

**TOWNSHIP COMMITTEE
REORGANIZATION MEETING
JANUARY 4, 2016 MINUTES**

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

The meeting was called to order at 7:30 PM, 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, Roberta Brassard, Municipal Clerk and Michael Selvaggi, Township Attorney were in attendance.

There were approximately fourteen members of the public in attendance.

1. Open Public Meetings Statement

Ms. Brassard opened the meeting by announcing that adequate notice of the meeting had been provided by posting a copy thereof on the Police/Administration Building bulletin board, transmitting a copy to the Hunterdon Review and the Hunterdon County Democrat, and filing with the Municipal Clerk, all on December 9, 2015.

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

Mr. Melick was sworn in as a Township Committee member.

Ms. Desiderio was sworn in as a Township Committee member by Blake Johnstone.

5. Election of Officers

Dr. Voyce made a motion to elect Peter Melick as Mayor of the Township of Tewksbury for the year 2016, seconded by Mr. Van Doren. The motion was approved. Ayes: Desiderio, DiMare, Melick, Van Doren, Voyce. Nays: None.

Dr. Voyce made a motion to elect Dana Desiderio as Deputy Mayor of the Township of Tewksbury for the year 2016, seconded by Mayor Melick. The motion was approved. Ayes: Desiderio, DiMare, Melick, Van Doren, Voyce. Nays: None.

6. Mayoral Appointments

Mayor Melick read the following appointments.

Glenn Likus	Historic Preservation Commission	Class A Architect	4 years
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Ruth Melchiorre	Historic Preservation Commission	Class C- Alt #1	2 years
Chris Teasdale	Environmental Commission	Chairman	1 year
Chris Teasdale	Environmental Commission	Regular	3 years
Geoffey Connor	Environmental Commission	Regular	To complete unexpired term of R. Hoffman through 12-31-16
Bruce Mackie	Environmental Commission	Regular	3 years
Rodney McCatharn	Environmental Commission	Alternate #1	2 years
Shaun Van Doren	Land Use Board	Class 1 - Mayor rep.	1 year
Ed D'Armiento	Land Use Board	Class 2 - Township Official	1 year
Kurt Rahenkamp	Land Use Board	Class 4 Alt #1	To complete unexpired term of E. D'Armiento through 12-31-16
Glenn Stein	Land Use Board	Class 4 Alt #2	2 years
David Larsen	Land Use Board	Class 4 Alt #3	2 years
Ed O'Brien	Land Use Board	Class 4 Alt #4	To complete unexpired term of D. Larsen through 12-31-16
Peter Melick	Agricultural Advisory Committee	Farmer	3 years
Terry McNamara	Agricultural Advisory Committee	Farmer	3 years

7. Township Committee Appointments

Dana Desiderio	Land Use/Community Affairs-Outreach	Deputy Mayor	1 year
Louis DiMare	Community Affairs-Outreach /Public Safety	Committee	1 year
Peter Melick	Public Works-Education/Finance	Mayor	1 year
Shaun Van Doren	Finance/Land Use	Committee	1 year
William Voyce	Public Safety/Public Works-Education	Committee	1 year
Dana Desiderio	Land Use Board	Class 3 - Township Committee	1 year
Melissa Burruezo	Board of Health	Regular	through 12-31-17
Anthony Formica	Board of Health	Regular	3 years

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Anthony Miele	Board of Health	Alternate # 1	2 years
Charlie Garrett	Parks Committee	Chair	1 year
Charlie Garrett	Parks Committee	Regular	3 years
Greg Davidson	Parks Committee	regular	through 12-31- 16
Harold Wrede	Scenic Roads Commission	Chairman	1 year
Jesse W. Landon	Wastewater Maintenance Committee	Administrator	3 years
Hayden Hull	Wastewater Maintenance Committee	Public Works Supervisor	3 years
Robert Martucci	Wastewater Maintenance Committee	Sewer Engineer	1 year
Loren Spiotta DiMare	Equestrian Committee	Regular	3 years
Shaun Van Doren	COAH Subcommittee	Township Committee	1 year
William Voyce	COAH Subcommittee	Township Committee	1 year
Jesse Landon	COAH Subcommittee	Administrator	1 year
Blake Johnstone	COAH Subcommittee	Land Use Board	1 year

8. Annual Appointments

Kathleen Reddy	County Office on Aging	1 year
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
Hayden Hull	Right To Know Coordinator	1 year
Shaun C. Van Doren	Township Historian	1 year
Paul Silverthorne	Emergency Shelter Coordinator	1 year
Wayne Beam	Deputy Emergency Management Coordinator	1 year
Tim Hanft	Deputy Emergency Management Coordinator	1 year
Robert Ballard	Municipal Court Prosecutor	1 year
Scott Mitzner	Municipal Court Public Defender	1 year
Edward Martin	Municipal Court Judge	3 years

Mr. Van Doren moved approval of the Township Committee and the Annual Appointments as presented, seconded by Ms. Desiderio. The motion was approved. Ayes: Desiderio, DiMare, Melick, Van Doren, Voyce. Nays: None.

