

1. 7:30 P.M. Township Committee Reorganization Agenda, Resolutions & Ordinances

Documents:

2022 REORG AGENDA.PDF
23-22 APPOINT PUBLIC DEFENDER.PDF
24-22 AFFIRMING CIVIL RIGHTS POLICY.PDF
25-22 CONTRACTS WITH FOVEONICS.PDF
26-22 ADOPTION OF RULES OF ORDER.PDF
01-22 DESIGNATING MEETING SCHEDULE.PDF
02-22 RECOGNIZING TOWNSHIP HOLIDAYS.PDF
03-22 ORGANIZATION OF THE MEETING.PDF
04-22 DESIGNATING THE OFFICIAL NEWSPAPER.PDF
05-22 TEMPORARY APPROPRIATION FOR PERMANENT DEBT.PDF
06-22 PAYMENT OF TAXES.PDF
07-22 DELINQUENT TAXES.PDF
08-22 AUTHORIZING CANCELLATION OF PROPERTY TAX CREDITYS AND
DELINQUENCIES.PDF
09-22 RETURNED CHECKS.PDF
10-22 AUTHORIZE THE FILING OF CORRECTIVE APPEALS.PDF
11-22 NAMING OFFICIAL DEPOSITORIES.PDF
12-22 AUTHORIZING INVESTMENT OF IDLE FUNDS AND TRANSFER OF
FUNDS.PDF
13-22 AUTHORIZING SIGNATURES OF TWP BANK ACCTS.PDF
14-22 AUTHORIZING THE TREASURER TO ISSUE CERTAIN CHECKS.PDF
15-22 PETTY CASH.PDF
16-22 TEMP BUDGET.PDF
17-22 CASH MANAGEMENT PLAN.PDF
18-22 PARTICIPATE IN COOPERATIVES.PDF
19-21 AUTHORIZING PROFESSIONAL SERVICES THROUGH NON FAIR AND
OPEN PROCESS.PDF
21-22 APPOINT MUNICIPAL PROSECUTOR.PDF
22-22 APPOINT ALT MUNICIPAL PROSECUTOR.PDF
22-01 CAP BANK.PDF
22-02 SW (1).PDF
20-22 AUTHORIZING PROFESSIONAL SERVICE CONTRACTS UNDER
17500.PDF

**East Amwell Township Committee
Township Municipal Building
1070 Route 202/31, Ringoes, NJ 08551
January 3, 2022
Reorganization Meeting 7:30pm**

1) Call to Order

2) Pledge of Allegiance to the American Flag

3) Statement of Compliance with the Open Public Meetings Act

4) Presentation of Certificate of Election

- a. Jenna Casper-Bloom- 3-year term on the Township Committee
- b. Oaths of Allegiance & Office

5) Nomination of 2022 Mayor

- a. Oath of Allegiance & Office

6) Nomination of 2022 Deputy Mayor

- a. Oath of Allegiance & Office

7) Consent Agenda

All matters listed below are considered to be routine by the Township Committee and will be enacted by one motion in the form listed below. There will not be a separate discussion of these items. If a discussion is desired,

that item will be removed from the Consent Agenda and will be considered immediately after approval of the Consent Agenda.

Resolution #01-22 Designating a Meeting Schedule

Resolution #02-22 Recognizing Township Holidays

Resolution #03-22 Regarding the Organization of the Meeting

Resolution #04-22 Designating the Official Newspapers

Resolution #05-22 Temporary Permanent Debt

Resolution #06-22 Regarding Payment of Taxes

Resolution #07-22 Amount of Penalty on Delinquent Taxes

Resolution #08-22 Authorizing Cancellation of Property Tax Credits and Delinquencies

Resolution #09-22 Fee for Returned Checks

Resolution #10-22 Filing of Corrective Appeals

Resolution #11-22 Designating Official Depositories

Resolution #12-22 Regarding Investment of Idle Funds and Transfer of Funds

- Resolution #13-22 Authorizing Signatures on Township Bank Accounts
- Resolution #14-22 Treasurer to Issue Certain Checks
- Resolution #15-22 Authorizing Petty Cash Funds
- Resolution #16-20 Temporary Budget
- Resolution #17-22 Cash Management Plan
- Resolution #18-22 Participation in Cooperative Purchasing
- Resolution #19-22 Authorizing Professional Services through a Non-Fair and Open Process
- Resolution #20-22 Authorizing Professional Services Contracts under \$17,500
- Resolution #21-22 Appointing Municipal Prosecutor
- Resolution #22-22 Appointing Alternate Municipal Prosecutor
- Resolution #23-22 Appointing Public Defender
- Resolution #24-22 Affirming Civil Rights Policy
- Resolution #25-22 Resolution #26-22 Authorizing Contracts with Foveonics Document Solutions Through Educational Schools Commission of New Jersey (ESCNJ) Cooperative Contract #65MCESCCPS
- Resolution #26-22 Adopting General Rules of Order

8) Introduction of Ordinances:

1. ORDINANCE #22-01- CALENDAR YEAR 2022- ORDINANCE TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION LIMITS AND TO ESTABLISH A CAP BACNK (N.J.S.A. 40A.4-45.14)
2. ORDINANCE #22-02-AN ORDINANCE TO APPROVE THE 2022 SALARY AND WAGE SCHEDULE

9) 2022 Appointments and Oaths of Office

10) 2022 Reorganization Meeting Schedule

Township Committee	Monday, January 3, 2022 – 7:30 p.m.
Recycling Committee- (Hybrid)	Tuesday, January 4, 2022– 7:30 p.m.
Historic Preservation and Heritage- (Hybrid) Advisory Committee	Tuesday, January 18, 2022 – 7:30 p.m.
Planning Board	Wednesday, January 12, 2022 – 7:30 p.m.
Farmland/Open Space Preservation	Monday, January 10, 2022 – 7:30 p.m.

