

The regular meeting of the East Amwell Township Committee was called to order at 7:30 p.m. Present were Mayor Dart Sageser, Deputy Mayor David Wang-Iverson, and Committee members Tim Mathews, Charles Van Horn, and Peter Miller. Township Administrator Timothy Matheny and Attorney Richard Cushing were also in attendance.

In compliance with the Open Public Meetings Act, Municipal Clerk Teresa R. Stahl announced that this is a regularly scheduled meeting, pursuant to the resolution adopted on January 1, 2014, and a meeting notice published in the Hunterdon County Democrat issue of January 9, 2014. A copy of the agenda for this meeting was forwarded to the Hunterdon County Democrat, Times of Trenton, Star Ledger, Courier News, posted on the bulletin board, and filed in the Clerk's Office on May 6, 2014.

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

### AGENDA REVIEW

There will be a special discussion with the new Chief Financial Officer, Chris Hart, immediately following announcements.

Under Correspondence, add 5/5/14 Letter from the Hunterdon County Engineer, including new drawings for E-174 Bridge on Wertsville Road, which will be constructed late summer or early fall, 2014.

Sean Grace provided his 5/7/14 email resigning from the Environmental Commission immediately after the April 21, 2014, meeting.

### ANNOUNCEMENTS

- A. East Amwell Township now has a Facebook Page. Follow us at [Township of East Amwell, New Jersey](#)
- B. There will be a community well testing program, under the direction of Raritan Headwaters Association, with water test kits available at the municipal building, from May 6 – June 3, during regular business hours. Kits must be returned on June 4, 2014, between 7:30 – 10 a.m.
- C. There is an inaugural guided walk scheduled for May 17 from 10 a.m. – noon at Omick Woods at Rocktown Preserve. RSVP to (609)924-4646 or [rsvp@drgreenway.org](mailto:rsvp@drgreenway.org) for directions.
- D. The Planning Board has scheduled two public meetings to gather public input and suggestions for the Village of Ringoes: Saturday, May 17, at 10 a.m. at Kirkpatrick Church and on Wednesday, May 21, at 7:30 p.m. at the Municipal Building.
- E. Municipal Offices will be close on Monday, May 26, 2014, in observance of Memorial Day.
- F. Primary Elections will be held on Tuesday, June 3, 2014, with all East Amwell Township Polls located at the municipal building. Polls are open from 6 AM- 8 PM
- G. Summer Playground will take place at East Amwell Township School from June 30<sup>th</sup> to July 25<sup>th</sup>. Access information at [www.eastamwell.org](http://www.eastamwell.org) and open Virtual backpack for April

### SPECIAL DISCUSSION WITH CFO CHRIS HART

Chris Hart, the new Chief Financial Officer for East Amwell Township, introduced himself and thanked the governing body for the opportunity to serve. He spent the full day in the office reviewing matters. He also met with the auditor about the 2014 budget to discuss time frames and the expectations from the audit; preliminary numbers may be available by May 29. There is

also a formal cash management plan in the form of a resolution for later in the meeting. Mr. Hart said that he is getting a handle on the Edmunds system and posting revenues into the system. He felt that it was very important for Assistant Treasurer Rosikiewicz to get as much training as possible, commenting that she has been very helpful to him.

Mr. Hart mentioned the bond anticipation note sale on May 16<sup>th</sup>, reporting that the interest is 25 basis points lower, equating to a \$2,800 savings in interest for the Township.

Mayor Sageser asked how the schedule is working; Mr. Hart mentioned that the Assistant Treasurer is using a flexible schedule to work with him, which is “working out pretty good.” He said that he would be working four hours on Tuesdays and Thursdays, and he was here last Saturday for 4.5 hours. Mayor Sageser asked about reaching a comfort level; once headway and progress is made, it was felt that the proposed hours should be okay.

