

The 2019 Annual Reorganization Meeting of the East Amwell Township Committee was called to order at 7:33 p.m. by Municipal Clerk Teresa Stahl. Present were Committee members Richard Wolfe, Tim Mathews, Peter Miller, and Christopher Sobieski. Committee Member Kevin Ostrander was absent. Attorney Carl Taylor was also in attendance.

The Township Clerk welcomed the members of the public to the Annual Reorganization Meeting of East Amwell Township.

The Clerk mentioned that the Township Committee were reviewing draft minutes of this meeting tonight.

Hunterdon County Freeholder John Lanza was recognized in attendance in the audience and welcomed to the meeting.

In compliance with the Open Public Meetings Act, the Clerk announced that notice of this meeting had been published in the December 20, 2018 issue of the Hunterdon County Democrat and that a copy of the agenda for this meeting had been forwarded to the Hunterdon County Democrat, the Times of Trenton, the Courier News, the Star Ledger, posted on the bulletin board and filed in the Township Clerk's Office on December 28, 2018, and revised on December 31, 2019.

The meeting opened with the Pledge of Allegiance to the American Flag.

CERTIFICATION OF NOVEMBER 6, 2018, ELECTION RESULTS

The Clerk presented the Certification of Election held on November 6, 2018 from the Hunterdon County Board of Canvassers certifying the election of Christopher Sobieski to a three-year term on the Township Committee.

OATH OF OFFICE:

Freeholder Lanza administered the Oath of Office to Mr. Sobieski with his mother, Karyn Sobieski, holding the Bible.

NOMINATIONS FOR MAYOR: The Clerk called for nominations for Mayor of East Amwell Township for the year 2019.

Richard Wolfe was nominated by Mr. Mathews. Mr. Miller seconded the motion for Richard Wolfe as Mayor for 2019.

With no more nominations, motion by Mr. Mathews, seconded by Mr. Miller, followed by a unanimous favorable vote to close nominations and cast the ballot appointing Richard Wolfe as Mayor for 2019.

Mayor Wolfe was sworn into office by Freeholder Lanza with Mr. Wolfe's wife, Kathy, holding the Bible.

NOMINATIONS FOR DEPUTY MAYOR: Mayor Wolfe called for nominations for Deputy Mayor of East Amwell Township for 2019.

Mr. Miller made a motion to appoint Tim Mathews as Deputy Mayor for 2019 and seconded by Mr. Sobieski.

With no more nominations, motion by Mr. Miller, seconded by Mr. Sobieski, and followed by a unanimous favorable vote to close nominations appointing Tim Mathews as Deputy Mayor for 2019.

Deputy Mayor Mathews was sworn in by Freeholder Lanza with Mr. Miller holding the Bible.

COMMENTS BY TOWNSHIP COMMITTEE MEMBERS:

Mr. Sobieski thanked everyone who came to the meeting tonight in person and those watching on line. He thanked the people of East Amwell for blessing him with the opportunity and putting their faith in him to serve the office. He said that with the grace of God, he hoped to carry out his duties to the best of his ability. As a lifelong resident of East Amwell, he was looking forward to working with these fine gentlemen on the Township Committee and the rest of the community as well, regardless of political affiliation. He felt that there was a lot of good that everyone could do together. He was definitely excited for this year and the rest of his term and hoped for the best.

Mr. Miller thanked everyone, saying this was his second term into his second year of it. He was happy to be continuing to participate on Township Committee and in his roles as liaisons for different departments and for the community. He was encouraged about the amount of momentum that has been seen from the community. He thanked everyone again, those in attendance and those watching.

Deputy Mayor Mathews wished everyone a happy, healthy, safe, and prosperous new year. Reflecting on last year, he was humbled to be Mayor. He was representing the community in a third term, and it was a rewarding experience. He wanted to say to any previous Mayor, thank you very much for your service – it is a lot of work. He said that there was a lot of things going on in the community with a lot of good input from residents. Without that, there would be no direction, commenting on daily feedback from the residents regarding what they want to hear and see; the feedback guides the governing body. Deputy Mayor Mathews thanked the residents for putting faith in the Township Committee and in him. He said that this has been a great opportunity, and he looked forward to serving as Deputy Mayor.

Mayor Wolfe congratulated Mr. Sobieski on his appointment to the Township Committee, saying that he met him a little over a year ago. He found him to be intelligent, a hard worker, and dedicated to East Amwell Township. While other young people leave for greener pastures, Mr. Sobieski is here for the duration. The Mayor had a brief story about Mr. Sobieski's character, adding that he has been outspoken against Township Committee members taking salaries – the people on committee who are where they are in their lives should not be taking money for doing a public service. He did have a caveat that with a statement that if there was ever anyone on the Township Committee who needed or could use a salary, The Mayor would have no objection to having them take it. There is a single salary in the budget for that purpose. The Mayor said that Mr. Sobieski is working multiple jobs to put himself through school, and if there was ever anyone who deserved a salary, it would be Mr. Sobieski, and the Mayor would be supportive if Mr. Sobieski wanted to take the salary. Mr. Sobieski's response was no, that he would rather see the money used for things that the Township needs such as the roads. The Mayor said that this was a real testament to Mr. Sobieski's character, and he very much looked forward to working with Mr. Sobieski. He added that if Mr. Sobieski was representative of the next generation of leadership in East Amwell, the Township was in very good hands.

Mayor Wolfe said that as Deputy Mayor, he spent a lot of time with the community and saw things in a different light. Over the year he spent a fair amount of time with the rescue and fire companies, and he couldn't tell the public how dedicated the members of the groups are and how hard that they work. He mentioned going to the fire company dinner and a volunteer receiving an award for the most calls, i.e., going out from 150-200 calls a year, sometimes on holidays and weekends. He said that it was the same with the rescue squad, and East Amwell is very blessed to have them and the residents should support the organizations.

Mayor Wolfe wanted to thank the Freeholders, saying that East Amwell Township is not an island and relies on help from many sources. The Freeholders have been very kind to East Amwell; evidence of that was the fact that the Township brought the library back to East Amwell that could never have been done without the assistance of the Freeholders. He said that John Lanza, who is here tonight, was a leader of the charge. The Mayor said that the Freeholders have done more than bringing the library back; they have been very supportive of the Township's farmland and open space preservation program over the years. They have also been very fiscally responsible and that impacts all of us in terms of taxes being paid. He said that in an

environment where taxes keep raising, the Freeholders have had tremendous restraint, not only balancing but cutting the budget. The Mayor wanted to thank the Freeholders for what they did directly and indirectly for East Amwell Township.

Mayor Wolfe wanted to thank the employees. He said that “Terri, Pam, and the others are the face of East Amwell” and are the people the residents interact with on a daily basis, creating an impression and “they have done a spectacular job.” He spoke about constant resident compliments on the diligence, friendliness, and helpfulness of the employees. He wanted to thank Terri and Pam tonight since they were here and acknowledge that Terri was remotely available during a recent surgery and time off. The Mayor wanted to acknowledge all the employees, adding that municipalities do not compensate at the same level as private industry, saying that employees make sacrifices not only in terms of how hard they work but in terms of compensation too.

Mayor Wolfe said that the Township relies heavily on volunteers and without them, the Township would not be what it is today – this could not be disputed. The volunteers work very hard and bring with them very diverse backgrounds and skill sets to add a lot to the township. As an example, the Mayor said that what the public saw tonight (the recording equipment) was from a volunteer and the Township might never have been able to video tape and live stream the meetings without the efforts of volunteers, particularly Matt Miller who provided his own equipment. Mr. Miller came forth and volunteered to do this without being asked. The Mayor said that this was just an example of what the volunteers in East Amwell do.

Mayor Wolfe wanted to acknowledge three people. He debated doing this because he didn’t want anyone to feel slighted, but there were three people who deserve special acknowledgment. He acknowledged Jim Davidson, saying that anyone who has been in Clawson House can see that it is truly a gem of East Amwell and has become more popular than ever anticipated. Attendance is off the charts with not just locals but with out of town visitors. There have been successful art exhibits at the House. The Mayor said that anyone looking at before and after pictures could not recognize the amount of labor that went into it. He said that Jim Davidson has put in hundreds, not 100 or 200, but hundreds of hours that he has put in at Clawson House, supervising contractors, dealing with all problems that arose, paperwork, getting a massive amount of things for free or at reduced costs. The Mayor said to Mr. Davidson in the audience that he did not know how Mr. Davidson did it. He said that it was quite a project, and the Township owes Mr. Davidson a debt of gratitude, and said, “Thanks, Jim.”

Mayor Wolfe secondly wanted to acknowledge Alison Castellano. The Mayor did not know her until a little over a year ago, and she came to him and said that the webpage was pretty crappy. He told her that he couldn’t argue with that but there was no money to hire a professional. Ms. Castellano volunteered to take it on. The Mayor said that Ms. Castellano has done a lot of things in the Township over the years, but he suspected that the webpage was the largest project, putting in hundreds of hours on the webpage and was not an easy project. Mayor Wolfe had some involvement although he is a flip phone and Blackberry guy so he was the test subject, i.e., if he could do it, then anybody could do it. The Mayor said that he could not thank Ms. Castellano for what she did for the webpage, saying that people are raving and she made the Township look good. He said that people write very complimentary emails about the webpage, and he knew that it was a massive amount of work on top of her other volunteer activities with the school, with recycling, with recreation, and with Friday nights in the park. Mayor Wolfe said that he called Ms. Castellano “our force of nature,” and she truly is. He said that if you want it done and done right, call Alison. He said, “Thank you, Alison.”

