

The 2014 Annual Reorganization Meeting of the East Amwell Township Committee was called to order at 1:00 p.m. by Municipal Clerk Teresa R. Stahl. Present were Committee members Dart Sageser, David Wang-Iverson, Tim Mathews, Charles Van Horn, and Peter Miller. Also in attendance were Township Administrator Timothy Matheny and Attorney Richard Cushing, Esq.

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

In compliance with the Open Public Meetings Act, Mrs. Stahl announced that notice of this meeting had been published in the December 19, 2013, 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 30, 2013.

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

CERTIFICATION OF NOVEMBER 5, 2013, ELECTION RESULTS

Mrs. Stahl presented the Certification of Election held on November 5, 2013 from the Hunterdon County Board of Canvassers certifying the election of Tim Mathews and Peter Miller to three-year terms on the Township Committee.

OATH OF OFFICE:

_____ administered the Oath of Office to Mr. Mathews with _____ holding the Bible.

_____ administered the Oath of Office to Mr. Miller with _____ holding the Bible.

NOMINATIONS FOR MAYOR: The Clerk called for nominations for Mayor of East Amwell Township for the year 2014.

_____ was nominated by _____ and seconded by _____ as Mayor for 2014.

With no more nominations, motion by _____, seconded by _____, followed by a unanimous favorable vote to close nominations and have the secretary cast the ballot appointing _____ as Mayor for 2014.

Mayor _____ was sworn into office by Mr. Cushing with _____ holding the Bible.

NOMINATIONS FOR DEPUTY MAYOR: Mayor _____ called for nominations for Deputy Mayor of East Amwell Township for 2014.

_____ made a motion to appoint _____ as Deputy Mayor for 2014, seconded by _____. With no other nominations, motion by _____, seconded by _____, followed by a unanimous favorable vote close nominations and have the secretary cast the ballot appointing _____ as Deputy Mayor for 2014.

Deputy Mayor _____ was sworn in by _____ with _____, holding the Bible.

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

RESOLUTION DESIGNATING A MEETING SCHEDULE:

RESOLUTION #01-14

BE IT RESOLVED by the Township Committee of the Township of East Amwell, County of Hunterdon, State of New Jersey, that during 2014 the Township Committee will hold regularly scheduled meetings on the second Thursday of each month and a second meeting in December on December 30, 2014. All regular meetings will be 7:30 P.M. in the main meeting room of the Municipal Building, 1070 Route 202/31, Ringoes, New Jersey 08551.

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;

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 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 Friday prior to the scheduled meeting; and

BE IT FINALLY RESOLVED that this Resolution shall be published in the Hunterdon County Democrat, issue of January 9, 2014.

By Order of the Township Committee,

, Mayor

Motion by _____, seconded by _____, 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 #02-14

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. Presentation of Minutes.
6. Open To the Public/Topics Not on the Agenda.
7. Consent Agenda Items.
8. Introduction of Ordinances and/or Public Hearings and/or Special Presentations.
9. Special Committee Reports.
10. Standing Committee Reports.
11. Unfinished Business.
12. New Business.
13. Open To The Public.
14. Executive Session.
15. Administrative Reports.

- 16. Correspondence.
- 17. 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 Monday prior to the meeting. This requirement will be strictly enforced except for emergency matters.

By Order of the Township Committee,

 , Mayor

 Motion by _____, seconded by _____, 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 #03-14

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,

 , Mayor

 Motion by _____, seconded by _____, and adopted by a unanimous favorable vote that the Resolution Designating the Official Newspaper be approved.

RESOLUTION REGARDING COPIES OF THE AGENDA AND MINUTES:

R E S O L U T I O N #04-14

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 regular meetings will be e-mailed to individuals upon request at no cost.

By Order of the Township Committee,

 , Mayor

 Motion by _____, seconded by _____, and carried unanimously to approve the Resolution regarding copies of the agenda and the minutes.

RESOLUTION FOR 2014 TEMPORARY BUDGET

RESOLUTION #05-14

WHEREAS, N.J.S.A. 40A:4-19 provides that where any contract, commitment or payments are to be made prior to the final adoption of the 2014 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 2014, and

WHEREAS, the total appropriation in the 2013 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance, is \$2,026,239.88;

WHEREAS, 26.25% of the total appropriations in the 2013 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance, is the sum of \$531,887.97.

