

A special meeting of the East Amwell Township Committee came to order at 7:00 PM. Present were Mayor Peter Kneski, Deputy Mayor Dart Sageser, and Committee members Tim Mathews and David Wang-Iverson. Committee Member Patricia Cregar was absent. Township Administrator Timothy Matheny was also in attendance.

In compliance with the Open Public Meetings Act, a copy of notice of this meeting was filed in the Clerk's Office, posted on the bulletin board, and sent to the Hunterdon County Democrat, Times of Trenton, and Star Ledger on October 11, 2013. Notice of the meeting was published in the October 17, 2013, issue of the Hunterdon County Democrat. The purpose of this meeting is to interview a candidate or candidates for various Township boards, to approve a resolution to enter executive session to discuss personnel; and to consider an appointment of the CFO/Treasurer.

The public is invited to attend and comment during the open session. Action may or may not be taken.

The meeting opened with the Pledge of Allegiance.

OPEN TO THE PUBLIC

The meeting was open to the public for comments. There being no members of the public present, motion by Mr. Mathews, seconded by Mr. Wang-Iverson, and carried unanimously to close to the public.

INTERVIEW BOARD CANDIDATES

Since the candidate was not present, Mayor Kneski said that the meeting will begin with the executive session, and the candidate will be interviewed afterwards or carried to another meeting.

RESOLUTION TO ENTER EXECUTIVE SESSION

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RESOLUTION #107-13

WHEREAS, the Open Public Meetings Act, P.L. 1975, Chapter 231 permits the exclusion of the public from a meeting in certain circumstances; and

WHEREAS, East Amwell Township Committee is of the opinion that circumstances presently exist; and

WHEREAS, the governing body of the Township of East Amwell wishes to discuss hiring of personnel; and

WHEREAS, minutes will be kept and once the matter involving the confidentiality of the above no longer requires that confidentiality, then minutes can be made public;

NOW, THEREFORE, BE IT RESOLVED that the public be excluded from this meeting.

By Order of the Township Committee,

Peter Kneski, Mayor

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Motion by Mr. Wang-Iverson, seconded by Mr. Mathews, and carried unanimously to approve the resolution.

Executive session began at 7:03 p.m.

The regular meeting resumed at 8:08 p.m.

RESOLUTION TO APPOINT CFO/TREASURER

Mayor Kneski said that there was a detailed discussion with candidate, Ulrich (Al) Steinberg, for the position of CFO/Treasurer during the executive session. A resolution detailing the agreement was reviewed by governing body members and modified. The resolution was offered for adoption.

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RESOLUTION #108-13

APPOINTMENT OF ULRICH STEINBERG AS CHIEF FINANCIAL OFFICER/TREASURER OF THE TOWNSHIP OF EAST AMWELL

WHEREAS, the Township of East Amwell has a Job Description for the Chief Financial Officer/Treasurer currently in place which is on file with the Municipal Clerk's Office; and

WHEREAS, the Township of East Amwell currently has a vacancy for the position of Chief Financial Officer/Treasurer; and

WHEREAS, the Township of East Amwell wishes to appoint Ulrich Steinberg to the office of the Chief Financial Officer/Treasurer; and

WHEREAS, the Governing Body of the Township of East Amwell acknowledges that Mr. Steinberg holds the position of Chief Financial Officer for the Township of Marlboro on a three day a week on-site schedule and the Township of Bethlehem on a one day a week on site schedule, and, therefore, it may at times be necessary for Mr. Steinberg to handle financial issues for the Township of East Amwell while physically on site at the Township of Marlboro or Bethlehem, and handle financial issues for the Township of Marlboro or Bethlehem, while on site at the Township of East Amwell;

NOW THEREFORE, BE IT RESOLVED, that the Township of East Amwell does hereby appoint Ulrich Steinberg to the office of the Chief Financial Officer/Treasurer, in accordance with the above referenced Job Description of Chief Financial Officer for the completion of an existing four year term through December 31, 2014. Mr. Steinberg may then be appointed to begin his own four year term, subject to acceptable performance and to the following terms and conditions:

- (1) For the remainder of 2013, the salary shall be prorated based on an annual salary of \$35,000
- (2) For the calendar year of 2014, the annual salary shall be \$35,000
- (3) For the remainder of his employment, Mr. Steinberg shall receive an annual increase consistent with the annual increase, if any, afforded to other employees of the Township;
- (4) Mr. Steinberg will be regularly scheduled to work on site one full day a week, mutually agreed to be Fridays through 12/31/14. A change of workday may be accommodated with the approval of the Township Administrator. Work hours will be 8:00 am to 3:30 pm on Friday with the office being open to the public from 8:30 am to 3:00 pm. The CFO will provide quarterly financial updates to the Township Committee and will attend Township Committee meetings when requested. The CFO will also attend all budget meetings. It is noted that this schedule may be modified subject to the prior approval of the Township Administrator. The schedule should otherwise remain constant, not fluctuating from week to week. It is also agreed that Mr. Steinberg is expected to work additional hours either from home or on location to complete the duties of the position of Chief Financial Officer/Treasurer at no additional compensation.
- (5) Mr. Steinberg shall not be entitled to benefit time for the remainder of 2013, pursuant to the East Amwell Benefits Resolution. For 2014 and forward, based on the current work schedule he shall be entitled to 3 Vacation, 1 Personal and 1 Sick Day. Mr. Steinberg will not be entitled to paid leave on Holidays falling on a scheduled workday. He will be permitted to be off on the holiday but will make up his in office hours within two weeks. A longer make up time may be permitted with approval of the Township Administrator.
- (6) Mr. Steinberg shall be afforded work time out of the office and allowed to attend meetings, conferences, and seminars related to Government Finance and Continuing Education Credits

required to maintain State Certification subject to approval of the Township Administrator. The Township of East Amwell shall contribute on a prorated basis with Mr. Steinberg's other employers as appropriate, for the registration costs of the approved training, subject to the availability of budgeted funds;

- (7) The Township does not have and will not impose a residency requirement during the term of this agreement;
- (8) Mr. Steinberg's start date will be the week of November 4, 2013;
- (9) In order for Mr. Steinberg to terminate employment, Mr. Steinberg shall provide

East Amwell Township with at least 30 days written notice. In order for the Township to terminate employment, the Township shall provide Mr. Steinberg with at least 30 days written notice.

