

TOWNSHIP COMMITTEE
May 28, 2013 MINUTES

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

The meeting was called to order at 7:30 PM, roll call held and a quorum established. Deputy Mayor Dana Desiderio presided.

Other officials in attendance were Township Committee members Peter Melick, Shaun Van Doren and William Voyce.

Louis DiMare was absent.

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

There were no members of the public in attendance.

1. Open Public Meetings Statement

The Open Public Meetings Statement was read by Deputy Mayor Desiderio.

2. Flag Salute

Those present stood and pledged allegiance to the American flag.

3. Dedication

The meeting moved to the exterior where the Veteran's Memorial was dedicated. Senator Michael Doherty expressed his thanks to all veterans of all wars and thanked the Committee for creating a memorial in their honor.

The meeting reconvened to the interior of the meeting hall.

4. 2013 Budget Public Hearing

Mr. Van Doren made a motion to open the Public Hearing on the 2013 Budget, seconded by Dr. Voyce. The motion was approved. Ayes: Desiderio, Melick, Van Doren, Voyce. Nays: None. Absent: DiMare.

There being no comments from the public, Mr. Van Doren made a motion to close the Public Hearing on the 2013 Budget, seconded by Dr. Voyce. The motion was approved. Ayes: Desiderio, Melick, Van Doren, Voyce. Nays: None. Absent: DiMare.

Mr. Van Doren made a motion to adopt the 2013 Budget, seconded by Dr. Voyce. A roll call vote was taken and the motion was approved. Ayes: Desiderio, Melick, Van Doren, Voyce. Nays: None. Absent: DiMare.

Insert budget

4. Actions to be taken

- **Consent Agenda**

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

TOWNSHIP OF TEWKSBURY
COUNTY OF HUNTERDON
STATE OF NEW JERSEY

RESOLUTION #66-2013

WHEREAS, N.J.S.A.40A:4-78b has authorized the Local Finance Board to adopt rules that permit municipalities in sound fiscal condition to assume the responsibility, normally granted to the Director of the Division of Local Government Services, of conducting the annual budget examination; and,

WHEREAS, N.J.A.C.5:30-7 was adopted by the Local Finance Board on February 11, 1997; and,

WHEREAS, pursuant to N.J.A.C.5:30-7.2 thru 7.5 the Township of Tewksbury has been declared eligible to participate in the program by the Division of Local Government Services, and the Chief Financial Officer has determined that the Township of Tewksbury meets the necessary conditions to participate in the program for the 2013 budget year, so now therefore,

BE IT RESOLVED, by the Township Committee of the Township of Tewksbury that in accordance with N.J.A.C.5:30-7.6a & b, and based upon the Chief Financial Officer's certification, the governing body has found the budget has met the following requirements:

1. That with reference to the following items, the amounts have been calculated pursuant to law and appropriated as such in the budget:
 - a. Payment of interest and debt redemption charges
 - b. Deferred charges and statutory expenditures
 - c. Cash deficit of preceding year
 - d. Reserve for uncollected taxes
 - e. Other reserves and non-disbursement items
 - f. Any inclusions of amounts required for school purposes
2. That the provisions relating to limitation on increases of appropriations pursuant to N.J.S.A.40A:45.2 and appropriations for exceptions to limits on appropriations found at 40A:4-45.3 et seq. are fully met. (Complies with the "CAP" law.)
3. That the budget is in such form, arrangement and content as required by the Local Budget Law and N.J.A.C.5:30-4 and 5:30-5.

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4. That pursuant to the Local Budget Law:
 - a. All estimates of revenue are reasonable, accurate and correctly stated;
 - b. Items of appropriation are properly set forth;
 - c. In itemization, form, arrangement and content, the budget will permit the exercise of the comptroller function within the municipality.

5. The budget and associated amendments have been introduced, publicly advertised and adopted in accordance with the relevant provisions of the Local Budget Law, except that failure to meet the deadlines of N.J.S.A.40A:4-5, shall not prevent such certification.