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 2014 Temporary Budget totaling \$389,443.00, as shown in the attached sheet, shall be the Temporary Budget for the Township of East Amwell for the year beginning January 1, 2014, and that a certified copy of this resolution be transmitted to the Treasurer for his records.

By Order of the Township Committee,

Mayor

Motion by _____, seconded by _____, and adopted on unanimous roll call vote that the Resolution to Adopt the Temporary Budget be approved. The temporary budget will be used until the Township Committee adopts the final 2014 budget, which is usually in March or April.

MAYOR'S APPOINTMENTS for 2014 were read by Mayor _____, as follows.

- Township Administrator/QPA..... Timothy L. Matheny
- 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 BenefitsTeresa Stahl
- Public Compliance Officer.....Teresa Stahl
- Certifying Officer for P.E.R.S..... Ulrich Steinberg
- Supervisor for P.E.R.S..... Timothy L. Matheny
- Assistant Treasurer..... Christine Rosikiewicz
- Insurance Fund Commissioner..... _____, Mayor
- Deputy Insurance Fund Commissioner..... Timothy L. Matheny
- Safety Coordinator..... Timothy L. Matheny
- PEOSHA Officer..... Jason Silverthorn
- Deputy Court Administrator..... Dawn Augustine
- Zoning Officer..... Richard McManus
- Alternate Zoning Officer..... Robert Miller
- Secretary to Zoning Officer..... Maria Andrews
- Dog Census Taker(s) None in 2014
- Local Public Assistance Director & Housing Placement Officer Helen Kuhl
- DPW Superintendent Jason Silverthorn
- DPW Employee Joseph Adamow
- DPW Employee David Barrick

| | |
|---|---------------------|
| DPW Employee (probationary until Dec. 1, 2014)..... | Jeffrey Godwin |
| DPW Employee (probationary until Jan. 5, 201..... | Ryan Duckworth |
| Recycling Coordinator & Clean Communities Director | to be filled |
| Township Historian..... | Jim Davidson |
| Municipal Housing Liaison/Administrative Agent..... | James Robbins |
| Municipal Stormwater Coordinator..... | Dennis O’Neal, P.E. |
| Senior Citizen Liaison..... | to be filled |
| Municipal Coordinator Office of Aging..... | to be filled |
| Farmland Preservation Office Administrator..... | Scott Bauman |
| Hunterdon County: | |
| Solid Waste Advisory Council Member..... | Will Harrison |
| Solid Waste Advisory Council Alternate..... | Sande Katz |
| 911 Coordinator..... | Karl Posselt |
| Smoke Detector/Carbon Monoxide Inspector..... | Peter Buchanan |
| Smoke Detector/Carbon Monoxide Inspector Substitute... .. | to be filled |
| <u>Environmental Commission</u> | |
| Chairperson - one year..... | to be appointed |
| 3 year term..... | Dee Kellogg |
| 3 year term..... | Joe Angelone |
| 3 year term..... | Sean Grace |
| 2 year unexpired term..... | to be appointed |
| Alternate II -2 year term..... | to be appointed |
| Associate – 1 year term..... | Blaine Hummel |
| <u>Board of Health</u> | |
| 3 year term..... | Les Hamilton |
| 3 year term..... | David Wang Iverson |
| Alternate I | Charles Van Horn |
| <u>Board of Adjustment</u> | |
| 4 year term..... | Nancy Cunningham |
| 3 unexpired term..... | Anne Williams |
| Alternate I – Two year term..... | Diana Garrett |
| Alternate II – One year unexpired term..... | James Atkeson |
| <u>Planning Board</u> | |
| -Class I: Mayor or Mayor’s Designee – 1 year term..... | Dart Sageser |
| Class II: Township Official – 1 year term..... | VACANT |
| Class III: Township Committee – 1 year term..... | David Wang-Iverson |
| Class IV: 4 year term..... | Fred Gardner |
| Class IV: 4 year term..... | Linda Lenox |
| Alternate I two year term..... | Gail Skupien |
| Alternate II – 1 year unexpired term..... | Maria Souza |
| <u>Local Public Assistance Board</u> | |
| Unexpired 2 year term..... | Denise Gonsiewski |
| Unexpired 1 year term..... | to be appointed |
| 1 year term..... | to be appointed |
| <u>Agricultural Advisory Committee</u> | |
| All..... | Bill duFosse |
| One | Kit Crisafulli |
| Year | Frances Gavigan |
| Terms | Gail Glashoff |
| | John Pehinys |
| <u>Farmland/Open Space Preservation Committee</u> | |
| Mayor’s Designee – 1 year term..... | |
| 3 year term..... | Kat Cannelongo |
| Alternate I - two year term..... | Joan Sank |
| Agricultural Advisory Liaison – 1 year..... | Kit Crisafulli |
| Environmental Commission Liaison – 1 year..... | Toni Robbi |
| Planning Board Liaison – 1 year | Fred Gardner |
| Recreation Committee Liaison – 1 year..... | Peter Fick |
| Historic Preservation Committee Liaison – 1 year..... | Barbara Sageser |
| <u>Historic Preservation</u> | |
| 4 year term Class A | Jim Davidson |
| 4 year term Class | VACANT |