Mayor Wolfe said that the last person he wants to acknowledge is bittersweet. He wanted to acknowledge him but wished that it was under different circumstances. He acknowledged Don Reilly, saying that he didn’t really know Mr. Reilly until the beginning of last year, when the Mayor joined the Planning Board. The Mayor very quickly realized Mr. Reilly’s value working on the Planning Board. He said that Mr. Reilly “was remarkably intelligent and masterful at handling meetings.” The Planning Board has a diverse group of people with diverse opinions and having it operate as smoothly as it did is largely attributable to Mr. Reilly’s leadership. Mr. Reilly was chair of the Planning Board for 12 years and served on it for 18 years. He also served on Township Committee and the Board of Health and has done a number of other things in the community. Mr. Reilly’s contributions to East Amwell have been enormous with his contributions over the past year being very significant. Mayor Wolfe said that he discusses

Planning Board issues and all sorts of East Amwell issues with Mr. Reilly, saying that Mr. Reilly is an infinite source of wisdom. Mayor Wolfe said that there were a number of things that he wanted to initiate that he thought were terrific ideas, but Mr. Reilly convinced him that there weren't such terrific ideas. Mayor Wolfe said he did not think that there was any issue that they discussed that they didn't come to an agreement. The Mayor understood why Mr. Reilly was retiring from the Planning Board after seeing a picture of Mr. Reilly and his grandchildren making cookies, commenting on Mr. Reilly's desire to spend time with his grandchildren and adding that Mr. Reilly earned his retirement. Mayor Wolfe acknowledged Mr. Reilly's enormous contributions to East Amwell, adding that he wished he had the opportunity to work with Mr. Reilly for more years. The Mayor looked forward to picking Mr. Reilly's brain for as long as Mr. Reilly allowed him. He said that he left the most difficult acknowledgement for last, saying "I hate to see you retire from the Planning Board, I hope you have a great time with your grandchildren, and thank you for all you have done."

BRIEF RECESS

The Mayor said that there would be a short break to enjoy refreshments.

Recess began at 7:59 p.m. The meeting resumed at 8:14 p.m.

Mayor Wolfe announced that the following resolutions will be read by title.

RESOLUTION DESIGNATING A MEETING SCHEDULE:

R E S O L U T I O N #01-19

BE IT RESOLVED by the Township Committee of the Township of East Amwell, County of Hunterdon, State of New Jersey, that during 2019 the Township Committee will hold all regular scheduled meetings on the second Thursday of each month at 7:30 p.m. with a second meeting in December on Thursday, December 26, 2019. All regular meetings will be held in the main meeting room of the Municipal Building, 1070 Route 202/31, Ringoes, New Jersey 08551.

BE IT FURTHER RESOLVED that the Mayor or any Township Committee member may request a second regular meeting during any month, with this meeting held on the fourth Thursday of the month at 7:30 p.m. at the municipal building;

BE IT FURTHER RESOLVED that the Township Committee will hold a special budget meeting on Thursday, January 10, 2019, at 6:00 p.m. to discuss the Township budget; and

BE IT FURTHER RESOLVED that all executive session meetings of the Township Committee of East Amwell Township will be held at the municipal building, 1070 Route 202/31, Ringoes, NJ 08551 at 7:00 p.m., prevailing time, on the same dates as regular meetings listed in the annual public notice and will occur on an as-needed basis; and

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 and be posted in accordance to the 48 hour notice regulations (as per N.J.S.A. 10:4 et. al.); and

BE IT FURTHER RESOLVED that in the event a regular meeting is canceled due to an emergency, the Township Committee will meet at 9:00 A.M. prevailing time on Saturday following at the same place to consider the agenda as prepared for the canceled meeting; and

BE IT FURTHER RESOLVED that the 2020 Reorganization Meeting will be scheduled on THURSDAY, JANUARY 2, 2020, at 7:30 p.m.; and

BE IT FURTHER RESOLVED that the Township Committee may approve the payment of bills at any scheduled meeting of each month; and

BE IT FURTHER RESOLVED THAT ALL BILLS FOR PAYMENT by the Township Committee shall be presented to the CFO/Treasurer's Office no later than the end of the business

day on Monday prior to the scheduled meeting; and

BE IT FINALLY RESOLVED that this Resolution shall be published in the Hunterdon County Democrat, issue of January 10, 2019.

By Order of the Township Committee,

Richard Wolfe, Mayor

Motion by Deputy Mayor Mathews, seconded by Mr. Miller, and carried with unanimous favorable vote that the Resolution Designating a Meeting Schedule be approved.

RESOLUTION REGARDING THE ORGANIZATION OF THE MEETING:

R E S O L U T I O N #02-19

BE IT RESOLVED by the Township Committee of the Township of East Amwell, County of Hunterdon, State of New Jersey, that the Order of Business and the conducting of business at all regular 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. Update from the CFO
6. Special Discussions
7. Standing Committee Reports.
8. Presentation of Minutes.
9. Open To the Public/Topics Not on the Agenda.
10. Consent Agenda Items
11. Introduction of Ordinances and/or Public Hearings.
12. Special Committee Reports.
13. Unfinished Business.
14. New Business.
15. Open To The Public.
16. Executive Session, if applicable.
17. Administrative Reports.
18. Correspondence.
19. 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 not later than noon on the Friday prior to the meeting. This requirement will be strictly enforced except for emergency matters.

By Order of the Township Committee,

Richard Wolfe , Mayor

Motion by Deputy Mayor Mathews, seconded by Mr. Miller, and carried unanimously to approve the resolution Regarding Organization of the Meeting.

RESOLUTION DESIGNATING THE OFFICIAL NEWSPAPER:

R E S O L U T I O N #03-19

BE IT RESOLVED by the Township Committee of the Township of East Amwell, County of Hunterdon, State of New Jersey, that the Hunterdon County Democrat be established

as the Official Newspaper. The Times of Trenton 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.

By Order of the Township Committee,

Richard Wolfe, Mayor

Motion by Deputy Mayor Mathews, seconded by Mr. Sobieski, and adopted by a unanimous favorable vote that the Resolution Designating the Official Newspaper be approved.

RESOLUTION REGARDING COPIES OF THE AGENDA AND MINUTES:

RESOLUTION #04-19

BE IT RESOLVED by the Township Committee of the Township of East Amwell, County of Hunterdon, State of New Jersey, that in accordance with the Open Public Meetings Act as adopted on October 21, 1975 as amended, the Township Clerk shall post a copy of the agenda for all regular Township Committee meetings, a copy of the minutes of previous meetings, and a copy of the notice for any special meeting on the bulletin board in the municipal building at least 48 hours prior to any meeting. A copy of the agenda for all regular meetings shall be forwarded to the Hunterdon County Democrat, the Times of Trenton, the Star Ledger, the Courier News, posted on the bulletin board and filed in the Clerk's office. A copy of an agenda for a special meeting will be forwarded to the Hunterdon County Democrat, the Times of Trenton and the Star Ledger, posted on the bulletin board and filed in the Clerk's office. A copy of the agenda for all regular township meetings will be mailed to any individual so requesting for a fee of \$9 per year or \$.75 per meeting per committee or board. Agendas for Township Committee meetings will be emailed at no cost to individuals upon request.

By Order of the Township Committee,

Richard Wolfe, Mayor

Motion by Deputy Mayor Mathews, seconded by Mr. Miller, and carried unanimously to approve the Resolution regarding copies of the agenda and the minutes.

RESOLUTION FOR 2019 TEMPORARY BUDGET

RESOLUTION #05-19

WHEREAS, NJSA 40A:4-19 provides that where any contract, commitment or payments are to be made prior to the final adoption of the 2019 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 2019, and

WHEREAS, the total appropriation in the 2018 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance is \$2,086,834.91.

WHEREAS, 26.25% of the total appropriation in the 2018 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance, is the sum of \$547,794.16;

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of East Amwell, County of Hunterdon, State of New Jersey, that the following 2019 Temporary Budget totaling \$547,700.00 shall be the Temporary Budget for the Township of East Amwell for the year beginning January 1, 2019, and that a certified copy of this resolution be transmitted to the Treasurer for her records.

