

**TOWNSHIP COMMITTEE
JANUARY 2, 2012 REORGANIZATION MINUTES**

The Tewksbury Township Committee met in a regular/work session on the above date at the Municipal Building, Mountainville, NJ.

The meeting was called to order at 7:00 PM, roll call held and a quorum established.

Officials in attendance were Township Committee members Dana Desiderio, Louis DiMare, Peter Melick and William Voyce.

Jesse Landon, Township Administrator, Roberta Brassard, Municipal Clerk and Michael Selvaggi, Township Attorney were in attendance.

There were approximately forty members of the public in attendance.

1. Open Public Meetings Statement

The Open Public Meetings Statement was read by Ms. Brassard.

2. Flag Salute

Those present stood and pledged allegiance to the American flag.

3. Appointment of Temporary Chair

Dr. Voyce made a motion to appoint Roberta Brassard as temporary chair of the Township Committee meeting, seconded by Ms. Desiderio. The motion was approved. Ayes: Desiderio, DiMare, Melick, Voyce. Nays: None.

4. Swearing in of Township Committee Member

Mr. Van Doren was sworn in as Township Committeemen by County Clerk Mary Melfi.

5. Election of Officers

Dr. Voyce made a motion to elect Dana Desiderio as Mayor of the Township of Tewksbury for the year 2012, seconded by Mr. Melick. The motion was approved. Ayes: Desiderio, DiMare, Melick, Van Doren, Voyce. Nays: None.

Mr. Van Doren made a motion to elect Louis DiMare as Deputy Mayor of the Township of Tewksbury for the year 2012, seconded by Mr. Melick. The motion was approved. Ayes: Desiderio, DiMare, Melick, Van Doren, Voyce. Nays: None.

6. Swearing in of the Mayor

Dana Desiderio was sworn in as Mayor by Blake Johnstone.

7 Mayoral Appointments

Mayor Desiderio read the following appointments.

Scott Clucas	Agricultural Advisory Committee	Farmer	2 years
Webster Todd	Agricultural Advisory Committee	Farmer	2 years
Ruth Melchiorre	Historic Preservation Commission	Class C Alt #1	2 years
Glenn Likus	Historic Preservation Commission	Class A	4 years

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Christopher Teasdale	Environmental Commission	Chair	1 year
Mary Ace	Environmental Commission	Regular	3 years
Glenn Likus	Environmental Commission	Regular	3 years
Thomas Schroth	Environmental Commission	Alternate #1	2 years
Matthew Grobert	Environmental Commission	Alternate #2	2 years
Dana Desiderio	Land Use Board	Class 1 Mayor	1 year
Shirley Czajkowski	Land Use Board	Class 2 Twp Official	1 year
Bruce Mackie	Land Use Board	Class 4 EC rep	3 years
Eric Metzler	Land Use Board	Class 4 Alt #2	2 years
Tom Dillon	Land Use Board	Class 4 Alt #3	2 years

8. Township Committee Appointments

Dr. Voyce read the following appointments.

Shaun Van Doren	Land Use Board	Class 3 Township Committee	1 year
Shirley Czajkowski	Board of Health	Regular	3 years
Anna Maria Miele	Board of Health	Regular	3 years
Antonio Miele	Board of Health	Alternate #2	2 years
Harold Wrede	Scenic Roads Commission	Chairman	1 year
Kurt Rahenkamp	Scenic Roads Commission	Regular – Class 1	3 years
Mary Fazzini	Scenic Roads Commission	Alternate #2	2 years
Kevin Pyatt	Wastewater Maintenance Committee	DPW Employee	3 years
Wayne Lisa	Tree Permit Appeals Board	Public Member	1 year
Glenn Likus	Tree Permit Appeals Board	Env. Comm. Rep.	3 years
Webster Todd	Pascale Advisory Committee	Chair	1 year
Donald Broughton	Parks Committee	Chairman	1 year
Patrice Marturana	Parks Committee	Alternate #1	2 years
Donald Broughton	Equestrian Committee	Regular	2 years

Mr. Van Doren made a motion to accept the Township Committee appointments, seconded by Mr. Melick. The motion was approved. Ayes: Desiderio, DiMare, Melick, Van Doren, Voyce. Nays: None.

9. Annual Appointments

Mr. Melick read the following appointments.

Kathleen Reddy	County Office on Aging	1 year
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Roberta Brassard	HC Solid Waste Advisory Committee Rep.	1 year
Shaun C. Van Doren	Hunterdon County Agricultural Development Board Liaison	1 year
Kathleen Reddy	Dog Registrar	1 year
Randall Benson	Right To Know Coordinator	1 year
Shaun C. Van Doren	Township Historian	1 year
Paul Silverthorne	Emergency Shelter Coordinator	1 year
Robert Ballard	Municipal Court Prosecutor	1 year
Scott Mitzner	Municipal Court Public Defender	1 year
Dana Desiderio	Land Use/Education	Mayor
Louis DiMare	Public Works-Communication/Public Safety	Deputy Mayor
Peter Melick	Education/Finance	Committeeman
Shaun Van Doren	Finance/Land Use	Committeeman
William Voyce	Public Safety/Public Works-Communication	Committeeman

Mr. Melick made a motion to accept the Annual appointments, seconded by Dr. Voyce. The motion was approved. Ayes: Desiderio, DiMare, Melick, Van Doren, Voyce. Nays: None.

10. Action to be Taken
➤ **Consent Agenda**

Mr. Van Doren moved adoption of the Consent Agenda, seconded by Dr. Voyce. A roll call vote was taken and the motion was approved. Ayes: Desiderio, DiMare, Melick, Van Doren, Voyce. Nays: None.

RESOLUTION 01-2012

A RESOLUTION CONCERNING THE OPEN PUBLIC MEETINGS ACT AND SETTING THE REGULAR MEETING DATES FOR THE TEWKSBURY TOWNSHIP COMMITTEE

WHEREAS, the Open Public Meetings Act, Chapter 23I, P.L. 1975 requires that certain notices of meetings be submitted to the press and other interested persons; and

WHEREAS, the Hunterdon Review, the Hunterdon County Democrat, the Courier News and/or the Star Ledger are hereby designated to receive all notices of meetings as required under this Act, as it is determined that these are newspapers which would fulfill the requirements of the Act; and

WHEREAS, the Municipal Clerk is designated as the person responsible for advertising the schedule of all meetings to the press and other interested persons that request same; and

WHEREAS, the Township Committee of the Township of Tewksbury, County of Hunterdon, State of New Jersey hereby sets the regular evening meeting dates for the second and fourth

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Tuesday of each month, to be held at 7:30 P.M., prevailing time in the Mountainville Meeting Hall, Mountainville, New Jersey; and

WHEREAS, all evening meetings of the Township Committee shall end by 10:00 P.M unless a majority affirmative vote of the Committee is adopted to extend the meeting later; and

WHEREAS, the following schedule of meetings of the Tewksbury Township Committee for 2012 is hereby approved.

