

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:**

Sheriff Frederick Brown administered the Oath of Office to Mr. Mathews with his son, Rocco, holding the Bible and his wife, Cynde, by his side.

Sheriff Frederick Brown administered the Oath of Office to Mr. Miller with his sons, Jack and Charlie, holding the Bible and his wife, Michelle, by his side.

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

Dart Sageser was nominated by Mr. Wang-Iverson and seconded by Mr. Van Horn as Mayor for 2014.

With no more nominations, motion by Mr. Wang-Iverson, seconded by Mr. Van Horn, followed by a unanimous favorable vote to close nominations and have the secretary cast the ballot appointing Dart Sageser as Mayor for 2014.

Mayor Sageser was sworn into office by Mr. Cushing with his wife, Barbara, holding the Bible.

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

Mr. Van Horn made a motion to appoint David Wang-Iverson as Deputy Mayor for 2014, seconded by Mayor Sageser. Motion by Mr. Miller nominating Tim Mathews as Deputy Mayor, which was seconded by Mr. Mathews. Mr. Cushing explained that votes should be taken for each candidate. The vote to appoint Mr. Wang-Iverson as Deputy Mayor for 2014 was taken by roll call: Mr. Van Horn, yes; Mr. Wang-Iverson, yes; Mr. Mathews, no; Mr. Miller, no; Mr. Sageser, yes. Mr. Cushing said that this was a passing motion, and a vote for the second candidate was not necessary.

Deputy Mayor Wang-Iverson was sworn in by Mr. Cushing.

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

**RESOLUTION DESIGNATING A MEETING SCHEDULE:**

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**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,

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Dart Sageser, Mayor

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Motion by Mr. Wang-Iverson, seconded by Mr. Mathews, and carried with unanimous favorable vote that the Resolution Designating a Meeting Schedule be approved.

RESOLUTION REGARDING THE ORGANIZATION OF THE MEETING:

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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,

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Dart Sageser, Mayor

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Motion by Mr. Van Horn, seconded by Mr. Wang-Iverson, and carried unanimously to approve the resolution Regarding Organization of the Meeting.

RESOLUTION DESIGNATING THE OFFICIAL NEWSPAPER:

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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,

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Dart Sageser, Mayor

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Motion by Mr. Wang-Iverson, seconded by Mr. Mathews, and adopted by a unanimous favorable vote that the Resolution Designating the Official Newspaper be approved.

RESOLUTION REGARDING COPIES OF THE AGENDA AND MINUTES:

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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,

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Dart Sageser, Mayor

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Motion by Deputy Mayor Wang-Iverson and seconded by Mr. Van Horn to approve the resolution.

Mr. Mathews asked that the resolution be amended to include posting special minutes and agendas on the website. Deputy Mayor Wang-Iverson explained that he was requesting discussion on posting draft minutes on the website on a future Township Committee meeting. A suggestion was made to hold the resolution until that meeting. It was noted that the information in the resolution was for the most part statutorily required, and votes were taken on both options.

Motion by Mr. Mathews and seconded by Mr. Miller to amend the existing resolution to include language that “special minutes and agendas also be posted on the website at least 48 hours in advance.” Roll call vote was taken: Mr. Van Horn, no; Mr. Wang-Iverson, no; Mr. Mathews, yes; Mr. Miller, yes; Mr. Sageser, no.

The vote on the original motion by Deputy Mayor Wang-Iverson and seconded by Mr. Van Horn to approve the resolution was done by roll call vote: Mr. Van Horn, yes; Mr. Wang-Iverson, yes; Mr. Mathews, no; Mr. Miller, no; Mr. Sageser, yes.

RESOLUTION FOR 2014 TEMPORARY BUDGET

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R E S O L U T I O N #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, which does not exceed the statutory limit.

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,

\_\_\_\_\_  
Dart Sageser, Mayor

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Motion by Mr. Van Horn and seconded by Deputy Mayor Wang-Iverson to approve the resolution. Mr. Mathews questioned the figures and percentages in the resolution, stating that there were inconsistencies. Some discussion ensued, with Mr. Cushing looking for information on the statutory limit of a temporary budget; it was noted that Mr. Steinberg prepared the figures for the template resolution and provided the spreadsheet being attached to the set of minutes. Mr. Mathews suggested an amendment to the language in the resolution, at the end of the fourth paragraph to include the words (after \$531,887.97), “which does not exceed the statutory limit.”