Mr. Mathews asked about the Cash Management Plan, and Mr. Hart explained that one is missing from the Township; this is a requirement by statute to have a formal plan. The Clerk noted that there was a cash management plan in the past, and she asked if this is an annual resolution; Mr. Hart said no. Mr. Hart further explained that the governing body adopts the plan, and the CFO administers it and it works in tandem with a report by the next meeting outlining cash management. He suggested updating the plan with his resolution, and Mr. Mathews suggested using the wording “to supersede previous plans.”

Mr. Hart mentioned another emergency temporary budget resolution tonight since the 2014 budget is not in place. He stated that in analysis, there was not enough money earmarked for gasoline and health insurance, i.e., getting close to the limits with the existing temporary budget. Committee members noted that this is the third temporary budget resolution, and Mr. Hart explained how they are set up, with this budget in place through the end of June. Mayor Sageser commented on committees being discouraged from spending money without a budget in place.

Mr. Mathews welcomed Mr. Hart “aboard!”

## **APPROVAL OF MINUTES**

April 10, 2014, Regular Meeting Minutes were approved on a motion by Deputy Mayor Wang-Iverson, seconded by Mr. Miller, and carried with corrections: page 7, paragraph 3 and 4, change “\$10,500” to “\$10,500,000”; page 9, paragraph 4, line 3, remove “get” and add, after 5,000 “residents contract with a” before “private entity” and on line 5, add “who” before “manages” and a typo in the next line; on page 12, paragraph 3, line 7, change full sentence, beginning with “Mr. Mathews” to read, “Mr. Mathews commented that an engineer could provide a graphic with what was identified as suitable outside contract work versus internal DPW work.

April 10, 2014, Executive Meeting (Atty. Advice, Potential Litigation, Personnel/CFO) were approved on a motion by Mr. Van Horn, seconded by Deputy Mayor Wang-Iverson, and carried unanimously.

April 24, 2014, Special Meeting (Budget) were approved on a motion by Deputy Mayor Wang-Iverson, seconded by Mr. Van Horn, and carried unanimously.

April 24, 2014, Executive Meeting (Personnel/CFO) were approved on a motion by Deputy Mayor Wang-Iverson, seconded by Mr. Mathews, and carried unanimously.

## **OPEN TO THE PUBLIC** (for Comments from the Public for Items Not on the Agenda)

Ed Thornton, 78 Welisewitz Road, spoke about the torrential rain last week and a river rescue by State Police, the Amwell-Ringoes Rescue Squad, and Amwell Valley Fire Company off of Cider Mill Road. He outlined in detail his involvement with the rescue, including being asked for a canoe, providing light, etc. He explained that it as a “miracle” that someone heard the victim’s cry for help; the woman’s car came down Cider Mill Road, was caught up in a current, and floated 250 yards downstream before being caught in trees. Mr. Thornton felt that a process

should be in place to close the road so that people unfamiliar to the area were aware of the possibility of flooding, stating it would be important to deter a tragic and fatal accident.

Mayor Sageser mentioned discussions with the State Police, also noting that the other side of Welisewitz (at Manners Road) was shut off. Mr. Thornton continued by stating that it took over two hours to rescue the woman, and she did not have a cell phone; it was unclear if the woman remained in her car or was outside of it. Mr. Thornton also commented on his observations of the height of the water below the bridge deck.

Further comments were exchanged between Mr. Thornton and the Mayor on flooding conditions in the area, including the duFosse property, the number of potential flooding events per year (with Mr. Thornton saying that it occurs around 4 – 5 times a year), etc. Mr. Thornton also commented on the area as one of the “quickest fill ups in NJ within an hour or two ... and a significant problem.”

Mayor Sageser said that the Township Committee would speak with the DPW Superintendent and the State Police about recommendations. Mayor Sageser thanked Mr. Thornton for the details of the event; they spoke about height of the water and physical details of the area. Mr. Thornton concluded that there was a potential for tragedy with an airboat eventually being used.