January	10, 24	July	10, 24
February	14, 28	August	14, 28
March	13, 27	September	11, 25
April	10, 24	October	9, 23
May	8, 22	November	13, 27
June	12, 26	December	11, 26

NOW THEREFORE BE IT RESOLVED, that the Municipal Clerk shall post the list of regular meetings and notice of any other meetings on the bulletin board in the Police/Administration Building and filing same in the Municipal Office; and

BE IT FURTHER RESOLVED, that requests for notice made by interested persons and the press shall be granted without cost.

BE IT FINALLY RESOLVED, that this Resolution shall take effect immediately.

Dana Desiderio
Mayor

**RESOLUTION 02-2012
A RESOLUTION SETTING FORTH THE TEMPORARY BUDGET FOR 2012**

WHEREAS, 40A:4-19 Local Budget Act provides that (where any contracts, commitments or payments are to be made prior to the final adoption of the 2012 budget) temporary appropriations be made for the purposes and amounts required in the manner and time therein provided; and

WHEREAS, the date of this resolution is within the first thirty days of 2012; and

WHEREAS, the total appropriations in the 2011 Budget, less appropriations made for capital improvement fund, debt service, and relief for the poor (public assistance) are as follows:

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General	\$7,599, 646.00
Oldwick Utility	\$ 106,458.00
Hunters Glen Sewer Utility	\$ 45,773.00

WHEREAS, 26.25 percent of the total appropriations in the 2011 Budget less appropriations for capital improvement fund, debt service, and relief for the poor (public assistance) in the said 2010 temporary budget is as follows:

General	\$1,994,907.00
Oldwick Utility	\$ 27,945.00
Hunters Glen Sewer Utility	\$ 12,016.00

NOW, THEREFORE, BE IT RESOLVED by the Mayor and the Township Committee of the Township of Tewksbury, County of Hunterdon, State of New Jersey that the following temporary appropriations be made and that a certified copy of this resolution be transmitted to the Chief Financial Officer for her records.

2012 Temporary Current Fund Budget

Revenue

Tax Collector 1,994,907.00

Appropriation

Appropriation

A& E S&W	54,000.00	Public Works OE	70,000.00
A& E OE	10,000.00	Street Lights	3,500.00
Township Committee S&W	5,315.00	Board of Health S&W	1,200.00
Township Committee OE	1,500.00	Board of Health OE	500.00
Finance S&W	34,400.00	Seniors	1,000.00
Finance OE	3,245.00	Parks	10,000.00
Tax Assessment S&W	11,880.00	Computerized Data Processing	20,000.00
Tax Assessment OE	3,000.00	Fleet Maintenance	40,000.00
Tax Collector S&W	10,980.00	Electricity	8,300.00
Tax Collector OE	2,500.00	Garbage & Trash Pick Up	1,500.00
Bartles S&W	7,500.00	Natural Gas	5,500.00

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Bartles OE	10,000.00	Heating Fuel	1,500.00
Public Defender	1,250.00	Telecommunications	6,300.00
Legal Services	15,000.00	Telephone	8,500.00
Engineering	25,000.00	Gasoline & Diesel	40,000.00
Public Bldg & Grounds	14,000.00	Water & Hydrants	8,500.00
Wastewater Management	1,500.00	Code Enforcement S&W	45,000.00
Land Use S&W	33,000.00	Code Enforcement OE	3,000.00
Land Use OE	7,500.00	Municipal Court S&W	6,000.00
Land Use Special Projects	2,000.00	Municipal Court OE	3,605.00
Group Ins. Health Plan	125,000.00	Municipal Prosecutor	2,600.00
Other Insurance Premiums	135,000.00	Lease of Equipment	3,500.00
Workers Comp Insurance	110,000.00	Affordable Housing S&W	2,200.00
Police S&W	240,000.00	Affordable Housing OE	3,000.00
Police OE	18,000.00	ER SS & Medicare	61,606.00
Uniformed Fire Safety S&W	3,026.00	Employer Def. Comp Plan	40,000.00
Uniformed Fire Safety OE	2,000.00	Accumulated Leave	70,000.00
Emergency Mgt Plan	1,500.00	Capital Improvement Fund	450,000.00
Public Works S&W	190,000.00		1,994,907.00

**2012
Hunters Glen Sewer UtilityTemp. Budget
Revenue**

Sewer Rents 12,016.00

Appropriations

Hunters Glen S&W 3,000.00

Hunters Glen OE

**2012
Oldwick Sewer Utility Temporary Budget
Revenue**

Sewer Rents 27,945.00

Appropriations

Oldwick S&W 5,500.00

Oldwick OE

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	8,516.00		18,645.00
NJDEP Permit Fees	500.00	NJDEP Permit Fees	3,800.00
	12,016.00		27,945.00

Dana Desiderio
Mayor

RESOLUTION 03-2012

A RESOLUTION CONCERNING A CASH MANAGEMENT PLAN, DESIGNATING DEPOSITORIES FOR CERTAIN MUNICIPAL FUNDS & SIGNATORIES

WHEREAS, it is in the best interest of the Township of Tewksbury to earn additional revenue through the investment and prudent management of its cash receipts; and

WHEREAS, Public Law 1983, Chapter 8, approved January 18, 1983, is an act concerning the Local Fiscal Affairs Law; and

WHEREAS, said Public Law amends N.J.S.A. 40A:5-2 and N.J.S.A. 40A:5-14; and

WHEREAS, said Public Law requires that each local unit adopt a cash management plan.

NOW, THEREFORE, BE IT RESOLVED that in accordance with the provisions of N.J.S.A. 40A:5-82 and N.J.S.A. 40A:5-14 the Township of Tewksbury, County of Hunterdon, State of New Jersey the following shall constitute the Cash Management Plan for the Township of Tewksbury which shall deposit and manage its funds pursuant to this plan:

I. DEFINITIONS:

1. Chief Financial Officer shall mean the Chief Financial Officer of the Township of Tewksbury;
2. Fiscal Year shall mean the twelve-month period ending December thirty one (31).
3. Cash Management Plan shall mean that plan as outlined and approved by this resolution.