East Amwell Township Temporary Budget 2019

	Salaries & Wages	Other Expenses
General Administration	\$2,000.00	\$10,000.00
Mayor & Committee	\$	\$ 100.00
Municipal Clerk	\$28,000.00	\$ 2,900.00
Financial Administration	\$25,000.00	\$ 4,000.00
Revenue Administration	\$ 15,000.00	\$ 2,000.00
Tax Assessment Administration	\$ 9,000.00	\$ 5,000.00
Legal Services		\$ 8,000.00
Engineering Services		\$ 5,000.00
Historic Sites Committee	\$ 250.00	\$ 500.00
Agricultural Advisory Committee	\$ 250.00	
Planning Board	\$ 8,000.00	\$ 8,000.00
Zoning	\$ 4,000.00	\$ 1,000.00
Affordable Housing Agency	\$ 1,250.00	\$ 250.00
Liability/Auto/Accident Insurance		\$32,000.00
Public Officials Surety Bond		\$ 6,000.00
Workers Comp Insurance		\$12,000.00
Employees Group Insurance		\$70,000.00
Fire Prevention Bureau		\$ 750.00
Municipal Prosecutor	\$ 4,000.00	
Street & Road Maintenance	\$77,000.00	\$35,000.00
Solid Waste Collection	\$ 500.00	\$ 1000.00
Buildings & Grounds		\$ 10,000.00
Vehicle Maintenance		\$ 10,000.00
Public Health Services	\$ 4,000.00	\$ 6,000.00
Environmental Commission	\$ 500.00	\$ 500.00
Public Assistance	\$ 1,000.00	\$ 250.00
Stormwater Permit-Public Health		\$ 500.00
Recreation Services & Programs	\$ 1,000.00	\$ 1,000.00
Electricity		\$ 4,000.00
Street Lighting		\$ 1,000.00
Telephones		\$ 2,000.00
Heating Oil/Gas		\$ 1,500.00
Gasoline & Diesel		\$ 3,000.00
Contingent		\$ 100.00
Public Employees Retirement System		\$85,000.00
Social Security/Medicare		\$15,000.00
Unemployment Insurance		\$ 100.00
DCRP		\$ 1,000.00
Municipal Court	\$20,000.00	\$ 2,000.00
Public Defender		\$ 500.00

By Order of the Township Committee,

Richard Wolfe, Mayor

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Motion by Deputy Mayor, seconded by Mr. Miller, and carried unanimously to approve the 2019 Temporary Budget.

RESOLUTION FOR TEMPORARY PERMANENT DEBT

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RESOLUTION #06-19

Temporary Appropriation Resolution for Permanent Debt

Provision under the NJS A 40A:4-19 to appropriate the Temporary Amount of \$478,920.00 to fund the permanent debt service requirements of the Township of East Amwell, County of Hunterdon, State of New Jersey, through the date of the adoption of the 2019 budget.

Whereas, NJS A 40A:4-19 provides authority for appropriating in a temporary resolution the permanent debt service requirement for the coming fiscal year providing that such resolution is not made earlier than December 20 of the year preceding the beginning of the fiscal year; and

Whereas, the date of the resolution is subsequent to December 19, 2018; and

Whereas, principal and interest will be due on various dates from January 1, 2019 to December 31, 2018, inclusive, on sundry bonds issued and outstanding;

NOW, THEREFORE, BE IT RESOLVED that the following appropriations be and to cover the period of January 1, 2019 to December 31, 2019, inclusive:

DEBT SERVICE TOWNSHIP OF EAST AMWELL, HUNTERDON COUNTY, STATE OF NEW JERSEY

Principal Payment of Bonds	\$415,000.00
Interest Payment on Bonds	\$ 46,500.00
Green Acre Loan Payment	\$ 17,420.00
 TOTAL DEBT SERVICE	 \$478,920.00

By Order of the Township Committee,

Richard Wolfe, Mayor

Motion by Deputy Mayor Mathews, seconded by Mr. Miller, and adopted on unanimous roll call vote to approve the temporary permanent debt resolution.

MAYOR'S APPOINTMENTS for 2019

Mayor Wolfe said that he would be making appointments in two categories. Some appointments are by the Mayor with Township Committee approval and some are Mayor's appointments.

- Planning Board – Class I – Mayor or Mayor's Designee – Richard Wolfe a
- Planning Board - Class II – Township Official OPEN
- Planning Board – Class III – Township Committee - Chris Sobieski

Motion by Deputy Mayor Mathews, seconded by Mr. Miller, and carried unanimously.

- Board of Health – 3 year term - Tracy Carluccio
- Board of Health – 3 year term - C. Larry Tatsch
- Board of Health – 3 year term - Janis Grover

Motion by Deputy Mayor Mathews, seconded by Mr. Miller, and carried unanimously.

- Recycling Committee – 2 year term - Will Harrison
- Recycling Committee – 2 year term - Ron O'Reilly
- Recycling Committee – 2 year term - Mark Gunn
- Recycling Committee – Township Committee – Kevin Ostrander
- Recycling Committee - Youth Member - Olivia Ostrander

Motion by Deputy Mayor Mathews, seconded by Mr. Miller, and carried unanimously.

Mayor Wolfe said that the Agricultural Advisory Committee is appointed by the Mayor with the

Township Committee's consent.

Agricultural Advisory Committee – 1 year term - Ann del Campo
Agricultural Advisory Committee – 1 year term - John Perehinys
Agricultural Advisory Committee – 1 year term - Kit Crisafulli
Agricultural Advisory Committee – 1 year term - Candice Wiggum

Motion by Deputy Mayor Mathews, seconded by Mr. Miller, and carried unanimously to give consent.

Historic Preservation Committee – 4 year term - Peg Sullivan
Historic Preservation Committee – 4 year term - Paul Sterchele
Historic Preservation Committee - 4 year term - Alexis Antracoli

Motion by Deputy Mayor Mathews, seconded by Mr. Miller, and carried unanimously.

Mayor Wolfe said that the following appointments for five committees are made by the Mayor.

Planning Board – 2 year term – Alternate I – John Buckwalter
Planning Board – Alternate II is being moved to 3 year Class IV – Tamara Lee
Planning Board – Alternate III is being moved to Alternate II – Tim Willey
Planning Board – Alternate III is now open, and if anyone is interested, they should contact the Mayor.

Farmland/Open Space Preservation – Mayor's Position – Richard Wolfe
Farmland/Open Space Preservation – 3 year term – Tom Jarick
Farmland/Open Space Preservation – Alternate II – Fred Gardner

Mayor Wolfe said that he would love it if Mr. Gardner agreed to move up to a regular member but for various reasons, Mr. Gardner wouldn't agree to it. The Mayor commented on having Mr. Gardner serve in any manner that he wishes, as long as he was willing to serve.

Mayor Wolfe said that there would be no appointments to the Environmental Commission at this time. He said that they have given some thought from members about the need to have an Environmental Commission and a Green Team and whether there should be two committees. The Mayor said that they wanted to hear from the Environmental Commission and members of the public whether both committees were needed or whether they should be combined into a single committee. He said that this was not as easy as one would think. The Environmental Commission is statutory, but the Green Team has more latitude and could have a broader mission to deal with more environmental issues. He said that they would have to think hard on how to formulate. The Mayor thought it would be important to have a Green Team because significant grants are available to them and getting the grants would be great for East Amwell because of budget constraints preventing the Township from doing things. The Mayor said that he would be seeking feedback from residents and the Environmental Commission about this.

Mayor Wolfe spoke about the Parks and Recreation Committee, saying that a few months ago the terms of members were adjusted with the decision to start the one year terms effective 2019. He noted the following terms.

Parks and Recreation – 1 year term – Chris Kellogg
Parks and Recreation – 1 year term – Thyra Zengel
Parks and Recreation – 1 year term – was to be Cassie DeCandia but word was received that she will not be serving, so this position is Open.

Parks and Recreation – 2 year term – Michele Doherty
Parks and Recreation – 2 year term – Pete Fick
Parks and Recreation – 2 year term – Mark Gunn
Parks and Recreation – 2 year term – Open

Parks and Recreation – 3 year term – Alison Castellano
Parks and Recreation – 3 year term - Mike Atzert

Parks and Recreation – 3 year term – Erica Johanson
 Parks and Recreation – 3 year term – Rosemary Georgett

Parks and Recreation – Youth Member - Jenna Castellano

Mayor Wolfe spoke about the Webpage and Resident Communications Committee, explaining that the original thought was that it would take more than a year to get the website up and running, and it ended up taking only six months to do so, due to the efforts of Alison Castellano and others assisting with lightening speed. The Mayor had a conversation with Ms. Castellano and they decided that there was no need to keep this committee up and running. There will be a separate department, the Webpage and Resident Communications Department, with a manager. Ms. Castellano will oversee the department, and the committee will disband.

Mayor Wolfe read the remaining appointments were as follows:

Payroll Clerk.....	Teresa Stahl
Deputy Clerk.....	Pamela Dymek
Assistant Tax Collector	Pamela Dymek
Tax Search Officer	Mary Hyland
Municipal Assessment Officer	Teresa Stahl
Certifying Officer for Health Benefits	Teresa Stahl
Public Agency Compliance Officer.....	Teresa Stahl
Certifying Officer for P.E.R.S.....	Margaret Pasqua
Supervisor for P.E.R.S.....	To be appointed
Assistant Treasurer	Charlene Santo
Insurance Fund Commissioner.....	Richard Wolfe, Mayor
Deputy Insurance Fund Commissioner.....	Teresa Stahl
Safety Coordinator.....	Jason Silverthorn
PEOSHA Officer.....	Jason Silverthorn
Municipal Court Administrator.....	Jennifer Budrewicz
Deputy Court Administrator.....	Olivia Barrick
Joint Court Liaisons.....	To be appointed
.....	Deputy Mayor Mathews
Zoning Officer.....	Krista Parsons
Alternate Zoning Officer.....	Robert Miller
Local Public Assistance Director & Housing Placement Officer	Helen Kuhl
DPW Superintendent	Jason Silverthorn
DPW Supervisor	Joseph Adamow
DPW Employee	David Barrick
DPW Employee	Jeffrey Godwin
DPW Employee	Ryan Duckworth
Recycling Coordinator & Clean Communities Director	Rosemary Georgett
Township Historian.....	Jim Davidson
Senior Citizen’s Liaison.....	Pat McSorley
Municipal Housing Liaison/Administrative Agent.....	OPEN
Municipal Stormwater Coordinator.....	William Burr
Farmland Preservation Office Administrator.....	Katherine Fullerton
Hunterdon County:	
Solid Waste Advisory Council Member.....	Rosemary Georgett
Fire Official for Smoke & Carbon Monoxide Detectors.....	Peter Buchanan
Deer Management Ad Hoc Committee.....	John Nance; Tom Shepherd; Scott Kozart; Mike Van Clef; Candice Wiggum

Motion by Deputy Mayor Mathews, seconded by Mr. Sobieski, and carried unanimously to approve the Mayor’s appointments.