Frances Gavigan, Wertsville Road, spoke about the following: 1) The Agricultural Advisory Committee discussed the Down to Earth activities on Cider Mill Road at their last meeting. The company obtained their soil from a construction site in Branchburg, is a large organization, and has crushed cement covered with dirt on the Cider Mill site. The company only obtained a soil conservation district permit after there was an inquiry into their operation, and she felt that this “is disturbing.” Ms. Gavigan mentioned that the trucks damaged roads, and with the amount of disturbance and “their cavalier attitude in doing what they wanted and only after the fact got a soil conservation permit ... when they should have known better ...,” she felt that the Township should be aware of and keep an eye on activities. 2) Ms. Gavigan commented on previously living on property near the D & R Canal, with a few people killed near the Griggstown Crossway – she suggested that signage where the dip starts on Cider Mill Road would be a good indicator. She questioned who would be responsible for shutting down the road. She felt that some liability is assumed, and she believed that signage would be “24/7” coverage. 3) Ms. Gavigan asked if there was a defined conflict of interest policy for township employees/officials/agents. She was advised that the Township Committee members recently took an ethics class on line for the insurance company. Mr. Cushing added that there were state statutes applicable to all officials. Ms. Gavigan suggested a link be put on the website to this information. 4) Ms. Gavigan asked about an attorney bill for \$2320 on the bill list tonight for OPRA, asking if this pertained to a request from her. Mr. Cushing explained that there was a very challenging OPRA request about a former employee with delicate issues involved; the firm spent considerable time on “very tricky” areas, and this is a very rare instance (not a standard request). 5) On a question about the Scibilia property, Mr. Cushing said that the last request from Mr. Scibilia has been met, and he hoped for good news at the next meeting. Ms. Gavigan commented on getting easement language better in the future. 6) Ms. Gavigan asked why the ordinance for compensation was not on the bulletin board; the Clerk explained that the ordinance will be introduced tonight and posted thereafter. 7) She asked that bills of the evening be posted on the website; when told that they were located next to the agenda and draft minutes, she believed that information is not readily visible to the public, and the bill list should be on the home page. Mayor Sageser commented that not everything could be on the home page.

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

**CONSENT AGENDA ITEMS**

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RAFFLE LICENSE #14-01 ST. PETER’S FOUNDATION 50-50 RAFFLE LICENSE FOR  
EVENT TO BE HELD ON SEPTEMBER 8, 2014

BE IT RESOLVED by the Township Committee of the Township of East Amwell that they hereby support the fund-raising efforts of Saint Peter’s Foundation, 254 Easton Avenue, New Brunswick, New Jersey 08901; and

WHEREAS, the Foundation has made application to hold an off premises 50/50 raffle on September 8, 2014, at 6:00 p.m. at The Ridge at Back Brook, 211 Wertsville Road, Ringoes, NJ 08551;

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of East Amwell, that raffle license number #RL-14-01 be approved and processed.

By Order of the Township Committee,

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Dart Sageser, Mayor

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NJ DOT 4/15 REQUEST FOR RESOLUTION FOR NO PASSING ZONE ON ROUTE 179

**RESOLUTION #67-14**

WHEREAS, the New Jersey Department of Transportation (NJDOT) recently completed a traffic investigation on Route 179 in East Amwell Township; and

WHEREAS, NJDOT investigation revealed that the current centerline pavement markings on Route 179 meet and conform to current design standards; and

WHEREAS, NJDOT will update existing records to reflect current No Passing Zone conditions along NJ Route 179;

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of East Amwell, County of Hunterdon, in the State of New Jersey, that it supports the use of a “No Passing Zone” on Route 179 in East Amwell Township, as recommended by NJDOT.

BE IT FURTHER RESOLVED that a certified copy of this Resolution shall be forwarded to NJDOT as requested.