9. Action to be Taken

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➤ **Consent Agenda**

Dr. Voyce requested that Resolution #23-2016 be removed from the Consent Agenda and voted on separately.

Mr. Van Doren moved adoption of the Consent Agenda as amended, 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 01-2016

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 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 2016 is hereby approved.

January	12	July	12
February	9	August	9
March	8	September	13
April	12	October	11
May	10	November	7

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June

14

December

13

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.

Peter Melick
Mayor

**RESOLUTION 02-2016
A RESOLUTION SETTING FORTH THE TEMPORARY BUDGET FOR 2016**

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 2016 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 2016; and

WHEREAS, the total appropriations in the 2015 Budget, less appropriations made for capital improvement fund and debt service are as follows:

General	\$7,048,400.00
Hunters Glen Sewer	\$ 46,200.00
Oldwick Sewer	\$ 129,100.00

WHEREAS, 26.25 percent of the total appropriations in the 2015 Budget less appropriations for capital improvement fund and debt service in the 2016 temporary budget is as follows:

General	\$1,850,205.00
Hunters Glen Sewer	\$ 12,127.50
Oldwick Sewer	\$ 33,888.75

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 the record.

2016 Temporary Budgets

Current Fund \$7,048,400.00

Revenue

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Tax Collector	1,850,205.00	Hunters Glen Sewer Utility	
<u>Appropriation</u>		<u>Revenue</u>	
A& E S&W	65,000.00	User Fees Collector	12,127.50
A& E OE	10,000.00	<u>Appropriation</u>	
Township Committee S&W	6,000.00	Hunters Glen S&W	1,812.50
Township Committee OE	3,600.00	Other Expenses	10,165.00
Finance S&W	37,500.00	ER SS & Medicare	150.00
Finance OE	2,400.00		
Tax Assessment S&W	9,000.00		
Tax Assessment OE	1,100.00	TOTAL	12,127.50
Bartles S&W	6,000.00		
Bartles OE	7,500.00		
Tax Collector S&W	12,000.00		
Tax Collector OE	1,300.00		
Legal Services	25,000.00		
Municipal Prosecutor	3,000.00		
Engineering Expenses	17,850.00		
Public Bldg & Grounds	25,000.00		
Land Use S&W	26,000.00		
Land Use OE	5,500.00		
Land Use Special Projects	2,000.00		
Group Ins. Health Plan	300,000.00		
Police S&W	325,000.00		
Police OE	11,000.00		
PBA Contract Benefits	6,000.00	Oldwick Sewer Utility	
Uniformed Fire Safety S&W	2,500.00	<u>Revenue</u>	
Uniformed Fire Safety OE	700.00	User Fees Collector	33,888.75
Public Works S&W	200,000.00	<u>Appropriation</u>	
Public Works OE	75,000.00	Oldwick S&W	3,439.75
Street Lighting	2,000.00	Other Expenses	28,744.00
Board of Health S&W	1,000.00	ER SS & Medicare	1705.00
Board of Health OE	1,000.00		
Seniors	1,000.00		
Park Maintenance	10,000.00	TOTAL	33,888.75
Audit	5,000.00		
Computerized Data Processing	10,000.00		
Fleet Maintenance	26,000.00		

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Electricity	9,000.00
Garbage & Trash Pick Up	4,000.00
Natural Gas	10,400.00
Heating Fuel	10,000.00
Telecommunications	10,300.00
Gasoline & Diesel	31,000.00
Telephone	10,300.00
Municipal Court S&W	12,505.00
Municipal Court OE	3,750.00
Water & Hydrants	5,500.00
Code Enforcement S&W	47,000.00
Code Enforcement OE	3,500.00
Lease of Equipment	10,000.00
ER Share of Deferred Comp	13,500.00
ER SS & Medicare	93,000.00
ER PERS/PFRS	334,500.00
TOTAL	1,850,205.00

Peter Melick
Mayor

RESOLUTION 03-2016

**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

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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:

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 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.

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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 the custodian shall be Marie J. Kenia. All disbursements shall be made by checks signed by the following two persons:

1. Marie J. Kenia, 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 Marie J. Kenia, Chief Financial Officer.

Peter Melick
Mayor

**RESOLUTION #04-2016
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.

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

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

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the overall portfolio. The objective is to mitigate credit risk and interest rate risk.

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.

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 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.

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:

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

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.

Standards of Care

Prudence

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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.

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 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.

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.

Safekeeping and Custody

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.

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

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

Internal Controls

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.

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.

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- 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.

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.

Reporting

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.

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.

Policy

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.

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.

Peter Melick
Mayor

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RESOLUTION 05-2016

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.

Peter Melick
Mayor

RESOLUTION 06-2016

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.

Peter Melick
Mayor

RESOLUTION 07-2016

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.

Peter Melick
Mayor

RESOLUTION 08-2016

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**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.