Mayor Wolfe spoke about the Ringoes Advisory Committee, which was formed by an ordinance in 2018. This committee is not up and running yet because of other events that have been a distraction. Mayor Wolfe said that Mr. Sobieski has agreed to take charge of getting this committee started, including reaching out to qualified people to serve, provided that they meet the requirements. He thanked Mr. Sobieski for agreeing to do this.

RESOLUTION AUTHORIZING PROFESSIONAL SERVICES:

RESOLUTION #07-19

WHEREAS the Township of East Amwell has a need to acquire accounting services, engineering services, land survey services to maintain the tax maps, bond counsel services, planning services, and hydrogeological and grant administration services as non-fair and open contracts pursuant to the provisions of N.J.S.A. 40A:11 et seq.; and

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

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

WHEREAS, each of the following agencies have completed and submitted a Business Entity Disclosure Certification which certified that they have not made any reportable contributions to a political or candidate committee in the Township of East Amwell in the previous one year, and that the contract will prohibit the agency from making any reportable contributions through the term of the contract; and

WHEREAS sufficient funds are available in the 2019 Temporary Budget and will be made available in the 2019 Municipal Budget for the Township of East Amwell (as required in N.J.A.C. 5:30-5.4) with funds coming from various budgets, as certified by the CFO with a not to exceed limit;

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of East Amwell, County of Hunterdon, State of New Jersey, as follows:

The Mayor and Township Clerk are hereby authorized and directed to execute contracts for the year 2019 :

- a. William Burr, Maser Consulting, ca Professional Engineer.
- b. Maser Consulting, Land Surveying and Tax Map Maintenance
- c. Robert Swisher, Suplee and Clooney, a RMA,
- d. John Cantalupo, Archer and Griener, Bond Counsel
- e. Princeton Hydro, Grant Administrator for 319(H) and Hydrogeological Services
- f. Francis J. Banisch, III, Professional Planner, Banisch Associates, Inc.
- g. Tom Decker, Van Cleef Engineer, Conflict Engineer

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 FURTHER RESOLVED that notice of this action shall be printed in the January 10, 2019 issue of the Hunterdon County Democrat.

By Order of the Township Committee,

Richard Wolfe, Mayor

Motion by Deputy Mayor Mathews, seconded by Mr. Miller, and adopted on unanimous

favorable vote that the Resolution Authorizing Professional Services be approved.

RESOLUTION AUTHORIZING PROFESSIONAL SERVICES THROUGH REQUEST FOR QUOTE

Mayor Wolfe explained that the Township Committee went out for RFQs for the Township Attorney and for a Township Employment Attorney. A decision was made not to hire an employment attorney right now until after the budget is resolved. The Township Committee will want funds to undertake a project, and they will see how “things shake out,” and look at appointment of the employment attorney after the budget discussions.

Mayor Wolfe said that there was only one response from Carl Taylor for the position of Township Attorney. The Mayor said that he had the opportunity to work with Mr. Taylor extensively last year and found Mr. Taylor to be very, very responsive, practical, and cost conscious. He would like to have the resolution to approve Mr. Taylor as Township Attorney approved.

.....
RESOLUTION #08-19

WHEREAS the Township of East Amwell has a need to acquire attorney services and labor attorney services and solicited quotes on December 4, 2018, pursuant to the provisions of N.J.S.A. 40A:11 et seq.; and

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

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

WHEREAS, the attorney(s) provided the necessary documentation outlined in the request for quote dated December 4, 2018; and

WHEREAS sufficient funds are available in the 2019 Temporary Budget and will be made available in the 2019 Municipal Budget for the Township of East Amwell (as required in N.J.A.C. 5:30-5.4) with funds coming from various budgets, as certified by the CFO with a not to exceed limit;

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of East Amwell, County of Hunterdon, State of New Jersey, as follows:

The Mayor and Township Clerk are hereby authorized and directed to execute Contract(s) for the year 2019 :

- a) Carl Taylor as Township Attorney
- b) Labor Attorney – to be determined;

BE IT FURTHER RESOLVED that notice of this action shall be printed in the January 10, 2019 issue of the Hunterdon County Democrat.

By Order of the Township Committee,

Richard Wolfe, Mayor

+++++
Motion by Deputy Mayor Mathews, seconded by Mr. Miller, and carried unanimously.

RESOLUTION APPOINTING MUNICIPAL PROSECUTOR:

RESOLUTION # 09-19

WHEREAS pursuant to P.L. 1996, c95, 14, a municipality may employ an attorney-at-

law as a prosecutor, under the supervision of the Attorney General or county prosecutor.

NOW, THEREFORE, BE IT RESOLVED that pursuant to P.L. 1996, c95, 14, John E. Lanza is appointed as East Amwell Township Prosecutor for 2019. Mr. Lanza will serve with the privileges and unities currently enjoyed by the Attorney General, prosecutor and their respective designees.

By Order of the Township Committee,

Richard Wolfe, Mayor

Motion by Deputy Mayor Mathews, seconded by Mr. Miller, and carried by unanimous favorable vote to approve the above resolution.

RESOLUTION APPOINTING THE PUBLIC DEFENDER:

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RESOLUTION #10-19

WHEREAS pursuant to P.L. 1997, c. 256 (N.J.S.A. *2B:24-1), a municipality may employ an attorney-at-law as a public defender,

NOW, THEREFORE, BE IT RESOLVED that pursuant to P.L. 1997, c. 256 (N.J.S.A. *2B:24-1), Stanley Troy is appointed as East Amwell Township Public Defender for 2018 to represent defendants assigned to the Municipal Public Defender in municipal court.

By Order of the Township Committee,

Richard Wolfe, Mayor

+++++
Deputy Mayor Mathews made the motion, seconded by Mr. Miller, and it was carried unanimously to approve the Resolution Appointing the Public Defender.

RESOLUTION REGARDING PAYMENT OF TAXES:

RESOLUTION #11-19

BE IT RESOLVED by the Township Committee of the Township of East Amwell, County of Hunterdon, State of New Jersey, that taxes shall be collected quarterly on February 1st 2019; May 1st 2019; August 1st 2019, and November 1st 2019 and that interest will be charged 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 \$1,500.00 to be calculated from the date the tax was payable until the date of actual payment. There will be a ten-day grace period after which unpaid taxes will then be charged interest from the due date. This Resolution shall be published in the January 10, 2019, issue of the Hunterdon County Democrat.

By Order of the Township Committee,

Richard Wolfe, Mayor

Motion by Deputy Mayor Mathews, seconded by Mr. Miller, and approved on a unanimous favorable vote that the Resolution Regarding Payment of Taxes be approved.

RESOLUTION REGARDING PENALTY ON DELINQUENT TAXES:

RESOLUTION #12 -19

A RESOLUTION IMPLEMENTING P.L. 1991, C. 75, AND FIXING THE AMOUNT OF PENALTY ON DELINQUENT TAXES AND OTHER LIENS.

WHEREAS, P.L. 1991, c. 75, has authorized municipalities to fix by resolution a penalty to be charged to a taxpayer with a delinquency in excess of \$10,000.00 on accounts of the sum of all taxes and municipal charges due on a given parcel of property covering any number of quarters or years who does not pay that delinquency prior to the end of the calendar year; and

WHEREAS, the Mayor and Committee of the Township of East Amwell have decided that the non-payment of taxes is a matter of grave concern to the Township, and that such a penalty is appropriate.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Committee of the Township of East Amwell that the penalty authorized by P.L. 1991, c. 75, be fixed in the amount of six percent (6%) of all taxes due on any delinquency greater than \$10,000.00 which remains unpaid at the close of each calendar year. The Tax Collector is authorized to calculate the amount of any such penalty and to add the amount of the penalty to the other municipal charges and liens owing as to any given parcel at the end of the calendar year.

By Order of the Township Committee,

Richard Wolfe, Mayor

Motion by Deputy Mayor Mathews, seconded by Mr. Miller, and carried by a unanimous favorable vote, approving the resolution.

RESOLUTION AUTHORIZING CANCELLATION OF PROPERTY TAX CREDITS AND DELINQUENCIES:

RESOLUTION #13 - 19

WHEREAS, the Township Committee of the Township of East 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 East 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 \$10.00;

NOW, THEREFORE BE IT RESOLVED by the Township Committee of the Township of East 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 \$10.00 without further action on the part of the Township Committee and that such action be noted in the Tax Duplicate for the Township of East Amwell.

By Order of the Township Committee,

Richard Wolfe, Mayor

Motion by Deputy Mayor Mathews, seconded by Mr. Miller, and carried unanimously by favorable vote.

RESOLUTION FOR RETURNED CHECKS:

RESOLUTION #14-19

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

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

THEREFORE, be it resolved by the Township of East 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.

By Order of the Township Committee,

Richard Wolfe, Mayor

Motion by Deputy Mayor Wolfe, seconded by Mr. Miller, and carried unanimously to approve the resolution for returned checks.

