

The 2021 Annual Reorganization Meeting of the East Amwell Township Committee was called to order at 7:30 p.m. by Acting Municipal Clerk Krista M. Parsons. Present were Committee members Richard Wolfe, Mark Castellano, John Mills and Tara Ramsey. Committee member Christopher Sobieski was absent.

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

In compliance with the Open Public Meetings Act, the Acting Township Clerk announced that the notice of this meeting had been published in the December 17, 2020 issue of the Hunterdon County Democrat and that a copy of the agenda for this meeting had been forwarded to the Hunterdon County Democrat, the Times of Trenton, the Courier News, the Star Ledger, posted on the bulletin board and filed in the Township Clerk's Office on December 29, 2020.

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

CERTIFICATION OF NOVEMBER 3, 2020, ELECTION RESULTS

The Acting Clerk presented the Certification of Election held on November 3, 2020 from the Hunterdon County Board of Canvassers certifying the election of John Mills and Tara Ramsey to a three-year term on the Township Committee.

OATH OF OFFICE:

At this time, I'd like to ask Tara Ramsey to please come forward for her Oath of Office.

Commissioner John Lanza administered the Oath of Office to Tara Ramsey with her whole family holding the Bible.

At this time, I'd like to ask John Mills to please come forward for his Oath of Office.

Commissioner Zach Rich administered the Oath of Office to John Mills with his wife Linda, holding the Bible.

NOMINATIONS FOR MAYOR: The Acting Clerk called for nominations for Mayor of East Amwell Township for the year 2021.

I would like a nomination for Mayor for the Township of East Amwell for the year 2021. Richard Wolfe was nominated by John Mills and Mark Castellano seconded the motion for Richard Wolfe as Mayor for 2021. With no more nominations, motion by John Mills, seconded by Mark Castellano, followed by a unanimous favorable vote to close nominations and cast the ballot appointing Richard Wolfe as Mayor for 2021.

NOMINATIONS FOR DEPUTY MAYOR: The Acting Clerk called for nominations for Deputy Mayor of East Amwell Township for 2021.

I would like a nomination for Deputy Mayor for the Township of East Amwell for the year 2021. Mark Castellano was nominated by Tara Ramsey and John Mills seconded the motion for Mark Castellano as Deputy Mayor for 2021. With no more nominations, motion by Tara Ramsey, seconded by John Mills, followed by a unanimous favorable vote to close nominations and cast the ballot appointing Mark Castellano as Deputy Mayor for 2021

Mayor Wolfe was sworn into office by Freeholder John Lanza with his wife Kathy, holding the Bible and Deputy Mayor Castellano was sworn in by Freeholder Zach Rich with his wife Alison holding the Bible.

COMMENTS BY TOWNSHIP COMMITTEE MEMBERS:

Tara Ramsey stated she is excited to be a part of the Township Committee and is looking forward to meeting the residents and working with the residents of the township. Tara Ramsey stated she is an open book when it comes to her life and has an open-door policy and invites everyone to contact her and is more than happy to answer questions and listen to any ideas residents have.

Tara Ramsey extended her thanks for being allowed this opportunity to serve her community.

John Mills thanked the residents for their support and plans to interact with the residents as much as possible. John Mills stated he pledges to be a voice for all residents no matter the political affiliation as that is very important to him and voiced how it is an honor for him to represent this great community.

Deputy Mayor Castellano wished everyone a Happy and Healthy New Year. Deputy Mayor Castellano congratulated Rick Wolfe for being selected Mayor as he has worked hard and has done a terrific job working tirelessly for the residents and employees of East Amwell. Deputy Mayor Castellano congratulated and welcomed Tara Ramsey and John Mills to the Township Committee and stated they will be valuable additions to the committee.

Deputy Mayor Castellano mentioned goals that the Township Committee will strive to meet in 2021 and thanked the Township Committee for electing him Deputy Mayor and extended his thanks to his wife and family for their patience and support while he undertakes this endeavor.

Mayor Wolfe stated Chris Sobieski was not able to make tonight’s meeting due to an urgent family matter that had arisen.

Mayor Wolfe stated 2021 was a difficult year for our country in general and for East Amwell. He noted that important decisions were made by the Township Committee, and the members did the best they could. Mayor Wolfe provided thanks to County Commissioners John Lanza and Zach Rich for their help and support as well as their attendance at tonight’s meeting.

