

**TOWNSHIP COMMITTEE  
REORGANIZATION MEETING  
JANUARY 1, 2015 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 10:00 AM, roll call held and a quorum established.

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

Committeeman elect Shaun Van Doren was also present.

Peter Melick was absent.

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

There were approximately forty members of the public in attendance.

**1. Open Public Meetings Statement**

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

**2. Flag Salute**

Those present stood and pledged allegiance to the American flag.

**3. Appointment of Temporary Chair**

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

**4. Swearing in of Township Committee Member**

Mr. Van Doren was sworn in as a Township Committee member by Hunterdon County Clerk Mary Melfi.

**5. Election of Officers**

Mr. Van Doren made a motion to elect William Voyce Doren as Mayor of the Township of Tewksbury for the year 2015, seconded by Ms. Desiderio. The motion was approved. Ayes: Desiderio, DiMare, Van Doren, Voyce. Nays: None. Absent: Melick.

Mr. Van Doren made a motion to elect Peter Melick Voyce as Deputy Mayor of the Township of Tewksbury for the year 2015, seconded by Ms. Desiderio. The motion was approved. Ayes: Desiderio, DiMare, Van Doren, Voyce. Nays: None. Absent: Melick.

Mr. Van Doren noted that Mr. Melick is vacationing with family but had agreed to serve as Deputy Mayor for 2015.

**6. Mayoral Appointments**

Mayor Voyce read the following appointments.

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Rosemary Hartten	Historic Preservation Commission	Class C	4 years
Karen Moriarty	Historic Preservation Commission	Class C	4 years
Herbert Ulrich	Historic Preservation Commission	Class C- Alt #2	2 years
Chris Teasdale	Environmental Commission	Chairman	1 year
Mary Ace	Environmental Commission	Regular	3 years
Glenn Likus	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
Mike Moriarty	Land Use Board	Class 4- citizen	4 years
Mary Elizabeth Baird	Land Use Board	Class 4- citizen	4 years
Bruce Mackie	Land Use Board	Class 4 Env. Comm rep	3 years
Ed D'Armiento	Land Use Board	Class 4 Alt #1	2 years
David Larsen	Land Use Board	Class 4 Alt #4	2 years

**7. Township Committee Appointments**

Dana Desiderio	Land Use Board	Class 3 Township	1 year
Shirley Czajkowski	Board of Health	Regular	3 years
Anna Maria Miele	Board of Health	Regular	3 years
Charlie Garrett	Parks Committee	Chair	1 year
Mary Fazzini	Parks Committee	Alternate #1	2 years
Greg Davidson	Parks Committee	Alternate #2	2 years
Harold Wrede	Scenic Roads & Bridges Commission	Chair	1 year
Harold Wrede	Scenic Roads & Bridges Commission	Regular Class 1	3years
Mary Fazzini	Scenic Roads & Bridges Commission	Alternate #1	2 years
Andrew Holt	Wastewater Maintenance Committee	Sewer Engineer	1 year
Kevin Pyatt	Wastewater Maintenance Committee	DPW Employee	3 years
Ronald Cording	Tree Permit Appeals Board	Landscape Architect	2 years

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Wayne Lisa	Tree Permit Appeals Board	Public member	1 year
Glenn Likus	Tree Permit Appeals Board	Environmental Commission member	3 years

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

**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
Thomas Holmes	Emergency Management Coordinator	3 years
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
Dana Desiderio	Land Use/Community Affairs-Outreach	Committee
Louis DiMare	Community Affairs-Outreach /Public Safety	Committee
Peter Melick	Public Works-Education/Finance	Deputy Mayor
Shaun Van Doren	Finance/Land Use	Committee
William Voyce	Public Safety/Public Works-Education	Mayor

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

**9. Action to be Taken**

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➤ **Consent Agenda**

Mayor Voyce requested that Resolution #23-2015 be removed from the Consent Agenda.

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

**RESOLUTION 01-2015**

**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 23l, 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 2015 is hereby approved.

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

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**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.