RESOLUTION TO AUTHORIZE THE FILING OF CORRECTIVE APPEALS

RESOLUTION #15-19

WHEREAS the Hunterdon County Board of Taxation has been advised by the Attorney General's Office that the Municipal or Tax Attorney should file tax appeals on behalf of the municipality; and

WHEREAS, the Hunterdon County Board of Taxation will no longer accept tax appeals from Municipal Tax Assessors as was permitted in the past provided a resolution was adopted;

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and the Township Committee of the Township of East Amwell that the Township Attorney and/or a Tax Attorney retained by the Township is authorized to file tax appeals and settlement stipulations on behalf of the Township of East Amwell pursuant to this resolution; and

BE IT FURTHER RESOLVED that a certified copy of this resolution be forwarded to the Hunterdon County Board of Taxation with advice copies to the Township Attorney and the Tax Assessor.

By Order of the Township Committee,

Richard Wolfe, Mayor

Motion by Deputy Mayor Mathews, seconded by Mr. Miller, and adopted by unanimous favorable vote that the Resolution to Authorize the Assessor to File Corrective Appeals be approved.

RESOLUTION NAMING OFFICIAL DEPOSITORIES:

RESOLUTION #16-19

WHEREAS, N.J.S.A. 40A:5-17 mandates that the governing body of a municipal corporation shall, by resolution adopted by a majority vote of the full membership thereof, designate a depository for its monies a bank or trust company having its place of business in the state and organized under the laws of the United States or this state;

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of East Amwell, County of Hunterdon, State of New Jersey, that the Treasurer and the Assistant Treasurer with the Treasurer's consent be designated as Custodian of all funds of this municipality and is directed to deposit such funds in one or more of the following financial organizations pending

investment or reinvestment thereof:

- TD Bank
- State of New Jersey Cash Management Fund
- PNC Bank
- Northfield Bank

BE IT FURTHER RESOLVED that prior to the deposit of any municipal funds in the above mentioned depositories, said bank shall file with the Treasurer a statement indicating that the bank is covered under the Government Units Deposit Protection Act (R.S. 17:9-4).

By Order of the Township Committee

Richard Wolfe, Mayor

Motion by Deputy Mayor Mathews, seconded by Mr. Miller, and adopted on unanimous favorable vote approving the Resolution Naming Official Depositories.

RESOLUTION AUTHORIZING INVESTMENT OF IDLE FUNDS AND TRANSFER OF FUNDS

R E S O L U T I O N #17-19

WHEREAS, it is necessary to transfer funds by wire for investment of idle funds in legal investment vehicles, and to occasionally wire funds to pay current and/or capital expenses;

WHEREAS, it is necessary to make inter-fund transfers between bank accounts of the Township of East Amwell;

THEREFORE, BE IT RESOLVED by the Township Committee of the Township of East Amwell, County of Hunterdon, State of New Jersey, that the Treasurer and the Assistant Treasurer are hereby authorized to request bids and to award bids for the investment of idle funds solely in legally authorized investment vehicles to the investing institution, and

BE IT FURTHER RESOLVED that the Treasurer and/or Assistant Treasurer are hereby authorized to make inter-fund transfers, to transfer funds by wire, or by check solely for the following purposes and subject to all pertinent regulations:

1. Inter-fund transfers to or from Township checking accounts to other Township accounts.
2. Transfers to or from Township checking accounts to or from accounts specified by banks or the State of New Jersey Cash Management Funds solely for the purpose of investing for the account of the Township of East Amwell.
3. To or from Township checking accounts to pay current or capital expenses.
4. To or from Township accounts to fund land acquisition closings.

By Order of the Township Committee,

Richard Wolfe, Mayor

Motion by Deputy Mayor Mathews, seconded by Mr. Miller, and adopted on unanimous favorable vote that the Resolution Authorizing investment of Idle Funds or Transfer of Funds be approved.

RESOLUTION AUTHORIZING SIGNATURES ON TOWNSHIP BANK ACCOUNTS:

R E S O L U T I O N #18-19

BE IT RESOLVED by the Township Committee of the Township of East Amwell, County of Hunterdon, State of New Jersey, that the following accounts be deposited in the Northfield Bank through 2017 and checks drawn against these accounts be signed as follows:

- Petty Cash Fund by Teresa R. Stahl, Township Clerk, or Pamela Dymek, Deputy Clerk;
- Current Fund, Capital Account, Animal Control Trust Fund, Escrow Trust Account, Housing Trust Account, Federal and State Grant Account, Open Space Recreation, Farm and Historic Trust Preservation Fund, Clawson House Trust Account, Payroll Account, Unemployment Compensation Fund, Green Acres, by any three of the following people:
Richard Wolfe, Mayor; Tim Mathews, Deputy Mayor; Chris Sobieski, Committee;
- Teresa R. Stahl, Clerk; Pamela Dymek, Deputy Clerk,
Margaret Pasqua, CFO; Charlene Santo, Assistant Treasurer
- Deposits for the Redemption of Tax Sale Certificates by Mary Hyland, Tax Collector or Pamela Dymek, Assistant Tax Collector, or Margaret Pasqua, CFO
Assistant Treasurer Charlene Santo
- Municipal Court General Account, Municipal Court Bail Account, Municipal Court OE Account by Jennifer Budrewicz, Court Administrator or Olivia Barrick, Violations Clerk
- Public Assistance I and Public Assistance II Bank Accounts by Helen Kuhl, Director of Public Assistance, or Margaret Pasqua, CFO, or Charlene Santo, Assistant Treasurer
- Employee Flexible Spending Account by Margaret Pasqua, CFO, or Charlene Santo, Assistant Treasurer, or Teresa Stahl, Clerk

By Order of the Township Committee,

Richard Wolfe, Mayor

Motion by Deputy Mayor Mathews, seconded by Mr. Miller, and adopted on unanimous favorable vote that the Resolution Authorizing Signatures on Township Bank Accounts be approved.

RESOLUTION AUTHORIZING THE TREASURER TO ISSUE CERTAIN CHECKS:

R E S O L U T I O N #19-19

WHEREAS the East Amwell Township Committee may approve the payment of bills at any scheduled meeting of each month, and properly approved vouchers must be submitted no later than the Monday prior to the meeting;

WHEREAS the East Amwell Township Committee might be prevented from holding a regularly scheduled meeting due to some unforeseen emergency,

WHEREAS it is the intent of the Township Committee to provide payroll checks for all personnel at regular intervals and

WHEREAS it is necessary for certain funds to be paid to the State of New Jersey for Employee and Dependent health benefits coverage, PERS, deferred compensation, utility bills and lease bills and debt service by specific dates,

WHEREAS it is the intent of the Township Committee to pay local taxes to the East Amwell Board of Education, Hunterdon Central High School and The County of Hunterdon at regular intervals, and

WHEREAS due to unforeseen circumstances a regular meeting may be canceled due to not obtaining a quorum; and

WHEREAS, due to the nature of certain bills, claims, and invoices and the timing of particular meetings of the Township Committee, certain bills, claims, and invoices should be paid when presented which are statutory and/or regular in nature, rather than be held for the next meeting of the Township Committee due to the nature of such;

NOW, THEREFORE BE IT RESOLVED by the Township Committee of the Township of East Amwell, County of Hunterdon, State of New Jersey, that the Treasurer be authorized to prepare and the Mayor, Deputy Mayor or a Committee member; the Township Clerk or the Deputy Clerk; and the Treasurer or Assistant Treasurer be authorized to sign the following checks or wire transfer funds:

- A. Payroll checks will be issued every two weeks, starting with January 10, 2019. Department of Public Works employees will receive 80 hours of pay and any overtime incurred during the two week period upon submission of a time card verified by the Department of Public Works Superintendent.
- B. Transfer of Funds, including employee and employer contributions and fees, to the New Jersey Employee and Dependent Health Benefits coverage, Deferred Compensation to Lincoln Financial, DCRP, and PERS and Employee Flexible Spending on a timely basis.
- C Checks payable to the East Amwell Board of Education, Hunterdon Central High School, Board of Fire Commissioners, and the County of Hunterdon on a timely basis.
- D. Checks or wires payable to utilities, lease companies and debt service payments to insure payments made by specific dates.
- E. The Township Committee approves of and hereby authorizes the Chief Finance Officer of the Township of East Amwell to make payments between meetings of all bills, claims, and invoices, on a discretionary basis, in order to comply with statutory requirements regarding prompt pay; and

BE IT FURTHER RESOLVED that the Treasurer shall include a statement of the issuance of such checks as listed above as part of the Financial Report/Bill List presented at the next regularly scheduled meeting.

By Order of the Township Committee,

Richard Wolfe, Mayor

Motion by Deputy Mayor Mathews, seconded by Mr. Miller, and adopted on unanimous favorable vote that the Resolution Authorizing the Treasurer to Issue Certain Checks be approved.

RESOLUTION TO ESTABLISH THE PETTY CASH FUND

RESOLUTION #20-19

WHEREAS, the provisions of N.J.S.A 40A:5-21, authorizes the establishment of a Petty Cash Fund in any municipality or county by application and resolution, and

WHEREAS, it is the desire of the Township of East Amwell, County of Hunterdon to establish such a fund for the Clerk’s Office in the amount of \$150.00 with the fund being used to pay claims for small miscellaneous expenses only; and

WHEREAS, the custodian, Teresa Stahl, shall maintain records for this fund in a manner conducive to proper accounting and auditing procedures;

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Township Committee hereby re-authorizes such action and that this account was previously approved by the Director of the Division of Local Government Services.