Mayor Wolfe stated the township cannot be run solely by the members of the township committee, as they rely heavily on the employees and volunteers. Mayor Wolfe stated the township has a great group of employees and volunteers. Mayor Wolfe acknowledged Jason Silverthorn, Mark Castellano, and the group he referred to, using a term from the National Football League, as “The Fearsome Foursome”: Krista Parsons, Tamara Lee, Alison Castellano and his wife Kathy Wolfe.

Mayor Wolfe discussed items that he would like to address in 2021.

Finally, Mayor Wolfe extended his appreciation to all the residents of East Amwell, and stated that he is honored to be the Mayor again in 2021 and looks forward to continuing to serve the residents of East Amwell.

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 DESIGNATING A MEETING SCHEDULE:

RESOLUTION #01-21

BE IT RESOLVED by the Township Committee of the Township of East Amwell, County of Hunterdon, State of New Jersey, that during 2021 the Township Committee will hold all regular scheduled meetings on the second Thursday of each month at 7:30 p.m. with a second meeting in December on Thursday, December 23, 2021. 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 7:30 p.m. at the municipal building; and

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

the annual public notice and will occur on an as-needed basis; 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

BE IT FURTHER RESOLVED that the 2022 Reorganization Meeting will be scheduled on Monday, January 3, 2022, at 7:30 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 7, 2021.

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 4, 2021.

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:

- New Year's Day Friday, January 1, 2021
- Martin Luther King Day Monday, January 18, 2021
- President's Birthday Monday, February 15, 2021
- Good Friday, Friday, April 2, 2021
- Memorial Day Monday, May 31, 2021
- Independence Day Monday, July 5, 2021
- Labor Day Monday, September 6, 2021
- Columbus Day Monday, October 11, 2021
- Veteran's Day Friday, November 11, 2021
- Thanksgiving Day Thursday, November 25, 2021

Day after Thanksgiving Friday, November 26, 2021

Christmas Eve Friday, December 24, 2021

New Year’s Eve, Friday, December 31, 2021

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 4, 2021.

Krista M. Parsons, Acting Municipal Clerk

RESOLUTION REGARDING THE ORGANIZATION OF THE MEETING:

RESOLUTION #03-21

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. Closed Session
- III. Roll Call
- IV. Pledge of Allegiance
- V. Agenda Review
- VI. Announcements
- VII. Acknowledgements by the Mayor
- VIII. Approval of Minutes
- IX. Special Discussion/Presentations
- X. Special Committee Reports
- XI. Standing Committee Reports
- XII. Open to the Public (limited to 10 min)
- XIII. Consent Agenda Items
- XIV. Resolutions
- XV. Ordinances- Public Hearing and Second Reading
- XVI. Ordinances- Introduction and First Reading
- XVII. Unfinished Business
- XVIII. New Business
- XIX. Open to the Public
- XX. Approval of Bills
- XXI. Approval of Administrative Reports
- XXII. Correspondence
- XXIII. 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 4, 2021.

Krista M. Parsons, Acting Municipal Clerk

RESOLUTION DESIGNATING THE OFFICIAL NEWSPAPER:

RESOLUTION #04-21

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 4, 2021.

Krista M. Parsons, Acting Municipal Clerk

RESOLUTION FOR TEMPORARY APPROPRIATION FOR PERMANENT DEBT

RESOLUTION #05-21

Provision under the NJSA 40A:4-19 to appropriate the Temporary Amount of \$485,420.00 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 2021 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, 2020; and

WHEREAS, principal and interest will be due on various dates from January 1, 2021 to December 31, 2021, inclusive, on sundry bonds issued and outstanding; and

NOW, THEREFORE, BE IT RESOLVED that the following appropriations be and to cover the period of January 1, 2021 to December 31, 2021, inclusive:

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

Principal Payment of Bonds \$435,000.00

Interest Payment on Bonds \$ 33,000.00

Green Acre Loan Payment \$ 17,420.00

TOTAL DEBT SERVICE \$485,420.00

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 4, 2021.

Krista M. Parsons, Acting Municipal Clerk

RESOLUTION REGARDING PAYMENT OF TAXES:

RESOLUTION #06-21

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 2021; May 1st 2021; August 1st 2021, and November 1st 2021 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 7, 2021, 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 4, 2021.

Krista M. Parsons, Acting Municipal Clerk

RESOLUTION REGARDING PENALTY ON DELINQUENT TAXES:

RESOLUTION #07-21

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 4, 2021.

Krista M. Parsons, Acting Municipal Clerk

RESOLUTION AUTHORIZING CANCELLATION OF PROPERTY TAX CREDITS AND DELINQUENCIES:

RESOLUTION #08-21

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 4, 2021.