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William J. Voyce  
Mayor

**RESOLUTION 02-2015  
A RESOLUTION SETTING FORTH THE TEMPORARY BUDGET FOR 2015**

**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 2015 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 2015; and

**WHEREAS**, the total appropriations in the 2014 Budget, less appropriations made for capital improvement fund and debt service are as follows:

General	\$7,020,213.00
Hunters Glen Sewer Utility	\$ 66,655.00
Oldwick Utility	\$ 120,458.00

**WHEREAS**, 26.25 percent of the total appropriations in the 2014 Budget less appropriations for capital improvement fund and debt service in the said 2015 temporary budget is as follows:

General	\$1,842,806.00
Hunters Glen Sewer Utility	\$ 17,497.00
Oldwick Utility	\$ 31,620.00

**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 the record.

**2015 Temporary  
Budgets**

<b>Current Fund</b>	<b>\$7,020,213.00</b>	<b>HG Sewer Budget</b>	<b>\$66,655.00</b>
<u>Revenue</u>	26.25%		

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Tax Collector <u>Appropriation</u>	1,842,806.00	<b>Hunters Glen Sewer Utility</b> <u>Revenue</u>	26.25%
A& E S&W	60,500.00	User Fees Collector	17,497.00
A& E OE	10,000.00	<u>Appropriation</u>	
Township Committee S&W	5,600.00	Hunters Glen S&W	1,444.00
Township Committee OE	2,800.00	Other Expenses	15,798.00
Finance S&W	43,000.00	DEP Permit Fees	118.00
Finance OE	2,400.00	ER SS & Medicare	137.00
Tax Assessment S&W	8,900.00		
Tax Assessment OE	1,800.00		<b>17,497.00</b>
Bartles S&W	7,500.00		
Bartles OE	9,500.00	<b>Oldwick Sewer Budget</b>	<b>\$120,458.00</b>
Tax Collector S&W	12,000.00		
Tax Collector OE	1,200.00	<b>Oldwick Sewer Utility</b>	
Legal Services	25,000.00	<u>Revenue</u>	26.25%
Municipal Prosecutor	2,200.00	User Fees Collector	31,620.00
Engineering Expenses	25,000.00	<u>Appropriation</u>	
Public Bldg & Grounds	30,000.00	Oldwick S&W	4,463.00
Land Use S&W	25,075.00	Other Expenses	25,823.00
Land Use OE	4,000.00	DEP Permit Fees	914.00
Land Use Special Projects	2,000.00	ER SS & Medicare	420.00
Group Ins. Health Plan	250,000.00		
Police S&W	300,000.00		<b>31,620.00</b>
Police OE	10,000.00		
PBA Contract Benefits	20,000.00		

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Uniformed Fire Safety S&W	2,125.00
Public Works S&W	200,000.00
Public Works OE	75,000.00
Street Lighting	1,800.00
Board of Health S&W	800.00
Board of Health OE	700.00
Seniors	1,000.00
Park Maintenance	8,000.00
Audit	15,000.00
Computerized Data Processing	10,000.00
Fleet Maintenance	30,000.00
Electricity	10,000.00
Garbage & Trash Pick Up	4,000.00
Natural Gas	10,400.00
Heating Fuel	10,000.00
Telecommunications	10,300.00
Gasoline & Diesel	26,000.00
Telephone	9,300.00
Municipal Court S&W	9,700.00
Municipal Court OE	2,700.00
Water & Hydrants	5,000.00
Code Enforcement S&W	50,000.00
Code Enforcement OE	3,200.00
Lease of Equipment	6,000.00
ER Share of Deferred Comp	11,373.00
ER SS & Medicare	55,225.00
ER PERS/PFRS	306,708.00
Interest on Bonds	110,000.00

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**1,842,806.00**

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William J. Voyce  
Mayor

**RESOLUTION 03-2015**

**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:**

1. The Cash Management Plan shall be subject to the annual audit conducted



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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.

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:

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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.

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William J. Voyce  
Mayor

**RESOLUTION #04-2015  
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 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.

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**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**

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

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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.

**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

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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.
- 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

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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.

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William J. Voyce  
Mayor

**RESOLUTION 05-2015**

**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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William J. Voyce  
Mayor

**RESOLUTION 06-2015**

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**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.

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William J. Voyce  
Mayor

**RESOLUTION 07-2015**

**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.

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William J. Voyce  
Mayor

**RESOLUTION 08-2015**

**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.**

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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.

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William J. Voyce  
Mayor

**RESOLUTION 09-2015**

**A RESOLUTION CONCERNING DELINQUENT TAXES**

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

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

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

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William J. Voyce  
Mayor

**RESOLUTION 10-2015**



**TOWNSHIP COMMITTEE  
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**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.