By Order of the Township Committee,

Richard Wolfe, Mayor

Motion by Deputy Mayor Mathews, seconded by Mr. Miller, and adopted on unanimous favorable vote to approve the resolution establishing the petty cash fund.

RESOLUTION FOR CASH MANAGEMENT PLAN

RESOLUTION #21-19

WHEREAS, N.J.S.A. 40A:5-14 requires that every local unit adopt a Cash Management Plan, and

WHEREAS, the primary objectives of the plan are to preserve the safety of Public funds, seek investment instruments that offer liquidity and maximize interest revenue through use of authorized legal depositories and approved investment instruments,

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Township Committee of the East Amwell Township, County of Hunterdon, State of New Jersey that the following Cash Management Plan for East Amwell Township be adopted, superseding previous plans.

**EAST AMWELL TOWNSHIP
CASH MANAGEMENT PLAN**

INTRODUCTION

The New Jersey “Local Fiscal Affairs Law”, N.J.S.A. 40A:5-14 requires that every local unit adopt a Cash Management Plan and shall deposit its funds pursuant to that plan. The primary objective of the plan are to preserve the safety of public funds, seek investment instruments that offer liquidity and maximize interest revenue through use of authorized legal depositories and approved investment instruments.

I. AUTHORITY

a. Township Committee of East Amwell Township, County of Hunterdon.

b. Delegation of Authority – Authority to implement the investment program is granted to the Chief Financial Officer. The Chief Financial Officer shall act in accordance with the requirements of the Cash Management Plan, New Jersey Statutes and proper use of internal controls. No other persons may engage in investment transactions except for those subordinate officials of the Chief Financial Officer.

II. STATEMENT OF POLICY

It shall be the policy of East Amwell Township, County of Hunterdon to adopt a Cash Management Plan, and to authorize the Chief Financial Officer to administer said Plan, for the purpose of deposit and investment of the maximum of available funds in interest bearing instruments. The investment instruments shall be safe, liquid and offer market yields.

Safety of principal is the foremost objective of the Cash Management Plan. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital.

The utilized investment instruments shall remain sufficiently liquid to meet all operating cash requirements that may be reasonably anticipated.

Investments shall be planned with the objective of attaining a market rate, while taking into account legal restriction, risk and liquidity. Return on investment is of secondary importance compared to safety.

III. DEFINITIONS

“Arbitrage” refers to the rules and regulations governing the issuance of Bonds or Notes and the reinvestment of the proceeds at a higher yield. These regulations are promulgated by the Internal Revenue Service, regulation 1.103.

“Cash Management Fund” is the New Jersey Cash Management Fund. This Fund is one of a number of funds invested by the New Jersey Division of Investments of the Department of Treasury under the jurisdiction of the State Investment Council. The Fund is authorized to receive and invest local unit funds pursuant to N.J.S.A. 40A:5-14.

“Certificate of Eligibility” is the certification issued by the New Jersey Department of Banking, Division of Banking that a public depository is eligible to act as a depository for public funds and qualifies as a participant in the New Jersey Governmental Unit Deposit Protection Act, GUDPA.

“Compensating Balance Account” is a bank account at an eligible depository which pays no interest or interest lower than ½ of 1 percent of maximum, in return for specific services, for example check sorting, payroll services, wire transfers and other services.

“Eligible Public Depositories” is a Banking or Savings and Loan Association with a current certificate of eligibility from the State Banking Department. East Amwell Township shall designate said depositories, by resolution of the governing body on January 1st of each year in accordance with N.J.S.A. 40A:5-14.

“Eligible Securities” are those investment instruments authorized by N.J.S.A.40A: 5-15.1.

“Interest Bearing Account” is an account or time deposit in an eligible public depository, earning interest, or any deposit in the State of New Jersey Cash Management Fund.

IV. STANDARDS OF CARE

1. The standard of prudence to be used by those delegated to effect investment transactions on behalf of East Amwell Township shall be the “prudent person” standard. Investments shall be made with judgment and care, under circumstances the prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs. Investments shall not be for speculation.
2. Employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their eligibility to make impartial decisions. Employees shall disclose any material interest in financial institutions with which business is conducted and they shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of East Amwell Township.
3. The Chief Financial Officer is responsible for establishing and maintaining internal controls. The controls should ensure that the assets of East Amwell Township are protected from loss, theft or misuse.

V. PROCEDURES FOR RECEIPT OF MONIES

1. Department Procedures

A. Department Directors will ensure that a receipt is issued in duplicate for all transactions. A copy of the receipt shall be given to the paying party and the duplicate maintained by the issuing department. The receipts shall be pre-numbered, or sequentially numbered if computer generated.

B. All monies collected or received from any source by or on behalf of the Township, Department, or any Board thereof, shall be forwarded to the Division of Finance - Treasurer within forty-eight (48) hours of receipt of receipt.

C. The Division of Finance will prepare collected revenues for deposit to the designated legal depository.

D. All monies received shall be placed in a secure place until forwarded for deposit within forty-eight (48) hours of receipt.

E. No department, division, or agencies shall engage in the practice of cashing checks with public funds. Cashing of employee pay checks is included in this prohibition.

2. Chief Financial Officer

A. All monies collected or received from any source by or on behalf of the Township shall be deposited within forty-eight (48) hours of receipt of designated banks.

B. Ensure that all monies deposited are in an interest bearing account(s).

C. Where compensating balances are used to offset bank expenses, an agreement between the bank(s) and the Township shall be executed and reviewed annually.

D. The Chief Financial Officer shall make recommendations of legal public depositories to the Township Council who shall by resolution designate said depositories at the annual reorganization meeting of the Council. The list of authorized depositories may be amended at any time during the year.

E. Maturity of Investments – Investments shall be limited to maturity not to exceed one year on all operating funds unless a longer maturity is permitted within the provision of the State Statute or promulgated regulations.

F. Investment Securities – The Chief Financial Officer has the responsibility to determine which investments instruments are best suited for the Township. However, The Chief Financial Officer shall be authorized only to invest in securities permitted by New Jersey State Statute. No investment shall be made in any depository that does not meet current Federal minimum standard for Leverage Ratio, Tier 1 and Tier 2 Capital Ratio.

Presently, a local unit may permit investments in such institutions as permitted in Section 4 of P.L. 1970, Chapter 236 (6.17:19-44) and other instruments specified as follows:

Mutual Funds backed by the United States Government Obligations

United States Treasury Bills (T-Bills)

Municipal Bonds or Notes

Commercial Bank Deposits and Certificates of Deposit

Repurchase Agreements

Investment in Savings and Loan Associations

United States Government Agency and Instrumentality Obligations

State of New Jersey Cash Management Fund

School District Obligations

All designated depositories must conform to all applicable State statutes concerning depositories of public funds, and all depositories shall obtain the highest amount possible F.D.I.C. and /or F.S.L.I.C. coverage for all municipal assets.

VI. FUNDS EXCLUDED FROM INVESTING

The following types of funds are not required to be placed in interest bearing account:

1. Petty cash funds
2. Cash drawn from a Federal Agency under a letter of credit which has to be paid out within 5 working days to a vendor.
3. Deposit, retainage, or amounts posted by way of bond, held by the local unit for such things as faithful performance, if the local unit would be required by law to pay back any interest earned to the provider of the deposit, except where the local unit is required by law or court decision to invest in funds.
4. Amounts derived from the sale of bonds or notes, only to the extent that a specific written opinion of bond counsel states that the earning of (full) interest would result in the bonds or notes

being classified as an arbitrage (not federally tax exempt) issued pursuant to Federal regulations to the extent that sum interest is allowable, it shall be deposited at such a rate if such rate is obtainable.

VII. TOWNSHIP AUDITOR

- 1. The Township investment practices and the agreement of banking services and compensation thereof shall be reviewed by the Township Auditor as part of the annual audit, as required by the N.J.S.A. 40A:5-4. Where a conflict exists between this Cash Management Plan and State statute the applicable statute shall govern.

VIII. SURETY BONDS

1. The Chief Financial Officer shall be covered by a surety bond. During the annual audit the municipal Auditor shall examine said bond to determine that proper coverage is in effect.

2. Staff members of the Division of Finance shall be covered by a Public Employee Faithful Performance Bond (Blanket Bond) in the minimum of \$1,000,000.00.

IX. REPORTING

1. The Chief Financial Officer in accordance with N.J.S.A. 40A:5-14 shall prepare a written monthly investment report and submit same to the Township Council. The summary report will be prepared in the manner which will allow the Township Council and the administration to ascertain whether investment activities during the reporting period have conformed to the Cash Management Plan. The report shall set forth each organization holding local unit funds, the amount of securities purchased or sold, class or type of securities purchased, book value, earned income, fee incurred, and market value of all investments as of the report date. Such written report shall be included in the minutes of a regular Township Council meeting.

By Order of the Township Committee,

Richard Wolfe, Mayor

Motion by Deputy Mayor Mathews, seconded by Mr. Miller, and carried unanimously to approve this resolution.

RESOLUTION TO APPOINT A QPA

Mayor Wolfe explained that the previous QPA did not want to be reappointed, and she recommended the Canning Group, commenting on their business being solely with government purchasing. The company agreed to match what Ms. Canto was paid. There is a group of QPAs who are generally available for assistance. The Mayor said that Deputy Mayor Mathews interviewed someone at the group and was very impressed. Deputy Mayor Mathews said that he was very impressed, adding that the group specializes in municipal purchase.