Krista M. Parsons, Acting Municipal Clerk

RESOLUTION FOR RETURNED CHECKS:

RESOLUTION #09-21

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 4, 2021.

Krista M. Parsons, Acting Municipal Clerk

RESOLUTION TO AUTHORIZE THE FILING OF CORRECTIVE APPEALS:

RESOLUTION #10-21

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 4, 2021.

Krista M. Parsons, Acting Municipal Clerk

RESOLUTION NAMING OFFICIAL DEPOSITORIES:

RESOLUTION #11-21

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 4, 2021.

Krista M. Parsons, Acting Municipal Clerk

RESOLUTION AUTHORIZING INVESTMENT OF IDLE FUNDS AND TRANSFER OF FUNDS:

RESOLUTION #12-21

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 4, 2021.

Krista M. Parsons, Acting Municipal Clerk

RESOLUTION AUTHORIZING SIGNATURES ON TOWNSHIP BANK ACCOUNTS:

RESOLUTION #13-21

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 2021 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:

Richard Wolfe, Mayor; Chris Sobieski, Committee Member; Mark Castellano, Deputy Mayor, Committee; Krista Parsons, (Acting) Township Clerk; Pamela Dymek, Deputy Clerk; Margaret Pasqua, CFO; TBD, 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; TBD, Assistant Treasurer.

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

Employee Flexible Spending Account by Margaret Pasqua, CFO or TBD, Assistant Treasurer, or Krista Parsons, (Acting) Township 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 4, 2021.

Krista M. Parsons, Acting Municipal Clerk

RESOLUTION AUTHORIZING THE TREASURER TO ISSUE CERTAIN CHECKS:

RESOLUTION #14-21

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, 2021. 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 and Employee Flexible Spending 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 4, 2021.

Krista M. Parsons, Acting Municipal Clerk

RESOLUTION TO ESTABLISH THE PETTY CASH FUNDS:

RESOLUTION #15-21

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 4, 2021.

Krista M. Parsons, Acting Municipal Clerk

Motion made by Deputy Mayor Mark Castellano, seconded by John Mills to approve the Consent Agenda items was unanimously approved by voice vote.

RESOLUTION FOR 2021 TEMPORARY BUDGET:

RESOLUTION #16-21

WHEREAS, NJSA 40A:4-19 provides that where any contract, commitment or payments are to be made prior to the final adoption of the 2021 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 2021, and

WHEREAS, the total appropriation in the 2020 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance is \$2,022,388.78.

WHEREAS, 26.25% of the total appropriation in the 2020 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance, is the sum of \$530,877.05;

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 2021 Temporary Budget totaling \$530,250.00 shall be the Temporary Budget for the Township of East Amwell for the year beginning January 1, 2021, and that a certified copy of this resolution be transmitted to the Treasurer for her records.

East Amwell Township Temporary Budget 2019

| | Salaries & Wages | Other Expenses |
|-----------------------------------|------------------|----------------|
| General Administration | \$2,500.00 | \$10,000.00 |
| Mayor & Committee | \$ | \$ 100.00 |
| Municipal Clerk | \$25,000.00 | \$ 4,000.00 |
| Financial Administration | \$25,000.00 | \$ 4,000.00 |
| Revenue Administration | \$ 7,500.00 | \$ 3,000.00 |
| Tax Assessment Administration | \$ 10,000.00 | \$ 4,000.00 |
| Communications/IT | | \$4,000.00 |
| Legal Services | | \$8,000.00 |
| Engineering Services | | \$ 4,000.00 |
| Historic Sites Committee | \$ 250.00 | \$ 500.00 |
| Agricultural Advisory Committee | \$ 250.00 | \$ 125.00 |
| Farmland Preservation | \$ 1,800.00 | \$ 250.00 |
| Planning Board | \$ 6,500.00 | \$ 8,000.00 |
| Zoning Board | \$ 4,500.00 | \$ 1,000.00 |
| Affordable Housing Agency | \$1,000.00 | \$ 250.00 |
| Liability/Auto/Accident Insurance | | \$30,000.00 |
| Public Officials Surety Bond | | \$ 6,000.00 |
| Workers Comp Insurance | | \$10,000.00 |
| Employees Group Insurance | | \$70,000.00 |
| Fire Prevention Bureau | | \$ 750.00 |
| Municipal Prosecutor | \$ 4,000.00 | |
| Street & Road Maintenance | \$77,000.00 | \$35,000.00 |
| Solid Waste Collection | \$ 500.00 | \$ 1,000.00 |
| Buildings & Grounds | | \$ 10,000.00 |
| Vehicle Maintenance | | \$ 7,500.00 |
| Public Health Services | \$ 4,000.00 | \$ 6,000.00 |
| Environmental Commission | \$ 250.00 | \$ 125.00 |
| Stormwater Permit-Public Health | | \$ 500.00 |
| Recreation Services & Programs | \$ 1,000.00 | \$ 1,650.00 |
| Electricity | | \$ 4,000.00 |
| Street Lighting | | \$ 1,000.00 |
| Telephones | | \$ 2,500.00 |
| Heating Oil/Gas | | \$ 1,500.00 |
| Gasoline & Diesel | | \$ 2,500.00 |
| Contingent | | \$ 100.00 |