Alternate I – 2 year term Class _ VACANT

Recycling Committee

Environmental Com. Member – 1 year term..... Erica Johanson
Township Committee Member – 1 year term..... Tim Mathews
2 year term..... Sande Katz
2 year term..... Jeff Bradstreet
2 year term..... Maurice Dessel
2 year term..... Mike Petrus

Recreation Committee

3 year term..... Michael Atzert
3 year term..... Amy Atzert
Alternate I – one year unexpired term..... Erica Johanson
Alternate II – two year term VACANT

Office of Emergency Management

1 year term..... Tim Mathews

Sourlands Municipal Alliance Council – one year terms

Regular Delegate..... Tracy Carluccio
Alternate Delegate..... Don Reilly

Clawson Park Advisory (all one year terms)

..... Mayor’s Designee Vacant
..... Terry Welsh
..... Barbara Golda
..... Will Harrison
..... Margaret Sullivan
..... Mike Petrus
..... Dick Ginman
.....

AAR/JCP&L Review

..... Mayor
..... Tim Mathews
..... Tim Matheny
..... Gary Myers
..... Greg Lee
..... Beth Kais

Local Emergency Planning Committee

All one year members..... Marty Alexander,
Peter Molnar; Gary Myers; Tim Mathews; Ed Stoloski; Jay Rowe; Timothy Matheny; Christine
Rosikiewicz; Jason Silverthorn; Maria Andrews

A motion was made by _____, seconded by _____, and carried
unanimously to approve the Mayor’s appointments.

OATHS OF OFFICE for the Mayor's Appointments were administered by Mr. Cushing to those
individuals in attendance at this meeting.

RESOLUTION AUTHORIZING PROFESSIONAL SERVICES:

R E S O L U T I O N #06-14

WHEREAS the Township of East Amwell has a need to acquire accounting services,
engineering services, land survey services to maintain the tax maps, and legal services as non-
fair and open contracts pursuant to the provisions of N.J.S.A. 19:44A-20.4 or 20.5); and

WHEREAS, the Treasurer has determined and certified in writing that the value of the
acquisition 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 2014 Temporary Budget and will be made available in the 2014 Municipal Budget for the Township of East Amwell (as required in N.J.A.C. 5:30-5.4).

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 with the following persons and firms for the year 2014:

- a. Dennis O'Neal, a Professional Engineer, of Ferriero Engineering, Inc.
- b. Glenn Robinson, a Licensed Land Surveyor, of Ferriero Engineering, Inc.
- c. Richard Cushing, an Attorney, of Gebhardt & Kiefer, P.C.
- d. Robert W. Swisher, a RMA, of Suplee, Clooney, & Company

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 9, 2014, issue of the Hunterdon County Democrat.

By Order of the Township Committee,

, Mayor

Motion by _____, seconded by _____, and adopted on unanimous favorable vote that the Resolution Authorizing Professional Services be approved.