RESOLUTION APPOINTING THE PUBLIC DEFENDER:

RESOLUTION #23-22

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 2022 to represent defendants assigned to the Municipal Public Defender in municipal court.

CERTIFICATION

I, Krista M. Parsons, Acting Municipal Clerk, hereby certify that the foregoing resolution is a true and accurate copy of a resolution adopted by the Township Committee of the Township of East Amwell at the reorganization meeting held on January 3, 2022.

Krista M. Parsons, Acting Municipal Clerk

RESOLUTION AFFIRMING CIVIL RIGHTS POLICY

RESOLUTION #24-22

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

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

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

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

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

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

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

Section 4: The Mayor or his designee shall establish written procedures for any person to report alleged discrimination, harassment and violations of civil rights prohibited by this resolution. Such procedures shall include alternate ways to report a complaint so that the person making the complaint need not communicate with the alleged violator in the event the alleged violator would be the normal contact for such complaints.

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

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

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

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

Section 9: This resolution shall take effect immediately.

CERTIFICATION

I, Krista M. Parsons, Acting Municipal Clerk, hereby certify that the foregoing resolution is a true and accurate copy of a resolution adopted by the Township Committee of the Township of East Amwell at the reorganization meeting held on January 3, 2022.

Krista M. Parsons, Acting Municipal Clerk

RESOLUTION AUTHORIZING CONTRACTS WITH FOVEONICS DOCUMENT SOLUTIONS THROUGH EDUCATIONAL SCHOOLS COMMISSION OF NEW JERSEY (ESCNJ) COOPERATIVE CONTRACT #65MCESCCPS

RESOLUTION #25-22

WHEREAS the Township of East Amwell may by resolution, and without advertising for bids or obtaining quotations, purchase any goods or services under the Educational Services Commission Cooperative Purchasing System (ESCNJ) Cooperative under the authority of the New Jersey Local Publics Contract Law N.J.S.A .40A: I 1-1 et. seq., and

WHEREAS the Township of East Amwell joined the ESCNJ Cooperative; and

WHEREAS, the Township of East Amwell has the need on a timely basis to purchase goods and services utilizing ESCNJ Contract #65MCESCCPS duly authorized under law to extend contract pricing to local units, per N.J.A.C. 5:34-7.1 et. seq.; and

WHEREAS the Township intends to enter into a contract for document imaging, destruction, offsite web- based storage and software access of files under ESCNJ Contract #65MCESCCPS with Foveonics Document Solutions, 88 Grayrock Road, Unit 103, Clinton, New Jersey 08809; and

WHEREAS the Chief Financial Officer certifies funding is available in the amount not to exceed \$25,000.00 from our 2021 Operating Budget:

Account number: 2022 Capital Ordinance

NOW THEREFORE BE IT RESOLVED that the Mayor and Council of the Township of East Amwell, hereby authorize the Mayor to enter into a contract to purchase certain goods and services from Foveonics Document Solutions, under ESCNJ Contract #65MCESCCPS.

CERTIFICATION

I, Krista M. Parsons, Acting Municipal Clerk, hereby certify that the foregoing resolution is a true and accurate copy of a resolution adopted by the Township Committee of the Township of East Amwell at the reorganization meeting held on January 3, 2022.

Krista M. Parsons, Acting Municipal Clerk

RESOLUTION AUTHORIZING THE ADOPTION OF ROBERT'S RULES OF ORDER:

RESOLUTION #26-22

BE IT RESOLVED, That the rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Township Committee of the Township of East Amwell in all cases to which they are applicable and in which they are not inconsistent with any special rules of order the Township Committee may adopt or by any current Resolutions or Ordinances that may already be implemented.

CERTIFICATION

I, Krista M. Parsons, Acting Municipal Clerk, hereby certify that the foregoing resolution is a true and accurate copy of a resolution adopted by the Township Committee of the Township of East Amwell at the reorganization meeting held on January 3, 2022.

Krista M. Parsons, Acting Municipal Clerk

RESOLUTION DESIGNATING A MEETING SCHEDULE:

RESOLUTION #01-22

BE IT RESOLVED by the Township Committee of the Township of East Amwell, County of Hunterdon, State of New Jersey, that during 2022 the Township Committee will hold all regular scheduled meetings on the second Thursday of each month at 7:00 p.m. with a second meeting in December on Thursday, December 29, 2022. All regular meetings will be held in the main meeting room of the Municipal Building, 1070 Route 202/31, Ringoes, New Jersey 08551; and

BE IT FURTHER RESOLVED that the Mayor or any Township Committee member may request a second regular meeting during any month, with this meeting held on the fourth Thursday of the month at 7:00 p.m. at the municipal building; and

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

BE IT FURTHER RESOLVED that all meetings will be held in compliance with the Open Public Meetings Act. Special meetings shall be at the call of the Mayor or written request by a member of the Township Committee to the Clerk and be posted in accordance to the 48-hour notice regulations (as per N.J.S.A. 10:4 et. al.); and

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

Documents in connection with Township meetings will be posted on the Township website, www.eastamwelltownship.com, with the agenda.