II. DESIGNATION OF DEPOSITORIES:

1. At least once each fiscal year at its organization meeting, the Committee shall by

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resolution, designate the depositories for the Township of Tewksbury, in accordance with N.J.S.A. 40A:5-14.

III. AUDIT REQUIREMENT:

1. The Cash Management Plan shall be subject to the annual audit conducted pursuant to N.J.S.A. 40A:5-14.

IV. AUTHORITY TO INVEST:

1. The Township Committee, at its organization meeting, shall pass a resolution designating the Township Official(s) who shall make and be responsible for municipal deposits and investments.

V. INVESTMENT INSTRUMENT:

1. The Chief Financial Officer shall invest at his/her discretion, in any investment instruments as approved by the State of New Jersey, Department of Community Affairs, Division of Local Government Services and in accordance with N.J.S.A. 40A:5-15.1.

VI. RECORDS AND REPORTS:

1. The Chief Financial Officer shall report all investments in accordance with N.J.S.A. 40A:5-15.2.
2. At a minimum, the Chief Financial Officer shall:
 - a. Keep a record of all investments.
 - b. Keep a cash position record, which reveals, on a daily basis, the status of the Township's cash in its bank accounts.
 - c. Report investments to the Township Committee at regularly scheduled meetings of the governing body.
 - d. Report monthly to the Township Committee as to the status of cash balances in bank accounts, revenue collection, interest rates and interest earned.

VII. CASH FLOW:

1. The Chief Financial Officer shall ensure that the Township's accounting system provides regular information concerning the Township's cash position and investment performance.
2. All moneys shall be turned over to the Chief Financial Officer and deposited in accordance with N.J.S.A. 40A:5-15.
3. The Chief Financial Officer is authorized and directed to invest surplus funds of the Township as the availability of funds permit. In addition, it shall be the responsibility of the Chief Financial Officer to minimize the possibility of idle cash by depositing the Township's monies in interest bearing accounts wherever practical and in the best interest of the Township of Tewksbury.

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BE IT FURTHER RESOLVED that the Township Committee designates Peapack-Gladstone Bank and TD Bank as depositories for all municipal funds for the Township of Tewksbury and the custodian shall be Judie A. McGrorey. All disbursements shall be made by checks signed by the following two persons:

1. Judie A. McGrorey, Chief Financial Officer
2. Jesse W. Landon, Township Administrator.

In the absence of one of the above, the Mayor shall be the second signatory for said checks.

BE IT FURTHER RESOLVED by the Township Committee that it authorizes the above named banks to accept facsimile signatures of Jesse W. Landon, Township Administrator and Judie A. McGrorey, Chief Financial Officer.

Dana Desiderio
Mayor

**RESOLUTION #04-2012
CASH MANAGEMENT POLICY**

BE IT RESOLVED, by the Township Committee of the Township of Tewksbury, County of Hunterdon, State of New Jersey, that the Chief Financial Officer shall administer the Cash Management Policy adopted on November 10, 1998 through compliance with NJSA 40A: 5-1 et seq., prudent application of these cash management policies, which shall not conflict the plan in any way.

I. **Objectives:** The priority of investing practices shall be, in order of descending importance, **security, liquidity, and yield.**

A. **Security:** The safety of principal is the foremost objective of the Cash Management Policy. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective is to mitigate credit risk and interest rate risk.

1. **Credit Risk:** Credit risk is the risk of loss due to failure of the security issuer or backer. Credit risk may be mitigated by:

- a. Limiting investments to the safest types of securities.
- b. Pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisors with which an entity will do business.
- c. Diversifying the investment portfolio.

2. **Interest Rate Risk:** Interest rate risk is the risk that the market value of the securities in the portfolio will fall due to changes in general interest rates. Interest rate risk may be mitigated by:

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- a. Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity, and
- b. By investing operating funds primarily in shorter-term securities.

B. Liquidity: The portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. Investments of various funds should be structured so that they match the potential need. Thus, investments of operating funds should be kept in investments with a maturity of not more than one year. Investments of a capital, or long-term trust fund nature should match the expected use of the funds, but not to exceed five years. Investments should consist of securities with active secondary markets or in mutual funds that permit liquidation at net asset value. Securities shall not be sold prior to maturity with the following exceptions:

- 1. A declining credit security could be sold early to minimize the loss of principal.
- 2. A security swap would improve the quality, yield, or target duration in the portfolio.
- 3. Liquidity needs of the local unit require that the security be sold.

C. Yield: The investment portfolio must be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of least importance compared to the safety and liquidity objectives described above. The core of investments are limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. The Chief Financial Officer shall carefully evaluate the legality, security, and yield attributes of any investment offering above market yields.

II. Standards of Care

A. Prudence

The standard of prudence to be used by investment officials shall be the “prudent person” standard and shall be applied in the context of managing an overall portfolio in accordance with State law and this policy. Chief Financial Officers acting in accordance with the Cash Management Policy shall be relieved of any liability for loss of such moneys due to the insolvency or closing of any depository designated by, or the decrease in value of any investment authorized by, the Cash Management Policy. Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

B. Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall not have personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees

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and investment officials shall disclose any material investment in financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of their entity. Personnel involved in investment activities shall comply with the Local Government Ethics Law.

C. Delegation of Responsibility and Authority

Responsibility and authority to manage the Cash Management Policy is granted to the Chief Financial Officer pursuant to NJSA 40A: 5-14. No person may engage in an investment transaction except as provided under the terms of the policy and the written procedures established by the Chief Financial Officer. The Chief Financial Officer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

III. Safekeeping and Custody

A. Authorized Banks for Deposit of Governmental Funds: The Cash Management Policy shall list all authorized banks for deposit of governmental funds. Only banks approved by the Department of Banking and Insurance under the Government Unit Depository Protection Act (GUDPA) can be approved depositories.

B. Approved Security Broker/Dealers: The Cash Management Policy shall list any approved security broker/dealers.

C. Use of State Contract Vendors: The Township will utilize State Contracts where appropriate in the purchase of goods and services.

C. Internal Controls

1. The Township Committee shall act to provide that the agency has an internal control structure that is established, defined and maintained to ensure that the assets of the entity are protected from loss, theft or misuse. The Chief Financial Officer shall develop written internal controls and submit them to the Township Committee for approval. The internal control structure shall be designed to provide reasonable assurance that the assets of the entity are protected from loss, theft or misuse. The concept of reasonable assurance recognizes that:

- a. The cost of a control should not exceed the benefits likely to be derived.
- b. The valuation of costs and benefits of internal controls requires estimates and judgments by management.