By Order of the Township Committee,

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Dart Sageser, Mayor

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RESOLUTION CONCERNING DISCHARGE OF AFFORDABLE HOUSING MORTGAGE –  
1117 OLDYORK ROAD

**RESOLUTION # 68 -14**

**A RESOLUTION CONCERNING DISCHARGE OF  
AFFORDABLE HOUSING MORTGAGE**

WHEREAS, Richard Napiorkowski and Christianna Napiorkowski purchased a home at 1117 Old York Road, Ringoes, New Jersey, on August 14, 1998; and

WHEREAS this home had been designated as an Affordable Housing unit in the Township of East Amwell; and

WHEREAS pursuant to the State of New Jersey Department of Community Affairs, Division of Housing regulations, Richard Napiorkowski and Christianna Napiorkowski executed a mortgage to the Township of East Amwell Affordable Housing Authority which was recorded in Hunterdon County, New Jersey, on November 24, 1998 in Mortgage Book 1303 on page 930; and

WHEREAS, on April 25, 2014, Richard Napiorkowski and Christianna Napiorkowski sold the said property to Adrian Zanon, who has executed a mortgage to the Affordable Housing Authority, which has been duly recorded;

NOW THEREFORE BE IT RESOLVED that the Mayor has the authority to execute a Discharge of the Mortgage given by Richard Napiorkowski and Christianna Napiorkowski to the Township of East Amwell Affordable Housing Authority.

By Order of the Township Committee,

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Dart Sageser, Mayor

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A.B.C. SOCIAL AFFAIR PERMITS FOR THE RIDGE AT BACK BROOK: JUNE 16, 2014/URBAN PROMISE MINISTRIES AND JULY 28, 2014/HEALTH RESEARCH & EDUCATION TRUST OF NEW JERSEY

**RESOLUTION #69 -14**

BE IT RESOLVED by the Township Committee of the Township of East Amwell, County of Hunterdon, State of New Jersey, that they have no objection to a Special Affairs Permit for a Social Affair being granted to Urban Promise Ministries, P. O. Box 1479, Camden, NJ 08105, for an event to be held at The Ridge at Back Brook, 211 Wertsville Road, Ringoes, NJ 08551, on June 16, 2014.

By Order of the Township Committee,

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Dart Sageser, Mayor

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**RESOLUTION #70 -14**

BE IT RESOLVED by the Township Committee of the Township of East Amwell, County of Hunterdon, State of New Jersey, that they have no objection to a Special Affairs Permit for a Social Affair being granted to Health Research and Educational Trust of New Jersey for an event to be held at The Ridge at Back Brook, 211 Wertsville Road, Ringoes, NJ 08551, on July 28, 2014.

By Order of the Township Committee,

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Dart Sageser, Mayor

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Motion by Mr. Mathews, seconded by Mr. Miller, and carried unanimously to approve the resolutions on the consent agenda.

**PUBLIC HEARINGS/INTRODUCTION OF ORDINANCES**

There were no public hearings.

**Introduction of Ordinance**

ORDINANCE 14-02 AN ORDINANCE FOR COMPENSATORY TIME CONSISTENT WITH THE EAST AMWELL BENEFITS RESOLUTION

Mr. Matheny explained that the information herein contained is language from the annual benefits resolution, which allows comp time for the Municipal Clerk and Court Clerk. The Office of the State Comptroller now requires compensatory time be allowed via an ordinance.

Mr. Cushing explained that the Office of the State Comptroller monitors government activities, and they have provided a 22 page report regarding the award of compensatory time and how it may be awarded, including having an ordinance. He stated that most municipalities never viewed it that way and offered the benefit in a resolution. He believed that it would be appropriate to adopt an ordinance to comply with the Comptroller and avoid criticism in the future. He asked if the compensation was time and a half or hour per hour; he was told hour per hour, and he suggested adding that language to the draft ordinance.

Mr. Mathews asked if the comp time was viewed as taxable income; Mr. Cushing did not know. Mr. Mathews also asked if this would mitigate the election overtime issue; the Clerk said that the election issue was separate, past issue.

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EAST AMWELL TOWNSHIP  
ORDINANCE #14-02

AN ORDINANCE FOR COMPENSATORY TIME  
CONSISTENT WITH THE EAST AMWELL BENEFITS RESOLUTION

BE IT ORDAINED by the Township Committee of the Township of East Amwell that they hereby enact the following compensatory time policy, consistent with the annual benefits resolution:

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 hour for hour.