BE IT FURTHER RESOLVED that the 2023 Reorganization Meeting will be scheduled on Tuesday, January 3, 2023, at 7:00 p.m.; and

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

BE IT FURTHER RESOLVED THAT ALL BILLS FOR PAYMENT by the Township Committee shall be presented to the CFO/Treasurer's Office no later than the end of the business day on Monday prior to the scheduled meeting; and

BE IT FINALLY RESOLVED that this Resolution shall be published in the Hunterdon County Democrat, issue of January 6, 2022.

CERTIFICATION

I, Krista M. Parsons, Acting Municipal Clerk, hereby certify that the foregoing resolution is a true and accurate copy of a resolution adopted by the Township Committee of the Township of East Amwell at the reorganization meeting held on January 3, 2022..

Krista M. Parsons, Acting Municipal Clerk

RESOLUTION RECOGNIZING TOWNSHIP HOLIDAYS:

RESOLUTION #02-21

BE IT RESOLVED by the Township Committee of the Township of East Amwell, County of Hunterdon, State of New Jersey, that the following shall be paid holidays for full time, qualified part time and salaried employees:

Martin Luther King Day Monday, January 17, 2022
President's Birthday Monday, February 21, 2022
Good Friday, Friday, April 15, 2022
Memorial Day Monday, May 30, 2022
Independence Day Monday, July 4, 2022
Labor Day Monday, September 5, 2022
Columbus Day Monday, October 10, 2022
Veteran's Day Friday, November 11, 2022
Thanksgiving Day Thursday, November 24, 2022
Day after Thanksgiving Friday, November 25, 2022
Christmas Eve Monday, December 26, 2022
New Year's Day, Monday, January 2, 2023

BE IT FINALLY RESOLVED, that this resolution is effective immediately.

CERTIFICATION

I, Krista M. Parsons, Acting Municipal Clerk, hereby certify that the foregoing resolution is a true and accurate copy of a resolution adopted by the Township Committee of the Township of East Amwell at the reorganization meeting held on January 3, 2022.

Krista M. Parsons, Acting Municipal Clerk

RESOLUTION REGARDING THE ORGANIZATION OF THE MEETING:

RESOLUTION #03-22

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:

- I. Statement of Compliance
- II. Roll Call
- III. Executive Session
- IV. Pledge of Allegiance
- V. Report on Executive Session
- VI. Agenda Review
- VII. Announcements
- VIII. Approval of Minutes
- IX. Special Discussions/Presentations/Acknowledgements
- X. Standing Committee Reports
- XI. Open to the Public- Topics Not on the Agenda (limited to 10 min)
- XII. Consent Agenda Items
- XIII. Resolutions
- XIV. Ordinances- Public Hearing and Second Reading
- XV. Ordinances- Introduction and First Reading
- XVI. Unfinished Business
- XVII. New Business
- XVIII. Open to the Public
- XIX. Approval of Bills
- XX. Approval of Administrative Reports
- XXI. Correspondence
- XXII. Adjournment

BE IT FURTHER RESOLVED that all matters to be presented to the Township Committee at their regularly scheduled meeting shall be delivered to the Township Clerk's Office not later than noon on the Friday prior to the meeting. This requirement will be strictly enforced except for (i) urgent matters, where the noon on Friday deadline could not practically have been met, and (ii) emergency matters.

CERTIFICATION

I, Krista M. Parsons, Acting Municipal Clerk, hereby certify that the foregoing resolution is a true and accurate copy of a resolution adopted by the Township Committee of the Township of East Amwell at the reorganization meeting held on January 3, 2022.

Krista M. Parsons, Acting Municipal Clerk

RESOLUTION DESIGNATING THE OFFICIAL NEWSPAPER:

RESOLUTION #04-22

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.

CERTIFICATION

I, Krista M. Parsons, Acting Municipal Clerk, hereby certify that the foregoing resolution is a true and accurate copy of a resolution adopted by the Township Committee of the Township of East Amwell at the reorganization meeting held on January 3, 2022.

Krista M. Parsons, Acting Municipal Clerk

RESOLUTION FOR TEMPORARY APPROPRIATION FOR PERMANENT DEBT

RESOLUTION #05-22

Provision under the NJSA 40A:4-19 to appropriate the Temporary Amount of \$369,643.03 to fund the permanent debt service requirements of the Township of East Amwell, County of Hunterdon, State of New Jersey, through the date of the adoption of the 2022 budget.

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

Whereas, the date of the resolution is subsequent to December 19, 2021; and

Whereas, principal and interest will be due on various dates from January 1, 2022 to December 31, 2022, inclusive, on sundry bonds issued and outstanding;

NOW, THEREFORE, BE IT RESOLVED that the following appropriations be and to cover the period of January 1, 2022 to December 31, 2022, inclusive:

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

Principal Payment of Bonds	\$310,000.00
Interest Payment on Bonds	\$ 24,670.00
Green Acre Loan Payment	\$ 17,420.00
TOTAL DEBT SERVICE	\$352,090.00

CERTIFICATION

I, Krista M. Parsons, Acting Municipal Clerk, hereby certify that the foregoing resolution is a true and accurate copy of a resolution adopted by the Township Committee of the Township of East Amwell at the reorganization meeting held on January 3, 2022.