2. Internal control practices shall address the following points:

- a. Control of collusion. Collusion is a situation where two or more employees are

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- working in conjunction to defraud their employer.
 - b. Separation of transaction authority from accounting and record keeping. By separating the person who authorizes or performs the transaction from the people who record or otherwise account for the transaction, a separation of duties is achieved.
 - c. Custodian safekeeping. Securities purchased from any bank or dealer including appropriate collateral (as defined by NJSA 12A: 9-105) shall be placed with an independent third party for custodial safekeeping.
 - d. Avoidance of physical delivery securities. Book entry securities are much easier to transfer and account for since actual delivery of a document never takes place. Delivered securities must be properly safeguarded against loss or destruction. The potential for fraud and loss increases with physically delivered securities.
 - e. Clear delegation of authority to subordinate staff members. Subordinate staff members must have a clear understanding of their authority and responsibilities to avoid improper actions. Clear delegation of authority also preserves the internal control structure that is contingent on the various staff positions and their respective responsibilities.
 - f. Written confirmation or telephone transactions for investments and wire transfer. Due to the potential for error and improprieties arising from telephone transactions, all telephone transactions should be supported by written communications and approved by the appropriate person. Written communications may be via fax if on letterhead and the safekeeping institution has a list of authorized signatures.
 - g. Development of a wire transfer agreement with the lead bank or third party custodian. This agreement should outline the various controls, security provisions, and delineate responsibilities of each party making and receiving wire transfers.
- D. Delivery vs. Payment: All trades where applicable will be executed by delivery vs. payment (DVP). This ensures that securities are deposited in the eligible financial institution prior to the release of funds. Securities will be held by a third party custodian as evidenced by safekeeping receipts.

IV. Reporting

- A. Methods: The Chief Financial Officer shall prepare an investment report to the Township Committee each month, including a succinct management summary that provides a clear picture of the status of the current investment portfolio and transactions made over the last month. This management summary will be prepared in a manner, which will allow the governing body to ascertain whether investment activities during the reporting period have conformed to the investment policy. The report should be provided to the Chief Financial Officer, and the Township Committee. The report will include those items outlined in the Cash Management Policy.

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- B. **Performance Standards:** The investment portfolio will be managed in accordance with the parameters specified with the Cash Management Policy. The portfolio should obtain a market average rate of return during a market/economic environment of stable interest rates. Portfolio performance should be compared to appropriate benchmarks on a regular basis.

- V. **Policy**
 - A. Exemption: Any investment currently held that does not meet these guidelines shall be exempted from the requirements of the Cash Management Policy. At maturity or liquidation, such monies shall be reinvested only as provided by the Cash Management Policy.

 - B. **Amendment:** The Cash Management Policy must be approved by the Township Committee, by resolution, on an annual basis, and may be amended at any time during the year to reflect changes due to changes in laws, depositories, funds or investments.

Dana Desiderio
Mayor

RESOLUTION 05-2012

A RESOLUTION CONCERNING ASSESSMENT SEARCHES

BE IT RESOLVED that the Township Committee of the Township of Tewksbury, County of Hunterdon, State of New Jersey hereby designates the Municipal Clerk of said Township as the person who shall make official certificates of searches as to municipal improvements authorized by ordinance of this municipality, but not assessed, affecting any parcel or tract of land in this Township of Tewksbury, in that a future assessment will be made thereon pursuant to such ordinance; being in accordance with N.J.S.A. 54:18-1 et. seq.

Dana Desiderio
Mayor

RESOLUTION 06-2012

A RESOLUTION CONCERNING CERTIFICATE OF SUBDIVISION APPROVALS

BE IT RESOLVED that the Township Committee of the Township of Tewksbury, County of Hunterdon, State of New Jersey hereby designates the Clerk of said Township as the person

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who shall make official Certification as to Approval of Subdivision of Land.

Dana Desiderio
Mayor

**RESOLUTION 07-2012
A RESOLUTION CONCERNING THE PAY SCHEDULE FOR MUNICIPAL EMPLOYEES**

BE IT RESOLVED by the Township Committee of the Township of Tewksbury, County of Hunterdon, State of New Jersey to continue the present pay schedule for all Township personnel.

BE IT FURTHER RESOLVED that a certified copy of this resolution be forwarded to the Chief Financial Officer.

Dana Desiderio
Mayor

**RESOLUTION 08-2012
A RESOLUTION CONCERNING NOTIFICATION OF THE DEPARTMENT OF PUBLIC
WORKS OF CERTAIN ROAD CONDITIONS**

WHEREAS it is necessary to notify the Department of Public Works in a timely fashion of serious road conditions, such as snow, ice or other road safety hazards.

WHEREAS Police Personnel are often the first Township employees to become aware of immediate road safety hazards.

BE IT RESOLVED that the following policy shall be adhered to:

1. It shall be the responsibility of the police officer on duty to make serious judgment of conditions on both County and Township Roads and determine the type of service required.

2. Hunterdon County Roads.

During inclement weather in winter months, it is anticipated that the County Communication Center will contact the County Road and Bridge Department, who will then determine if the County has a truck and crew available to service the area of County Roads in Tewksbury Township and Califon Borough.

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3. Tewksbury Township Roads.

Upon becoming aware of conditions of Township roads, the police officer on duty shall, as soon as possible, telephone the Hunterdon County Communication Center, who in turn will contact the Tewksbury Township Superintendent of Public Works or if not available the Public Works Foreman. This notification shall include the location and condition of the road(s).

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to the Tewksbury Township Chief of Police, Tewksbury Township Superintendent of Public Works and the Director of the Hunterdon County Department of Roads, Bridges and Engineering.

Dana Desiderio
Mayor

RESOLUTION 09-2012

A RESOLUTION CONCERNING DELINQUENT TAXES

BE IT RESOLVED by the Township Committee of the Township of Tewksbury, County of Hunterdon, State of New Jersey that, pursuant to N.J.S.A. 54:4-67, an interest at the rate of 8% per annum on the first \$1,500 of delinquency, and 18% per annum on any amount of delinquency in excess of \$1,500, shall be charged by the Tax Collector of this Township for non-payment of real estate taxes or assessments on or before the date when they would become delinquent; provided, however, that no interest shall be charged if payment of any installment is made within ten days after the date upon which the same became payable; and

BE IT FURTHER RESOLVED by the Township Committee of the Township of Tewksbury, County of Hunterdon, State of New Jersey that pursuant to N.J.S.A. 54:4-67, a penalty on delinquencies in excess of \$10,000.00 be charged at 6%, if not paid by the end of the calendar year. This penalty is in addition to the 8% per annum on the first \$1,500.00 of delinquency and 18% per annum on any amount in excess of \$1,500.00.