The Municipal Court Administrator is entitled to compensatory time, hour for hour, for night court sessions and police call outs outside of her normal (8:30 a.m. – 3:00 p.m.) working hours.

Accurate time-keeping records will be kept by the employees, and compensatory time will be authorized and approved by the Township Administrator.

By Order of the Township Committee,

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Dart Sageser, Mayor

Attest: \_\_\_\_\_  
Teresa R. Stahl, RMC/CMC

Introduced:  
Adopted:

+++++ Motion by Mr. Van Horn, seconded by Deputy Mayor Wang-Iverson, and carried unanimously to approve introduction of Ordinance 14-02. The ordinance will be published in the May 15, 2014, issue of the Hunterdon County Democrat, and the public hearing will be held at the regular Township Committee meeting on June 12, 2014, at 7:30 p.m.

**SPECIAL COMMITTEE REPORTS – None****STANDING COMMITTEE REPORTS****ENVIRONMENTAL COMMISSION:**

1) Roadside Clean Up Report: Blaine Hummel's 27<sup>th</sup> Annual Roadside Clean Up Report was acknowledged. The governing body commented favorably upon the annual report and the outstanding way that Mr. Hummel documents the material collected. The fact that there were 89 volunteers (on record) and 56 miles of road cleaned was also acknowledged. It was noted that Mr. Hummel provides his services as an adjunct member of the Environmental Commission, has been running the event for 27 years with great enthusiasm, and the Mayor concluded that the Township "is very happy to have [Blaine's] services!"

2) Resignation of Chairman Sean Grace: Mayor Sageser explained that Sean Grace is taking a position with the National Audubon and relocating to Connecticut. He formally resigned at the last Environmental Commission meeting, and an email was received today. The Commission will be looking for a replacement, and in the meantime, Dee Kellogg will fill in as Chair for the remainder of the year.

**2014 APPOINTMENTS, Continued**

Mayor Sageser announced that he would like to move Alternate I Environmental Commission Member James Fredericks up to the vacated regular position on the Commission (with Mr. Grace's resignation), and Dee Kellogg will be Chair for 2014.

Additionally, Amy Atzert, who is a member of the Recreation Committee, has agreed to take a seat on the Local Public Assistance Board since she took a new job in Somerset, closer to home. Therefore, the Board can reorganize as soon as possible.

Motion by Deputy Mayor Wang-Iverson, seconded by Mr. Van Horn, and carried unanimously to approve the additional 2014 appointments.

**UNFINISHED BUSINESS****TOWNSHIP ADMINISTRATOR'S UPDATE**

1) Summer Playground Directors/Supervising Director Appointments: Mr. Matheny explained that positions were posted on the bulletin board and on the website with seven applications received for the five positions. Kathy Veith, the only applicant to the position, is the recommendation to continue as the Supervising Recreation Director. Mr. Matheny commented on the "phenomenal job" she has done, including getting a questionnaire completed at the end of the program.

Recommendations for the Recreation Director positions were the following: returning Directors Alice Scott and Laurie Hornsby; one former Director from last year could not make the first week of playground, so consideration was given to those candidates who could work the full program; two current teachers at East Amwell School were recommended, i.e., Erin Shambaugh, a 6<sup>th</sup> grade math teacher, and Jennifer Stafford, an art teacher. Mr. Matheny explained that the art teacher will be doing face painting, so the Township will not have to pay a vendor now (cost savings to the Township).

There was another candidate, who is a local resident and was involved in coaching softball; Mr. Matheny explained that an additional benefit of hiring the teachers is that they have all been fingerprinted through the school.

Mr. Matheny spoke briefly about staffing ratio, noting that the enrollment numbers last year were less than before with a very good ratio last year. While the number of directors could have been cut, there were two reasons to keep the same number: 1) it is hoped that the program is

still growing, and there will be a better response this year; 2) there is construction going on at the School this summer near where the camp is held, and it was felt that a full complement of staff was critical for safety.