| | | |
|------------------------------------|-------------|-------------|
| Public Employees Retirement System | | \$80,000.00 |
| Social Security/Medicare | | \$15,000.00 |
| Unemployment Insurance | | \$ 100.00 |
| DCRP | | \$ 750.00 |
| Municipal Court | \$20,000.00 | \$ 2,000.00 |
| Public Defender | \$ 1,000.00 | |

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 4, 2021.

Krista M. Parsons, Acting Municipal Clerk

Motion made by John Mills, seconded by Tara Ramsey to approve the resolution was unanimously approved by voice vote.

RESOLUTION FOR CASH MANAGEMENT PLAN:

RESOLUTION #17-21

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 4, 2021.

Krista M. Parsons, Acting Municipal Clerk

Motion made by Deputy Mayor Castellano, seconded by John Mills to approve the resolution was unanimously approved by voice vote.

RESOLUTION TO PARTICIPATE IN COOPERATIVES:

RESOLUTION #18-21

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 2021 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 2021:

- Somerset County #2 – SOCCP
- Educational Services Commission of New Jersey #65MCESCCPS
(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, 2021 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 4, 2021.

Krista M. Parsons, Acting Municipal Clerk

Motion made by John Mills, seconded by Tara Ramsey to approve the resolution was unanimously approved by voice vote.

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 2021 Temporary Budget and will be made available in the 2021 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 2021 :

- | | |
|------------------------------------|------------------------------------|
| Scholl & Whittlesey, LLC | Township Attorney |
| Archer & Greiner, PC | Bond Counsel & Labor Attorney |
| Suplee, Clooney & Co. | Auditor |
| Harry Haushalter, Esq. | Special Tax Counsel |
| Heyer, Gruel & Associates | Professional Planner |
| Law Office of Jolanta Maziarz, LLC | Planning Board Attorney |
| Maser Consulting | Engineering Services, Tax Map |
| | Maintenance and Land Surveying |
| Gebhardt & Keifer, PC | Special Affordable Housing Counsel |
| Princeton Computer Support LLC | IT Services |
| Walt Wolf | 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 7, 2021 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 4, 2021.

Krista M. Parsons, Acting Municipal Clerk

Motion made by Deputy Mayor Castellano, seconded by Tara Ramsey to approve the resolution was unanimously approved by voice vote.

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

RESOLUTION #20-21

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 2021 Temporary Budget and will be made available in the 2021 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 7, 2021 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 4, 2021.

Krista M. Parsons, Acting Municipal Clerk

Motion made by John Mills, seconded by Deputy Mayor Castellano to approve the resolution was unanimously approved by voice vote.

RESOLUTION APPOINTING MUNICIPAL PROSECUTOR:

RESOLUTION #21-21

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 2021. 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 4, 2021.

Krista M. Parsons, Acting Municipal Clerk

Motion made by Deputy Mayor Castellano, seconded by John Mills to approve the resolution was unanimously approved by voice vote.

RESOLUTION APPOINTING AN ALTERNATE MUNICIPAL PROSECUTOR:

RESOLUTION #22-21

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 2021. 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 4, 2021.

Krista M. Parsons, Acting Municipal Clerk

Motion made by Tara Ramsey, seconded by Deputy Mayor Castellano to approve the resolution was unanimously approved by voice vote.

RESOLUTION APPOINTING THE PUBLIC DEFENDER:

RESOLUTION #23-21

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 2021 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 4, 2021.

Krista M. Parsons, Acting Municipal Clerk

Motion made by John Mills, seconded by Deputy Mayor Castellano to approve the resolution was unanimously approved by voice vote

RESOLUTION AFFIRMING CIVIL RIGHTS POLICY

RESOLUTION #24-21

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 4, 2021.

Krista M. Parsons, Acting Municipal Clerk

Motion made by Deputy Mayor Castellano, seconded by John Mills to approve the resolution was unanimously approved by voice vote.