BE IT FINALLY RESOLVED that a certified copy of this Resolution be forwarded to the Tax Collector.

Dana Desiderio
Mayor

RESOLUTION 10-2012

A RESOLUTION CONCERNING TAX SEARCHES

BE IT RESOLVED that the Township Committee of the Township of Tewksbury, County of Hunterdon, State of New Jersey hereby designates the Tax Collector of said Township as the

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person to make examinations of said Township records as to unpaid municipal liens and to certify the results thereof, being in accordance with N.J.S.A. 54:5-11 et. seq.

BE IT FURTHER RESOLVED that a certified copy of this resolution be forwarded to the Tax Collector.

Dana Desiderio
Mayor

RESOLUTION 11-2012

**A RESOLUTION DESIGNATING THE CHIEF FINANCIAL OFFICER AS THE AGENT
RESPONSIBLE FOR PROCESSING DOCUMENTS REGARDING
VARIOUS TOWNSHIP PLANS**

BE IT RESOLVED that the Township Committee of the Township of Tewksbury, County of Hunterdon, State of New Jersey hereby designates as Certifying Agent, the Chief Financial Officer of said Township as the person responsible for the processing, at the local level, of all documents pertaining to the Public Employees' Retirement System, the Police and Firemen Retirement System, Court Ordered Garnishments and PBA dues as well as enrollments, members' accounts, retirements and withdrawal claims.

BE IT FURTHER RESOLVED that the Chief Financial Officer of said Township is hereby designated as the person responsible for processing all documents pertaining to the dental plan, deferred comp plan and medical insurance plan.

BE IT FURTHER RESOLVED that a certified copy of this resolution be forwarded to the Chief Financial Officer.

Dana Desiderio
Mayor

RESOLUTION 12-2012

A RESOLUTION DESIGNATING THE OFFICIAL TOWNSHIP NEWSPAPERS

BE IT RESOLVED that the Township Committee of the Township of Tewksbury, County of Hunterdon, State of New Jersey hereby designates the Hunterdon County Democrat, the Hunterdon Review, the Courier News and the Star Ledger as official Township newspaper(s) it being understood that any can be used at the discretion of the Clerk unless ordered to do otherwise by the Township Committee.

**TOWNSHIP COMMITTEE
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BE IT FURTHER RESOLVED that a certified copy of this resolution be forwarded to the Hunterdon County Democrat, the Hunterdon Review, the Courier News and the Star Ledger.

Dana Desiderio
Mayor

RESOLUTION 13-2012

A RESOLUTION CONCERNING TAX ASSESSMENTS

WHEREAS, The Township Committee of the Township of Tewksbury has been informed by the Tax Assessor of the Tewksbury Township, that from time to time errors are made in computing the tax assessments covering certain property locations within the Township of Tewksbury; and

WHEREAS, the Tax Assessor of Tewksbury Township has requested the Township Committee authorize him to file corrections of such errors with the Hunterdon County Board of Taxation; and

WHEREAS, the filing of these corrections by the Tax Assessor of the Township of Tewksbury will relieve the taxpayer for said property from filing an appeal with the Hunterdon County Board of Taxation.

NOW, THEREFORE, BE IT RESOLVED by the Township of Tewksbury, County of Hunterdon, State of New Jersey that the Tax Assessor of the Township of Tewksbury be hereby authorized to file corrective appeals with the Hunterdon County Board of Taxation concerning those properties wherein errors were made with prior approval of the Township Committee and review by the Township Attorney.

BE IT FURTHER RESOLVED that the Tax Assessor send copies of such corrected assessments to the individuals involved.

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to the Tax Assessor.

Dana Desiderio
Mayor

RESOLUTION 14-2012

A RESOLUTION CONCERNING THE TAX ASSESSOR

WHEREAS, the Tewksbury Township Committee is aware that certain tax appeals can be stipulated as to the value of the property involved; and

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WHEREAS, the Tax Assessor represents the Township Committee in the defense of tax appeals before the Hunterdon County Board of Taxation.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of Tewksbury Township, County of Hunterdon, State of New Jersey that the Assessor of Tewksbury Township, is hereby authorized to stipulate appeals before the Hunterdon County Board of Taxation concerning those properties where, in his judgment, a stipulation is advisable with prior approval of the Township Committee and review by the Township Attorney.

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to the Hunterdon County Board of Taxation and the Tax Assessor.

This resolution shall take effect immediately.

Dana Desiderio
Mayor

RESOLUTION 15-2012

A RESOLUTION CONCERNING ROLL BACK TAXES

WHEREAS, the Township Committee of the Township of Tewksbury has been informed by the Tax Assessor of the Township of Tewksbury that, from time to time, changes in property use occur in the township so that such properties become subject to roll-back taxes pursuant to the Farmland Assessment Act of 1964; and

WHEREAS, the Tax Assessor of the Township of Tewksbury has requested the Township Committee authorize him to file petitions, notices and other documents regarding the assessing of such roll-back taxes with the Hunterdon County Board of Taxation; and

WHEREAS, the filing of these documents regarding roll-back taxes by the Tax Assessor of the Township of Tewksbury is important to the tax assessment process of the Township and the Tax Assessor has already filed petitions and other documents regarding such roll-back taxes with the Hunterdon County Board of Taxation.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Tewksbury that the Tax Assessor of the Township of Tewksbury be, and is hereby, authorized to file petitions, notices and other documents regarding the assessing of roll-back taxes.

BE IT FURTHER RESOLVED that this Township Committee hereby confirms and approves of the actions of the Tax Assessor to date in filing such documents regarding roll-back taxes with the Hunterdon County Board of Taxation.

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to the Tax Assessor.

**TOWNSHIP COMMITTEE
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Dana Desiderio
Mayor

**RESOLUTION #16-2012
CONCERNING THE TAX ASSESSOR AND THE FILING OF ASSESSOR'S APPEALS**

WHEREAS, the Township Committee of the Township of Tewksbury is aware that facts may come to the attention of the Tax Assessor that cause him to believe an assessment sets forth an incorrect value on a property; and

WHEREAS, the Tax Assessor represents the Township Committee in the defense and prosecution of tax appeals before the Hunterdon County Board of Taxation;

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Tewksbury, County of Hunterdon, State of New Jersey that the Tax Assessor of the Township of Tewksbury, is hereby authorized to prosecute appeals before the Hunterdon County Board of Taxation concerning those properties where, in his judgment, the existing assessment sets forth an incorrect value on a property;

BE IT FURTHER RESOLVED that a copy of this Resolution be forwarded to the Hunterdon County Board of Taxation and the Tax Assessor. This Resolution shall take effect immediately.

