

**TOWNSHIP COMMITTEE  
REORGANIZATION MEETING  
JANUARY 2, 2018 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 Dana Desiderio, Louis DiMare, Peter Melick and William Voyce.

Committee member elect Robert Becker was also present.

Roberta Brassard, Municipal Clerk was in attendance.

There were approximately twenty 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 11, 2017.

**2. Flag Salute**

Those present stood and pledged allegiance to the American flag.

**3. Appointment of Temporary Chair**

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

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

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

**5. Election of Officers**

Dr. Voyce made a motion to elect Louis DiMare as Mayor of the Township of Tewksbury for the year 2018, seconded by Mr. Melick. The motion was approved. Ayes: Becker, Desiderio, DiMare, Melick, Voyce. Nays: None.

Mayor DiMare made a motion to elect William Voyce as Deputy Mayor of the Township of Tewksbury for the year 2018, seconded by Mr. Becker. The motion was approved. Ayes: Becker, Desiderio, DiMare, Melick, Voyce. Nays: None.

**6. Resolution #31-2018**

Dr. Voyce made a motion to adopt Resolution #31-2018, seconded by Mr. Becker. The motion was approved. Ayes: Becker, Desiderio, DiMare, Melick, Voyce. Nays: None.

Ms. Brassard swore in Timothy Barlow as Police Chief.

**TOWNSHIP OF TEWKSBURY**

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**COUNTY OF HUNTERDON  
STATE OF NEW JERSEY**

**RESOLUTION #31-2018**

**APPOINTING TIMOTHY P. BARLOW TO THE POSITION OF CHIEF OF POLICE  
OF THE TOWNSHIP OF TEWKSBURY**

**WHEREAS**, Thomas Holmes retired from service as Tewksbury Township Chief of Police on December 31, 2017; and

**WHEREAS**, the Township's Interim Administrator filed a notice of promotional opportunity to police officers eligible for promotion to the position of Chief of Police on July 27, 2017; and

**WHEREAS**, Police Sergeant Timothy P. Barlow filed a required notice of interest in promotion to the position of Chief of Police on August 7, 2017; and

**WHEREAS**, Sgt. Barlow has served the Tewksbury Township Police Department for twenty four years and as Sergeant for the past 15 years; and

**WHEREAS**, Sgt. Barlow meets all the requirements of the position of Chief of Police of Tewksbury Township.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Tewksbury, County of Hunterdon that it hereby appoints Timothy P. Barlow to the position of Chief of Police effective January 1, 2018, in accordance with the terms and conditions attached to and made part of this Resolution.

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Louis DiMare  
Mayor

APPOINTMENT OF  
**TIMOTHY P. BARLOW**  
TO THE POSTION OF  
**CHIEF OF POLICE**  
January 1, 2018

**Terms & Conditions of Appointment**

As Chief of Police, Timothy P. Barlow shall:

1. Perform all the duties of Chief of Police set forth in the Township's Administrative Code and applicable statutes of the State of New Jersey

