

READINGTON TOWNSHIP COMMITTEE
REORGANIZATION MEETING
JANUARY 4, 2016

Sharon A. Dragan, Esq., *called the meeting to order at 6:30 p.m.* announcing that all laws governing the Open Public Meetings Act have been met and that this meeting has been duly advertised.

PRESENT: Mr. John Broten, Mrs. M. Elizabeth Duffy, Mrs. Betty Ann Fort,
Mr. Benjamin Smith

ABSENT: Mr. Samuel Tropello (*joined the meeting at 6:55 p.m.*)

ALSO PRESENT: Attorney Sharon Dragan, Administrator Vita Mekovetz

Sharon A. Dragan, Esq. led those present in the *Salute to the Flag*.

Swearing in of M. Elizabeth Duffy and Benjamin Smith as members of the Township Committee for a three (3) year term.

Administrator Mekovetz swore in Mrs. M. Elizabeth Duffy as a member of the Township Committee for a three (3) year term.

Administrator Mekovetz swore in Mr. Benjamin Smith as a member of the Township Committee for a three (3) year term.

Attorney Dragan asked for nominations for Mayor for the year 2016.

A **MOTION** was made by Mrs. Duffy to nominate Betty Ann Fort for the position of Mayor for 2016. This motion was seconded by Mr. Smith and on Roll Call vote the following was recorded:

Mr. Broten	- Aye
Mrs. Duffy	-Aye
Mrs. Fort	-Aye
Mr. Smith	-Aye

Administrator Mekovetz administers Oath of Office to Mayor.

Administrator Mekovetz swore in Mrs. Betty Ann Fort as Mayor for the year 2016.

2016 MAYOR'S COMMENTS:

Mayor Fort made the following comments:

Every year at the Reorganization Meeting we take a moment to look at the [past] year and then look forward to the year ahead of us. Before we do that I would like to take a moment to congratulate Committeeperson Liz Duffy on her re-election and welcome newly elected Committeeperson Ben Smith; we are looking forward to working together. Also, I want to take a moment to thank Tom Auriemma for all of his efforts for Readington Township, he has helped keep Readington the great place it is. Tom, enjoy your leisure but remember we still have your phone number.

The year 2015 was relatively calm although there are still big issues in front of us. The future of Solberg Airport remains at the top of the list. The Township lost the lower court case and now must decide whether or not to appeal. That decision is awaiting a decision on how much the Solbergs owe in back taxes, among other considerations.

Also, the State Supreme Court issued a decision which abolished COAH and set new numbers for municipalities across the State to provide affordable housing. This Township has complied with our requirements and we are drafting plans to continue to comply.

The future of the Merck property is still undecided as well. Although there is a contract purchaser, no final contract has been signed as far as we know. We stand ready to work with any owner to find a use or uses for that property which will be in the best interest of Readington.

Residents continue to move into the Toll Brothers Active Adult Community on Route 22 and Mark Hartman's mixed use development next door continues to make progress. The affordable housing units in the rear building on that property are already fully occupied.

Several new businesses have opened this past year including the Walgreens Pharmacy, Black River Coffee Roasters, Tenderhill Restaurant and the Farmer and the Chickpea along Route 22.

We also now have both a Verizon and a Sprint Store. Kings Supermarket indicated a strong commitment to Readington by completely redoing their store and for the grand re-opening I got to cut a pasta braid, not a red ribbon, but a pasta braid. And Janet Rollero expanded her Healthy-U Fitness, moving across Route 22 to the Flath building. As always, I encourage you all to support these and all of our local businesses. The best way to keep existing businesses here and to attract new ones is to patronize them.

The Transco pipeline dug its way through the Township in 2015 and I am sure we are glad to see the land restored and the noise and dirt gone. I would like to thank Committeeperson John Broten for his diligence in shepherding that project and being on top of complaints and problems, thank you John.