Mr. Van Horn and Deputy Mayor Wang-Iverson withdrew their motion. Motion by Mr. Mathews, seconded by Mr. Miller, and carried unanimously to approve the Temporary Budget resolution with the amended language.

Prior to reading the list of Mayor’s Appointments for 2014, Mayor Sageser asked for a moment

of silence for former Township Committee Member Patricia Cregar, who passed away on December 19<sup>th</sup>. Mrs. Cregar worked with the Township for 25 years, and she lived here with her family for 47 years. He stated that Pat set an example of dedication and applauded the spirit she brought to the Township Committee and the community. He asked for a moment of silence upon her loss.

MAYOR'S APPOINTMENTS for 2014 were read by Mayor Sageser. Partially through the list, Mr. Mathews asked about the appointment of two Township Committee members to the Board of Health. Mr. Cushing said that he was not familiar with the Board of Health membership requirements; Committee members agreed to wait until more information was received, and this appointment will be considered at the January 9, 2014, Township Committee meeting.

Mr. Mathews also asked about the appointment consideration of James Atkeson to the Board of Adjustment position, when there was also another candidate, Joseph Nyce, interviewed for the position. Committee members agreed to take this appointment off the master list and consider by separate vote.

Also during the listing, Mr. Mathews asked that his membership on the OEM Council and on the LEPC be changed from his name to that of Mr. Miller. Mr. Wang-Iverson was named as Mayor’s Liaison on Farmland/Open Space Preservation, and Marty Alexander was changed to Jesse Williams on the LEPC. Mr. Mathews also asked about appointing Gary Myers rather than Karl Posselt as 911 Coordinator. It was noted that Mr. Posselt works at the County’s 911 Office, which was the reason why he has been named in the past.

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 Benefits .....	Teresa 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.....	Dart Sageser, 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 .....	to be appointed
<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.....	to be appointed
<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.....	David Wang-Iverson
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
<u>Recycling Committee</u>	
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
<u>Recreation Committee</u>	
3 year term.....	Michael Atzert
3 year term.....	Amy Atzert
Alternate I – one year unexpired term.....	Erica Johanson
Alternate II – two year term .....	VACANT
<u>Office of Emergency Management</u>	

- 1 year term..... Peter Miller
- 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
- ..... Dart Sageser
- ..... Tim Mathews
- ..... Tim Matheny
- ..... Gary Myers
- ..... Greg Lee
- ..... Beth Kais

Local Emergency Planning Committee

All one year members.....Jesse Williams, Peter Molnar; Gary Myers; Jeff Luster (does he plan to come back); Peter Miller; Ed Stoloski; Jay Rowe; Timothy Matheny; Christine Rosikiewicz; Jason Silverthorn; Maria Andrews

A motion was made by Deputy Mayor Wang-Iverson, seconded by Mr. Van Horn, 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.

APPOINTMENT TO BOARD OF ADJUSTMENT

Mr. Cushing agreed that it was up to the governing body to consider this appointment now. Mayor Sageser recalled the two interviews for the position, and he felt that both candidates were very qualified. Mayor Sageser’s concern was with the questions about Mr. Nyce’s attitude of the Board of Adjustment and how to approach; Mr. Nyce expressed that he had some opinions but would not share with the Committee. Mayor Sageser spoke about his many years of working with Board of Adjustments, stating that it was difficult attitude to take. Board of Adjustment members should be open minded when looking at applications, and he therefore recommended James Atkeson.

Mr. Mathews did not get that opinion during Mr. Nyce’s interview. He stated that Mr. Nyce has a civil engineering degree and is a builder; he has approached Boards of Adjustment over the span of his career. Mr. Nyce additionally had tenure on the East Amwell Board of Health, demonstrating his commitment to the community. He believed that Mr. Nyce’s civil engineering and building background made him very qualified.

Mr. Mathews nominated Joseph Nyce as a member of the Board of Adjustment; Mr. Miller seconded it. There was a roll call vote: Mr. Van Horn, no; Mr. Wang-Iverson, no; Mr. Mathews, yes; Mr. Miller, yes; Mr. Sageser, no.

Mr. Wang-Iverson made the motion to appoint James Atkeson to the Board of Adjustment seat, and it was seconded by Mr. Van Horn. Roll call vote as follows: Mr. Van Horn, yes; Mr. Wang-Iverson, yes; Mr. Mathews, no; Mr. Miller, no; Mr. Sageser, yes.

Mr. Mathews clarified for the record that he did not oppose the appointment of Charles Van Horn to the Board of Health, but he wanted clarification on whether two Township Committee members could serve.