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William J. Voyce  
Mayor

**RESOLUTION 11-2015**

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

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

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

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

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William J. Voyce  
Mayor

**RESOLUTION 12-2015**

**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

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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.

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William J. Voyce  
Mayor

**RESOLUTION 13-2015**

**A RESOLUTION CONCERNING TAX ASSESSMENTS**

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

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

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

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

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

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

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William J. Voyce  
Mayor

**RESOLUTION 14-2015**

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**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.

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William J. Voyce  
Mayor

**RESOLUTION 15-2015**

**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

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taxes with the Hunterdon County Board of Taxation.

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

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William J. Voyce  
Mayor

**RESOLUTION #16-2015  
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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William J. Voyce  
Mayor

**RESOLUTION 17-2015  
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;

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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 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.

\_\_\_\_\_  
William J. Voyce  
Mayor

**RESOLUTION 18-2015  
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

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**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
Suburban Consulting Engineers	Municipal Wastewater Engineer	One year
Lavery, Selvaggi, Abromitis & 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.

\_\_\_\_\_  
William J. Voyce  
Mayor

**RESOLUTION #19-2015**

**TO APPOINT MEMBERS TO THE EMERGENCY MANAGEMENT COUNCIL**

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**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 1/1/15 through 12/31/15 with the exception of the Police Chief who is named as the Emergency Management Coordinator and is appointed for three (3) year term effective 1/1/15 – 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.

\_\_\_\_\_  
William J. Voyce  
Mayor

**RESOLUTION #20-2015**

**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
Rita Bernstein	Construction

\_\_\_\_\_  
William J. Voyce  
Mayor

**RESOLUTION 21-2015**

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**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.

<b>DEPARTMENT</b>	<b>AMOUNT</b>	<b>CUSTODIAN</b>
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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\_\_\_\_\_  
William J. Voyce  
Mayor

**RESOLUTION #22-2015**

**SMALL BALANCES CANCELLATION**

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

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



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**NOW, THEREFORE, BE IT RESOLVED** by the Committee of the Township of Tewksbury in the County of Hunterdon and State of New Jersey that the Tax Collector is hereby authorized to cancel tax overpayments or tax delinquencies of less than \$10.00 that occur during the year 2015.

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William J. Voyce  
Mayor

**RESOLUTION #24-2015  
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 2015.

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William J. Voyce  
Mayor

**RESOLUTION #25-2015  
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

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- 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.

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William J. Voyce  
Mayor

Ms. Desiderio moved adoption of Resolution #23-2015, seconded by Mr. Van Doren. The motion was approved. Ayes: Desiderio, DiMare, Van Doren. Nays: None. Absent: Melick. Abstain: Voyce.

**RESOLUTION #23–2015**

**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.

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William J. Voyce  
Mayor

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➤ **Citizen of the Year**

Committeeman Van Doren presented the following Proclamation.

**PROCLAMATION RECOGNIZING TEWKSBURY'S 2014 CITIZEN OF THE YEAR**

**WHEREAS**, it is the custom of the Mayor of the Township of Tewksbury to annually proclaim the virtues and attributes of an outstanding citizen and award the title of Citizen of the Year through Proclamation, and

**WHEREAS**, this award is in recognition of the many contributions made by individual citizens over the years, and

**WHEREAS**, this year's citizen of the year has volunteered countless hours of his time which have benefited all citizens of Tewksbury, and

**WHEREAS**, this year's citizen of the year began his service to the Township by becoming one of the inaugural members of the Tewksbury Agricultural Advisory Committee in January 2000, where he served continuously for 7 years, and

**WHEREAS**, J. Miller Craig became a charter member of the Tewksbury Historical Society in 1989, having been a member for the past 25 years and founded the Tewksbury Garden Tour in 1991, having served as its chairman until 2014, and

**WHEREAS**, he has served as a member of the Tewksbury Historical Society Executive Board for the past 25 years helping to preserve and disseminate the history of the Township of Tewksbury, having retired from service on December 31st, and

**WHEREAS**, he has been a member and ardent supporter of the Zion Evangelical Lutheran Church for well over 40 years where he has worshiped just about every Sunday and holiday, brought numerous new individuals and families into the Church as members and not been shy about contributing financially to support the Church and its mission, and

**WHEREAS**, the Craig Family has been farming in Hunterdon County since 1757, with Craigmar Farm on Homestead Road having been purchased by Robert Craig in 1883 and the Craigs awarded the Century Award from the N.J. Agricultural Society in 1986 for 100 years of continuous farm operation in the same family and having completed 128 years of continuous operation in 2014, and

**WHEREAS**, J. Miller Craig has seen many changes during his lifetime in Tewksbury Township, including large scale development with the opening of Interstate 78 in the 1960s and 1980s yet he has steadfastly maintained his farm with apples, peaches, crops and various animals.