Because of the mild fall and the early winter weather, our Public Works Department was able to continue roadwork long past when it usually has to stop. My effort to enhance communication (i.e. Mayor's Newsletter) was partially successful. I was hoping for four issues; we got out two. We are going to do four this year.

The Committee's most important job for 2016 is, as always, to deliver the best services to our residents in the most cost effective way possible. We have a wonderful work force in Readington Township – talented, committed and professional are on who we rely to get this work done. Readington Township is also very fortunate to have a virtual army of dedicated volunteers who working together to make Readington the special place to live that it is. We want to thank all of them for their efforts and I would just like to note if you missed it in the Readington News, that at our Annual Volunteer Dinner in November, we celebrated six volunteers who have volunteered for Readington for fifty years or more.

As always, we are all interested in your comments and your suggestions and so we look forward to a great 2016!

REORGANIZATION:

1. **2016 Appointments**

The following resolution was offered for consideration:

#R-2016-01

**TOWNSHIP OF READINGTON
 RESOLUTION**

BE IT RESOLVED, that the following appointments are made for the year 2016:

2016 APPOINTMENTS

<u>POSITION</u>	<u>APPOINTMENT</u>	<u>TERM/YEARS</u>
DEPUTY MAYOR.....	M. ELIZABETH DUFFY	ONE YEAR
TOWNSHIP ATTORNEY.....	SHARON A. DRAGAN	ONE YEAR
TOWNSHIP ENGINEER.....	ROBERT O'BRIEN.....	ONE YEAR
	(HATCH, MOTT, MacDONALD)	
TOWNSHIP AUDITOR.....	LERCH, VINCI & HIGGINS, LLP.....	ONE YEAR
TOWNSHIP PROSECUTOR.....	ROBERT BALLARD.....	ONE YEAR
PUBLIC DEFENDER	SCOTT MITZNER	ONE YEAR
ALTERNATE PUBLIC DEFENDER.....	ANTHONY ROTTUNO	ONE YEAR
DEPUTY TOWNSHIP CLERK.....	KARIN M. PARKER	ONE YEAR
ASSESSMENT SEARCH OFFICER.. ..	VITA MEKOVETZ.....	ONE YEAR
BOARD OF ADJUSTMENT.....	ALAN HARWICK.....	FOUR YEARS
	DIANA HENDRY.....	FOUR YEARS
	PATRICK RYAN (1 ST ALT).....	ONE YEAR
	KAREN McCULLOUGH (2 ND ALT).....	TWO YEARS
BOARD OF HEALTH:.....	CHRISTINA ALBRECHT.....	THREE YEARS
	JANE BUTULA.....	THREE YEARS
	WENDY SHEAY (ALTERNATE).....	TWO YEARS
DOG LICENSING OFFICIAL.....	MEG SLUTTER	ONE YEAR
DOG WARDEN.....	ANIMAL CONTROL SOLUTIONS	ONE YEAR
ENVIRONMENTAL COMMISSION CHAIR	STEPHEN FOSTER	ONE YEAR
ENVIRONMENTAL COMMISSION	ROBERT BAUMGAERTNER.....	THREE YEARS
	JASON GIROUD.....	THREE YEARS
	JERRY COOK (PB LIAISON).....	ONE YEAR
FIRE OFFICIAL.....	JOHN BARCZYK.....	TWO YEARS
FLOOD VERIFICATION OFFICIAL	MARY MASTRO	ONE YEAR
LIBRARY ADVISOR.....	RONALD P. MONACO.....	ONE YEAR
MUNICIPAL COORDINATOR (office on aging)	LORRAINE KRIZENAWSKI	ONE YEAR
PAIC FUND COMMISSIONER	VITA MEKOVETZ.....	ONE YEAR
PERS/PFRS CERTIFYING OFFICER.....	VITA MEKOVETZ.....	ONE YEAR

Resolution #R-2016-01 cont'd:

<u>POSITION</u>	<u>APPOINTMENT</u>	<u>TERM/YEARS</u>
PLANNING BOARD.....	BETTY ANN FORT..... (CLASS I).....	ONE YEAR
	RONALD P. MONACO.....(CLASS II).....	ONE YEAR
	M. ELIZABETH DUFFY....(CLASS III).....	ONE YEAR
	CHERYL FILLER..... (CLASS IV)....	FOUR YEARS
	ALAN HARWICK.....(CLASS IV)...	FOUR YEARS
	JOHN ALBANESE.....(CLASS IV)..	THREE YEARS
TOWNSHIP PHYSICIAN.....	THE DOCTOR IS IN.....	ONE YEAR
ALTERNATE TWP. PHYSICIAN.....	THE DOCTOR IS IN.....	ONE YEAR
POLICE OFFICER (SPECIAL).....	ROBERT MARELLI.... (CLASS II).....	ONE YEAR
	NICHOLAS TSENTAS.....(CLASS I)	ONE YEAR
	ANTHONY ADAMS.....(CLASS I).....	ONE YEAR
	SALVATORE INTILI...(CLASS I).....	ONE YEAR
PROPERTY CERTIFICATION OFFICIAL.....	JOHN BARCZYK.....	ONE YEAR
SOCIAL SERVICES COMMITTEE.....	GERARD McCAFFREY.....	FOUR YEARS
SOCIAL SERVICE CASE WORKER.....	BONNIE LIDDANE	ONE YEAR
SOCIAL SERVICE DIRECTOR.....	DIANE CLAPP	ONE YEAR
RECREATION COMMITTEE:.....	SHARON BOBNAR-BECKER.....	ONE YEAR
	BILL QUINN	ONE YEAR
	KEN GROEL	ONE YEAR
	MARK TOMAN	ONE YEAR
	MELISSA ADAMS.....	ONE YEAR
	JOHN HUNT.....	ONE YEAR
	MATTHEW MILLER.....	ONE YEAR
MUNICIPAL RECYCLING COORDINATOR.....	SCOTT JESSEMAN	ONE YEAR
SCHOOL CROSSING GUARDS.....	JILL KREIDER.....	ONE YEAR
	MARGARET FARRELL.....	ONE YEAR
	LORRAINE HERZOG.....	ONE YEAR
SEWER ADVISORY COMMITTEE	DAVID OLSEN	ONE YEAR
	RONALD P. MONACO.....	ONE YEAR
	WILLIAM MEGLAUGHLIN.....	ONE YEAR
RLSA REPRESENTATIVE.....	TANYA ROHRBACH..(Feb 1 st).....	FIVE YEARS
STREET NAMING COMMITTEE.....	STEPHANIE B. STEVENS	ONE YEAR
	CAROL MAGNATTA	ONE YEAR
SOLID WASTE ADVISORY COUNCIL.....	SAMUEL TROPELLO.....	ONE YEAR
TAX SEARCH OFFICER	MICHAEL BALOGH.....	ONE YEAR
AGRICULTURAL LAND ADVISORY COMM.	JULIA C. ALLEN	ONE YEAR
	KRISTEN DOYLE.....	ONE YEAR
	RONALD MONACO.....	ONE YEAR

MUSEUM COMMITTEE.....	NANCY
O'MALLEY.....	THREE YEARS
SHELIA PACIULLO.....	THREE YEARS

Resolution #R-2016-01 cont'd:

<u>POSITION</u>	<u>APPOINTMENT</u>	<u>TERM/YEARS</u>
OPEN SPACE ADVISORY BOARD.....	M. ELIZABETH DUFFY.....	ONE YEAR
	NEIL HENDRICKSON.....	THREE YEARS
	JAY KELLY.....	THREE YEARS
	SANDRA MADON.....	THREE YEARS
	JONATHAN HELLER (1 ST ALT).....	TWO YEARS
OPEN SPACE ADVISORY CHAIR.....	JUERGEN HUELSEBUSCH.....	ONE YEAR
OPEN SPACE ADVISORY VICE-CHAIR.....	JULIA C. ALLEN.....	ONE YEAR
CHIEF OF CHIEFS.....	BILL KAPLAN.....	ONE YEAR