RESOLUTION AUTHORIZING PROFESSIONAL SERVICES:

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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,

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Dart Sageser, Mayor

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Motion by Deputy Mayor Wang-Iverson and seconded by Mr. Van Horn to adopt the resolution as presented.

Mr. Mathews offered an amendment, changing the language to "The Mayor and Township Clerk are hereby authorized and directed to extend services under the 2013 contract until an RFP process was complete to the following persons and firms for the year 2014," and Mr. Miller seconded it. The amended version of the resolution was voted on roll call: Mr. Van Horn, no; Mr. Wang-Iverson, no; Mr. Mathews, yes; Mr. Miller, yes; Mr. Sageser, no.

A roll call vote was taken on the resolution, as prepared: Mr. Van Horn, yes; Mr. Wang-Iverson, yes; Mr. Mathews, no; Mr. Miller, no; Mr. Sageser, yes, authorizing the Professional Services.

RESOLUTION APPOINTING MUNICIPAL PROSECUTOR:

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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,

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Dart Sageser, Mayor

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Motion by Mr. Wang-Iverson, seconded by Mr. Miller, 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,

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Dart Sageser, Mayor

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Deputy Mayor Wang-Iverson 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:

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R E S O L U T I O N #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,

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Dart Sageser, Mayor

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Motion by Mr. Van Horn, seconded by Deputy Mayor Wang-Iverson, and approved on a unanimous favorable vote that the Resolution Regarding Payment of Taxes be approved.

RESOLUTION REGARDING PENALTY ON DELINQUENT TAXES:

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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,

\_\_\_\_\_  
Dart Sageser, Mayor

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

RESOLUTION AUTHORIZING CANCELLATION OF PROPERTY TAX CREDITS AND DELINQUENCIES:

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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,

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Dart Sageser, Mayor

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Motion by Deputy Mayor Wang-Iverson, seconded by Mr. Van Horn, and carried unanimously by favorable vote.

RESOLUTION FOR RETURNED CHECKS:

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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,

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Dart Sageser, Mayor

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

RESOLUTION TO AUTHORIZE THE FILING OF CORRECTIVE APPEALS

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R E S O L U T I O N #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,

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Dart Sageser, Mayor

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

RESOLUTION NAMING OFFICIAL DEPOSITORIES:

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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

\_\_\_\_\_  
Dart Sageser, Mayor

\*\*\*\*\*  
Motion by Mr. Wang-Iverson, 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 was read by the Clerk.

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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,

\_\_\_\_\_  
Dart Sageser, Mayor

\*\*\*\*\*  
Motion by Deputy Mayor Wang-Iverson, seconded by Mr. Van Horn, 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:

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R E S O L U T I O N #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:

Dart Sageser, Mayor; David Wang-Iverson, Deputy Mayor; Tim Mathews, Committee; 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,

\_\_\_\_\_  
Dart Sageser, Mayor

\*\*\*\*\*  
Motion by Deputy Mayor Wang-Iverson, seconded by Mr. Mathews, 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:

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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 15<sup>th</sup> and 30<sup>th</sup>, 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,

\_\_\_\_\_  
Dart Sageser, Mayor

\*\*\*\*\*

Motion by Deputy Mayor Wang-Iverson, seconded by Mr. Mathews, 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:

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RESOLUTION # 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,

\_\_\_\_\_  
Dart Sageser, Mayor

\*\*\*\*\*

Motion by Mr. Van Horn, seconded by Deputy Mayor Wang-Iverson, 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:

For the record, the Clerk noted that two professionals listed on the draft minutes provided on 12/26/13 were removed from the resolution since contracts were not yet received.

\*\*\*\*\*

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~~ extend their services under the 2013 contracts until an RFP process occurs.

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,

\_\_\_\_\_  
Dart Sageser, Mayor

.....  
Deputy Mayor Wang-Iverson made the motion and seconded by Mr. Van Horn to approve the resolution with the existing language (strikeout). Mr. Mathews offered the amendment (underlined) to extend the 2013 contracts with both professionals until RFPs could be processed. He explained that he would visualize the current professionals continuing under their current contracts while investigating options, noting that this worked well with changing the auditor.

Some discussion took place about the work of Planner Banisch, with Mayor Sageser mentioning the value of continuity in terms of the Master Plan and supplements. Mr. Mathews mentioned the benefits of going out for proposals based on the fee structure proposed by bond counsel. It was noted that Ms. Kahn has served as bond counsel for many years. Deputy Mayor Wang-Iverson would be interested in looking at bond counsel but agreed with Mayor Sageser that the Township has built a strong relationship with Planner Banisch.