RESOLUTION APPOINTING MUNICIPAL PROSECUTOR:

R E S O L U T I O N # 07-14

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, Robert A. Ballard Jr. is appointed as East Amwell Township Prosecutor for 2014. Mr. Ballard will serve with the privileges and unities currently enjoyed by the Attorney General, prosecutor and their respective designees.

By Order of the Township Committee,

, Mayor

Motion by _____, seconded by _____, and carried by unanimous favorable vote to approve the above resolution.

RESOLUTION APPOINTING THE PUBLIC DEFENDER:

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R E S O L U T I O N #08-14

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 2014 to represent defendants assigned to the Municipal Public Defender in municipal court.

By Order of the Township Committee,

, Mayor

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Mrs. _____ made the motion, seconded by _____, and it was carried unanimously to approve the Resolution Appointing the Public Defender.

RESOLUTION REGARDING PAYMENT OF TAXES:

RESOLUTION #09-14

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 2014; May 1st 2014; August 1st 2014, and November 1st 2014 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 9, 2014, issue of the Hunterdon County Democrat.

By Order of the Township Committee,

, Mayor

Motion by _____, seconded by _____, and approved on a unanimous favorable vote that the Resolution Regarding Payment of Taxes be approved.

RESOLUTION REGARDING PENALTY ON DELINQUENT TAXES:

RESOLUTION #10-14

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,

, Mayor

Motion by _____, seconded by _____, and carried by a unanimous favorable vote, approving the resolution.

RESOLUTION AUTHORIZING CANCELLATION OF PROPERTY TAX CREDITS AND DELINQUENCIES:

RESOLUTION #11 - 14

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 \$5.00;

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 \$5.00 without further action on the part of the Township Committee and that such action be noted in the Tax Duplicate for the Township of East Amwell.

By Order of the Township Committee,

, Mayor

Motion by _____, seconded by _____, and carried unanimously by favorable vote.

RESOLUTION FOR RETURNED CHECKS:

RESOLUTION #12-14

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,

, Mayor

Motion by _____, seconded by _____, and carried unanimously to approve the resolution for returned checks.

RESOLUTION TO AUTHORIZE THE FILING OF CORRECTIVE APPEALS

RESOLUTION #13-14

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 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,

, Mayor

Motion by _____, seconded by _____, and adopted by unanimous favorable vote that the Resolution to Authorize the Assessor to File Corrective Appeals be approved.

RESOLUTION NAMING OFFICIAL DEPOSITORIES:

R E S O L U T I O N #14-14

WHEREAS, N.J.S.A. 40A:5-14 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
- Hopewell Valley Community 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

, Mayor

Motion by _____, seconded by _____, and adopted on unanimous favorable vote approving the Resolution Naming Official Depositories.

RESOLUTION AUTHORIZING INVESTMENT OF IDLE FUNDS AND TRANSFER OF FUNDS was read by the Clerk.

R E S O L U T I O N #15-14

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,

, Mayor

Motion by _____, seconded by _____, 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:

RESOLUTION #16-14

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 Hopewell Valley Community Bank through 2012 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, Payroll Account, Unemployment Compensation Fund by any three of the following people:

, Mayor; , Deputy Mayor; , Committee; **NAMES TO BE ASSIGNED**

Teresa R. Stahl, Clerk; Pamela Dymek, Deputy Clerk, or Timothy L. Matheny,
Township Administrator;

Ulrich Steinberg, Treasurer; Christine Rosikiewicz, Assistant Treasurer

Deposits for the Redemption of Tax Sale Certificates by Mary Hyland, Tax Collector or
Pamela Dymek, Assistant Tax Collector, or Ulrich Steinberg, Treasurer

Municipal Court General Account, Municipal Court Bail Account, Municipal Court OE
Account by Cindy Hooven, Court Administrator

Public Assistance I and Public Assistance II Bank Accounts by Helen Kuhl, Director of
Public Assistance, or Ulrich Steinberg, Treasurer, or Christine Rosikiewicz, Assistant
Treasurer

Employee Flexible Spending Account by Ulrich Steinberg, Treasurer, or Christine
Rosikiewicz, Assistant Treasurer, or Teresa Stahl, Clerk

By Order of the Township Committee,

, Mayor

Motion by _____, seconded by _____, 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 #17-14

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 Friday 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.

