

**TOWNSHIP COMMITTEE
REORGANIZATION MEETING
JANUARY 1, 2013 MINUTES**

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

The meeting was called to order at 10:00 AM, roll call held and a quorum established.

Officials in attendance were Township Committee members Louis DiMare, Shaun Van Doren and William Voyce.

Committee members elect Dana Desiderio and Peter Melick were also present.

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

There were approximately twenty five 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

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

4. Swearing in of Township Committee Member

Ms. Desiderio and Mr. Melick were sworn in as Township Committee members.

5. Election of Officers

Dr. Voyce made a motion to elect Louis Dimare as Mayor of the Township of Tewksbury for the year 2013, seconded by Ms. Desiderio. The motion was approved. Ayes: Desiderio, DiMare, Melick, Van Doren, Voyce. Nays: None.

Mayor DiMare made a motion to elect Dana Desiderio as Deputy Mayor of the Township of Tewksbury for the year 2013, seconded by Mr. Van Doren. The motion was approved. Ayes: Desiderio, DiMare, Melick, Van Doren, Voyce. Nays: None.

6. Elected Officials Comments

Mayor DiMare thanked those present for their confidence in choosing him as Mayor for a second time. He thanked outgoing Mayor Desiderio for her work in 2012, adding that a Citizen of the Year Resolution would be prepared for an upcoming Township Committee meeting.

Mayor DiMare asked the following individuals to address the public.

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Senator Michael Doherty thanked the Committee for inviting him to attend the meeting, adding that former Mayor Desiderio should be commended for her work in 2012. He wished all present good luck and health in 2013.

Assemblyman John DiMaio wished all present a Happy New Year and echoed Senator Doherty's statement regarding the former Mayor. He added that he is looking forward to working with the Committee in 2013.

Assemblyman Erik Peterson stated that he was very happy to have Tewksbury back in the 23rd Legislative District, adding his congratulations to Mayor DiMare and Deputy Mayor Desiderio. He noted that his office is working with the BPU to help with power related issues and to avoid future problems as occurred with the recent storms. He wished all present a healthy and prosperous New Year.

Freeholder George Melick stated that he was honored to attend a meeting at which his son was sworn in as a Township Committee member. He wished all a Happy New Year.

7. Mayoral Appointments

Mayor DiMare read the following appointments.

| | | | |
|----------------------|----------------------------------|-----------------------------|---------|
| Peter Melick | Ag. Advisory Committee | Farmer | 3 years |
| Terry McNamara | Ag. Advisory Committee | Farmer | 3 years |
| | | | |
| Janet B. Clark | Historic Preservation Commission | Class B | 4 years |
| Mary Elizabeth Young | Historic Preservation Commission | Class C - Alt # 2 | 2 years |
| | | | |
| Bruce Mackie | Environmental Commission | Regular | 3 years |
| | | | |
| Shaun Van Doren | Land Use Board | Class 1 - Mayor rep. | 1 year |
| Shirley Czajkowski | Land Use Board | Class 2 - Township Official | 1 year |
| Elizabeth Devlin | Land Use Board | Class 4- citizen | 4 years |
| Robert Becker | Land Use Board | Class 4 Alt #1 | 2 years |
| Nancy Held | Land Use Board | Class 4 Alt #4 | 2 years |

8. Township Committee Appointments

Mr. Van Doren read the following appointments.

| | | | |
|--------------|-----------------------------------|--------------|---------|
| Harold Wrede | Scenic Roads & Bridges Commission | Chair | 1 year |
| George Cassa | Scenic Roads & Bridges | Alternate #1 | 2 years |

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|---|----------------------------------|--------------------------------|--|
| | Commission | | |
| Jesse Landon | Wastewater Maintenance Committee | Administrator | 3 years |
| Hayden Hull | Wastewater Maintenance Committee | Superintendent of Public Works | 3 years |
| Wayne Lisa | Tree Permit Appeals Board | Public member | 1 year |
| Norman Diegnan | Forestry Advisory Board | Public member | 3 years |
| Lisa Stryker | Forestry Advisory Board | Parks | 3 years |
| Patty Clucas | Equestrian Committee | Regular | 3 years |
| Mr. Melick read the following appointments. | | | |
| Dana Desiderio | Land Use Board | Class 3 - Township Committee | 1 year |
| Jennifer Kraft | Board of Health | Regular | To fill unexpired 3 yr term through 12/31/13 |
| Anthony Formica | Board of Health | Regular | 3 years |
| Donald Broughton | Parks Committee | Chair | 1 year |
| Donald Broughton | Parks Committee | Regular | 3 years |
| Lisa Stryker | Parks Committee | Regular | 3 years |
| Charlie Garrett | Parks Committee | Regular | 3 years |
| Greg Davidson | Parks Committee | Alternate #2 | 2 years |