Krista M. Parsons, Acting Municipal Clerk

RESOLUTION REGARDING PAYMENT OF TAXES:

RESOLUTION #06-22

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 2022; May 1st 2022; August 1st 2022, and November 1st 2022 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 6, 2022, issue of the Hunterdon County Democrat.

CERTIFICATION

I, Krista M. Parsons, Acting Municipal Clerk, hereby certify that the foregoing resolution is a true and accurate copy of a resolution adopted by the Township Committee of the Township of East Amwell at the reorganization meeting held on January 3, 2022.

Krista M. Parsons, Acting Municipal Clerk

RESOLUTION REGARDING PENALTY ON DELINQUENT TAXES:

RESOLUTION #07-22

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.

CERTIFICATION

I, Krista M. Parsons, Acting Municipal Clerk, hereby certify that the foregoing resolution is a true and accurate copy of a resolution adopted by the Township Committee of the Township of East Amwell at the reorganization meeting held on January 3, 2022.

Krista M. Parsons, Acting Municipal Clerk

**RESOLUTION AUTHORIZING CANCELLATION OF PROPERTY TAX CREDITS
AND DELINQUENCIES:**

RESOLUTION #08-22

WHEREAS, the Township Committee of the Township of East Amwell, County of Hunterdon, State of New Jersey, has been informed by the Tax Collector that from time to time there are property tax credits or delinquencies on certain properties located within the Township of East Amwell, and

WHEREAS, pursuant to N.J.S.A. 40A:5-17.1, a resolution may be adopted by the governing body of a municipality authorizing a municipal employee to process without further action on the part of the governing body the cancellation of any property tax credit or delinquency of less than \$10.00;

NOW, THEREFORE BE IT RESOLVED by the Township Committee of the Township of East Amwell, County of Hunterdon, State of New Jersey, that the Tax Collector be authorized to cancel any property tax credit or delinquency of less than \$10.00 without further action on the part of the Township Committee and that such action be noted in the Tax Duplicate for the Township of East Amwell.

CERTIFICATION

I, Krista M. Parsons, Acting Municipal Clerk, hereby certify that the foregoing resolution is a true and accurate copy of a resolution adopted by the Township Committee of the Township of East Amwell at the reorganization meeting held on January 3, 2022.

Krista M. Parsons, Acting Municipal Clerk

RESOLUTION FOR RETURNED CHECKS:

RESOLUTION #09-22

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.

CERTIFICATION

I, Krista M. Parsons, Acting Municipal Clerk, hereby certify that the foregoing resolution is a true and accurate copy of a resolution adopted by the Township Committee of the Township of East Amwell at the reorganization meeting held on January 3, 2022.

Krista M. Parsons, Acting Municipal Clerk

RESOLUTION TO AUTHORIZE THE FILING OF CORRECTIVE APPEALS:

RESOLUTION #10-22

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

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

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

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

CERTIFICATION

I, Krista M. Parsons, Acting Municipal Clerk, hereby certify that the foregoing resolution is a true and accurate copy of a resolution adopted by the Township Committee of the Township of East Amwell at the reorganization meeting held on January 3, 2022.

Krista M. Parsons, Acting Municipal Clerk

RESOLUTION NAMING OFFICIAL DEPOSITORIES:

RESOLUTION #11-22

WHEREAS, N.J.S.A. 40A:5-16 mandates that the governing body of a municipal corporation shall, by resolution adopted by a majority vote of the full membership thereof, designate a depository for its monies a bank or trust company having its place of business in the state and organized under the laws of the United States or this state;

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

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

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

CERTIFICATION

I, Krista M. Parsons, Acting Municipal Clerk, hereby certify that the foregoing resolution is a true and accurate copy of a resolution adopted by the Township Committee of the Township of East Amwell at the reorganization meeting held on January 3, 2022.

Krista M. Parsons, Acting Municipal Clerk

RESOLUTION AUTHORIZING INVESTMENT OF IDLE FUNDS AND TRANSFER OF FUNDS:

RESOLUTION #12-22

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.

CERTIFICATION

I, Krista M. Parsons, Acting Municipal Clerk, hereby certify that the foregoing resolution is a true and accurate copy of a resolution adopted by the Township Committee of the Township of East Amwell at the reorganization meeting held on January 3, 2022.

Krista M. Parsons, Acting Municipal Clerk

RESOLUTION AUTHORIZING SIGNATURES ON TOWNSHIP BANK ACCOUNTS:

RESOLUTION #13-22

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 Northfield Bank through 2022 and checks drawn against these accounts be signed as follows:

Petty Cash Fund by Krista Parsons, (Acting) Township Clerk, or Pamela Dymek, Deputy Clerk;

Current Fund, Capital Account, Animal Control Trust, Housing Trust Account, Federal & State Grant Account, Open Space/Farmland Preservation Account, Historic Trust Account, Clawson House Trust, Payroll Account, Unemployment Compensation Fund, Recreation Trust, Green Trust, by any three of the following people:

Mark Castellano, Mayor, Tara Ramsey, Deputy Mayor; Richard Wolfe, Committee Member; Committee; Krista Parsons, (Acting) Township Clerk; Pamela Dymek, Deputy Clerk; Margaret Pasqua, CFO; Ann Marie Silvia, Assistant Treasurer.