Mr. Miller felt that the process would be good to identify rates and fees, noting that some factors are still valid. He believed that there may be variables to consider, but felt that "if we know the full playing field, rates and less tangibles, ... and factor in the important variables, ... it would be a good exercise." Mr. Mathews asked about voting on the amendment, continuing with Banisch,

but going out to the market to see what was available.

Mr. Matheny was asked to explain what would be involved with going out for RFPs. Mr. Matheny said that criteria had to be established, advertise, and get proposals. The criteria would be reviewed, and a recommendation would come to the Township Committee.

Mayor Sageser concluded that he saw no problem with the exercise.

The original motion by Deputy Mayor Wang-Iverson and Mr. Van Horn was rescinded.

Motion by Mr. Mathews, seconded by Mr. Miller, and carried with unanimous favorable vote to approve the resolution, as amended.

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,

\_\_\_\_\_  
Dart Sageser, Mayor

+++++  
Motion by Deputy Mayor Wang-Iverson and seconded by Mr. Mathews.

Mr. Cushing asked if the resolution was consistent with the Township's employee manual, stating an issue came up about the resolution in another township he visited today. The Clerk said that she would review the manual and the resolution for consistency. Mr. Cushing also stated that if the language was the same in the policy manual, there may not be a need to approve this resolution annually.

This item will be tabled until the next meeting.

2014 BENEFITS RESOLUTION (May be Amended at future date)

+++++  
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 1/2 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 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-3:00 PM) 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 <sup>st</sup> and March 31 <sup>st</sup>	5	5	8	3
	4	4	6	2½
	3	3	4	2
	2	2	2	1½
	1	1	0	0
Hired Between April 1 <sup>st</sup> and June 30 <sup>th</sup>	5	3	6	2
	4	2	4	1½
	3	1	2	1
	2	0	0	0
	1	0	0	0
Hired Between July 1 <sup>st</sup> and September 30 <sup>th</sup>	5	2	4	2
	4	1	2	1½
	3	0	0	1
	2	0	0	0
	1	0	0	0
Hired During 4 <sup>th</sup> 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 <sup>st</sup> into Second Calendar Year Of Employment 2-5 Years	5	5	10	3
	4	4	8	2½
	3	3	6	2
	2	2	4	1½
	1	1	2	0
6-10 Years	5	5	13	3
	4	4	10	2½
	3	3	8	2
	2	2	5	1½
	1	1	3	1
11-15 Years	5	5	15	3
	4	4	12	2½
	3	3	9	2
	2	2	7	1½
	1	1	5	1
16-20 Years	5	5	18	3
	4	4	15	2½
	3	3	11	2
	2	2	9	1½
	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 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 30<sup>th</sup>, you receive credit for that year. If you were hired after June 30<sup>th</sup>, 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
<del>Columbus Day</del>	<del>Monday, October 13, 2014</del>
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
New Year’s Eve	Wednesday, December 31, 2014

SECTION EIGHTEEN: This resolution is effective immediately.

By Order of the Township Committee,

\_\_\_\_\_  
Dart Sageser, Mayor

++++  
The Clerk reminded the governing body that the staff would like to have the day after Christmas next year since it would be on a Friday. They wanted to work on Veteran’s Day in order to have the day after Christmas.

Mr. Mathews said he would prefer to add another day rather than giving up Veteran’s Day, which was an important day to celebrate. Some discussion ensued, including setting precedent by adding another day. The Clerk suggested switching Columbus Day, with some comments being made by governing body members. The consensus was to substitute Columbus Day with

December 26 only for the year 2014.

Motion by Deputy Mayor Wang-Iverson, seconded by Mr. Miller, and carried unanimously to approve the 2014 Benefits Resolution.

ASSISTANT TREASURER POSITION – CHANGE IN HIRING STATUS, IF APPLICABLE

At the last regular meeting, there was a recommendation from the CFO to hire a temporary contract employee to work on Fridays; at that time, Mr. Cushing felt that the person should be made a temporary employee. Mayor Sageser mentioned some concerns brought up with policies, including not posting the position, and he believed that there was a general sense that Mr. Cushing would be supportive of staying with a contract with the individual for this limited position.

Mr. Cushing commented on the person having entitlement to Worker’s Compensation, adding that they would have coverage. He agreed that it was the governing body’s choice on how to hire.