9. Annual Appointments

Ms. Desiderio read the following appointments.

| | | |
|-----------------|--|--------------|
| Robert Ballard | Municipal Court Prosecutor | 1 year |
| Scott Mitzner | Municipal Court Public Defender | 1 year |
| Edward Martin | Municipal Court Judge | 3 years |
| | | |
| Louis DiMare | Public Works-Communication/Public Safety | Mayor |
| Dana Desiderio | Land Use/Education | Deputy Mayor |
| Peter Melick | Education/Finance | Committeeman |
| Shaun Van Doren | Finance/Land Use | Committeeman |
| William Voyce | Public Safety/Public Works-Communication | Committeeman |

Dr. Voyce read the following appointments.

| | | |
|------------------|--|--------|
| Kathleen Reddy | County Office on Aging | 1 year |
| Roberta Brassard | HC Solid Waste Advisory Committee Rep. | 1 year |
| Shaun C. Van | Hunterdon County Agricultural | 1 year |

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|--------------------|---------------------------|--------|
| Doren | Development Board Liaison | |
| Kathleen Reddy | Dog Registrar | 1 year |
| Randall Benson | Right To Know Coordinator | 1 year |
| Shaun C. Van Doren | Township Historian | 1 year |

Mr. Van Doren made a motion to accept the Township Committee and 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**

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

RESOLUTION 01-2013

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 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 2013 is hereby approved.

| | | | |
|---------|-------|------|-------|
| January | 8, 22 | July | 9, 23 |
|---------|-------|------|-------|

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

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.

Louis DiMare
Mayor

**RESOLUTION 02-2013
A RESOLUTION SETTING FORTH THE TEMPORARY BUDGET FOR 2013**

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 2013 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 2013; and

WHEREAS, the total appropriations in the 2012 Budget, less appropriations made for capital improvement fund, debt service, and relief for the poor (public assistance) are as follows:

| | |
|----------------------------|-----------------|
| General | \$7,047, 592.00 |
| Oldwick Utility | \$ 127,100.00 |
| Hunters Glen Sewer Utility | \$ 76,100.00 |

WHEREAS, 26.25 percent of the total appropriations in the 2012 Budget less appropriations for capital improvement fund, debt service, and relief for the poor (public assistance) in the said 2013 temporary budget is as follows:

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| | |
|----------------------------|----------------|
| General | \$1,849,993.00 |
| Oldwick Utility | \$ 27,945.00 |
| Hunters Glen Sewer Utility | \$ 12,101.00 |

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.