Deposits for the Redemption of Tax Sale Certificates by Ann Marie Silvia, Tax Collector or Pamela Dymek, Assistant Tax Collector, or Margaret Pasqua, CFO; Ann Marie Silvia, Assistant Treasurer.

Municipal Court General Account, Municipal Court Bail Account, Municipal Court OE Account by Jennifer Budrewicz, Court Administrator or TBD, Violations Clerk.

CERTIFICATION

I, Krista M. Parsons, Acting Municipal Clerk, hereby certify that the foregoing resolution is a true and accurate copy of a resolution adopted by the Township Committee of the Township of East Amwell at the reorganization meeting held on January 3, 2022.

Krista M. Parsons, Acting Municipal Clerk

RESOLUTION AUTHORIZING THE TREASURER TO ISSUE CERTAIN CHECKS:

RESOLUTION #14-22

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

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

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

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

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

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

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

NOW, THEREFORE BE IT RESOLVED by the Township Committee of the Township of East Amwell, County of Hunterdon, State of New Jersey, that the Treasurer be authorized to prepare and the Mayor, Deputy Mayor or a Committee member; the Acting 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 bi-monthly, starting with January 15, 2022. Department of Public Works employees will receive a salary and any overtime incurred during the pay 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 on a timely basis.

C Checks payable to the East Amwell Board of Education, Hunterdon Central High School, Board of Fire Commissioners, and the County of Hunterdon on a timely basis.

D. Checks or wires payable to utilities, lease companies and debt service payments to ensure payments made by specific dates.

E. The Township Committee approves of and hereby authorizes the Chief Finance Officer of the Township of East Amwell to make payments between meetings of all bills, claims, and invoices, on a discretionary basis, in order to comply with statutory requirements regarding prompt pay; and

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

CERTIFICATION

I, Krista M. Parsons, Acting Municipal Clerk, hereby certify that the foregoing resolution is a true and accurate copy of a resolution adopted by the Township Committee of the Township of East Amwell at the reorganization meeting held on January 3, 2022.

Krista M. Parsons, Acting Municipal Clerk

RESOLUTION TO ESTABLISH THE PETTY CASH FUNDS:

RESOLUTION #15-22

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

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

WHEREAS, the custodian, Krista M. Parsons, shall maintain records for this fund in a manner conducive to proper accounting and auditing procedures;

WHEREAS, it is the desire of the Township of East Amwell, Hunterdon County to establish such a fund for the Parks and Recreation Advisory Committee in the amount of \$250.00 with the fund being used to pay for small miscellaneous expenses only; and

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

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

CERTIFICATION

I, Krista M. Parsons, Acting Municipal Clerk, hereby certify that the foregoing resolution is a true and accurate copy of a resolution adopted by the Township Committee of the Township of East Amwell at the reorganization meeting held on January 3, 2022.

Krista M. Parsons, Acting Municipal Clerk

RESOLUTION FOR 2022 TEMPORARY BUDGET:

RESOLUTION #16-22

WHEREAS, NJSA 40A:4-19 provides that where any contract, commitment or payments are to be made prior to the final adoption of the 2022 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 2022, and

WHEREAS, the total appropriation in the 2021 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance is \$2,027,870.03.

WHEREAS, 26.25% of the total appropriation in the 2021 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance, is the sum of \$532,315.88;

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 2022 Temporary Budget totaling \$531,450.00 shall be the Temporary Budget for the Township of East Amwell for the year beginning January 1, 2022, and that a certified copy of this resolution be transmitted to the Treasurer for her records.

East Amwell Township Temporary Budget 2022

	Salaries & Wages	Other Expenses
General Administration	\$3,500.00	\$12,000.00
Municipal Clerk	\$30,000.00	\$ 4,000.00
Financial Administration	\$10,000.00	\$ 6,000.00
Financial Administration out of cap	\$15,000.00	\$ 500.00
Communications		\$ 4,000.00
Revenue Administration	\$6,000.00	\$ 2,000.00
Tax Assessment Administration	\$ 9,500.00	\$ 3,000.00
Legal Services		\$ 5,000.00
Engineering Services		\$ 3,000.00

Historic Sites Committee	\$ 250.00	\$ 750.00
Planning Board	\$ 7,000.00	\$ 8,000.00
Farmland Preservation		
Village Advisory	\$ 250.00	\$ 250.00
Zoning Board	\$ 4,500.00	\$ 1,000.00
Affordable Housing Agency	\$ 1,250.00	\$ 250.00
Liability/Auto/Accident Insurance		\$32,000.00
Public Officials Surety Bond		\$ 6,000.00
Workers Comp Insurance		\$12,000.00
Employees Group Insurance		\$60,000.00
Fire Prevention Bureau		\$ 750.00
Municipal Prosecutor	\$ 4,000.00	
Street & Road Maintenance	\$78,000.00	\$30,000.00
Solid Waste Collection	\$ 1,000.00	\$ 3,000.00
Buildings & Grounds		\$ 8,000.00
Vehicle Maintenance		\$ 8,000.00
Public Health Services	\$ 4,000.00	\$ 6,000.00
Environmental Commission	\$ 500.00	\$ 500.00
Stormwater Permit-Public Health		\$ 500.00
Recreation Services & Programs	\$ 750.00	\$ 750.00
Electricity		\$ 3,000.00
Street Lighting		\$ 1,000.00
Telephones		\$ 3,000.00
Heating Oil/Gas		\$ 1,500.00
Gasoline & Diesel		\$ 3,000.00
Contingent		\$ 100.00
Public Employees Retirement System		\$85,000.00
Social Security/Medicare		\$15,000.00
Unemployment Insurance		\$ 100.00
DCRP		\$ 500.00
Municipal Court	\$24,000.00	\$ 2,000.00
Public Defender	\$500.00	

CERTIFICATION

I, Krista M. Parsons, Acting Municipal Clerk, hereby certify that the foregoing resolution is a true and accurate copy of a resolution adopted by the Township Committee of the Township of East Amwell at the reorganization meeting held on January 3, 2022.