Dana Desiderio
Mayor

**RESOLUTION 17-2012
A RESOLUTION APPOINTING CERTAIN TOWNSHIP PROFESSIONALS**

WHEREAS, there exists a need for various Township Professionals;

WHEREAS, the local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires that the resolution authorizing the award of contracts for "Professional Services" without competitive bids must be publicly advertised;

WHEREAS, the following awards are for contracts that are not in excess of \$17,500, as certified by the Chief Financial officer of the Township of Tewksbury, and, pursuant to N.J.S.A. 19:44A-20.4, may be awarded by the Township Committee;

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

- 1.The Mayor and Clerk are hereby authorized to execute an agreement with the following for the

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terms indicated:

Roving Nature Center, Inc.	Environmental Education	1 year
Raymond Ferrara	Environmental Consultant	1 year
Charles McGroarty - Banisch Associates	Township Planner	1 year
William Burr- Maser Consulting	Land Use Board Engineer	1 year
Daniel Bernstein	Land Use Board Attorney	1 year
Laura Roerig	Animal Control Officer	1 year

2. These contracts are awarded without competitive bidding as a "Professional Service" under the provisions of the Local Public Contracts Law because these are recognized professions licensed and regulated by law and it is not feasible to obtain competitive bids.

3. A copy of this resolution shall be published in the Hunterdon Review and Hunterdon County Democrat as required by law, within ten days of its passage.

Dana Desiderio
Mayor

**RESOLUTION 18-2012
APPOINTING CERTAIN TOWNSHIP PROFESSIONALS AND AUTHORIZING THE AWARD
OF A NON-FAIR AND OPEN CONTRACT FOR CERTAIN TOWNSHIP PROFESSIONALS**

WHEREAS, the Township of Tewksbury has a need to acquire professional services of the professionals set forth below in Paragraph No. 1; and

WHEREAS, the Township of Tewksbury purchasing agent has determined and certified in writing that the value of each acquisition will exceed \$17,500; and

WHEREAS, the anticipated term of each contract is one year, and

WHEREAS, each Township professional set forth below in Paragraph No. 1 has submitted a proposal indicating each will provide the professional services described below in Paragraph No. 1 for the amount set forth in each professional's proposal; and

WHEREAS, each Township professional set forth below in Paragraph No. 1 has completed and submitted a Business Entity Disclosure Certification which certifies that each Township professional has not made any reportable contributions to a political or candidate committee in the Township of Tewksbury in the previous one year, and that the contract will

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prohibit each Township professional from making any reportable contributions through the term of the contract; and

WHEREAS, a certification of availability of funds, specifying the line item appropriation(s) to be charged as to each contract set forth below in Paragraph No. 1 has been provided by the Chief Financial Officer of the Township of Tewksbury

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

1. The Mayor and Clerk are hereby authorized to execute a contract with each of the following as described below for a one year period through 12/31/12.

Professional	Position	Term of Contract
Suburban Consulting Engineers	Municipal Wastewater Engineer	One year
Courter Kobert & Cohen	Municipal Attorney	One year
Ardito & Co., LLP	Municipal Auditor	One year
Gibbons P.C.	Municipal Bond Counsel	One year

2. The Business Entity Disclosure Certification, Certification of Availability of Funds and the Determinations of Value are hereby placed on file with this Resolution.

3. These contracts are awarded without competitive bidding as a “Professional Service” under the provisions of the Local Public Contracts Law because these are recognized professions licensed and regulated by law and it is not feasible to obtain competitive bids.

4. A copy of this resolution shall be published in the Hunterdon Review and Hunterdon County Democrat as required by law, within ten days of its passage.

Dana Desiderio
Mayor

RESOLUTION #19-2012

**TO APPOINT MEMBERS TO THE EMERGENCY MANAGEMENT COUNCIL AND TO
APPOINT AN EMERGENCY MANAGEMENT COORDINATOR**

WHEREAS, there is a need to appoint a coordinator and members to the Emergency Management Council as specified by the Emergency Management Plan; and

**TOWNSHIP COMMITTEE
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WHEREAS, the Emergency Management Council is comprised of the Mayor of the Township, the Emergency Management Coordinator, Deputy and Deputy Assistant Emergency Management Coordinator, Township Administrator, Township Engineer, Oldwick Fire Chief, Chief of the Tewksbury Rescue Squad, Construction Code Official, Superintendent of Tewksbury Public Schools and the Superintendent of Public Works; and

WHEREAS, Chief Thomas Holmes is qualified for the position of Emergency Management Coordinator.

NOW, THEREFORE, BE IT RESOLVED, that Chief Thomas Holmes is hereby appointed to the position of Emergency Management Coordinator for a period of three (3) years effective 1/1/12 through 12/31/14; and

BE IT FURTHER RESOLVED that the persons associated with the remaining above noted titles be appointed for the period of one (1) year effective 1/1/12 through 12/31/12; and

BE IT FINALLY RESOLVED, that a certified copy of this Resolution be forwarded to the Hunterdon County Department of Public Safety – Division of Emergency Management upon adoption.

Dana Desiderio
Mayor

RESOLUTION #20-2012

**AUTHORIZING THE RECEIPT OF REQUEST FOR ACCESS TO GOVERNMENT RECORDS
FORMS**

WHEREAS, New Jersey Public Law 2001, c. 404 (Open Public Records Act) requires that individuals wishing to view or receive copies of public records complete a request form with the proper Township department

NOW, THEREFORE, BE IT RESOLVED that the following individuals are authorized to sign for the receipt of the Request for Access to Government Records Forms.

Roberta Brassard	Administration
Jean Marie DuHamel	Police
Kathleen Reddy	Administration
Carolyn Quinn	Construction

Dana Desiderio
Mayor

**TOWNSHIP COMMITTEE
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RESOLUTION 21-2012

TO DESIGNATE CUSTODIANS OF THE CHANGE BOXES AND PETTY CASH FUND OF THE TOWNSHIP

WHEREAS, there is a need for various departments within the Municipal Government to have a change box in order to assist with the running of their department.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Tewksbury, County of Hunterdon, State of New Jersey that the following departments be granted change boxes.