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 semi-monthly on the 15th and 30th, starting with January 15, 2014. 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 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.

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 presented at the next regularly scheduled meeting.

By Order of the Township Committee,

, Mayor

Motion by _____, seconded by _____, and adopted on unanimous favorable vote that the Resolution Authorizing the Treasurer to Issue Certain Checks be approved.

RESOLUTION TO AUTHORIZE THE USE OF THE MUNICIPAL BUILDING:

R E S O L U T I O N # 18-14

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 by the East Amwell Democratic Association, the East Amwell Republican Organization and other community groups subject to the requested date not conflicting with the regular meeting schedule of any Township Board or Committee.

By Order of the Township Committee,

, Mayor

Motion by _____, seconded by _____, and adopted on unanimous favorable vote that the Resolution to Authorize Use of the Municipal Building by the East Amwell Democratic Association, the East Amwell Republican Organization and other community groups be approved.

RESOLUTION TO HIRE PROFESSIONALS:

RESOLUTION #19-14

WHEREAS the Township of East Amwell has a need to acquire services as outlined below as non-fair and open contracts pursuant to the provisions of N.J.S.A. 19:44A-20.4 or 20.5); and

WHEREAS, the Treasurer has determined and certified in writing that the value of the acquisition 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 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 portable contributions through the term of the contract; and

WHEREAS sufficient funds are available in the 2014 Temporary Budget and will be made available in the 2014 Municipal Budget for the Township of East Amwell (as required in N.J.A.C. 5:30-5.4).

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 with the following persons and firms for the year 2014:

Professional(s) to be used by the East Amwell Planning Board and/or Township Committee:

Francis J. Banisch, III, P.P. - Banisch Associates, Inc.

Professionals to be used by the Township Committee:

Andrea Kahn, Esq., Bond Counsel

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 9, 2014, issue of the Hunterdon County Democrat.

By Order of the Township Committee,

, Mayor

Motion by _____, seconded by _____, and carried with unanimous favorable vote to approve the resolution for hiring professionals.

RESOLUTION AFFIRMING CIVIL RIGHTS POLICY

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RESOLUTION #20-14

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 Administrator 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 Administrator 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 Administrator 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 Administrator 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,

, Mayor

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Motion by _____, seconded by _____, and carried unanimously to approve this resolution.

2014 BENEFITS RESOLUTION (May be Amended at future date)

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RESOLUTION # 21 - 14

2014 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. Employees that are on sick leave will not be called to report for work. Employees who are substantially sick or on medication that may affect 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 Township Administrator prior to authorizing any work on holidays. If the Township Administrator cannot be reached the DPW Superintendent will get approval of the Mayor, 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 \$175 per quarter or part thereof that they work in a calendar year (\$600.00 per year) for work clothes in addition to their regular salary. Appropriate receipts must be submitted to the Treasurer for reimbursement.

SECTION FOUR: Employees will receive a mileage allowance at the rate of \$ 0.56.5 per mile, 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 her normal (8:30AM-3:00PM) working hours.

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 Township Administrator for all other employees.

SECTION EIGHT: A) All employees referenced in Section Seven as full time, receiving a salary and/or working an average of 30 hours per week for East Amwell Township, 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.

SECTION NINE: Hourly employees working an average of 20 hours, but not considered full time, will receive pay for the number of hours normally scheduled for a holiday that falls on their regular work 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 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, will be granted bereavement leave for the hours scheduled during the 5 day or 3 day period based on the above categories. 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 Township Administrator for use outside of these parameters.

SECTION ELEVEN: An employee's request for a vacation or "leave of absence" of up to two consecutive calendar weeks, will be considered by the Township Administrator. A request for more than two consecutive calendar weeks will require Township Committee approval and must be submitted in a timely fashion for consideration. Such request will be treated on an individual basis, based on the circumstances as they exist at the time of the request, such as available personnel for coverage.