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2. Work a five day, 42-hour week consistent with the 168 hours in a 28-day work cycle worked by officers of the Tewksbury Township Police Department
3. As an exempt employee under the Fair Labor Standard Act not be eligible for overtime or compensatory pay for hours worked in excess of the regular work week.
4. Retain all compensatory time earned prior to his appointment as Chief of Police;
5. Be paid an annual salary of \$137,000 effective January 1, 2018 and thereafter shall be eligible for cost of living increases and merit pay increases as determined by the Township Committee.
6. Shall be entitled to attend conferences, seminars and training sessions conducted by the International Association of Chief of Police, Hunterdon County Police Chiefs Association, Federal Bureau of Investigation or other related agencies subject to approval by the Township Administrator and subject to availability of funds.
7. In the event that the Chief of Police dies while in the employ of the Township, then his estate shall be awarded the full monetary value of his benefit leave time which was earned during his employment with the Township.
8. Be entitled to all provisions and benefits set forth in the Township's Personnel Policy Manual except where those conflict with this agreement.
9. Be entitled to the following holidays
  - a. New Years Day
  - b. Martin Luther King's Birthday
  - c. Presidents Day
  - d. Good Friday
  - e. Memorial Day
  - f. Independence Day
  - g. Labor Day
  - h. Columbus Day
  - i. Election Day
  - j. Veterans Day
  - k. Thanksgiving Day
  - l. Day After Thanksgiving
  - m. Christmas Day
10. Be entitled to three hundred and sixty (360) vacation hours credited on each January 1. Vacation leave so credited shall be prorated in the event of resignation or termination during the calendar year with unearned days taken deducted from any final salary payment. A total not to exceed one hundred and twenty (120) unused vacation hours may be carried over to the following calendar year. Carry over days must be used by year's end.
11. Be entitled to forty eight (48) hours leave of absence with pay for personal business. Personal leave not used during a calendar year is lost.
12. Be entitled to one hundred and twenty (120) sick leave hours per year. Sick leave may be used for personal illness or when a member of the employee's immediate family is ill and requires the presence of the employee. Unused sick leave shall accumulate from year to year to a maximum of one thousand and eighty (1080) hours. Unused sick leave exceeding one thousand and eighty (1080) hours will be compensated each year by paying at one half (1/2) hour for each unused hour accumulated each year limited to one hundred and twenty (120) hours per year. Upon retirement, under the New Jersey

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Police and Firemen's Retirement System, the Employer shall pay the employee the full amount of any unused sick leave accrued at the employee's prevailing rate of pay not to exceed seven hundred and twenty (720) hours. The total amount of sick leave allocated shall be credited to the employee as of January 1<sup>st</sup> of each year. In the event that resignation or termination of the employee occurs during the calendar year, unearned sick leave, which has already been used by said employee, will be deducted from any final salary payment.

13. Be entitled to, if injured on the job or becomes ill as a direct result of employment, receive full pay less Worker's Compensation temporary disability payments to which he is entitled during the period of his/her absence from employment for up to six (6) months, and this may be renewed for an additional six (6) months at the discretion of the Employer. Such payments shall begin from the onset of said injury or illness provided that the Employer's physician certifies that the disability prevents the employee from carrying on the normal duties as a police officer. In the event a disagreement arises with respect to the existence or extent of a job connected disability, such issue shall be determined by a physician agreed to by both parties to this Agreement, the cost of which to be borne by both parties. In any instance where the insurance carrier denies that the injury or illness is job-related, this provision will become operative only after a decision by the Division of Workers Compensation that the employee's injury or illness was sustained as a result of the performance of his/her duty. Pending the outcome of this decision, the employee may use any sick or vacation leave accumulated by him and shall later be credited with any time so used by relinquishment of any payments later received for the same period.
14. Be granted thirty six (36) consecutive hours leave, with no loss of regular pay, upon the death of a member of his/her immediate family. One of said days shall be the day of the funeral. Immediate family is defined as spouse, children, parents, brothers, sisters, grandchildren, grandparents, mother-in-law, and father-in-law. In the case of the death of an uncle, aunt, nephew, niece, brother-in-law, sister-in-law, or cousin in the first degree, and corresponding relatives of an employee's spouse, the day of the funeral shall be granted only. Additional days may be approved, upon request, by the Township Administrator, or his/her designee, which approval shall not be unreasonably withheld.

**7. Resolution #32-2018**

Dr. Voyce made a motion to adopt Resolution #32-2018, seconded by Ms. Desiderio. The motion was approved. Ayes: Becker, Desiderio, DiMare, Melick, Voyce. Nays: None.

Mr. Johnstone swore in Roberta Brassard as Township Administrator.