DEPARTMENT	AMOUNT	CUSTODIAN
Dog Trust/Administration	\$100.00	Kathy Reddy
Police	\$100.00	Jean Marie DuHamel
Construction	\$100.00	Charles Rogers
Tax Collection	\$100.00	Kay Winzenried
Court	\$100.00	Cynthia Hooven
Land Use (seasonal)	\$100.00	Shana Goodchild

BE IT FURTHER RESOLVED, by the Township Committee of the Township of Tewksbury, County of Hunterdon, State of New Jersey that the following department be the guardian of the Petty Cash Fund.

Finance	\$200.00	Judie A. McGrorey
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Dana Desiderio
Mayor

RESOLUTION #22-2012

SMALL BALANCES CANCELLATION

WHEREAS, the Township of Tewksbury has, from time to time, certain minimal tax overpayments and delinquencies; and

WHEREAS, P.L. 1996, Chapter 113 amended P.L. 1983, Chapter 568 allows for cancellation of a refund or delinquency of less than \$10.00.

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NOW, THEREFORE, BE IT RESOLVED by the Committee of the Township of Tewksbury in the County of Hunterdon and State of New Jersey that the Tax Collector is hereby authorized to cancel tax overpayments or tax delinquencies of less than \$10.00 that occur during the year 2012.

Dana Desiderio
Mayor

RESOLUTION #23-2012

WAIVING FIRE INSPECTION FEES FOR PUBLIC SAFETY SERVICE ORGANIZATIONS

WHEREAS, the Oldwick Fire Company, Tewksbury Rescue Squad, Califon Fire Company, Fairmount Fire Company, Pottersville Fire Company, Whitehouse Rescue Squad and the Tewksbury Police Department provide public safety services to the Township of Tewksbury; and

WHEREAS, the Township of Tewksbury provides funding to these groups for providing these public safety services; and

WHEREAS, these not-for-profit groups occasionally have fund raising events in the Township involving cooking of foods; and

WHEREAS, the Township requires a fire safety inspection permit for these types of events.

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Tewksbury, County of Hunterdon, State of New Jersey hereby resolves that the above named not-for profit, public safety groups shall be exempt from paying the fire safety inspection permit fees for those events during which they are fund raising solely for themselves and no other group or organization; and

BE IT FURTHER RESOLVED that they will be required to complete the application for and comply with all fire safety requirements.

Dana Desiderio
Mayor

**RESOLUTION #24-2012
DESIGNATING A PUBLIC AGENCY COMPLIANCE OFFICER (PACO)**

WHEREAS, the New Jersey Department of Community Affairs – Division of Local Government Services requires that every public agency annually designate an officer or employee to serve as a Public Agency Compliance Officer (PACO).

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NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Tewksbury, County of Hunterdon, State of New Jersey hereby names Judith DeMaris, Finance Assistant as the Public Agency Compliance Officer (PACO) for the year 2012.

Dana Desiderio
Mayor

RESOLUTION #25-2012

**REGARDING THE MUNICIPAL PROCEDURE TO OBTAIN AN EMERGENCY LIGHT
PERMIT**

WHEREAS, Emergency Light Permits are issued to active members in good standing of volunteer fire companies or volunteer first aid or rescue squads; and

WHEREAS, the issuance of Red Light Permits is authorized pursuant to NJAC 13:24 and the issuance of Blue Light Permits is authorized pursuant to NJAC 13:24-5 et seq.; and

WHEREAS, the Township of Tewksbury Police Department wishes to obtain additional information relative to the issuance of Emergency Light Permits.

NOW, THEREFORE, BE IT RESOLVED, that the following information will be necessary in order to process an application for an Emergency Light Permit.

- Completed application
- Signing of a release for driving record
- Submission of a letter from the Captain or Chief
- Submission of documentation of certification
- Submission of documentation of status, position and length of service with the fire company or first aid/rescue squad.

AND BE IT FURTHER RESOLVED, that the following will be completed.

- Each year the fire company and first aid/rescue squad will submit a complete listing of officers to the Police Department
- Upon collection and investigation of all information, the Police Department will forward the completed report to the Municipal Clerk for forwarding to the New Jersey State Motor Vehicle Services.

Dana Desiderio
Mayor

**TOWNSHIP COMMITTEE
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**RESOLUTION #26-2012
APPOINTING FUND COMMISSIONER**

WHEREAS, the Township of Tewksbury (hereinafter "Local Unit") is a member of the Statewide Insurance Fund (hereinafter "Fund"), a joint insurance fund as defined in N.J.S.A. 40A:10-36 *et seq.*; and

WHEREAS, the Fund's Bylaws require participating members to appoint a Fund Commissioner;

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Tewksbury that Jesse Landon, Township Administrator is hereby appointed as the Fund Commissioner for the Local Unit; and

BE IT FURTHER RESOLVED that Judie A. McGrorey, Chief Financial Officer is hereby appointed as the Alternate Fund Commissioner for the Local Unit; and

BE IT FURTHER RESOLVED that the Local Unit's Fund Commissioner is authorized and directed to execute all such documents as required by the Fund.

Dana Desiderio
Mayor

**RESOLUTION #27-2012
APPOINTING RISK MANAGEMENT CONSULTANT**

WHEREAS, the Township of Tewksbury (hereinafter "Local Unit") has joined the Statewide Insurance Fund (hereinafter "Fund"), a joint insurance fund as defined in N.J.S.A. 40A:10-36 *et seq.*; and

WHEREAS, the Bylaws require participating members to appoint a Risk Management Consultant, as those positions are defined in the Bylaws, if requested to do so by the "Fund"; and

WHEREAS, the Local Unit has complied with relevant law with regard to the appointment of a Risk Management Consultant; and

WHEREAS, the "Fund" has requested its members to appoint individuals or entities to that position; and

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of "Local Unit", in the County of Hunterdon and State of New Jersey, as follows:

**TOWNSHIP COMMITTEE
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1. The Township of Tewksbury hereby appoints Groendyke Associates its local Risk Management Consultant.
2. The Township Administrator and Risk Management Consultant are hereby authorized to execute the Risk Management Consultant's Agreement for the year 2012 in the form attached hereto.

Dana Desiderio
Mayor

**2012 FUND YEAR
STATEWIDE INSURANCE FUND**

RISK MANAGEMENT CONSULTANT'S AGREEMENT

THIS AGREEMENT entered into this 1st day of January 2012 among the Statewide Insurance Fund ("FUND"), a joint insurance fund of the State of New Jersey, the Township of Tewksbury ("MEMBER") and Groendyke Associates ("CONSULTANTS") through a fair and open process, pursuant to N.J.S.A.19:44A-20.4.