RESOLUTION ADOPTING POLICIES AND PROCEDURES:

RESOLUTION #25-21

WHEREAS, it is the policy of township to treat employees and prospective employees in a manner consistent with all applicable employment laws and regulations including, but not limited to Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, the Age Discrimination in Employment Act, the Equal Pay for Equal Work Act, the Fair Labor Standards Act, the New Jersey Law Against Discrimination, the Americans with Disabilities Act, the Family and Medical Leave Act, the Conscientious Employee Protection Act, the Public Employee Occupational Safety and Health Act, (the New Jersey Civil Service Act,) (the New Jersey Attorney General’s guidelines with respect to Police Department personnel matters,) the New Jersey Workers Compensation Act, the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) and the Open Public Meeting Act; and

WHEREAS, the Township Committee has determined that there is a need for personnel policies and procedures to ensure that employees and prospective employees are treated in a manner consistent with these laws and regulations.

NOW, THEREBY, BE IT RESOLVED by the Township Committee that the Personnel Policies and Procedures Manual attached hereto is hereby adopted.

BE IT FURTHER RESOLVED that these personnel policies and procedures shall apply to all township officials, appointees, employees, volunteers and independent contractors. In the event there is a conflict between these rules and any collective bargaining agreement, personnel services contract or Federal or State law, the terms and conditions of that contract or law shall prevail. In all other cases, these policies and procedures shall prevail.

BE IT FURTHER RESOLVED that this manual is intended to provide guidelines covering public service by township employees and is not a contract. The provisions of this manual may be amended and supplemented from time to time without notice and at the sole discretion of the Township Committee.

BE IT FURTHER RESOLVED that to the maximum extent permitted by law, employment practices for the township shall operate under the legal doctrine known as “employment at will.”

BE IT FURTHER RESOLVED that David Rapuano, Archer & Greiner is hereby appointed as Employment Attorney to advise the township in personnel matters.

BE IT FURTHER RESOLVED that the Office Manager and all managerial/supervisory personnel are responsible for these employment practices. The Municipal Clerk and the Employment Attorney shall assist the Office Manager in the implementation of the policies and procedures in this manual.

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 4, 2021.

Krista M. Parsons, Acting Municipal Clerk

Motion made by Deputy Mayor Castellano, seconded by Tara Ramsey to approve the resolution was unanimously approved by voice vote.

RESOLUTION TO AMEND THE SALARY AND WAGE RESOLUTION FOR CFO SHARED AGREEMENT ADJUSTMENT:

RESOLUTION #26-21

BE IT RESOLVED by the Township Committee of the Township of East Amwell that, due to a reallocation of hours in the shared services agreement with Holland Township, effective, January 1, 2021, the salary for Margaret Pasqua, CFO, will be \$86,891.00; and

BE IT FURTHER RESOLVED that the 2021 Salary and Wage Resolution shall reflect such salary.

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 4, 2021.

Krista M. Parsons, Acting Municipal Clerk

A motion made by John Mills, seconded by Tara Ramsey to approve the resolution was unanimously approved by voice vote.

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

RESOLUTION #27-21

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 2020 Operating Budget:

Account number: 2021 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 4, 2021.

Krista M. Parsons, Acting Municipal Clerk

A motion made by Tara Ramsey, seconded by Deputy Mayor Castellano to approve the resolution was unanimously approved by voice vote.

INTRODUCTION OF ORDINANCES:

ORDINANCE #21-01- AN ORDINANCE ESTABLISHING PROCEDURES TO ADOPT PERSONNEL PRACTICES, AND AUTHORIZING THE OFFICE MANAGER TO IMPLEMENT SAID PRACTICES, WITH RESPECT TO ALL OFFICIALS, APPOINTEES, EMPLOYEES, PROSPECTIVE EMPLOYEES, VOLUNTEERS AND INDEPENDENT CONTRACTORS OF THE TOWNSHIP.

BE IT ORDAINED by the Township Committee that:

Section 1. The Township Committee shall by ordinance establish titles for public employment by the township and salary ranges for township employees. (Said titles shall conform to the New Jersey Civil Service Act and regulations promulgated by the New Jersey State Department of Personnel).

Section 2. The Township Committee shall by resolution adopt and amend from time-to-time personnel policies and procedures, including rules concerning the hiring and termination of employees, terms and conditions of employment, and regulations required to comply with applicable Federal and State employment related law. The personnel policies and procedures adopted pursuant to said resolution(s) shall be applicable to all officials, appointees, employees, prospective employees, volunteers and independent contractors of the township.