Krista M. Parsons, Acting Municipal Clerk

RESOLUTION FOR CASH MANAGEMENT PLAN:

RESOLUTION #17-22

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 $\frac{1}{2}$ of 1 percent of maximum, in return for specific services, for example check sorting, payroll services, wire transfers and other services.

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

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

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

IV. STANDARDS OF CARE

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

2. Employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that

could impair their eligibility to make impartial decisions. Employees shall disclose any material interest in financial institutions with which business is conducted and they shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of East Amwell Township.

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

V. PROCEDURES FOR RECEIPT OF MONIES

1. Department Procedures

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

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

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

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

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

2. Chief Financial Officer

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

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

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

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

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

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

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

Mutual Funds backed by the United States Government Obligations

United States Treasury Bills (T-Bills)

Municipal Bonds or Notes

Commercial Bank Deposits and Certificates of Deposit

Repurchase Agreements

Investment in Savings and Loan Associations

United States Government Agency and Instrumentality Obligations

State of New Jersey Cash Management Fund

School District Obligations

All designated depositories must conform to all applicable State statutes concerning depositories of public funds, and all depositories shall obtain the highest amount possible F.D.I.C. 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.

CERTIFICATION

I, Krista M. Parsons, Acting Municipal Clerk, hereby certify that the foregoing resolution is a true and accurate copy of a resolution adopted by the Township Committee of the Township of East Amwell at the reorganization meeting held on January 3, 2022.

Krista M. Parsons, Acting Municipal Clerk

RESOLUTION TO PARTICIPATE IN COOPERATIVES:

RESOLUTION #18-22

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

WHEREAS, the Township of East Amwell has the need to purchase various goods or services in the 2022 fiscal year; and

WHEREAS, it is anticipated that some goods or services will be exceeding the bidding threshold of \$44,000, as established in the Local Public contracts law by commodity, in the aggregate; and

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

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

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

WHEREAS, East Amwell Township, by resolution is already a member of the following four Cooperative Pricing Agreements and desires continued use of these in 2022:

Somerset County #2 – SOCCP

Educational Services Commission of New Jersey #65MCE SCCPS
(formerly known as Middlesex Regional Educational Services Commission)

Hunterdon County Cooperative – #51HCCPS

Source Well _MN, formerly National Joint Powers Alliance, Member #145987

NOW, THEREFORE, BE IT RESOLVED on this 4th day of January, 2022 by the Township Committee of the Township of East Amwell, County of Hunterdon, State of New Jersey, that it hereby authorizes the purchase of goods and services from New Jersey State Contract and Cooperative Pricing Agreement Vendors.

CERTIFICATION

I, Krista M. Parsons, Acting Municipal Clerk, hereby certify that the foregoing resolution is a true and accurate copy of a resolution adopted by the Township Committee of the Township of East Amwell at the reorganization meeting held on January 3, 2022.

Krista M. Parsons, Acting Municipal Clerk

RESOLUTION AUTHORIZING PROFESSIONAL SERVICES THROUGH A NON-FAIR AND OPEN PROCESS:

RESOLUTION #19-21

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

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

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

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

WHEREAS sufficient funds are available in the 2022 Temporary Budget and will be made available in the 2022 Municipal Budget for the Township of East Amwell (as required in N.J.A.C. 5:30-5.4) with funds coming from various budgets, as certified by the CFO with a not to exceed limit;

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

The Mayor and Acting Township Clerk are hereby authorized and directed to execute contracts for the year 2022 :

Scholl & Whittlesey, LLC
Archer & Greiner, PC
Suplee, Clooney & Co.
TBD
Heyer, Gruel & Associates
Law Office of Jolanta Maziarz, LLC
Colliers Engineering

Gebhardt & Keifer, PC
Princeton Computer Support LLC
Walt Wolf

Township Attorney
Bond Counsel & Labor Attorney
Auditor
Special Tax Counsel
Professional Planner
Planning Board Attorney
Engineering Services, Tax Map
Maintenance and Land Surveying
Special Affordable Housing Counsel
IT Services
W.H. Wolf Services-Soil Test

Witness

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 6, 2022 issue of the Hunterdon County Democrat.

CERTIFICATION

I, Krista M. Parsons, Acting Municipal Clerk, hereby certify that the foregoing resolution is a true and accurate copy of a resolution adopted by the Township Committee of the Township of East Amwell at the reorganization meeting held on January 3, 2022.

Krista M. Parsons, Acting Municipal Clerk

RESOLUTION APPOINTING MUNICIPAL PROSECUTOR:

RESOLUTION #21-22

WHEREAS pursuant to P.L. 1996, c95, 14, a municipality may employ an attorney-at-law as a prosecutor, under the supervision of the Attorney General or county prosecutor.