6. That all other applicable statutory requirements have been fulfilled.

BE IT FURTHER RESOLVED, that a copy of this resolution be forwarded to the Director of the Division of Local Government Services.

Dana Desiderio
Deputy Mayor

RESOLUTION #67-2013

A RESOLUTION CONCERNING THE TOWNSHIP'S 2012 ANNUAL AUDIT

WHEREAS, N.J.S.A. 40A:5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions; and

WHEREAS, The Annual Report of Audit for the year 2012 has been filed by a Registered Municipal Accountant with the Municipal Clerk pursuant to N.J.S.A. 40A:5-6, and a copy has been received by each member of the governing body; and

WHEREAS, R.S. 52:27BB-34 authorizes the Local Finance Board of the State of New Jersey to prescribe reports pertaining to the local fiscal affairs; and

WHEREAS, the Local Finance Board has promulgated NJAC 5:30-6.5, a regulation requiring that the governing body of each municipality shall by Resolution certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, as a minimum, the sections of the annual audit entitled

“Schedule of Findings and Recommendations – General Findings”; and

WHEREAS, the members of the governing body have personally reviewed as a minimum the Annual Report of Audit, and specifically the sections of the Annual Audit entitled “Schedule of Findings and Recommendations – General Findings” as evidenced by the group affidavit form of the governing body attached hereto; and

WHEREAS, such Resolution of certification shall be adopted by the Governing Body no later than forty-five days after the receipt of the annual audit, pursuant to NJAC 5:30-6.5; and

WHEREAS, all members of the governing body have received and have familiarized

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themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board, and

WHEREAS, failure to comply with the promulgations of the Local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of R.S. 52:27BB-52 - to wit:

R.S. 52:27BB-52 - "A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office."

NOW, THEREFORE BE IT RESOLVED, that the Township Committee the Township of Tewksbury, hereby states that it has complied with NJAC 5:30-6.5 and does hereby submit a certified copy of this Resolution and the required affidavit to said Board to show evidence of said compliance.

Dana Desiderio
Deputy Mayor

MISCELLANEOUS

- Claims as submitted by the CFO
- Regular and Executive Session minutes of 05-14-13

5. Reports

➤ **Township Committee Comments**

Mr. Van Doren noted that the Zoning and Code amendment Ordinances scheduled for public hearing on 6/11/13 have errors and may need to be reintroduced if the changes are substantial. It was noted that a Land Use subcommittee meeting needs to be scheduled to further review the matter and a draft copy will be available from the Attorney for Committee review prior to the 6-11-13 meeting.

Mr. Melick noted that he met with the Superintendent of Public Works and the Administrator to discuss the outsourcing of mowing and personnel issues related to part time help and an upcoming retirement in the department.

In response to a question from Mr. Van Doren, Mr. Landon stated that road side mowing is being scheduled for this year.

Dr. Voyce noted that the Oldwick Fire Company is holding a parade on 6/1/13 and Country Route 517 will be closed for a portion of the day.

Deputy Mayor Desiderio noted that the senior picnic is scheduled for 6/5/13 at the Meadows Community Center.

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She added that the Tewksbury Education Foundation's Barn Dance raised \$50,000.00.

➤ **Township Administrator**

Mr. Landon stated that the phones, which have not been functioning since the week of May 6, should be functional by next week. He noted that he has spoken with different vendors and the replacement is expensive and complicated.

It was added that letters of thanks were sent to the individuals and companies who contributed to the creation of the Veteran's memorial.

It was noted that the final meeting of the Mayor's ad-hoc emergency communications committee will be held on 6/6/13 at 7:00 pm.

It was further noted that Dr. Voyce will serve as acting Deputy Mayor on 7/6/13 so that he may perform a marriage. This action was authorized at the prior Township Committee meeting.

6. Adjournment

There being no further business, the meeting was adjourned at 7:47 PM.

Roberta A. Brassard
Municipal Clerk