Section 3. The Office Manager shall be responsible to implement and enforce the personnel practices adopted by ordinance or resolution authorized pursuant to this section. If there is a conflict between said personnel practices and any duly adopted and lawful collective bargaining agreement, personnel services contract or Federal or State law, the terms and conditions of that contract or law shall prevail. In all other cases, the practices adopted pursuant to this ordinance shall prevail.

Section 4. This ordinance shall take effect immediately upon passage and publication as required by law.

By Order of the Township Committee,

Richard A. Wolfe, Mayor

Attest: _____
Krista M. Parsons, Acting Municipal Clerk

Motion made by Deputy Mayor Castellano, seconded by John Mills to introduce the ordinance was unanimously approved by voice vote.

The ordinance will be published in the January 14, 2021 issue of the Hunterdon County Democrat and the public hearing is set for the next regular Township Committee meeting on February 11, 2021 at 7:30pm.

ORDINANCE #21-02- CALENDAR YEAR 2021- 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.A. 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 1.0% 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 2019 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 \$56,801.57 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 2021 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 \$56,801.57, and that the CY 2021 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,

Richard A. Wolfe, Mayor

Attest: Krista M. Parsons, Acting Municipal Clerk

Motion made by Deputy Mayor Castellano, seconded by John Mills to introduce the ordinance was unanimously approved by voice vote.

The ordinance will be published in the January 14, 2021 issue of the Hunterdon County Democrat and the public hearing is set for the next regular Township Committee meeting on February 11, 2021 at 7:30pm.

ORDINANCE #21-03- AN ORDINANCE TO APPROVE THE 2021 SALARY AND WAGE SCHEDULE

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 2021.

SALARIED:

Table with 2 columns: Position and Salary Range. Includes 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-\$60,000), Payroll Clerk (\$2,100-\$4,150), Zoning Officer (\$13,500-\$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-\$95,000), COAH Municipal Housing Liaison (\$2,000-\$5,000), Board of Health Secretary (\$12,250-\$16,000), Recycling Coordinator (\$2,755-\$2,958), Recreation Committee Secretary (\$2,755-\$2,958), Planning Board Administrator/Zoning Board Administrator/ Zoning Board Secretary (\$15,300-\$19,000), 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-\$30,000), Farmland/Open Space Administrator (\$5,800-\$8,500).

| | |
|--------------------------------------|------------------|
| Agricultural Advisory Secretary | \$500-\$1,250 |
| Historic Preservation Secretary | \$500-\$1,250 |
| Environmental Commission Secretary | \$500-\$2,000 |
| Green Team 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-\$33.68 |
| 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 |

Park Inspection \$25.00 per hour

SECTION TWO: This ordinance shall become effective upon publication, according to law, and be retroactive back to January 1, 2021, or the date of salary rate change for those employees who may have had a rate change earlier in 2021.

By Order of the Township Committee,

Richard Wolfe, Mayor

Attest: _____
Krista M. Parsons, Acting Municipal Clerk

Motion made by Deputy Mayor Castellano, seconded by Tara Ramsey to introduce the ordinance was unanimously approved by voice vote.

The ordinance will be published in the January 14, 2021 issue of the Hunterdon County Democrat and the public hearing is set for the next regular Township Committee meeting on February 11, 2021 at 7:30pm.

ORDINANCE #21-04- AN ORDINANCE AUTHORIZING THE CHARGING OF CUMULATIVE FEES AND LATE FEES FOR DOG LICENSE

THE TOWNSHIP OF EAST AMWELL, COUNTY OF HUNTERDON, STATE OF NEW JERSEY, AUTHORIZING THE CHARGING OF CUMULATIVE FEES AND LATE FEES FOR DOG LICENSES

WHEREAS, Chapter 53 provides for the licensing of dogs within the Township of East Amwell; and

WHEREAS, §53-1 provides for an annual fee for dog licenses and a late fee for failure to obtain a license beginning March 1st of each year; and

WHEREAS, some residents who fail to obtain a license by March 1st have tried to avoid the late fee by waiting until the following January to obtain their license and therefore leaving their dog unlicensed for an entire year; and

WHEREAS, the Township Committee wishes to clarify that the dog licensing fee is a cumulative fee and any residents who fail to register their dog in the prior year(s) will be charged the prior year(s) fee as well as the late fee(s).

NOW, THEREFORE, BE IT RESOLVED, by the Governing Body of the Township of East Amwell clarifies that the dog licensing fee and late fee provided for in §53-1 is a cumulative fee and hereby authorizes the Township staff to charge the residents accordingly.