2013 Temporary Current Fund Budget

Revenue

Tax Collector 1,849,993.00

Appropriation

A& E S&W 55,000.00

A& E OE 6,000.00

Township Committee S&W 5,313.00

Township Committee OE 1,500.00

Finance S&W 35,512.00

Finance OE 2,500.00

Tax Assessment S&W 8,100.00

Tax Assessment OE 2,000.00

Tax Collector S&W 10,890.00

Tax Collector OE 500.00

Bartles S&W 7,500.00

Bartles OE 9,500.00

Public Defender 200.00

Legal Services 15,000.00

Engineering 17,000.00

Public Bldg & Grounds

Appropriation

Public Works OE 50,000.00

Street Lights 3,000.00

Board of Health S&W 350.00

Board of Health OE 100.00

Seniors 150.00

Parks 9,500.00

Computerized Data Processing 8,200.00

Fleet Maintenance 22,500.00

Electricity 5,800.00

Garbage & Trash Pick Up 800.00

Natural Gas 2,000.00

Heating Fuel 1,000.00

Telecommunications 5,500.00

Telephone 8,200.00

Gasoline & Diesel 45,000.00

Water & Hydrants

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|---------------------------|---------------------|--------------------------|---------------------|
| | 12,300.00 | | 3,600.00 |
| Wastewater Management | 1,000.00 | Code Enforcement S&W | 46,100.00 |
| Land Use S&W | 33,300.00 | Code Enforcement OE | 500.00 |
| Land Use OE | 3,500.00 | Municipal Court S&W | 6,000.00 |
| Land Use Special Projects | 500.00 | Municipal Court OE | 5,000.00 |
| Group Ins. Health Plan | 165,000.00 | Municipal Prosecutor | 1,275.00 |
| Other Insurance Premiums | 143,000.00 | Lease of Equipment | 3,000.00 |
| Workers Comp Insurance | 106,000.00 | Affordable Housing S&W | 2,110.00 |
| Police S&W | 240,000.00 | Affordable Housing OE | 100.00 |
| Police OE | 5,000.00 | ER SS & Medicare | 5,200.00 |
| Uniformed Fire Safety S&W | 1,625.00 | Employer Def. Comp Plan | 9,900.00 |
| Uniformed Fire Safety OE | 500.00 | Capital Improvement Fund | 128,868.00 |
| Emergency Mgt Plan | 3,000.00 | General Serial Bond | 418,000.00 |
| Public Works S&W | 167,000.00 | | 791,753.00 |
| TOTAL | 1,058,240.00 | TOTAL | 1,849,993.00 |

**2013
Hunters Glen Sewer UtilityTemp. Budget
Revenue**

Sewer Rents 12,101.00

Appropriations

Hunters Glen S&W 3,085.00

Hunters Glen OE 8,516.00

NJDEP Permit Fees 500.00

TOTAL 12,101.00

**2013
Oldwick Sewer Utility Temporary Budget
Revenue**

Sewer Rents 27,945.00

Appropriations

Oldwick S&W 5,500.00

Oldwick OE 18,645.00

NJDEP Permit Fees 3,800.00

TOTAL 27,945.00

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Louis DiMare
Mayor

RESOLUTION 03-2013

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

III. AUDIT REQUIREMENT:

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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.

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

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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.

Louis DiMare
Mayor

**RESOLUTION #04-2013
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:
 - a. Structuring the investment portfolio so that securities mature to meet cash

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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

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investment program, or that could impair their ability to make impartial decisions. Employees 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.

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2. Internal control practices shall address the following points:
- a. Control of collusion. Collusion is a situation where two or more employees are 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

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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.

- 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.

Louis DiMare
Mayor

**RESOLUTION 05-2013
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.

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Mayor

RESOLUTION 06-2013

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

Louis DiMare
Mayor

RESOLUTION 07-2013

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.

Louis DiMare
Mayor

RESOLUTION 08-2013

**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.

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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.

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.

Louis DiMare
Mayor

RESOLUTION 09-2013

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

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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.

Louis DiMare
Mayor

RESOLUTION 10-2013

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 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.

Louis DiMare
Mayor

RESOLUTION 11-2013

**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

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Chief Financial Officer.

Louis DiMare
Mayor

RESOLUTION 12-2013

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.

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.

Louis DiMare
Mayor

RESOLUTION 13-2013

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.

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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.

Louis DiMare
Mayor

RESOLUTION 14-2013

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

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.

Louis DiMare
Mayor

RESOLUTION 15-2013

**TOWNSHIP COMMITTEE
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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.

Louis DiMare
Mayor

**RESOLUTION #16-2013
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;

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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.

Louis DiMare
Mayor

RESOLUTION 17-2013

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 terms indicated:

| | | |
|--|--------------------------|--------|
| Roving Nature Center, Inc. | Environmental Education | 1 year |
| Raymond Ferrara | Environmental Consultant | 1 year |
| Charles McGroarty - Banisch Associates | Township Planner | 1 year |

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| | | |
|--------------------------------|-------------------------|--------|
| 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.

2. 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.

Louis DiMare
Mayor

**RESOLUTION 18-2013
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 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

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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 12/31/13.

| 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.

Louis DiMare
Mayor

RESOLUTION #19-2013

**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

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.

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BE IT RESOLVED that the persons associated with the remaining above noted titles be appointed for the period of one (1) year effective 1/1/13 through 12/31/13; and

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

Louis DiMare
Mayor

RESOLUTION #20-2013

**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 |

Louis DiMare
Mayor

RESOLUTION 21-2013

**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.

**TOWNSHIP COMMITTEE
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| DEPARTMENT | AMOUNT | CUSTODIAN |
|--------------------------|---------------|--------------------|
| Dog Trust/Administration | \$100.00 | Kathy Reddy |
| Police | \$100.00 | Jean Marie DuHamel |
| Construction | \$100.00 | Carolyn Quinn |
| 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 |
|---------|----------|-------------------|

Louis DiMare
Mayor

RESOLUTION #22-2013

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.