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RESOLUTION #22-19

BE IT RESOLVED by the Township Committee of the Township of East Amwell, that, pursuant to N.J.S.A. 40:11-1 et seq., they hereby make the following professional services appointment for the position Qualified Purchasing Agent in the Township of East Amwell, based on the submission of a contract and a New Jersey Business Registration Certification:

The Canning Group
45 South Park Place 183
Morristown , NJ 07860

\$6,000.00

By Order of the Township Committee,

Richard Wolfe, Mayor

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Motion by Deputy Mayor Mathews, seconded by Mr. Miller, and carried unanimously to approve the resolution appointing a QPA.

RESOLUTION TO PARTICIPATE IN COOPERATIVES

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RESOLUTION #23-19

A RESOLUTION AUTHORIZING THE PURCHASE OF GOODS OR SERVICES THROUGH STATE OF NEW JERSEY CONTRACTS AND CO-OPERATIVE PRICING AGREEMENTS

WHEREAS, the Township of East Amwell has the need to purchase various goods or services in the 2019 fiscal year; and

WHEREAS, it is anticipated that some goods or services will be exceeding the bidding threshold of \$40,000, as established in the Local Public contracts law by commodity, in the aggregate; and

WHEREAS, all State Contract and Cooperative Pricing Agreements awards have been publicly bid; and

WHEREAS, pursuant to the provisions of N.J.S.A. 40A:11-12 municipalities are permitted the use of some awarded New Jersey State Contracts; and

WHEREAS, pursuant to the provisions of N.J.S.A. 40A:11-11 municipalities are permitted to enter into Cooperative Pricing Agreements, whereby permitting them use of those awarded contracts; and

WHEREAS, East Amwell Township, by resolution is already a member of the following four Cooperative Pricing Agreements and desires continued use of these in 2019:

- Somerset County #2 – SOCCP
- Educational Services Commission of New Jersey #65MCESCCPS
(formerly known as Middlesex Regional Educational Services Commission)
- Hunterdon County Cooperative – #51HCCPS
- Source Well _MN, formerly National Joint Powers Alliance, Member #145987

NOW, THEREFORE, BE IT RESOLVED on this 2nd day of January, 2019 by the Township Committee of the Township of East Amwell, County of Hunterdon, State of New Jersey, that it hereby authorizes the purchase of goods and services from New Jersey State Contract and Cooperative Pricing Agreement Vendors.

By Order of the Township Committee,

Richard Wolfe, Mayor

+++++
Motion by Deputy Mayor Mathews, seconded by Mr. Miller, and carried unanimously to approve the resolution.

RESOLUTION TO AUTHORIZE THE USE OF THE MUNICIPAL BUILDING:

RESOLUTION # 24-19

BE IT RESOLVED by the Township Committee of the Township of East Amwell, County of Hunterdon, State of New Jersey, that the Township Clerk is hereby authorized to schedule use of the Municipal Building meeting rooms by community groups subject to 72 hours advance, written notice and the requested date does not conflict with the regular meeting schedule of any Township Board or Committee.

By Order of the Township Committee,

Richard Wolfe, Mayor

Motion by Deputy Mayor Mathews, seconded by Mr. Miller, and adopted on unanimous favorable vote that the Resolution.

RESOLUTION AFFIRMING CIVIL RIGHTS POLICY

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RESOLUTION #25-19

A RESOLUTION TO AFFIRM THE TOWNSHIP OF EAST AMWELL’S CIVIL RIGHTS POLICY WITH RESPECT TO ALL OFFICIALS, APPOINTEES, EMPLOYEES, PROSPECTIVE EMPLOYEES, VOLUNTERS, INDEPENDENT CONTRACTORS, AND MEMBERS OF THE PUBLIC THAT COME INTO CONTACT WITH MUNICIPAL EMPLOYEES, OFFICIALS AND VOLUNTEERS.

WHEREAS, it is the policy of the Township of East Amwell to treat the public, employees, prospective employees, appointees, volunteers and contractors in a manner consistent with all applicable civil rights laws and regulations including, but not limited to the Federal Civil Rights Act of 1964 as subsequently amended, the New Jersey Law against Discrimination, the Americans with Disabilities Act and the Conscientious Employee Protection Act, and

WHEREAS, the governing body of the Township of East Amwell has determined that certain procedures need to be established to accomplish this policy.

NOW, THEREFORE BE IT RESOLVED by the Mayor and Committee of the Township of East Amwell that:

Section 1: No official, employee, appointee or volunteer of the Township of East Amwell by whatever title known, or any entity that is in any way a part of the Township of East Amwell shall engage, either directly or indirectly in any act including the failure to act that constitutes discrimination, harassment or a violation of any person’s constitutional rights while such official, employee, appointee volunteer, or entity is engaged in or acting on behalf of the (local unit type)’s business or using the facilities or property of the Township of East Amwell.

Section 2: The prohibitions and requirements of this resolution shall extend to any person or entity, including but not limited to any volunteer organization or inter-local organization, whether structured as a governmental entity or a private entity, that receives authorization or support in any way from the Township of East Amwell to provide services that otherwise could be performed by the Township of East Amwell.

Section 3: Discrimination, harassment and civil rights shall be defined for purposes of this resolution using the latest definitions contained in the applicable Federal and State laws concerning discrimination, harassment and civil rights.

Section 4: The Mayor or his designee shall establish written procedures for any person to report alleged discrimination, harassment and violations of civil rights prohibited by this resolution. Such procedures shall include alternate ways to report a complaint so that the person making the

complaint need not communicate with the alleged violator in the event the alleged violator would be the normal contact for such complaints.

Section 5: No person shall retaliate against any person who reports any alleged discrimination, harassment or violation of civil rights, provided however, that any person who reports alleged violations in bad faith shall be subject to appropriate discipline.

Section 6: The Mayor or his designee shall establish written procedures that require all officials, employees, appointees and volunteers of the Township of East Amwell as well as all other entities subject to this resolution to periodically complete training concerning their duties, responsibilities and rights pursuant to this resolution.

Section 7: The Mayor or his designee shall establish a system to monitor compliance and shall report at least annually to the governing body the results of the monitoring.

Section 8: At least annually, the Mayor or his designee shall cause a summary of this resolution and the procedures established pursuant to this resolution to be communicated within the Township of East Amwell. This communication shall include a statement from the governing body expressing its unequivocal commitment to enforce this resolution. This summary shall also be posted on the Township’s web site.

Section 9: This resolution shall take effect immediately.

By Order of the Township Committee,

Richard Wolfe, Mayor

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Motion by Deputy Mayor Mathews, seconded by Mr. Miller, and carried unanimously to approve this resolution.

2019 BENEFITS RESOLUTION (May be Amended at future date)

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RESOLUTION # 26-19

2019 East Amwell Benefits Schedule

SECTION ONE: Sections ONE, TWO, and THREE pertain only to the Department of Public Works. All Public Works employees shall be paid time and one half per hour for time worked in excess of the regular forty hours per week. Holiday, vacation, and personal leave time shall be considered as time worked for computing overtime.

A sick day will be considered from 7:00 a.m. - 3:30 p.m. or 6:00 a.m. – 2:30 a.m. during summer hours. Employees that are on sick leave will not be called to report for work. Employees who are substantially sick, or on medication that may impair their judgment or performance, will not be permitted to work.

SECTION TWO: For working a holiday, all Public Works employees shall be paid regular 8 hours pay, plus 1 ½ times their hourly rate for hours worked. The DPW Superintendent will receive approval from the Mayor prior to authorizing any work on holidays. If the Mayor cannot be reached, the DPW Superintendent will get approval from the Deputy Mayor, or Department of Public Works' Liaison, prior to authorizing this overtime. If none are available, the DPW Superintendent will document in writing his/her attempts to make these notifications and will then have the authority to call in the employees.

SECTION THREE: All full-time Department of Public Works employees will be reimbursed up to \$150 per quarter or part thereof that they work in a calendar year (maximum of \$600.00 per year) for work clothes in addition to their regular salary. The Superintendent of Public Works will pre-approve the type and quantity of work clothes to be purchased and reimbursed. Appropriate receipts must be submitted to the Treasurer for reimbursement.

SECTION FOUR: Employees will receive a mileage allowance based on the annual IRS Standard Mileage rate in effect as of January 1 on any given year, subject to the submission of a properly approved voucher to the Treasurer. Mileage shall be computed while on official township business and not for commuting back and forth to work. Mileage shall be computed round trip from home to job site or from municipal building to job site - using the lesser distance.

SECTION FIVE: For attendance at special meetings, even if they precede a regular meeting, and attendance at any other meeting other than the regular monthly Township Committee meeting, the municipal clerk shall be granted compensatory time. The Court Administrator is entitled to compensatory time for night court sessions and police call outs outside of normal (8:30AM-3:00PM) working hours. The DPW Superintendent is entitled to a maximum of 40 hours compensatory time per year, which must be used during the year earned.

SECTION SIX: Substitute secretarial services for board and committees shall be compensated at the current pay rate for the employee performing the substitute secretarial services or \$16.00 per hour, whichever is higher.

SECTION SEVEN: Full time for office staff shall be considered 30 hours or more per week, Public Works employees 40 hours, excluding temporary help, and seasonal workers. Overtime is over 40 hours, which will be compensated at a rate of time and one half, subject to approval of the DPW Superintendent for DPW employees or the Mayor for all other employees.

