015 Reorganization Meeting Schedule (*tentative*)

| | |
|--------------------------|-------------------------------|
| Planning Board | Tues. January 20 – 7:00 p.m. |
| Board of Adjustment | Tues. January 27 – 7:30 p.m. |
| Environmental Commission | Thurs. January 8 – 7:00 p.m. |
| Board of Health | Thurs. January 22 – 7:30 p.m. |
| Open Space | Tues. January 13 – 7:30 p.m. |

Discarded Christmas trees, stripped of all decoration, may be dropped off at the Municipal Complex, 150 Rocktown-Lamb. Road on Saturday mornings. Please use designated area. Chips are available.

2015 Dog Licenses Due in January

COMMENTS BY TOWNSHIP COMMITTEE MEMBERS:

John Dale commented that the year has been an adventure and that the Committee has gotten a lot done this year with very little controversy.

Zach Rich offered that from volunteers to the people who work here, the Township has a good crew and a solid operation, which is nice as it makes things a lot easier. He added that there's a couple big projects coming up, so it's not going to be quiet year; and, that there's going to be some adjustments coming up. All in all it will be good. Mr. Rich also relayed this thanks to his wife who was unable to make tonight's meeting.

George Fisher gave a shout out to his wife for putting up with his schedule. He thanked the other members of the Committee, as despite the occasional fight, they seemed to get the job done. Appreciation was extended to the Clerk for a lot of hard work as well as to all the employees for their contributions. A brief list

of the year's accomplishments was then given, which included a new police car; new on-board police computers; fire company radios; the sale of the Toll South property and the Belvidere parcel which put these back on the tax rolls; a parcel adjacent to Hewitt Park was purchased, which is a good addition to the facility; energy aggregation was completed for both the municipality and residents, which involved the bidding out for electricity and resulted in a 10% reduction in cost; a new website is up and running; Cathy Urbanski and Open Space completed the easement survey; shared service agreements were made with East Amwell for traffic control and the construction office; JCP&L is providing a new substation to help with electrical service to the Township; and, money was saved through the re-financing of the 2006 bonds. Some items that did not materialize were the turf field, a solar installation on municipal property and the generator at the fire house.

OPEN TO THE PUBLIC:

Carolyn Deal inquired about the possible enlargement of the Township Committee from 3 to 5. She was advised that this has been discussed and that the vote was advisory. A petition from the residents is now required, which Dave Beaumont is working on. This would be followed by a binding ballot question in November, with the subsequent election of candidates the following year. Mr. Fisher added that an increase appears to be what is wanted, although the residents will get beat up for another \$4000 in salaries.

ADJOURNMENT:

There being no further business, the meeting was unanimously adjourned at 8:10 p.m. on motion by Rich.

Respectfully submitted,

Lora L. Olsen, RMC
Township Clerk

APPROVED: January 28, 2015