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**RESOLUTION #71 -14**

BE IT RESOLVED by the Township Committee of the Township of East Amwell that they hereby approve the following candidates as the 2014 Summer Playground Personnel and amend the 2013 Salary and Wage Resolution accordingly:

Summer Playground Supervising Director

Kathy Veith at \$296.53/week

Summer Playground Directors:

Alice Scott; Laurie Hornsby; Erin Shambaugh; Jennifer Stafford at \$245.53/week

By Order of the Township Committee,

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Dart Sageser, Mayor

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Motion by Mr. Miller, seconded by Mr. Mathews, and carried unanimously to approve the new hires.

Mr. Matheny also noted that the fees for summer playground are the same this year, adding that if the rate changes, an ordinance would have to be adopted.

2) Approval of Employee Manual Amendments (Required by PAIC Insurance): Mr. Matheny explained that the insurance company provides boiler plate recommendations every two years, and there were some changes that were made. Mr. Cushing explained that he was asked to sign off on the changes, which was done in the allotted time period; however, he does not believe that the language, as outlined in the Family Leave Act, is applicable to municipalities. He further explained that under federal law, all public entities are covered by the act; however, the second part of the law is that there must be 50 eligible employees to qualify. He was recommending language to include the wording, "if it applies." It was decided to hold approval of the amendments until next month when Mr. Cushing has completed the draft wording.

3) Meszaros Property: There were some comments regarding a bill from the NJ DEP for a permit, which Mr. Matheny discussed with (former Mayor) Larry Tatsch. There was some recollection of bills that were dealt with in the past, making sure that the Township is not considered "the responsible party." Mr. Cushing will be providing a stronger letter to make sure that the Township is not responsible. A suggestion was also made to contact the legislators for support.

4) Clawson House Bid Documents: Mayor Sageser asked about the bid documents. Mr. Cushing explained that Holland Township had some bids for historic properties, and their firm will use and revise their documents; the bids should be ready by next week. Mayor Sageser mentioned that the Historic Preservation Committee is anxious to get the work done; Mr. Cushing commented that sometimes, architects are not familiar with public bidding processes, including the need to comply with federal guidelines.

Mr. Mathews said that he had asked before, and once again he asked if there was ever a structural engineer study on the house, which should be done before money is spent. He cautioned about going forth on a property with structural deficiencies. Mayor Sageser commented on being in the basement of the house, that things have to be done to the foundation to keep water out, also itemizing some areas in need of repair. Mr. Miller asked about the scope of the work; Mayor Sageser explained it was siding, windows, etc. Frances Gavigan, in the audience, said that the house is sound.

Mr. Mathews wanted to go on record about having the need to determine structural security, adding that perhaps the architect could comment. Mayor Sageser agreed that this was a good question for Mr. Pickell, the architect, adding that there is currently a Ringoes study going on, and the Township must attempt to get the house up to standards in the village area.

5) Clawson Park and Boy Scout Project: Mr. Van Horn commented on the proposed Scout Project and the concerns of some of the Scout Leaders that the prohibition of having plaques on the stations from contributors, such as Home Depot or Lowes, may be a deterrent, i.e., companies who contribute supplies want to see their names on the donations. Mayor Sageser commented on past discussions about memorial donations on trees and other items, stating that this was a lesser issue to him. Mr. Mathews believed that there were previous discussions (three or four years ago) regarding the bequeath of the property and keeping only the family name on park donations. Comments were also made about scouts who will be maintaining trails as part of an Eagle Scout Project and D & R Greenways has no problem with acknowledging the contributions. Mr. Van Horn reiterated that the whole project at Clawson Park may be jeopardized without the plaques.

Mr. Cushing also recommended consulting the Green Acres requirements since the park used their funding to create the park.

Further comments were exchanged by the governing body and Mr. Matheny; a recommendation was made to ask the scout for his recommendation of a brass plaque to be used as a first step. Mr. Van Horn said that this would be part of the leadership work included in achieving the Eagle Scout designation, i.e., going through approval steps; he also noted that the advisory committee had no objections to the creation of the stations.