SECTION EIGHT: A) All full time employees referenced in Section Seven will be entitled to apply for full hospitalization coverage.

For the purposes of medical benefits all previously (prior to 2004) qualified employees are grandfathered under the benefits schedule.

B) Employees identified as those in Section Seven and Section Eight shall be entitled to receive short-term disability insurance and participate in the State Dental Plan with the Township paying 50% of the premium cost. Part-time employees meeting the State compensation thresholds for short-term disability will also be enrolled in the short-term disability plan.

SECTION NINE: Hourly employees working an average of 20 hours per week or less, are considered part time, will receive pay for the number of hours normally scheduled for a holiday that falls on their regular work day. Employees that work outside of Township business hours or do not work regularly scheduled days are not entitled to a holiday day.

SECTION TEN: DPW personnel and employees considered full-time shall be entitled up to 5 bereavement days (death of a spouse or partner, child, parent or sibling) and 3 days for grandparents, mother- or father-in-law and sister or brother-in-law with full salary paid. Part-time employees working an average of 20 hours per week will be granted bereavement leave for the hours scheduled during the 5 day or 3 day period based on the above categories, with pay. Bereavement leave will be granted within these guidelines from date of death through the date of the funeral. Extenuating circumstances will be considered on a case-by-case basis by the Mayor. Employees working less than 20 hours per week will be granted the same time off without pay or penalty.

SECTION ELEVEN: An employee's request for a vacation or "leave of absence" of up to two consecutive calendar weeks will require prior approval by the Mayor, or in the case of DPW employees the DPW Superintendent. Any request for more than two consecutive calendar weeks will require Township Committee approval and must be submitted at least thirty (30) calendar days in advance for consideration. Such requests will be treated on an individual basis, based on the circumstances as they exist for the time requested, such as available personnel coverage.

SECTION TWELVE: A) All full-time employees and regularly scheduled part-time employees working at least six hours a week during business hours are eligible for vacation, sick days and personal days. Annual vacations are based on the calendar year and are determined by number of scheduled work days per week and length of service, and are accrued as follows. For purposes of calculating vacation time for part time employees, 6 hours ordinarily equals one day. Employees with a shorter regular work day will use the hours normally worked in a day to

compute this benefit time. Part-time employees who are regularly scheduled and work in-office every workday will use “5” as the number of days worked for vacation, sick and personal purposes within the matrix. Reimbursement for these benefit days will only be for the number of hours regularly scheduled on a workday.

<u>Years Of Service</u>	<u>Days Worked Per Week</u>	<u>Sick Days</u>	<u>Vacation Days</u>	<u>Personal Days</u>
<u>Year 1</u> Hired Between January 1 st and March 31 st	5	5	8	3
	4	4	6	2½
	3	3	4	2
	2	2½	2	1
	1	2½	0	1
Hired Between April 1 st and June 30 th	5	3	6	2
	4	2	4	1½
	3	2	2	1
	2	1½	1	1
	1	1½	0	1
Hired Between July 1 st and September 30 th	5	2	4	2
	4	1	2	1½
	3	1½	1½	1
	2	1½	1	1
	1	1½	0	½
Hired Between October 1 st and December 31 st	3-5	1½	0	½
	2	1½	0	0
	1	1	0	0

<u>Years of Service</u>	<u>Days Worked Per Week</u>	<u>Sick Days</u>	<u>Vacation Days</u>	<u>Personal Days</u>
Beginning January 1 st into Second Calendar Year Of Employment 2-5 Years	5	5	10	3
	4	4	8	2 ½
	3	3	6	2
	2	2	4	1 ½
	1	1½	2	0
6-10 Years	5	5	13	3
	4	4	10	2 ½
	3	3	8	2
	2	2	5	1 ½
	1	1	3	1
11-15 Years	5	5	15	3
	4	4	12	2 ½
	3	3	9	2
	2	2	7	1 ½
	1	1	5	1

	5	5	18	3
	4	4	15	2 ½
	3	3	11	2
	2	2	9	1 ½
16-20 Years	1	1	7	1
	5	5	20	3
	4	4	18	2½
	3	3	15	2
	2	2	11	1½
21-25 Years	1	1	9	1
	5	5	25	3
	4	4	23	2½
	3	3	20	2
	2	2	16	1½
25+ Years	1	1	14	1

For vacation purposes, the following personnel’s vacation, sick and personal days are based on the average weekly hours as noted:

Tax Assessor	M. Buser	15 hours
Tax Collector	M. Hyland	24 hours
Assistant Treasurer	C. Santo	12 hours
Zoning Officer; Planning Board	K. Parsons	15_hours/3 days in office
Health; Recreation; Recycling Sec.	R. Georgett	15 hours/2 days in office
Farmland/Open Space Administrator	K. Fullerton	6 hours/2 days in office
Deputy Court Administrator	O. Barrick	19.5 hours/3 days in office

B. Employees can carry over a maximum of 5 vacation days until the end of the following calendar year. Vacation days will be lost if not used by that time. The Mayor may grant additional short time carry over on a case-by-case basis for exigent circumstances. Personal days cannot be carried over.

C. At the end of the calendar year, sick days not used may be accumulated up to a maximum of 35 days. Any person leaving the employ of East Amwell Township will not be compensated for any accumulated sick days.

D. A part-time employee may not apply for multiple consecutive vacation days for their regularly scheduled hours without the Mayor’s approval. Vacation time is defined as a day when you would normally report to work/call in days.

E. Vacation, Sick and Personal time benefits are not grandfathered under the benefits schedule and are subject to revision, either increased or decreased, due to changes in average hours worked per week.

F. The following table is to be used in conjunction with the longevity table currently contained in the employee policy manual for calculating Vacation, Sick and Personal Days for all office staff.

Average Hours Worked Per Week	Equivalent Number Of Days Worked For V/S/P Purposes
6-11	1
12-17	2

18-23	3
24-29	4
30 Or More	5

SECTION THIRTEEN: To calculate years of service for longevity: If you were hired before June 30th, you receive credit for that year. If you were hired after June 30th, you do not receive credit for that year.

SECTION FOURTEEN: Hourly employees working at home shall document the number of hours and activities in a format provided in the Policy Manual.

SECTION FIFTEEN: All employees will document their working hours accurately as described by Township Policy on timecards provided. Timecards will be forwarded to the payroll clerk and must be in his/her possession prior to Monday of the following week. The Township reserves the right to hold an employee’s check until submission of an accurately completed timecard. Timecards submitted after this deadline will be processed during the next payroll cycle for hours worked, including any overtime. Work done outside the office or hours for work from home should be documented on the Township approved Daily Time Log or other approved documentary form.

SECTION SIXTEEN: A. Annual input for the official employee evaluation for each in office employee should be submitted to the Mayor or his designee(s) by Supervisors, Township Committee and Board Committee/Commission Chairpersons no later than March 15 of the following year. Employees working for boards/committees that do not work at least 10 in office hours per week will be evaluated by their respective boards no later than January 15 of the following year. These evaluations will be forwarded to the Mayor or his designee(s) **BEFORE** review with the evaluated employee. This section is under advisement and subject to change in 2018.

B. No requests for salary increases in excess of the normal rate shall be offered unless submitted in signed, written form with specific examples to justify the request. Negative evaluations: If suggested areas are not remediated satisfactorily, all or part of a salary increase may be withheld.

SECTION SEVENTEEN: The following shall be paid holidays for full time, qualified part time, and salaried employees:

New Year’s Day	Tuesday, January 1, 2019
Martin Luther King Day	Monday, January 21, 2019
President’s Birthday	Monday, February 18, 2019
Good Friday	Friday, April 19, 2019
Memorial Day	Monday, May 27, 2019
Independence Day	Thursday, July 4, 2019
Labor Day	Monday, September 2, 2019
Columbus Day	Monday, October 14, 2019
Veteran’s Day	Monday, November 11, 2019
Thanksgiving Day	Thursday, November 28, 2019
Day after Thanksgiving	Friday, November 29, 2019
Christmas Eve	Tuesday, December 24, 2019
Christmas Day	Wednesday, December 25, 2019
New Year’s Eve	Tuesday, December 31, 2019
New Year’s Day	Wednesday, January 1, 2020

SECTION EIGHTEEN: This resolution is effective immediately.

By Order of the Township Committee,

Richard Wolfe, Mayor

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Motion by Deputy Mayor Mathews, seconded by Mr. Miller, and carried unanimously to approve the 2019 benefits resolution.

ANNOUNCEMENTS:

THE 2019 REORGANIZATION MEETING SCHEDULE for boards and committees is listed on tonight’s agenda and the bulletin board.

CHRISTMAS TREES may be dropped off at the road department grit yard any day during January (during regular business hours). All trim must be removed.

2019 DOG LICENSES ARE DUE: A Rabies Clinics is scheduled for January 19, 2019 from 1 PM to 4 PM in the garage, and licenses will be mailed.

OPEN TO THE PUBLIC:

Motion by Deputy Mayor Mathews, seconded by Mr. Miller, and carried unanimously to open to the public. There being no comments, motion by Deputy Mayor Mathews, seconded by Mr. Miller, and carried unanimously to close to the public.

ADJOURNMENT: With no additional business to conduct, the meeting adjourned at 8:44 p.m. on a motion by Deputy Mayor Mathews, seconded by Mr. Miller, and carried by unanimous favorable vote.

Teresa R. Stahl, RMC/CMC
Municipal Clerk