WHEREAS, the CONSULTANT has offered to the MEMBER professional risk management consulting services as required by the Bylaws of the FUND; and

WHEREAS, the CONSULTANT has advised the FUND that he/she is familiar with the terms, conditions and operations of the FUND; and

WHEREAS, the MEMBER desires these professional services from the CONSULTANT; and

WHEREAS, the MEMBER has complied with relevant law in regard to the appointment of a Risk Management Consultant; and

WHEREAS, the Bylaws of the FUND require that members engage a CONSULTANT and that the CONSULTANT comply with certain requirements set forth therein.

NOW, THEREFORE, the parties in consideration of the mutual promises and covenants set forth herein, agree as follows:

1. For and in consideration of the amount stated hereinafter, the CONSULTANT shall:
 - (a) assist in evaluating the MEMBER'S exposures and advise on matters relating to the Member's operation and coverage.

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- (b) explain to the MEMBER, or its representatives, the various coverages available from the FUND.
 - (c) explain to the MEMBER, or its representatives, the terms of the member's commitment and obligations to the FUND.
 - (d) explain to the MEMBER, or its representatives the operation of the FUND.
 - (e) prepare applications, statements of values, etc., on behalf of the MEMBER, if required by the FUND.
 - (f) review the MEMBER'S assessment and assist in the preparation of the MEMBER'S insurance budget.
 - (g) review losses and engineering reports and provide assistance to the MEMBER'S safety committee, if required.
 - (h) assist in the claims settlement process, if required, by MEMBER or FUND.
 - (i) attend the majority of meetings of the Fund Commissioners or Executive Committee, if requested, and perform such other services as required by the MEMBER or the FUND.
 - (j) comply with the obligations imposed upon Risk Managers in the FUND's Bylaws.
 - (k) act in good faith and fair dealing to the FUND.
 - (l) perform other duties for the FUND as may be required from time to time by the FUND.
2. In exchange for the above services, the CONSULTANT shall be compensated in the following manner:
- (a) The CONSULTANT shall be paid by the FUND, on behalf of the MEMBER, a fee as compensation for services rendered. Said fee, an apportionment of the MEMBER's assessment: 6% of workers' compensation (excluding any fees, PLIGA, and loss ratio apportionment); 7.5% of all lines assessment (excluding any fees, PLIGA, and loss ratio apportionment); and 10% of Selective umbrella assessment (excluding fees, PLIGA and administrative expenses).
 - (b) The CONSULTANT shall be entitled to compensation for services provided during any calendar year only if the CONSULTANT has been appointed and holds the position of Risk Management Consultant, as of January 31 of the said calendar year for counties and municipalities holding general elections and July 30 for municipalities holding regular elections.

**TOWNSHIP COMMITTEE
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- (c) For any insurance coverages authorized by the MEMBER to be placed outside the FUND, the CONSULTANT shall receive as compensation the normal brokerage commissions paid by the insurance company. The premiums for said policies shall not be added to the FUND's assessment in computing the fee set forth in 2(a).
 - (d) If the MEMBER shall require of the CONSULTANT extra services other than those outlined above, the CONSULTANT shall be paid by the MEMBER a fee at a rate to be negotiated by the parties.
3. The term of this Agreement shall be from **January 1, 2012 to January 1, 2013**. However, this Agreement may be terminated by either party at any time by mailing to the other thirty (30) days written notice, certified mail return receipt.
4. The CONSULTANT shall comply with all laws applicable to producers who provide insurance products to public entities and shall comply with all applicable statutes and regulations relating to joint insurance funds.
5. The CONSULTANT agrees to comply with all affirmative action laws applicable in accordance with Exhibit A and to submit all necessary documentation establishing compliance within seven (7) days of this Agreement.

11. Public Participation

Assemblywoman Alison McHose congratulated Mayor Desiderio on behalf of Senator Oroho and Assemblyman Chiusano, stating that the 24th Legislative District would no longer be serving Tewksbury, but the 23rd would do a wonderful job. She wished all present a Happy New Year.

Assemblyman John DiMaio stated that he, Assemblyman Peterson and Senator Doherty were looking forward to serving Tewksbury as the representatives from the 23rd Legislative District.

12. Township Committee Comments

Dr. Voyce congratulated Mayor Desiderio and Deputy Mayor DiMare, adding that he is looking forward to serving the Township in 2012. He noted that tonight's meeting had a group of distinguished individuals and thanked all present for attending.

Mr. Melick congratulated Mr. Van Doren for beginning his sixth term as a Township Committee member. He noted that 2011 had many weather related issues and wished everyone a happy, healthy and prosperous New Year.

Mr. Van Doren wished all present a Happy New Year adding his congratulations to Mayor Desiderio and Deputy Mayor DiMare. He added his thanks to the voters for electing him to another term, noting that the job of Township Committee is not as easy as it may seem as there are various rolls to fill. He stated that he also is looking forward to 2012.

**TOWNSHIP COMMITTEE
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Mr. DiMare wished all present a Happy New Year adding his thanks to Mr. Melick for a job well done as Mayor in 2011. He noted that the many related weather issues were well handled by former Mayor Melick. He added his congratulations to Mayor Desiderio and Mr. Van Doren.

Mayor Desiderio thanked all present for attending the meeting, adding her congratulations and thanks to Mr. Van Doren for his years on the Committee and his wealth of knowledge. She added her thanks to Mr. Melick for serving as Mayor in 2011, noting the numerous weather related issues with which he was faced.

She thanked all the volunteers who sit on Boards, Committees and Commissions, noting that she would be attending all reorganization meetings at the beginning of this year and on a quarterly basis.

In response to rumors Mayor Desiderio has heard, she explained her frequent trips to Florida to care for her family, adding that she is still a Tewksbury Township resident and dedicated to her position as Mayor for the year 2012.

She invited all present to attend a cocktail party at her home immediately following the meeting.

13. Public Participation (continued)

Congressman Leonard Lance was present to congratulate Mayor Desiderio, Deputy Mayor DiMare and Committeeman Van Doren. He noted that his family has a long history in Tewksbury Township. He stressed that the main issues facing the State and the Nation are the economy, the unemployment rate and the military troops serving in Afghanistan and around the world.

He thanked Alison McHose for serving Tewksbury, noting his long relationship with her family. He stated that John DiMaio would serve Tewksbury well as he wa on the Warren County Board of Chosen Freeholders and a former Mayor in Hackettstown.

He thanked all the Hunterdon County Freeholders who were in attendance at the meeting as well as County Clerk Mary Melfi.

He ended his remarks by stating that he hoped for a better year in 2012 and to pray to God for the military troops.

14. Adjournment

There being no further business, the meeting was adjourned at 7:30 PM.

Roberta A. Brassard
Municipal Clerk