**TOWNSHIP OF TEWKSBURY  
COUNTY OF HUNTERDON  
STATE OF NEW JERSEY**

**RESOLUTION #32-2018**

**TOWNSHIP COMMITTEE  
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**APPOINTING ROBERTA BRASSARD TO THE POSITION OF ADMINISTRATOR CLERK  
FOR TEWKSBURY TOWNSHIP**

**WHEREAS**, Tewksbury Township has been without a full time permanent Administrator since May 2017; and

**WHEREAS**, the Township has determined that the position of Township Administrator be moved to a part time position; and

**WHEREAS**, the Township Committee has done its due diligence by conducting an extensive search to fill the position of Township Administrator; and

**WHEREAS**, Roberta Brassard has served as the Tewksbury Township Clerk since 1999; and

**WHEREAS**, the Township Committee has determined that it is in the best interest of the Township to combine the positions of Township Administrator and Township Clerk; and

**WHEREAS**, the Township Committee finds that Roberta Brassard possesses the skills to service in the dual capacity of Township Administrator and Township Clerk;

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Tewksbury, County of Hunterdon that it hereby appoints Roberta Brassard to the position of Administrator Clerk effective January 1, 2018, in accordance with the terms and conditions attached to and made part of this Resolution.

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Louis DiMare  
Mayor

APPOINTMENT OF  
**ROBERTA BRASSARD**  
TO THE POSTION OF  
**ADMINISTRATOR CLERK**  
January 1, 2018

**Terms & Conditions of Appointment**

As Administrator Clerk, Roberta Brassard shall:

15. Continue to serve as, and perform all of the duties of, Municipal Clerk as defined by applicable State law and shall continue to receive her salary as such plus any cost of living increase or merit pay as may be provided by the Township Committee in 2018 and future years.

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16. Retain her tenured status in the position of Municipal Clerk.
17. Be responsible for performing all the duties of Township Administrator as set forth in the Tewksbury Township Administrative Code and as may be amended from time to time.
18. Serve on an at will basis in her position as Township Administrator in accordance with the provisions of the Township Administrative Code.
19. Receive \$20,000 in annual salary as Township Administrator effective January 1, 2018.
20. Receive an additional \$15,000 in annual salary for a new base salary as Township Administrator of \$35,000 effective January 1, 2019. The \$15,000 increment shall be subject to satisfactorily completing the following projects in 2018:

- Submit monthly report of administrative activities to the Township Committee;
- Schedule Sexual Harassment training for all personnel;
- Review and update Personnel Policies (contact Statewide Insurance Fund for updated schedules). Submit draft changes to Township Committee for consideration and approval;
- Evaluate Department of Public Works organizational structure with recommendations to Township Committee;
- Conduct operational and financial assessment of Califon DPW agreement in conjunction with Department of Public Works by July 1. (current agreement expires 12/31/18);
- Develop a performance evaluation system/process;
- Research consolidation of police personnel files with municipal personnel files;
- Establish second personnel file for each employee for medical info only;
- Evaluate cost of State Health Benefits Plan, solicit proposal from carriers, self-insurance funds;
- Website update, recommendations re: content management and use of social media;
- Establish five year road resurfacing plan in conjunction with Department of Public Works. Submit draft plan to Township Committee for consideration/approval;
- Update vehicle inventory with evaluation of current vehicle levels. Establish ten year vehicle replacement schedule in conjunction with Department heads. Submit draft plan to Township Committee for consideration/approval.
- Review Board of Education shared services agreement. Submit draft agreement to Township Committee for consideration/approval.

**8. Mayoral Appointments**

Mayor DiMare read the following appointments.

Michael Scheier	Historic Preservation Commission	Class B	4 years
Ruth Melchiorre	Historic Preservation Commission	Class C - Alt # 1	2 years
Chris Teasdale	Environmental Commission	Chairman	1 year