**NOW, THEREFORE I PROCLAIM** that the 2014 Tewksbury Citizen of the Year is J. Miller Craig.

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**I FURTHER PROCLAIM** that this proclamation shall be spread in full upon the minutes of the Tewksbury Township Committee in perpetuity so that all may recognize the contributions J. Miller Craig has made to the quality of life in the Township of Tewksbury and so that we may honor him now and in the future.

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Shaun C. Van Doren  
2014 Mayor

**10. Public Participation**

Larry Ross, Stephanie Koven and Alice Walters congratulated Mr. Craig on being named Citizen of the Year 2014 and thanked him for his many achievements and service to the Township.

**11. Township Committee Comments**

Mr. Van Doren congratulated Mayor Voyce for being chosen as Mayor for 2015. He thanked the public for allowing him to serve as Mayor in 2014 and for electing him for another three year term. He expressed his gratitude that there were no major calamities in 2014, adding that a major item of concern for 2015 will be the funding of a \$4 million road project to address correcting the condition of roads within the Township that have suffered due to time and natural effects.

Ms. Desiderio congratulated Mayor Voyce and Mr. Van Doren, wished all present a Happy New Year and stated that the Committee will continue to work diligently to make things better for the residents of the Township.

Mr. DiMare congratulated both Mayor Voyce and Mr. Van Doren adding personal thanks to Mr. Craig on being named 2014 Citizen of the Year. He stated that he was very pleased to see a room full of residents who came to a meeting with no contentious issues to discuss!

**12. Elected Officials Comments**

Assemblyman John DiMaio congratulated incoming Mayor Voyce and the entire Committee for the work done in 2014. He noted that the Senator and Assemblymen are here to work for the residents of the Township.

Assemblyman Erik Peterson echoes Assemblyman DiMaio's comments and commended Mr. Van Doren on his seventh consecutive three year term on the Township Committee.

County Clerk Mary Melfi congratulated Mr. Van Doren on another successful term on the Township Committee adding that it is an honor to be a personal friend of his.

**13. Township Committee Comments (continued)**

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Mayor Voyce read the following words of welcome.

Distinguished Guests, Citizens, Family and Friends - Welcome

Hunterdon County just finished celebrating their 300<sup>th</sup> year. This year marks the 260<sup>th</sup> anniversary of Tewksbury Townships Incorporation. Remember Y2K? That was 15 years ago. It is important to remember that the years go fast therefore it's imperative to manage the year with tangible goals and objectives.

The citizens of Tewksbury Township continue to be blessed with dedicated volunteers serving on various boards, committees and commissions. Tewksbury citizens also benefit from emergency services volunteers in fire companies, first aid and rescue squads. We have hard-working professional staff, Police and staff at the Department of Public Works, as well as other organizations that have Tewksbury as part of their name. Tewksbury Trail Association, Tewksbury Library, Tewksbury Education Foundation, The Woman's Club of Tewksbury, Tewksbury Athletic Association, Tewksbury Historical Society, to name a few.

This year our committee will be faced with several challenges - the past few years of major storm events have accelerated road wear reducing the normal expected service life of our roads - this will require roads to be repaired sooner than anticipated - budget considerations - planned preparations and readiness for the unknown with the office of emergency management.

I would like to thank the Tewksbury Township Committee for selecting me to be Mayor for this year, it is a welcomed privilege.

I look forward to the challenges of the year ahead, working with this committee, and with all who strive and work hard for the safety, health and benefit of the citizens of Tewksbury Township.

In closing I would like to invite everyone here to a reception at our home at the conclusion of this meeting.

Thank you and may God Bless America and Tewksbury Township.

**14. Adjournment**

There being no further business, the meeting was adjourned at 10:20 AM.

Roberta A. Brassard  
Municipal Clerk