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 2013.

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Louis DiMare
Mayor

RESOLUTION #23–2013

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.

Louis DiMare
Mayor

**RESOLUTION #24-2013
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).

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 2013.

**TOWNSHIP COMMITTEE
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Louis DiMare
Mayor

RESOLUTION #25-2013

**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.

Louis DiMare
Mayor

**RESOLUTION #26-2013
APPOINTING FUND COMMISSIONER**

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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.

Louis DiMare
Mayor

**RESOLUTION #27-2013
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:

1. The Township of Tewksbury hereby appoints Groendyke Associates its local Risk Management Consultant.

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2. The Township Administrator and Risk Management Consultant are hereby authorized to execute the Risk Management Consultant's Agreement for the year 2013 in the form attached hereto.

Louis DiMare
Mayor

**2013 FUND YEAR
STATEWIDE INSURANCE FUND**

RISK MANAGEMENT CONSULTANT'S AGREEMENT

THIS AGREEMENT entered into this 1st day of January 2013 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.
 - (b) explain to the MEMBER, or its representatives, the various coverages available from the FUND.

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- (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.

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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.

**TOWNSHIP COMMITTEE
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3. The term of this Agreement shall be from **January 1, 2013** to **January 1, 2014**. 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.

ATTEST:

Member Representative

ATTEST:

Officer

Risk Management Consultant Corporate

ATTEST:

Statewide Insurance Fund Chairperson

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**EXHIBIT A
STATEWIDE INSURANCE FUND**

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY NOTICE

(N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq.)

GOODS, PROFESSIONAL SERVICES AND GENERAL SERVICE CONTRACTS

This form is a summary of the successful professional service entity's requirement to comply with the requirements of **N.J.S.A. 10:5-31 et seq.** and **N.J.A.C. 17:27 et seq.**

The successful professional service entity shall submit to the Statewide Insurance Fund, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

(a) A photocopy of a valid letter that the vendor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter);

OR

(b) A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-1.1 et seq.;

OR

(c) A photocopy of a completed Employee Information Report (Form AA302) provided by the Division of Contract Compliance and completed by the vendor in accordance with N.J.A.C. 17:27-1.1 et seq.

The successful professional service entity may obtain the Employee Information Report (AA302) from the Statewide Insurance Fund during normal business hours.

The undersigned professional service entity certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq. and agrees to furnish the required forms of evidence.

The undersigned professional service entity further understands that his/her submission shall be rejected as non-responsive if said professional service entity fails to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq.

COMPANY: _____

SIGNATURE: _____

PRINT NAME: _____

TITLE: _____ DATE: _____

**TOWNSHIP COMMITTEE
JANUARY 1, 2013 REORGANIZATION MINUTES**

RESOLUTION #28-2013

TO RENEW THE STATEWIDE INSURANCE FUND

WHEREAS, a number of local units have joined together to form the Statewide Insurance Fund (“FUND”), a joint insurance fund, as permitted by N.J.S.A. 40A:10-36, *et seq.*; and

WHEREAS, the Township of Tewksbury (“LOCAL UNIT”) has complied with relevant law with regard to the acquisition of insurance; and

WHEREAS, the statutes and regulations governing the creation and operation of joint insurance funds contain elaborate restrictions and safeguards concerning the safe and efficient administration of such funds; and

WHEREAS, the LOCAL UNIT has determined that membership in the FUND is in the best interest of the LOCAL UNIT.

WHEREAS, the LOCAL UNIT agrees to be a member of the FUND for a period of three (3) years, effective from **January 1, 2013** terminating on **January 1, 2016** at 12:01 a.m. standard time; and

WHEREAS, the LOCAL UNIT has never defaulted on claims, if self-insured, and has not been canceled for non-payment of insurance premiums for two (2) years prior to the date of this Resolution.