SECTION TWELVE: A) All full-time employees and regularly scheduled part-time employees, 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> |
|--|-----------------------------|------------------|----------------------|----------------------|
| Year 1 Hired Between January 1 st and March 31 st | 5 | 5 | 8 | 3 |
| | 4 | 4 | 6 | 2½ |
| | 3 | 3 | 4 | 2 |
| | 2 | 2 | 2 | 1½ |
| | 1 | 1 | 0 | 0 |
| Hired Between April 1 st and June 30 th | 5 | 3 | 6 | 2 |
| | 4 | 2 | 4 | 1 ½ |
| | 3 | 1 | 2 | 1 |
| | 2 | 0 | 0 | 0 |
| | 1 | 0 | 0 | 0 |
| Hired Between July 1 st and September 30 th | 5 | 2 | 4 | 2 |
| | 4 | 1 | 2 | 1½ |
| | 3 | 0 | 0 | 1 |
| | 2 | 0 | 0 | 0 |
| | 1 | 0 | 0 | 0 |
| Hired During 4 th Quarter | 0 | 0 | 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 | 1 | 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 |
| 16-20 Years | 5 | 5 | 18 | 3 |
| | 4 | 4 | 15 | 2 ½ |
| | 3 | 3 | 11 | 2 |
| | 2 | 2 | 9 | 1 ½ |
| | 1 | 1 | 7 | 1 |

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

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

| | |
|---|--------------------------|
| Marianne Busher, Tax Assessor | 15 Hours |
| Ulrich Steinberg, Treasurer/CFO | Per employment agreement |
| Scott Bauman, Farmland/Open Space Administrator/Secretary | 7.5 Hours |
| Richard McManus, Zoning Officer | 12 Hours |
| Mary Hyland, Tax Collector | 24 hours |

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 Township Administrator 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 Township Administrator 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 as well as for determining the number of scheduled/posted "in office" days and hours for all office staff.

| Average Hours Worked Per Week | Equivalent Number Of Days Worked For V/S/P Purposes | Minimum Number Of "In Office" Scheduled/Posted Days | Minimum Number Of "In Office" Scheduled/Posted Hours |
|-------------------------------|---|---|--|
| 6-11 | 1 | 1/2 | 3 |
| 12-17 | 2 | 1 | 5 |
| 18-23 | 3 | 2 | 10 |
| 24-29 | 4 | 3 | 15 |
| 30 Or More | 5 | 5 | 30 |

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 by the Township Administrator, as detailed 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.

SECTION SIXTEEN: A. Annual input for the official employee evaluation for each in office employee should be submitted to the Township Administrator by Supervisors, Township Committee and Board Committee/Commission Chairpersons no later than January 1 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 Township Administrator BEFORE review with the evaluated employee.

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 | Wednesday, January 1, 2014 |
| Martin Luther King Day | Monday, January 20, 2014 |
| President’s Birthday | Monday, February 17, 2014 |
| Good Friday | Friday, April 18, 2014 |
| Memorial Day | Monday, May 26, 2014 |
| Independence Day | Friday, July 4, 2014 |
| Labor Day | Monday, September 1, 2014 |
| Columbus Day | Monday, October 13, 2014 |
| Veteran’s Day | Tuesday, November 11, 2014 ???? |
| Thanksgiving Day | Thursday, November 27, 2014 |
| Day after Thanksgiving | Friday, November 28, 2014 |
| Christmas Eve | Wednesday, December 24, 2014 |
| Christmas Day | Thursday, December 25, 2014 |
| Day after Christmas | Friday, December 26, 2014 if we give up Veteran’s Day |
| New Year’s Eve | Wednesday, December 31, 2014 |

SECTION EIGHTEEN: This resolution is effective immediately.

By Order of the Township Committee,

, Mayor

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Motion by _____, seconded by _____, and carried unanimously to approve the 2014 Benefits Resolution.

ASSISTANT TREASURER POSITION – CHANGE IN HIRING STATUS, IF APPLICABLE

ANNOUNCEMENTS:

THE 2014 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.

2014 DOG LICENSES ARE DUE: A Rabies Clinics is scheduled for January 18, 2014, from 1 PM to 4 PM in the garage, and licenses will be mailed.

COMMENTS BY TOWNSHIP COMMITTEE MEMBERS:

OPEN TO THE PUBLIC:

ADJOURNMENT: With no additional business to conduct, the meeting adjourned at _____ on a motion by _____, seconded by _____, and carried by unanimous favorable vote.

Teresa R. Stahl, RMC/CMC, Municipal Clerk