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Mary Ace	Environmental Commission	Regular	3 years
Glenn Likus	Environmental Commission	Regular	3 years
Dana Desiderio	Land Use Board	Class 1 - Mayor designee.	1 year
Ed d'Armiento	Land Use Board	Class 2 - Township Official	1 year
Bruce Mackie	Land Use Board	Class 4 EC representative	3 years
David Larsen	Land Use Board	Class 4 Citizen	4 years
Blake Johnstone	Land Use Board	Class 4 –citizen	4 years
Glenn Stein	Land Use Board	Class 4 Alt #1	2 years
Nancy Held	Land Use Board	Class 4 Alt #2	2 years
Gregory Lattanzio	Land Use Board	Class 4 Alt #3	2 years
John Crimi	Agricultural Advisory Committee	Farmer (owns land farmed)	To fill unexpired term through 12/31/19
Shaun C. Van Doren	Township Historian		1 year
Michael Schlaefer	Environmental Commission	Alternate #1	2 years
Hope Kaufman	Environmental Commission	Alternate #2	To complete unexpired term of M. Schlaefer through 12-31-2018

**9. Township Committee Appointments**

Louis DiMare	Public Safety-Public Works	Mayor	1 year
Dana Desiderio	Land Use-Public Safety	Committee	1 year
Peter Melick	Public Works-Finance	Committee	1 year
Robert Becker	Finance-Community Outreach/Education	Committee	1 year
William Voyce	Community Outreach/Education - Land Use	Deputy Mayor	1 year
William Voyce	Land Use Board	Class 3 - Township Committee	1 year
Melissa Burruezo	Board of Health	Regular	3 years
David Levy	Board of Health	Regular	Unexpired term- 12-31-18
Anna Maria Miele	Board of Health	Regular	3 years
Antonio Miele	Board of Health	Alternate	2 years
Hope Kaufman	Parks Committee	Chair	1 year
Harold Wrede	Scenic Roads Commission	Chairman	1 year
Harold Wrede	Scenic Roads Commission	Regular- class 1	3 years

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Roberta Brassard	Wastewater Maintenance Committee	Administrator	3 years
Kevin Pyatt	Wastewater Maintenance Committee	Public Works Supervisor	3 years
Robert Martucci	Wastewater Maintenance Committee	Sewer Engineer	1 year
William Voyce	COAH Subcommittee	TC	1 year
Louis DiMare	COAH Subcommittee	TC	1 year
Roberta Brassard	COAH Subcommittee	Administrator	1 year
Blake Johnstone	COAH Subcommittee	LUB	1 year

**10. Annual Appointments**

Roberta Brassard Jennifer Ader	County Office on Aging
Roberta Brassard	HC Solid Waste Advisory Committee Rep.
Shaun Van Doren	Hunterdon County Agricultural Development Board Liaison
Jennifer Ader	Dog Registrar
Kevin Pyatt	Right To Know Coordinator
Tim Barlow	Emergency Management Coordinator
Paul Silverthorne	Emergency Shelter Coordinator
Wayne Beam	Deputy Emergency Management Coordinator
Tim Hanft	Deputy Emergency Management Coordinator
Katharine Errickson	Municipal Court Prosecutor
Scott Mitzner	Municipal Court Public Defender
Katty Wong Taylor	Alternate Mun. Court Prosecutor

Mr. Melick made a motion to approve the Township Committee and Annual appointments as read into the meeting minutes, seconded by Mr. Becker. The motion was approved. Ayes: Becker, Desiderio, DiMare, Melick, Voyce. Nays: None.

**11. Consent Agenda**

Mayor DiMare requested that Resolution #23-2018 be removed from the Consent Agenda and voted on separately.

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

**RESOLUTION 01-2018**

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

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**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,  
All meetings will convene at 7:30 PM in the Municipal Meeting Hall located at 60 Water Street;  
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 2018 is hereby approved.

January	9	July	10
February	13	August	14
March	13	September	11
April	10	October	9
May	8	November	13
June	12	December	11

**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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Louis DiMare  
Mayor

**RESOLUTION 02-2018  
A RESOLUTION SETTING FORTH THE TEMPORARY BUDGET FOR 2018**

**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 2018 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 2018; and

**WHEREAS**, the total appropriations in the 2018 Budget, less appropriations made for capital improvement fund and debt service are as follows:

General	7,387,184.00
Hunters Glen Sewer	46,200.00
Oldwick Sewer	129,100.00

**WHEREAS**, 26.25 percent of the total appropriations in the 2017 Budget less appropriations for capital improvement fund and debt service in the 2018 temporary budget is as follows:

General	1,939,136.00
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.