By Order of the Township Committee,

Richard Wolfe, Mayor

Attest: _____
Krista M. Parsons, Acting Municipal Clerk

Motion made by John Mills, seconded by Tara Ramsey to introduce the ordinance was unanimously approved by voice vote.

The ordinance will be published in the January 14, 2021 issue of the Hunterdon County Democrat and the public hearing is set for the next regular Township Committee meeting on February 11, 2021 at 7:30pm.

2021 APPOINTMENTS AND OATHS OF OFFICE:

PLANNING BOARD

| | | | |
|------------------------------------|-------------------|-------------|------|
| Class I- Mayor or Mayor’s Designee | Richard Wolfe | 1-year term | 2021 |
| Class II- Township Official | Jason Silverthorn | 1-year term | 2021 |
| Class III- Township Committee | Mark Castellano | 1-year term | 2021 |
| Class IV Member: | Nathalie Nelson | 4-year term | 2024 |
| Class IV Member: | John Seramba | 4-year term | 2021 |
| Class IV Member: | Mike Mills | 4-year term | 2024 |
| Class IV Member: | Marnie Stetson | 3-year term | 2023 |
| Alternate I Member: | Jackson Reiter | 2-year term | 2022 |

BOARD OF HEALTH

| | | | |
|---------------------|-----------------|--------------|------|
| Regular Member VI: | Peter Miller | 3- year term | 2023 |
| Regular Member VII: | Pauline Seramba | 3-year term | 2023 |

FARMLAND AND OPEN SPACE PRESERVATION COMMITTEE

| | | | |
|----------------------------|----------------|-------------|------|
| Mayor or Mayor's Designee: | Rick Wolfe | 1-year term | 2021 |
| Regular Member III: | Erica Johanson | 3-year term | 2023 |

ENVIRONMENTAL COMMISSION

| | | | |
|--------------------|----------------|-------------|------|
| Regular Member I: | Marnie Stetson | 3-year term | 2023 |
| Regular Member II: | James Edwards | 3-year term | 2023 |

PARKS AND RECREATION ADVISORY COMMITTEE

| | | | |
|---------------------|---------------------|-------------|------|
| Regular Member II: | Erica Johanson | 3-year term | 2023 |
| Regular Member V: | Nathalie Nelson | 3-year term | 2023 |
| Regular Member VII: | Stefanie Hutchinson | 3-year term | 2021 |

RECYCLING COMMITTEE

| | | | |
|------------------------|-------------------|-------------|------|
| Recycling Coordinator: | Rosemary Georgett | 1-year term | 2021 |
| SWAC Member: | Rosemary Georgett | 1-year term | 2021 |
| TC Member: | Rick Wolfe | 1-year term | 2021 |
| Regular Member II: | Mark Gunn | 2-year term | 2022 |
| Regular Member V: | Sue Kadlec | 2-year term | 2022 |

AG ADVISORY COMMITTEE

| | | | |
|-------------|------------------|-------------|------|
| Member I: | Ann del Campo | 1-year term | 2021 |
| Member II: | John Pehinys | 1-year term | 2021 |
| Member III: | Kit Crisafulli | 1-year term | 2021 |
| Member IV: | Mike Mills | 1-year term | 2021 |
| Member V: | Bill DuFosse Sr. | 1-year term | 2021 |

HISTORIC PRESERVATION ADVISORY COMMITTEE

| | | | |
|-----------------|-----------------|-------------|------|
| Class B Member: | Frances Gavigan | 4-year term | 2024 |
|-----------------|-----------------|-------------|------|

RINGOES VILLAGE ADVISORY COMMITTEE

| | | | |
|-------------------|----------------|-------------|--|
| Regular Member I: | Chris Sobieski | 1-year term | |
|-------------------|----------------|-------------|--|

2021

| | | | |
|---------------------|------------------|-------------|------|
| Regular Member II: | Mike McGuire | 1-year term | 2021 |
| Regular Member III: | James Houston | 2-year term | 2022 |
| Regular Member IV: | Darcy Meys | 3-year term | 2023 |
| Regular Member V: | Kim Ensminger | 1-year term | 2021 |
| Regular Member VI: | Kevin McPheeters | 3-year term | 2023 |
| Regular Member VII: | John Seramba | 3-year term | 2023 |

OFFICE OF EMERGENCY MANAGEMENT

| | | | |
|-----------------------|------------|-------------|------|
| Member (Coordinator): | Gary Myers | 1-year term | 2021 |
| Member: | Open | 1-year term | 2021 |