- (10) Mr. Steinberg will not be responsible for the preparation for the 2013 Annual Financial Statement but agrees to prepare all other State required financial reporting for the remainder of his term of office as Chief Financial Officer/Treasurer.

By Order of the Township Committee,

Peter Kneski, Mayor

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Motion by Mr. Wang-Iverson, seconded by Deputy Mayor Sageser, and it was carried by roll call vote to approve the resolution hiring Mr. Steinberg as the CFO/Treasurer: Mr. Wang-Iverson, yes; Mr. Sageser, yes; Mr. Mathews, yes; Mr. Kneski, yes.

The Clerk inquired whether a resolution adding Mr. Steinberg to the 2013 Salary and Wage Resolution would be adopted separately, and would he also be appointed as the PERS Certifying Officer. Mr. Matheny commented that the position was within the salary and wage ordinance and that he believed that the CFO has the PERS responsibility as part of his position with him being named in January.

Committee members did agree to adopt a separate resolution.

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RESOLUTION #109-13

BE IT RESOLVED by the Township Committee of the Township of East Amwell that they hereby authorize the following change to the 2013 Salary and Wage Resolution, effective November 4, 2013:

- Remove CFO/Treasurer Trasente \$40,000 per year
- Add CFO/Treasurer Steinberg \$35,000, per year, prorated

BE IT FURTHER RESOLVED that effective on November 4, 2013, Ulrich Steinberg is named PERS Certifying Officer.

By Order of the Township Committee,

Peter Kneski, Mayor

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Motion by Mr. Mathews, seconded by Mr. Wang-Iverson, and carried unanimously to approve the resolution.

CANDIDATE INTERVIEW AND APPOINTMENTS TO VARIOUS POSITIONS ON TOWNSHIP BOARDS

Pippin Folk, 8 John Ringo Road, is interested in the Recreation Committee or Recycling Depot. He has been involved with Habitat for Humanity in Somerset and is a member of the Amwell Valley Fire Company since August. He just moved to East Amwell. He does work with United Way, doing data entry and is also a volunteer at Tabby's Place. He provided background information (e.g., recently moving to the community and other personal information). He spoke about his willingness to volunteer and be productive.

Mayor Kneski spoke about difficulty in getting recreation committee members, explaining many of the responsibilities of that committee (e.g., tree lighting, movies at the park, etc.). The committee meets the third Thursday of the month (meeting now), and Mr. Folk would be able to attend these meetings..

Mr. Folk expressed his interest in working with recreation. He also would be willing to help with recycling, again stating his desire to be productive and to help.

Mr. Mathews asked Mr. Folk to provide information on his background since he is new to the community. Mr. Folk, calling himself a "nomad," previously lived in Plainfield and Hillsborough and recently came to Hunterdon to live. He noted that he volunteered at the Flagtown Fire Company for a month or so in the past. He enjoys volunteering where there is a need; he wants to give back to the community and meet positive people. He provided the name of Jan Marshall as a personal reference. Mr. Folk again mentioned his work with United Way, providing information on their recent Halloween program for children.

Mayor Kneski felt this was a good match, and Mr. Folk said that he was up to the challenge, had the time, and was willing to assist. Mayor Kneski also asked Mr. Folk if there was any way to coordinate a program between the Recreation Committee and United Way to expand the Township's involvement with the organization; Mr. Folk will speak with the United Way Volunteer Coordinator about this.

The Committee thanked Mr. Folk for his appearance.

The Clerk reminded the governing body of a recent email she sent, stating that the second candidate for Historic Preservation, Ron O'Reilly, withdrew his name for consideration of an appointment to that committee since Will Harrison wanted to be appointed. Committee members agreed that there was no need to interview Mr. Harrison, a long time volunteer.

Mayor Kneski about the process of moving alternates up the ranks to regular seats, i.e., moving Jim Davidson to a regular seat, the second alternate, Pam McGovern, to first alternate, and Mr. Harrison as the alternate II. Deputy Mayor Sageser said that the Chair of Historic Preservation commented that Mr. Davidson may be too busy to participate as a regular member, that Ms. McGovern is a dedicated volunteer, and some discussion took place about the recommendations of the Chair. Mayor Kneski explained participation on committees as alternate members (i.e., all participating, but voting privileges of alternates only when regular members aren't present). The governing body agreed to get a recommendation from the Chair on the appointments, and this item will be listed on the November agenda. It is assumed that Mr. Harrison will continue his service on the Recycling Committee in addition to the Historic Preservation Committee.

Mr. Mathews was concerned with Mr. Folk's comments on a medical condition, questioning his service in a recreational situation. Mayor Kneski mentioned his service on the fire company, where he would have been interviewed prior to appointment. Mr. Wang-Iverson also noted his work with United Way. Membership appointment was postponed until the November meeting to obtain further information. Mayor Kneski asked the Clerk to work with the Township Administrator on this.

ADJOURNMENT

There being no further business, motion by Deputy Mayor Sageser, seconded by Mr. Mathews,

and carried unanimously to adjourn the meeting at 8:30 p.m.

Teresa R. Stahl, RMC/CMC
Municipal Clerk