NOW, THEREFORE, BE IT RESOLVED that pursuant to P.L. 1996, c95, 14, John E. Lanza, Esq. is appointed as East Amwell Township Prosecutor for 2022. John E. Lanza, Esq. will serve with the privileges and unities currently enjoyed by the Attorney General, prosecutor and their respective designees.

CERTIFICATION

I, Krista M. Parsons, Acting Municipal Clerk, hereby certify that the foregoing resolution is a true and accurate copy of a resolution adopted by the Township Committee of the Township of East Amwell at the reorganization meeting held on January 3, 2022.

Krista M. Parsons, Acting Municipal Clerk

RESOLUTION APPOINTING AN ALTERNATE MUNICIPAL PROSECUTOR:

RESOLUTION #22-22

WHEREAS, the Hunterdon County Prosecutor designated a temporary Municipal Prosecutor to prosecute the business of any Municipal Court if there is a vacancy in the office of the Municipal Prosecutor or the Municipal Court has requested such designation; and

WHEREAS, the East Amwell Township Municipal Prosecutor is temporarily unavailable to appear and/or there is a vacancy in the office of the Municipal Prosecutor; and

WHEREAS, Hunterdon County Acting Prosecutor Michael Williams executed a temporary Municipal Prosecutor for East Amwell Township until the township makes an appointment to fill any vacancy in the position of Municipal Prosecutor in accordance with N.J.S.A. 2B:25-4, or provide for alternative representation;

THEREFORE, BE IT RESOLVED, that Hyun J. Lee, Esq. has been appointed as the alternate Municipal Prosecutor for East Amwell Township for 2022. Hyun J. Lee, Esq. will serve with the privileges and unities currently enjoyed by the Attorney General, prosecutor and their respective designees.

CERTIFICATION

I, Krista M. Parsons, Acting Municipal Clerk, hereby certify that the foregoing resolution is a true and accurate copy of a resolution adopted by the Township Committee of the Township of East Amwell at the reorganization meeting held on January 3, 2022.

Krista M. Parsons, Acting Municipal Clerk

ORDINANCE #22-01
CALENDAR YEAR 2022
ORDINANCE TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION LIMITS
AND TO ESTABLISH A CAP BANK
(N.J.S.A. 40A: 4-45.14)

WHEREAS, the Local Government Cap Law, N.J.S. 40A: 4-45.1 et seq., provides that in the preparation of its annual budget, a municipality shall limit any increase in said budget up to 2.5% unless authorized by ordinance to increase it to 3.5% over the previous year's final appropriations, subject to certain exceptions; and,

WHEREAS, N.J.S.A. 40A: 4-45.15a provides that a municipality may, when authorized by ordinance, appropriate the difference between the amount of its actual final appropriation and the 3.5% percentage rate as an exception to its final appropriations in either of the next two succeeding years; and,

WHEREAS, the Township Committee of the Township of East Amwell in the County of Hunterdon finds it advisable and necessary to increase its CY 2022 budget by up to 3.5% over the previous year's final appropriations, in the interest of promoting the health, safety and welfare of the citizens; and,

WHEREAS, the Township Committee hereby determines that a 3.5 % increase in the budget for said year, amounting to \$56,373.41 in excess of the increase in final appropriations otherwise permitted by the Local Government Cap Law, is advisable and necessary; and,

WHEREAS the Township Committee hereby determines that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years.

NOW THEREFORE BE IT ORDAINED, by the Township Committee of the Township of East Amwell, in the County of Hunterdon, a majority of the full authorized membership of this governing body affirmatively concurring, that, in the CY 2022 budget year, the final appropriations of the Township of East Amwell shall, in accordance with this ordinance and N.J.S.A. 40A: 4-45.14, be increased by 3.5 %, amounting to \$56,373.41, and that the CY 2022 municipal budget for the Township of East Amwell be approved and adopted in accordance with this ordinance; and,

BE IT FURTHER ORDAINED, that any that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years; and,

BE IT FURTHER ORDAINED, that a certified copy of this ordinance as introduced be filed with the Director of the Division of Local Government Services within 5 days of introduction; and,

BE IT FURTHER ORDAINED, that a certified copy of this ordinance upon adoption, with the recorded vote included thereon, be filed with said Director within 5 days after such adoption.

By Order of the Township Committee,

Mark Castellano, Mayor

Attest: _____
Krista M. Parsons, Acting Municipal Clerk

ORDINANCE #22-02- AN ORDINANCE TO APPROVE THE 2022 SALARY AND WAGE SCHEDULE

East Amwell Township
2022 Salary & Wage Schedule

ORDINANCE # 22-02

BE IT ORDAINED by the Township of East Amwell, County of Hunterdon, State of New Jersey, as follows:

SECTION ONE: The following shall be the rate and ranges of compensation for the officials and employees of the Township for the year 2022.