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.

Peter Melick
Mayor

RESOLUTION 09-2016

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

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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.

Peter Melick
Mayor

RESOLUTION 10-2016

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.

Peter Melick
Mayor

RESOLUTION 11-2016

**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

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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.

Peter Melick
Mayor

RESOLUTION 12-2016

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.

Peter Melick
Mayor

RESOLUTION 13-2016

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

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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.

Peter Melick
Mayor

RESOLUTION 14-2016

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.

Peter Melick
Mayor

RESOLUTION 15-2016

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

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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.

Peter Melick
Mayor

**RESOLUTION #16-2016
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.

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Peter Melick
Mayor

RESOLUTION 17-2016

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
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.

Peter Melick
Mayor

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**RESOLUTION 18-2016
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

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 12/31/15.

Professional	Position	Term of Contract
Van Cleef Engineering Associates	Municipal Engineer	Three years
Van Cleef Engineering Associates	Municipal Wastewater Engineer	One year
Lavery, Selvaggi, Abromitis & Cohen	Municipal Attorney	One year
Hodulik & Morrison P.A.	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.

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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.

Peter Melick
Mayor

RESOLUTION #19-2016

TO APPOINT MEMBERS TO THE EMERGENCY MANAGEMENT COUNCIL

WHEREAS, there is a need to appoint 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, two (2) Deputy Assistant Emergency Management Coordinators, Emergency Shelter 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.

BE IT RESOLVED that all individuals listed in the above noted titles be appointed for the period of one (1) year effective 1/1/16 through 12/31/16 with the exception of the Police Chief who is named as the Emergency Management Coordinator and whose three (3) year appointment runs through 12/31/17; 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.

Peter Melick
Mayor

RESOLUTION #20-2016

**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

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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
Rita Roblesky	Construction

Peter Melick
Mayor

RESOLUTION 21-2016

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	Rita Bernstein
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	Marie J. Kenia
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Peter Melick
Mayor

RESOLUTION #22-2016

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 2016.

Peter Melick
Mayor

RESOLUTION #24-2016

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 2016.

Peter Melick
Mayor

RESOLUTION #25-2016

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

WHEREAS, Emergency Light Permits are issued to active members in good standing of

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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.

Peter Melick
Mayor

RESOLUTION 26-2016

A RESOLUTION CONCERNING CERTAIN COURT SIGNATORIES

BE IT RESOLVED by the Township Committee of the Township of Tewksbury, County of Hunterdon, State of New Jersey, that the following accounts be deposited in the Peapack Gladstone Bank through 2016 and checks drawn against these accounts be signed as follows:

Municipal Court General Account, Municipal Court Bail Account, Municipal Court OE Account by Cindy Hooven, Court Administrator and Judge Edward Martin.

Peter Melick
Mayor

ITEM REMOVED FROM THE CONSENT AGENDA

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Mr. Van Doren moved adoption of Resolution #23-2016, seconded by Mr. Van Doren. The motion was approved. Ayes: Desiderio, DiMare, Van Doren. Nays: None. Abstain: Melick, Voyce.

RESOLUTION #23–2016

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.

Peter Melick
Mayor

10. Public Participation

Assemblyman John DeMaio congratulated Ms. Desiderio and Mr. Melick and wished all present a happy and healthy new year. He added that looks forward to making good progress in 2016 in the Township and the State.

11. Township Committee Comments

Mr. Van Doren congratulated Mr. Melick and Ms. Desiderio for their reappointment as Committee members and for serving as Mayor and Deputy Mayor for 2016. He noted that COAH issues will be an important matter for discussion this year adding that he hopes to be able to get support from “the other side of the table” in order to keep Tewksbury compliant. He added that he will work to get the park and ride area by Route 78 cleaned up utilizing members of the Environmental Commission.

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Mr. DiMare echoed congratulations to Mr. Melick and Ms. Desiderio, adding that he looks forward to another year working with the Committee, staff and Township Attorney.

Dr. Voyce congratulated Mr. Melick and Ms. Desiderio on their reappointments, adding his thanks to the other members of the Committee and staff. He thanked those present for allowing him to serve as Mayor in 2015.

He added that the year has started out well with only a back yard fire.

Ms. Desiderio thanked Dr. Voyce for his wonderful leadership as Mayor in 2015, adding her thanks to the residents and staff. She wished Mayor Melick much luck as Mayor in 2016.

Mayor Melick thanked all present for attending tonight's meeting, adding that he has "big shoes" to fill following Mayor Voyce's tenure. He noted that the Committee works well as a unit and thanked the Township employees for the great job they do throughout the year.

Looking forward to 2016, the Township will continue upgrading Township roads and with the new Engineering firm, close attention to detail will be paid.

He added that COAH will be a major topic for discussion in 2016.

All present were invited to partake in desserts and drinks immediately following the meeting.

12. Adjournment

There being no further business, the meeting was adjourned at 7:46 PM.

Roberta A. Brassard
Municipal Clerk