**2018 Temporary Budgets**

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<b>Current Fund</b>	<b>\$7,387,184.00</b>
<u>Revenue</u>	
Tax Collector	<b>1,939,136.00</b>
<u>Appropriation</u>	
A& E S&W	61,686.00
A& E OE	10,000.00
Township Committee S&W	6,200.00
Township Committee OE	3,600.00
Finance S&W	45,150.00
Finance OE	2,400.00
Tax Assessment S&W	10,500.00
Tax Assessment OE	1,100.00
Bartles S&W	4,000.00
Bartles OE	10,000.00
Tax Collector S&W	7,000.00
Tax Collector OE	1,500.00
Legal Services	25,000.00
Municipal Prosecutor	2,400.00
Engineering Expenses	20,000.00
Public Bldg & Grounds	33,000.00
Land Use S&W	30,000.00
Land Use OE	6,300.00
Land Use Special Projects	5,000.00
Group Ins. Health Plan	165,000.00
Other Insurance	150,000.00
Police S&W	330,000.00
Police OE	11,000.00
PBA Contract Benefits	6,300.00
Uniformed Fire Safety S&W	2,500.00
Uniformed Fire Safety OE	700.00
Public Works S&W	225,000.00
Public Works OE	75,000.00
Street Lighting	2,000.00
Board of Health S&W	1,000.00
Board of Health OE	1,000.00

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Seniors	1,500.00
Park Maintenance	10,000.00
Audit	5,000.00
Computerized Data Processing	12,000.00
Fleet Maintenance	26,000.00
Electricity	9,000.00
Garbage & Trash Pick Up	5,000.00
Natural Gas	11,000.00
Heating Fuel	14,000.00
Telecommunications	12,000.00
Gasoline & Diesel	31,000.00
Telephone	10,300.00
Municipal Court S&W	10,000.00
Municipal Court OE	3,000.00
Water & Hydrants	6,000.00
Code Enforcement S&W	52,000.00
Code Enforcement OE	3,500.00
Lease of Equipment	15,000.00
ER Share of Deferred Comp	13,500.00
ER SS & Medicare	95,000.00
ER PERS/PFRS	340,000.00
	<b>1,939,136.00</b>
<b>Hunters Glen Sewer Utility</b>	<b>\$ 46,200.00</b>
<u>Revenue</u>	
User Fees Collector	\$ 12,127.50
<u>Appropriation</u>	
Hunters Glen S&W	\$ 1,812.50
Other Expenses	\$ 10,165.00

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ER SS & Medicare	\$ 150.00
	<b>\$ 12,127.50</b>
<b>Oldwick Sewer Utility</b>	\$129,100.00
Revenue	
User Fees Collector	\$ 33,888.75
<u>Appropriation</u>	
Oldwick S&W	\$ 3,439.75
Other Expenses	\$ 28,744.00
ER SS & Medicare	\$ 1,705.00
	<b>\$ 33,888.75</b>

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Louis DiMare  
Mayor

**TOWNSHIP COMMITTEE  
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**RESOLUTION 03-2018**

**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 pursuant to N.J.S.A. 40A:5-14.

**IV. AUTHORITY TO INVEST:**

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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, Northfield 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. Roberta A. Brassard, Township Administrator.

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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 Roberta A. Brassard, Township Administrator and Marie J. Kenia, Chief Financial Officer.