## **NEW BUSINESS**

### **HESS, B. 15/L.2 - 4/9 LETTER FROM ATTY. DONNA JENNINGS RE: TITLE 39 JURISDICTION**

Mr. Cushing explained as part of the negotiations for the Hess project, the Planning Board wanted Title 39 imposed on the property. His office will have an ordinance for the next meeting. He further explained that the State Police or the contracted police department cannot enforce on private property without the ordinance in place.

Kendra Schroeder (a member of the Board of Adjustment in the audience) explained that the Board of Adjustment, not the Planning Board, dealt with this application. Their concern was trying to keep tractor trailers off the site, using police enforcement, if necessary.

Mr. Cushing said that an ordinance will be ready for the next meeting, and he left the meeting at 8:45 p.m.

### **PARTICIPATION AT HUNTERDON COUNTY COMMUNITY DAY ON JUNE 21, 2014, AT THE HUNTERDON COUNTY FAIRGROUNDS**

The Clerk noted correspondence received from the County about the 1<sup>st</sup> Annual Hunterdon County Community Day as part of a county wide event in celebration of their 300<sup>th</sup> Anniversary. She would like to organize an East Amwell Township table, using resources readily available. The Township Committee agreed.

Kendra Schroeder, in the audience, spoke about the recent Lindbergh House tours as part of the 300<sup>th</sup> anniversary celebration, commenting favorably on the programs.

## **OPEN TO THE PUBLIC**

Frances Gavigan, Wertsville Road, said that there is a clock with a memorial plaque at Clawson Park already. She commented on contributors to the park being acknowledged, and if there was a special area proposed to do so, Ilona (English) would know.

The meeting was closed to the public.

**EXECUTIVE SESSION**

No executive session was necessary.

**ADMINISTRATIVE REPORTS**

**CFO OFFICE**

Bills of the evening (dated May 7, 2014) were presented for approval. Mr. Mathews asked if there was a breakdown on the JCP&L bills for soccer field lights; Mr. Matheny said yes. A question was raised about the Hess bills and availability of credit; Mr. Matheny explained that the issue is resolved, that credit cards were issued to the new personnel, and the credit limits were increased. Mayor Sageser asked about the fire company’s fuel; he was told that they were a separate entity.

Bills were approved on a motion by Deputy Mayor Wang-Iverson, seconded by Mr. Miller, and carried unanimously.

CFO Resolutions:

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**RESOLUTION #72-14**

EMERGENCY TEMPORARY APPROPRIATION  
PRIOR TO THE ADOPTION OF THE BUDGET  
(As Attached to the Original Set of Minutes)

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 to approve the resolution.

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**RESOLUTION #73-14**

BE IT RESOLVED by the Township Committee that they hereby amend Resolution 16-14 by changing the name of the authorized signature on Township accounts as follows:

Remove the name Ulrich Steinberg, Treasurer

Replace with the name of Chris Hart, CFO

By Order of the Township Committee,

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Dart Sageser, Mayor

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**RESOLUTION #74-14**

WHEREAS, it has been determined by the Board of Health of the Township of East Amwell that the following witness fees can be refunded,

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of East Amwell that the Treasurer is hereby authorized to refund the following amounts to the applicant:

Applicant	Amount Refunded
Tim & Katherine Martin	\$200.00

By Order of the Township Committee,

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Dart Sageser, Mayor

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**RESOLUTION #75-14**

**RESOLUTION NAMING OFFICIAL DEPOSITORIES:  
(Amending Resolution #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
- Investors 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,

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Dart Sageser, Mayor

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Motion by Mr. Van Horn, seconded by Deputy Mayor Wang-Iverson, and carried unanimously to approve the resolutions.

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**RESOLUTION #76**

**CASH MANAGEMENT PLAN**

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

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

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

EAST AMWELL TOWNSHIP  
CASH MANAGEMENT PLAN

INTRODUCTION

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

I. AUTHORITY

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

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

II. STATEMENT OF POLICY

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

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

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

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

III. DEFINITIONS

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

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

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

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

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

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

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

#### IV. STANDARDS OF CARE

1. The standard of prudence to be used by those delegated to effect investment transactions on behalf of East Amwell Township shall be the “prudent person” standard. Investments shall be made with judgment and care, under circumstances the prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs. Investments shall not be for speculation.

2. Employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their eligibility to make impartial decisions. Employees shall disclose any material interest in financial institutions with which business is conducted and they shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of East Amwell Township.

3. The Chief Financial Officer is responsible for establishing and maintaining internal controls. The controls should ensure that the assets of East Amwell Township are protected from loss, theft or misuse.

#### V. PROCEDURES FOR RECEIPT OF MONIES

##### 1. Department Procedures

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

B. All monies collected or received from any source by or on behalf of the Township, Department, or any Board thereof, shall be forwarded to the Division of Finance - Treasurer within twelve (12) hours of receipt.

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

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

E. The Assistant Treasurer shall file with the Chief Financial Officer a monthly report of all monies received in the manner prescribed. The report also will include year-to-date amounts received.

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

##### 2. Chief Financial Officer

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

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

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

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

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

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

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

Mutual Funds backed by the United States Government Obligations

United States Treasury Bills (T-Bills)

Municipal Bonds or Notes

Commercial Bank Deposits and Certificates of Deposit

Repurchase Agreements

Investment in Savings and Loan Associations

United States Government Agency and Instrumentality Obligations

State of New Jersey Cash Management Fund

School District Obligations

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

## VI. FUNDS EXCLUDED FROM INVESTING

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

1. Petty cash funds
2. Cash drawn from a Federal Agency under a letter of credit which has to be paid out within 5 working days to a vendor.
3. Deposit, retainage, or amounts posted by way of bond, held by the local unit for such things as faithful performance, if the local unit would be required by law to pay back any interest earned to the provider of the deposit, except where the local unit is required by law or court decision to invest in funds.
4. Amounts derived from the sale of bonds or notes, only to the extent that a specific written opinion of bond counsel states that the earning of (full) interest would result in the bonds or notes being classified as an arbitrage (not federally tax exempt) issued pursuant to Federal regulations to the extent that sum interest is allowable, it shall be deposited at such a rate if such rate is obtainable.

VII. TOWNSHIP AUDITOR

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

VIII. SURETY BONDS

- 1. The Chief Financial Officer shall be covered by a surety bond. During the annual audit the municipal Auditor shall examine said bond to determine that proper coverage is in effect.
- 2. Staff members of the Division of Finance shall be covered by a Public Employee Faithful Performance Bond (Blanket Bond) in the minimum of \$1,000,000.00.

IX. REPORTING

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

By Order of the Township Committee,

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 Dart Sageser, Mayor

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 Motion by Deputy Mayor Wang-Iverson, seconded by Mr. Mathews, and carried unanimously.

TAX COLLECTOR HYLAND provided her April 2014 Municipal Disbursement Report and no resolutions.

The Municipal Court and DPW reports were received without comment.

Mr. Mathews commented on the NJ State Police report with a brush fire reported on Back Brook Road, but no mention of a fire on Linvale Road.

**CORRESPONDENCE**

Committee members briefly discussed a problem with the Dropbox today and inability to access files. Mr. Mathews suggested that the Township Committee consider using Google Hangouts since the Township has Google accounts. Mr. Mathews also commented on Dropbox being an unsecure system in terms of IT best practices. Mr. Van Horn explained that he had no problem downloading the 51 items to his computer and was able to open all of them. Deputy Mayor Wang-Iverson said that he was able to open them through his personal Dropbox. Committee members were using both PCs and iPads to access. A comment was made that the change in the method to download might be a security enhancement through Dropbox.

**ADJOURNMENT**

There being no further business, motion by Mr. Van Horn, seconded by Deputy Mayor Wang-Iverson, and carried unanimously to adjourn the meeting at 8:55 p.m.

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 Teresa R. Stahl, RMC/CMC  
 Municipal Clerk