EMERGENCY MANAGEMENT

COORDINATOR.....	JOEL KERWIN.....	THREE YEARS
DEPUTY COORDINATOR.....	CHIEF SEBASTIAN DONARUMA.....	ONE YEAR
DEPUTY COORDINATOR.....	BJ APGAR.....	ONE YEAR
CERT COORDINATOR.....	PAUL GRASSIE.....	ONE YEAR
LEPC COORDINATOR.....	IRENE NOVAK.....	ONE YEAR
MAYOR.....	BETTY ANN FORT.....	ONE YEAR
TWP. ADMINISTRATOR.....	VITA MEKOVETZ.....	ONE YEAR
CONSTRUCTION OFFICIAL.....	MICHAEL KOVONUK.....	ONE YEAR
BOARD OF HEALTH MEMBER.....	ROBERT COLBURN.....	ONE YEAR
TOWNSHIP SOCIAL SERVICES.....	DIANE CLAPP.....	ONE YEAR
TOWNSHIP PLANNING BOARD.....	M. ELIZABETH DUFFY.....	ONE YEAR
FIRE CHIEF.....	BILL KAPLAN.....	ONE YEAR
WHITEHOUSE STATION FIRST AID.....	WHITEHOUSE STATION FIRST AID.....	ONE YEAR
DIRECTOR OF PUBLIC WORKS.....	SCOTT JESSEMAN.....	ONE YEAR
TOWNSHIP ATTORNEY.....	SHARON A. DRAGAN.....	ONE YEAR
TOWNSHIP ENGINEER.....	ROBERT O'BRIEN.....	ONE YEAR
READINGTON TOWNSHIP SCHOOLS....	DON RACE.....	ONE YEAR
BUILDINGS & GROUNDS.....	SCOTT JESSEMAN.....	ONE YEAR
PUBLIC REPRESENTATIVE.....	DON GORDON.....	ONE YEAR

A **MOTION** was made by Mrs. Duffy to adopt this Resolution, seconded by Mr. Smith and on Roll Call vote the following was recorded:

- Mr. Broten - Nay (*due to the fact that the majority of the elected committee members were not consulted on the appointments*)
- Mrs. Duffy -Aye
- Mr. Smith -Aye (*with the exception of abstaining on his vote to reappoint his spouse, Christina Albrecht, to the Board of Health*)
- Mayor Fort - Aye

2. **2016 Committee Appointments Resolution by the Mayor**

The following resolution for consideration:

#R-2016-02

**TOWNSHIP OF READINGTON
RESOLUTION**

BE IT RESOLVED, by the Mayor of Readington Township, that the following Committee assignments be made for the year 2016:

John Broten:

Engineering, Roads, Building & Grounds, Recycling
Library Services

M. Elizabeth Duffy:

Planning Board
Farmland/Open Space Preservation\Land Projects Liaison
Social Services

Betty Ann Fort:

Historic Preservation/Museums
Zoning/ Construction Code Department
Emergency Services
Recreation
Planning Board

Ben Smith:

Finance
Police Department
Sewer Advisory

Samuel Tropello:

Board of Health
School Crossing Guards
Municipal Court

Entire Township Committee

Township Clerk
Board of Adjustment
Non-Profit Housing

A MOTION was made by Mr. Broten to adopt this Resolution, seconded by Mrs. Duffy and on Roll Call vote the following was recorded:

Mr. Broten	- Aye
Mrs. Duffy	-Aye
Mr. Smith	-Aye
Mayor Fort	- Aye

CONSENT AGENDA:

Mayor Fort made the following statement:

All items listed with an asterisk “*” are considered to be routine by the Township Committee and will be enacted by one motion. There will be no separate discussion of these items unless a committee member or citizen requests, in which event the item will be removed from the General Order of Business and considered in its normal sequence on the agenda.