NOW, THEREFORE, BE IT RESOLVED that the LOCAL UNIT does hereby agree to join the Statewide Insurance Fund; and

BE IT FURTHER RESOLVED that to the extent required by law, the Local Unit shall provide notice of the Indemnity and Trust Agreement to the Office of the State Comptroller; and

BE IT FURTHER RESOLVED that the LOCAL UNIT will be afforded the following coverage(s) as marked “Yes”:

YES

NO

**TOWNSHIP COMMITTEE
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Workers' Compensation & Employer's Liability

***Liability, Property, Crime-Faithful Performance and Fidelity,
Inland Marine, Boiler and Machinery, Comprehensive General
Liability, Auto Liability, Auto Physical Damages
and Professional Liability
Pollution Liability***

BE IT FURTHER RESOLVED that Jesse W. Landon is hereby appointed as the LOCAL UNIT's Fund Commissioner and is authorized to execute the application for membership and the accompanying certification on behalf of the LOCAL UNIT; and

BE IT FURTHER RESOLVED that the LOCAL UNIT's Fund Commissioner is authorized and directed to execute the Indemnity and Trust Agreement and such other documents signifying the membership in the FUND as required by the FUND's Bylaws and to deliver same to the Administrator of the FUND with the express reservation that said documents shall become effective only upon the LOCAL UNIT's admissions to the FUND following approval of the FUND by the New Jersey Department of Banking and Insurance.

Louis DiMare
Mayor

11. Public Participation

In response to a question from Nancy Held Mayor Dimare stated that the FEMA storm debris clean up is close to completion and if the contractors already have been on a Township road, they will not return to collect additional debris. Ms. Held stated that she has debris left on her property from the 2012 storms. It was added that there are no addition funds available in the Township budget for clean up.

Robert Becker stated his appreciation to the FEMA crews and the Department of Public Works for their work in cleaning up storm debris. He suggested having a site for organic materials available at the Township spring clean up day.

12. Township Committee Comments

Ms. Desiderio expressed her thanks to the members of the public and her family. She noted that 2012 was a challenge with regard to Hurricane Sandy and she felt the Committee learned a lot and is more prepared for the future. She noted that a new committee of interested and

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talented residents has been formed to address the matter of preparedness and communication. She thanked the Committee for their support, adding that it was a great honor to serve as Mayor in 2012. She wished all present a Happy New Year.

Mr. Melick thanked everyone for attending the meeting. He stated that even though 2011 was bad, 2012 was worse and there is still a lot of work to do to bring Tewksbury back to normal. He noted that there are areas that need to be addressed with regard to stream flooding and ice damming.

Dr. Voyce wished everyone present a Happy New Year adding that 2012 and Hurricane Sandy taught the Committee that a degree of readiness needs to be achieved and Tewksbury needs to be able to be self contained. He added that Township residents sometimes took matters into their own hands to solve problems during the emergency and thanked the residents for this. He congratulated Ms. Desiderio and Mr. Melick for their reappointment, welcomed Mayor DiMare and the new members appointed to represent the Township on boards, committees and commissions.

Mr. Van Doren congratulated Ms. Desiderio and Mr. Melick for their reappointment, welcomed Mayor DiMare and stated that he is looking forward to working with the entire Committee. He added that the Committee owes it to the residents to follow through with work started during the storm, specifically with regard to holding JCP&L's responsible for their inaction during recent storms. He noted that he recently visited Point Pleasant and it is very important to support the shore communities as the area is vital to the economy of the State. He thanked the Administrator and CFO for their work keeping spending in check in 2012, adding that 2013 may be tighter than previous years. He noted that he is looking forward to working with the Committee, staff and residents in 2013.

Mayor DiMare echoed everyone's statements and invited all present to his home for an open house.

Mayor DiMare asked the Township professionals to speak to the members of the public.

Mr. Holt, Township Engineer stated that he has enjoyed working with the Committee since 2005 and will continue to work with smaller subcommittees to focus on work that needs to be done with regard to storm issues, transportation, road maintenance, flood management and the stability of municipal infrastructure.

Mr. Selvaggi, Township Attorney thanked the Committee for their confidence adding that he enjoys working with the Committee, staff and residents and will continue to advise the Committee in a proactive manner. He added that he will continue to maintain his legal costs, adding that many outstanding cases were resolved in 2012. He wished the Mayor and Committee much success in 2013.

Mr. Landon, Township Administrator stated that 2012 was a good year financially and he hoped 2013 did not have any damaging storms. He added that he is looking forward to working with the Committee, staff and professionals and is working on a long term plan to deal with future emergencies and disasters.

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Ms. Brassard, Municipal Clerk thanked the Committee for their continued confidence adding that she is looking forward to working with the Committee and getting to know more of the residents of the Township.

13. Adjournment

There being no further business, the meeting was adjourned at 10:25 AM.

Roberta A. Brassard
Municipal Clerk