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Louis DiMare  
Mayor

**RESOLUTION #04-2018  
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.

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

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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 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

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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 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

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- 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 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

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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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Louis DiMare  
Mayor

**RESOLUTION 05-2018**

**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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Louis DiMare  
Mayor

**RESOLUTION 06-2018**

**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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Louis DiMare  
Mayor

**RESOLUTION 07-2018**

**A RESOLUTION CONCERNING THE PAY SCHEDULE FOR MUNICIPAL EMPLOYEES**

**BE IT RESOLVED** by the Township Committee of the Township of Tewksbury, County

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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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Louis DiMare  
Mayor

**RESOLUTION 08-2018**

**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.

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Louis DiMare  
Mayor

**RESOLUTION 09-2018**

**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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Louis DiMare  
Mayor

**RESOLUTION 10-2018**

**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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Louis DiMare  
Mayor

**TOWNSHIP COMMITTEE  
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**RESOLUTION 11-2018**

**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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Louis DiMare  
Mayor

**RESOLUTION 12-2018**

**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.

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Louis DiMare  
Mayor

**RESOLUTION 13-2018**

**TOWNSHIP COMMITTEE  
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**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 Chief Financial Officer, the Township Committee and the individuals involved no later than June 1, 2018.

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

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Louis DiMare  
Mayor

**RESOLUTION 14-2018**

**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.

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**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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Louis DiMare  
Mayor

**RESOLUTION 15-2018**

**A RESOLUTION CONCERNING ROLL BACK TAXES**

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

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

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

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

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

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

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Louis DiMare  
Mayor

**RESOLUTION #16-2018  
CONCERNING THE TAX ASSESSOR AND THE FILING OF ASSESSOR'S APPEALS**

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**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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Louis DiMare  
Mayor

**RESOLUTION 17-2018**

**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:

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

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Dennis Bertland

Historic Preservation  
Commission Consultant

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.

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Louis DiMare  
Mayor

**RESOLUTION 18-2018**

**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

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following as described below.

Professional	Position	Term of Contract
Van Cleef Engineering Associates	Municipal Wastewater Engineer	One year
Lavery, Selvaggi, Abromitis & Cohen	Municipal Attorney	60 days
Hodulik & Morrison P.A.	Municipal Auditor	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.

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Louis DiMare  
Mayor

**RESOLUTION #19-2018  
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 01/01/2018 through 12/31/2018 with the exception of the Police Chief who is named as the Emergency Management Coordinator and whose three (3) year appointment runs from 01/01/2018 – 12/31/2020; 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.

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Louis DiMare

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Mayor

**RESOLUTION #20-2018**

**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
Ralph Price	Construction
Jennifer Ader	Administration

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Louis DiMare  
Mayor

**RESOLUTION 21-2018**

**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	Jennifer Ader
Police	\$100.00	Jean Marie DuHamel
Construction	\$100.00	Ralph Price
Tax Collection	\$100.00	Marie J. Kenia

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Court	\$100.00	Julie Kosakowski
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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Louis DiMare  
Mayor

**RESOLUTION #22-2018**

**DESIGNATING TAX COLLECTOR TO PROCESS OR CANCEL PROPERTY TAX  
REFUNDS UNDER \$10.00 AND TO CANCEL ANY PROPERTY TAX DELINQUENCIES  
UNDER \$10.00**

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

**WHEREAS**, P.L. 2013, Chapter 54 allows for processing or cancelling property tax refunds under ten dollars and cancelling any property tax delinquencies under ten dollars.

**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 2018.

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Louis DiMare  
Mayor

**RESOLUTION #24-2018  
DESIGNATING A PUBLIC AGENCY COMPLIANCE OFFICER (PACO)**

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**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 2018.

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Louis DiMare  
Mayor

**RESOLUTION #25-2018**

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

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

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

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

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

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

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

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

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Louis DiMare  
Mayor

**RESOLUTION 26-2018**

**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 Northfield Bank or Peapack Gladstone Bank through 2018 and checks drawn against these accounts be signed as follows:

Municipal Court General Account, Municipal Court Bail Account, Municipal Court OE Account

by

Julie Kosakowski, Court Administrator and Judge Edward Martin

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Louis DiMare  
Mayor

**RESOLUTION 27-2017**

**A RESOLUTION APPOINTING THE TOWNSHIP FIRE MARSHAL**

**BE IT RESOLVED**, by the Township Committee of the Township of Tewksbury, County of Hunterdon, New Jersey that the following appointment is effective 01/01/2018.