Mayor Wolfe read the remaining appointments as follows:

| | |
|--|---------------------|
| Payroll Clerk..... | Margaret Pasqua |
| Deputy Clerk..... | Pamela Dymek |
| Assistant Tax Collector | Pamela Dymek |
| Tax Search Officer | Ann Marie Silvia |
| Municipal Assessment Officer | Krista Parsons |
| Certifying Officer for Health Benefits | Margaret Pasqua |
| Public Agency Compliance Officer..... | Krista Parsons |
| Certifying Officer for P.E.R.S..... | Margaret Pasqua |
| Supervisor for P.E.R.S..... | Krista Parsons |
| Assistant Treasurer | TBD |
| Insurance Fund Commissioner..... | Jason Silverthorn |
| Deputy Insurance Fund Commissioner..... | Krista Parsons |
| Safety Coordinator..... | Jason Silverthorn |
| PEOSHA Officer..... | Jason Silverthorn |
| Municipal Court Administrator..... | Jennifer Budrewicz |
| Deputy Court Administrator..... | Katherine Adamo |
| Joint Court Liaisons..... | Chris Sobieski |
| Zoning Officer..... | Krista Parsons |
| Alternate Zoning Officer..... | Robert Miller |
| DPW Superintendent | Jason Silverthorn |
| DPW Supervisor | Joseph Adamow |
| DPW Employee | David Barrick |
| DPW Employee | Travis Diminick |
| DPW Employee | Ryan Duckworth |
| Recycling Coordinator & Clean Communities Director | Rosemary Georgett |
| Township Historian..... | John Allen |
| Senior Citizen’s Liaison..... | Robert Rowe |
| Municipal Housing Liaison/Administrative Agent..... | Krista Parsons |
| Municipal Stormwater Coordinator..... | William Burr |
| Farmland Preservation Office Administrator..... | Katherine Fullerton |
| Hunterdon County: | |
| Solid Waste Advisory Council Member..... | Rosemary Georgett |
| Fire Official for Smoke & Carbon Monoxide Detectors..... | Peter Buchanan |

2021 REORGANIZATION MEETING SCHEDULE is as follows:

| | |
|----------------------------|-------------------------------------|
| Township Committee | Monday, January 4, 2021 – 7:30 p.m. |
| Recycling Committee | Tuesday, January 5, 2021– 7:30 p.m. |

| | |
|--|---|
| Historic Preservation and Heritage Advisory Committee | Tuesday, January 19, 2021 – 7:30 p.m. |
| Planning Board | Wednesday, January 13, 2021 – 7:30 p.m. |
| Farmland/Open Space Preservation Committee | Monday, January 11, 2021 – 7:30 p.m. |
| Parks and Recreation Advisory Committee | Thursday, January 21, 2021– 7:30 p.m. |
| Agricultural Advisory Committee | Wednesday, January 20, 2021 – 7:00 p.m. |
| Board of Health | Tuesday, January 26, 2021 – 7:30 p.m. |
| Environmental Commission | Monday, January 25, 2021 – 7:30 p.m. |
| Ringoes Village Advisory Committee | Monday, January 11, 2021 – 7:30 p.m. |

Announcements:

- A. The next regular Township Committee meeting will be held on Thursday, January 14, 2021 at 7:30pm.
- B. The Municipal Offices will be closed on January 18, 2021 in honor of Martin Luther King Day.
- C. Christmas Tree Chipping-Trees should be dropped off at the Grit Yard any weekday in January and we will have two Saturdays available for drop off on January 2nd and 9th from 8am- 3pm. All decorations should be removed.

The Grit Yard will resume in March for the third Saturday opening.
- D. 2021 Dog Licenses are due by January 31, 2021. Late fee charge begins on March 1, 2021.
- E. The Rabies Clinic is scheduled for January 16, 2021 from 1:00pm-4:00pm in the Township Garage and payment for licenses will be accepted via cash or check.

OPEN TO THE PUBLIC

Motion made by Deputy Mayor Castellano, seconded by, John Mills to open the meeting to the public was unanimously approved.

John Inscho- Liberty Twp. Mayor congratulated John Mills and Tara Ramsey.

Seeing no members of the public come forward, motion made by Deputy Mayor Castellano, seconded by, John Mills to close the meeting to the public was unanimously approved.

ADJOURNMENT

With no additional business to conduct, the meeting adjourned at 8:29 pm. on a motion made by seconded by Tara Ramsey, seconded by John Mills and carried by unanimous favorable vote.

Krista M. Parsons, Acting Municipal Clerk