SALARIED:

Mayor	\$0.00-\$3,473
Township Committee Members	\$0.00-\$3,015
Office Manager	\$5,000-\$20,000
Tax Assessor	\$25,000-\$39,000
Tax Collector	\$20,000-\$62,700
Treasurer/CFO	\$15,000-\$95,000
Municipal Clerk	\$30,000-\$55,000
Payroll Clerk	\$2,100-\$4,150
Office Assistant	\$2,000-\$15,000
Zoning Officer	\$10,000-\$18,000
Magistrate-East Amwell 1/2 Share	\$10,000-\$15,000
Magistrate-Additional Franklin Court Allocation per Contract	\$4,415-\$6,000
Court Administrative Officer	\$27,500-\$60,000
Court Administrative Officer - Additional Franklin Court Allocation per Contract	\$5,500-\$9,500
Public Defender	\$1,150-\$2,700
Public Defender -Additional Franklin Court Allocation per Contract	\$550 - \$625
Prosecutor	\$10,200-\$18,250
Prosecutor - Additional Franklin Court Allocation per Contract	\$4,415 - \$6,000
DPW Superintendent	\$79,016-\$91,000
COAH Municipal Housing Liaison	\$2,000-\$5,000
Board of Health Secretary	\$12,250-\$16,000
Recycling Coordinator	\$2,755-\$3,500
Recreation Committee Secretary	\$2,755-\$3,500
Planning Board Administrator/Zoning Board Administrator-Zoning Board Secretary	\$15,300-\$20,000
DPW Supervisor	\$52,500-70,054
DPW Employee	\$42,619-\$63,565
Deputy Clerk/Assistant Tax Collector	\$35,000-\$55,000
Assistant Treasurer	\$11,338-\$55,000
Farmland/Open Space Administrator Ag Advisory Comm Secretary	\$5,000-\$15,000

Historic Preservation Secretary	\$500-\$1,250
Environmental Commission Secretary	\$500-\$2,000
Village Advisory Committee Secretary	\$500-\$1,500
Grant Writer	\$1,000-\$15,000

HOURLY:

Alternate Zoning Officer	\$35.00/hour
DPW Supervisor	\$25.25-\$33.67
DPW Employee	\$20.49-\$30.56
Extra DPW Employee, temporary as necessary	\$9.76-\$23.77
Grounds Maintenance	\$9.76-\$20.79
Deputy Clerk/Assistant Tax Collector	\$18.49-\$26.61
Assistant Treasurer	\$18.17-\$30.97
Deputy Court Administrator-East Amwell	\$15.00-\$28.00
Environmental Commission Secretary	\$11.45-\$23.90
COAH Housing Inspector	\$35.00
Farmland/Open Space Administrator	\$18.85-\$26.61
Farmland/Open Space Recording Secretary	\$11.45-\$23.90
Rabies Clinic-Secretarial	\$25.00/hour
Secretarial Services	\$11.45-\$23.90
Agricultural Advisory Secretary	\$11.45-\$23.90
Historic Preservation Secretary	\$11.45-\$23.90
Violations Clerk	\$15.00-\$20.00

BOARD OF HEALTH FEES:

A. Witnessing Service up to 2 hours	\$50.00
B. Witnessing Services more than 2 hours, up to 8 hours in one day	\$120.00
C. Witnessing Services after 8 hours in one day-(8am-4pm) for each hour or fraction of hour	\$25.00
D. Surcharge for Saturday or Sunday	\$100.00

OTHER:

Summer Playground Director (per week)	\$198.45-\$284.41
Summer Playground Supervising Director	\$246.57-\$330.85
Dog Census Takers for Park Inspection	\$450.00 plus \$500.00 mileage per district \$25.00 per hour

SECTION TWO: This ordinance shall become effective upon publication, according to law, and be retroactive back to January 1, 2022, or the date of salary rate change for those employees who may have had a rate change earlier in 2022.

By Order of the Township Committee,

Mark Castellano, Mayor

Attest: _____
Krista M. Parsons, Acting Municipal Clerk

RESOLUTION AUTHORIZING PROFESSIONAL SERVICE CONTRACTS UNDER \$17,500:

RESOLUTION #20-22

WHEREAS, East Amwell Township has a need to acquire additional professional services without competitive bids; and

WHEREAS, it is anticipated that the value of these services over the course of the year will not exceed \$17,500.00; and

WHEREAS the Local Public Contracts Law, N.J.S.A. 40:11-1 et. seq. allows governing bodies to execute agreements without competitive bidding for professional services; and

WHEREAS these executed agreements must be available for public inspection; and

WHEREAS sufficient funds are available in the 2022 Temporary Budget and will be made available in the 2022 Municipal Budget for the Township of East Amwell

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of East Amwell, authorizes the Mayor and Acting Clerk to execute agreements with the following professionals:

John Lanza, Esq.	Prosecutor
Stanley Troy, Esq.	Public Defender
John Cantalupo	Bond Counsel
Advanced Animal Control	Animal Control
The Canning Group	QPA Services
Assured Partners	Brokerage Services
UHL & Associates	Groundwater Hydrologists & Environmental Specialists
Princeton Hydro	Environmental Services
Gebhardt & Keifer, PC	Board of Health Attorney

BE IT FURTHER RESOLVED that these agreements are awarded, subject to contract discussions, without competitive bidding as defined under the appropriate section of the Local Public Contracts Law, because each of the above-mentioned individuals is authorized by law to practice a recognized profession.

BE IT FURTHER RESOLVED that notice of this action shall be printed in the January 6, 2022 issue of the Hunterdon County Democrat.

CERTIFICATION

I, Krista M. Parsons, Acting Municipal Clerk, hereby certify that the foregoing resolution is a true and accurate copy of a resolution adopted by the Township Committee of the Township of East Amwell at the reorganization meeting held on January 3, 2022.

Krista M. Parsons, Acting Municipal Clerk