Thomas Anderson

Fire Marshal

1 year

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Louis DiMare  
Mayor

**RESOLUTION #28-2018**

**SETTING SUMMER HOURS FOR THE TOWNSHIP OF TEWKSBURY ADMINISTRATION  
AND CONSTRUCTION OFFICE**

**WHEREAS**, the Administration and Construction offices of the Township of Tewksbury have

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observed summer hours since 2012; and

**WHEREAS**, the hours of operation have proven to be beneficial to the residents of the Township as the longer opening hours make access to staff more readily available; and

**WHEREAS**, the Administration and Construction offices hours will be 7:30 AM – 4:45 PM Monday – Thursday with the Police and Public Works Departments remaining unchanged.

**NOW, THEREFORE BE IT RESOLVED** by the Township Committee of the Township of Tewksbury that summer hours for the year 2018 will be in effect for the months of July and August.

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Louis DiMare  
Mayor

**RESOLUTION #29-2018  
APPOINTING RISK MANAGEMENT CONSULTANT**

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

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

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

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

**NOW, THEREFORE, BE IT RESOLVED** by the governing body of “Local Unit”, in the County of Hunterdon and State of New Jersey, as follows:

1. The Township of Tewksbury hereby appoints Mike Tillisch of Groendyke Associates its local Risk Management Consultant.
2. The Mayor of the Township Committee of the Township of Tewksbury and Risk Management Consultant are hereby authorized to execute the Risk Management Consultant’s Agreement for the year 2018 in the form attached hereto.

Name of Entity: Township of Tewksbury

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Louis Di Mare  
Mayor

**2018 FUND YEAR  
STATEWIDE INSURANCE FUND**

**RISK MANAGEMENT CONSULTANT'S AGREEMENT**

**THIS AGREEMENT** entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, among the Statewide Insurance Fund ("FUND"), a joint insurance fund of the State of New Jersey, \_\_\_\_\_ ("MEMBER") and \_\_\_\_\_ ("CONSULTANT") through a fair and open process, pursuant to N.J.S.A.19:44A-20.4.

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

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

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

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

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

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

1. For and in consideration of the amount stated hereinafter, the CONSULTANT shall:
  - (a) assist in evaluating the MEMBER'S exposures and advise on matters relating to the Member's operation and coverage.
  - (b) explain to the MEMBER, or its representatives, the various coverages available from the FUND.
  - (c) explain to the MEMBER, or its representatives, the terms of the member's commitment and obligations to the FUND.
  - (d) explain to the MEMBER, or its representatives the operation of the FUND.
  - (e) prepare applications, statements of values, etc., on behalf of the MEMBER, if

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required by the FUND.

- (f) review the MEMBER'S assessment and assist in the preparation of the MEMBER'S insurance budget.
- (g) review losses and engineering reports and provide assistance to the MEMBER'S safety committee, if required.
- (h) assist in the claims settlement process, if required, by MEMBER or FUND.
- (i) attend the majority of meetings of the Fund Commissioners or Executive Committee, if requested, and perform such other services as required by the MEMBER or the FUND.
- (j) comply with the obligations imposed upon Risk Managers in the FUND's Bylaws.
- (k) act in good faith and fair dealing to the FUND.
- (l) perform other duties for the FUND as may be required from time to time by the FUND.