Committee members worked on the wording of the motion to appoint the individual, who was previously hired as a temporary employee. The person will be a contractor who will assist the CFO for 8 hours a week at \$25.00 per hour for three months. She will not be called an Assistant Treasurer (an employee title), but an Assistant to the CFO.

+++++  
RESOLUTION #22-14

BE IT RESOLVED by the Township Committee of the Township of East Amwell that they hereby amend the December 12, 2013, resolution hiring Janine Jones as a temporary Assistant Treasurer, and

BE IT FURTHER RESOLVED that the record will show that Janine Jones will be hired as a contractor as an Assistant to the CFO for a period of three months, at 8 hours per week and a pay rate of \$25.00 per hour.

By Order of the Township Committee,

\_\_\_\_\_  
Dart Sageser, Mayor

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

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:

COMMITTEEMAN PETER MILLER wished everyone a happy and prosperous new year ahead.

COMMITTEEMAN TIM MATHEWS thanked the governing body for their cooperation and looked forward to more of the same. He was also appreciative of the support he has received. He wished everyone a happy new year and looked forward to working with everyone in the new year.

COMMITTEEMAN CHARLES VAN HORN was delighted to serve, although he did not like the circumstances that gave him the seat. He was happy to maintain the hard work that Pat Cregar did. He wished everyone a happy new year, and he looked forward to working with all the members.

DEPUTY MAYOR WANG-IVERSON commented on having a good first year on the governing body with “a few adventures in the finance office” – he was hopeful that in 2014 everything was under control, and he looked forward to working with everyone in the new year. He mentioned a new initiative to tackle in the village.

Deputy Mayor Wang-Iverson said that the Township’s Facebook page was in operation as of yesterday, and he would be posting pictures. (For the record, the page is Township of East Amwell, New Jersey.) He suggested that the governing body members “like” the page, and they would be able to contribute. The Clerk questioned how to “like” the page for contributions because she did not want access to her personal Facebook account; Deputy Mayor Wang-Iverson said that she should use her township email to access the site. Deputy Mayor Wang-Iverson also noted that profanity filters were set to the maximum; he is the administrator of the page; he will only allow the governing body to contribute (once they like the page), but the site will be open to public postings on the contributions.

Mr. Cushing commented on the new frontier of Facebook and social media, stating that these pages are subject to OPRA and is a public area. He felt that it would be appropriate to have some discussion and guidelines on how to use the site. He recommended using the site and seeing how it works and consider options in the future. Deputy Mayor Wang-Iverson explained that he set up the site, like other comparable pages he reviewed, i.e., anyone can comment on a post, but only he will allow who can post. Mr. Cushing explained his concerns with control of speech and potential for first amendment violations, stating that the Township must be cautious on limiting comments. Deputy Mayor Wang-Iverson said that if comments are inappropriate, he would cancel the page.

Mayor Sageser thanked the remaining public and the Township Committee for their confidence and support of him as Mayor. He hoped to “follow the good footsteps of Mr. Kneski.”

Mayor Sageser wanted to reiterate what Deputy Mayor Wang-Iverson said about the Planning Board’s emphasis on a forum discussion on what to do in the village, noting comments heard from residents that it is not as thriving as before. He stated that there are no preconceived notions, adding that a plan is to find some incentives for residents to take pride in the village as one step. He mentioned the long time goal to get the sidewalks, adding that the park is in operation, and the Clawson House is being addressed. He said that there were lots of historic things about the village, being unique in the early days of the country. He said that the plan will involve working with the residents of the village area with the Planner getting information from other communities to see what the Township can use and discuss with the residents.

Mayor Sageser concluded that he looked forward to a productive year and an efficient budgetary process. He wished everyone a happy new year.

#### **OPEN TO THE PUBLIC:**

Motion by Mr. Mathews, seconded by Deputy Mayor Wang-Iverson to open to the public.

Will Harrison, 4 Larison Lane, said Happy New Year and thanked the Township Committee for their service, including Peter Kneski, who left office. He enjoyed working privately with all of the members and as a volunteer. He asked that the notice about the grit yard be amended to add that it is open the first Saturday of the month from 9 a.m. – noon. He also mentioned working with the DPW Superintendent on monthly depots, which may or may not be held if weather conditions warrant it.

Motion by Deputy Mayor Wang-Iverson, seconded by Mr. Miller, and carried unanimously to close to the public.

**ADJOURNMENT:** With no additional business to conduct, the meeting adjourned at 2:18 p.m. on a motion by Mr. Van Horn, seconded by Mr. Miller, and carried by unanimous favorable vote.

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Teresa R. Stahl, RMC/CMC, Municipal Clerk