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2. In exchange for the above services, the CONSULTANT shall be compensated in the following manner:
  - (a) The CONSULTANT shall be paid by the FUND, on behalf of the MEMBER, a fee as compensation for services rendered. Said fee, an apportionment of the MEMBER's assessment: 6% of workers' compensation (excluding any fees, PLIGA, and loss ratio apportionment); 7.5% of non WC assessment (excluding any fees, PLIGA, and loss ratio apportionment);
  - (b) The CONSULTANT shall be entitled to compensation for services provided during any calendar year only if the CONSULTANT has been appointed and holds the position of Risk Management Consultant, as of January 31 of the said calendar year for counties and municipalities holding general elections and July 30 for municipalities holding regular elections.
  - (c) For any insurance coverages authorized by the MEMBER to be placed outside the FUND, the CONSULTANT shall receive as compensation the normal brokerage commissions paid by the insurance company. The premiums for said policies shall not be added to the FUND's assessment in computing the fee set forth in 2(a).
  - (d) If the MEMBER shall require of the CONSULTANT extra services other than those outlined above, the CONSULTANT shall be paid by the MEMBER a fee at a rate to be negotiated by the parties.
3. The term of this Agreement shall be from **January 1, 2018** to **January 1, 2019**. However, this Agreement may be terminated by either party at any time by mailing to the other thirty (30) days written notice, certified mail return receipt.
4. The CONSULTANT shall comply with all laws applicable to producers who provide insurance products to public entities and shall comply with all applicable statutes and regulations relating to joint insurance funds.
5. The CONSULTANT agrees to comply with all affirmative action laws applicable in accordance with Exhibit A and to submit all necessary documentation establishing compliance within seven (7) days of this Agreement.

**ATTEST:**

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**Member Representative**

**ATTEST:**

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\_\_\_\_\_  
Officer

\_\_\_\_\_  
Risk Management Consultant Corporate

ATTEST:  
  
\_\_\_\_\_

\_\_\_\_\_  
Statewide Insurance Fund Chairperson

**EXHIBIT A  
STATEWIDE INSURANCE FUND**

**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY NOTICE  
(N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq.)  
GOODS, PROFESSIONAL SERVICES AND GENERAL SERVICE CONTRACTS**

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

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

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

**OR**

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

**OR**

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

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

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

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

COMPANY: \_\_\_\_\_  
Risk Management Consultant

SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

**RESOLUTION #30-2018**

**STATEWIDE INSURANCE FUND APPOINTING FUND COMMISSIONER**

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

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

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Tewksbury that Roberta Brassard is hereby appointed as the Fund Commissioner for the Local Unit for the year 2018; and

**BE IT FURTHER RESOLVED** that Marie Kenia is hereby appointed as the Alternate Fund Commissioner for the Local Unit for the year 2018; and

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

Name of Entity: Township of Tewksbury

\_\_\_\_\_  
Louis DiMare  
Mayor

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**ITEM REMOVED FROM THE CONSENT AGENDA**

Ms. Desiderio moved adoption of Resolution #23-2018, seconded by Mayor DiMare. The motion was approved. Ayes: Becker, Desiderio, DiMare. Nays: None. Abstain: Melick, Voyce.

**RESOLUTION #23-2018**

**WAIVING FIRE INSPECTION AND PERMIT FEES FOR PUBLIC SAFETY SERVICE ORGANIZATIONS AND NOT-FOR-PROFIT 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 inspection and permit fees 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 inspection and 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 other not-for-profit organizations will have the fire inspection and permit fees waived at the discretion of the Fire Marshal; 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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Louis DiMare  
Mayor

**12. Public Participation**

There were no comments heard from the public.

**13. Township Committee Comments**

Mayor DiMare wished all present a happy new year, adding good wished to Mr. Becker, Chief Barlow, Ms. Brassard and Mr. Pyatt. He noted that it should prove to be an interesting year with a "learning curve".

Dr. Voyce congratulated Mayor DiMare and outgoing Mayor Dana Desiderio and wished everyone present a happy new year.

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Mr. Melick echoed Dr. Voyce's comments, adding that 2018 will be a year of transitions and hoped that all would work well together for the good of the Township.

Ms. Desiderio stated that it is her great pleasure to serve on the Township Committee, adding her good wished to Mayor DiMare, Mr. Becker, Chief Barlow and Ms. Brassard.

Mr. Becker stated that he looks forward to serving on the Committee and thanked the voters of Tewksbury for their support. He expressed his desire for a true community effort moving into 2018.

**14. Adjournment**

There being no further business, the meeting was adjourned at 7:45 PM.

Roberta A. Brassard  
Municipal Clerk