- * 1. ***Resolution Authorizing the Adoption of the Cash Management Plan for the Year 2016***

The following resolution was offered for consideration:

#R-2016-03

***RESOLUTION AUTHORIZING THE ADOPTION OF THE CASH MANAGEMENT PLAN
FOR THE YEAR 2016***

WHEREAS, the State of New Jersey Local Fiscal Affairs Law, N.J.S.A. 40A:5, et seq. requires that municipalities adopt a Cash Management Plan which is designed to assure, to the extent practical, investment of local funds in interest bearing accounts and other permitted investments; and

WHEREAS, the Cash Management Plan must include:

1. The designation of a public depository or depositories
2. The authorization for investments as permitted by various applicable laws
3. The annual submission of the Cash Management Plan to the governing body, which must be approved by a majority vote
4. An annual audit of the Cash Management Plan.
5. That when an investment is in bonds which mature in more than one year, a determination that the maturity approximates the prospective time when such funds are needed

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Readington that the attached Cash Management Plan is hereby adopted for the year 2016.

**Cash Management Plan
2016**

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Resolution #R-2016-03 cont'd:

I. STATEMENT OF PURPOSE

This Cash Management Plan (the “Plan”) is prepared pursuant to the provisions of N.J.S. A.40A: 5-14 in order to set forth the basis for the deposits and investment of certain public funds of the Township of Readington, pending the use of such funds for the intended purposes. The plan is intended to assure that all public funds identified herein are deposited in interest bearing Deposits or otherwise invested in Permitted Investments hereinafter referred to. The intent of the Plan is to provide that the decisions made with regard to the Deposits and the Permitted Investments will be done to insure the safety, the liquidity (regarding its availability for the intended purposes), and the maximum investment return within such limits. The Plan is intended to insure that any Deposit or Permitted Investment matures within the time period that approximates the prospective need for the funds deposited or invested so that there is not a risk to the market value of such Deposits or Permitted Investments.

II. IDENTIFICATION OF FUNDS AND ACCOUNTS TO BE COVERED BY THE PLAN.

- A. The Plan is intended to cover the deposit and/or investment of the following funds and accounts of the Township of Readington:
 - 1. Current Fund
 - a. Current
 - b. Claims
 - c. Payroll
 - 2. Treasurer’s Trust
 - a. Developers Escrow
 - b. Government Grant
 - c. Recreation
 - d. Driveway Apron
 - e. Public Library
 - f. Losap
 - g. Maintenance Guarantee
 - h. Museum
 - i. Rent Security
 - j. Unemployment
 - k. General Trust
 - l. Payroll Agency
 - m. Housing
 - n. POAA
 - o. Board of Health Escrow
 - p. Open Space
 - q. Forfeited Property
 - 3. Dog License
 - 4. General Capital
 - 5. Public Assistance
 - 6. Sewer Operating & Expansion

- B. It is understood that this Plan is not intended to cover certain funds and accounts

- of the Township of Readington, Specifically:
1. Deferred Compensation
 2. Municipal Court
 - a. Fines Account
 - b. Bail Accounts

Resolution #R-2016-03 cont'd:

III. DESIGNATION OF OFFICIALS OF THE TOWNSHIP OF READINGTON AUTHORIZED TO MAKE DEPOSITS AND INVESTMENTS UNDER THE PLAN.

The Chief Financial Officer of the Township of Readington and the Treasurer are hereby authorized and directed to deposit and/or invest the funds referred to in the Plan. Prior to making any such Deposits or any Permitted Investments, such officials of the Township of Readington are directed to supply to all depositories or any other parties with whom the Deposits or Permitted Investments are made a written copy of this Plan which shall be acknowledged in writing by such parties and a copy of such acknowledgment kept on file with such officials.

IV. DESIGNATION OF DEPOSITORIES

The following banks and financial institutions are hereby designated as official depositories for the Deposit of all public funds referred to in the Plan, including any certificates of Deposit which are not otherwise invested in Permitted Investments as provided for in this Plan:

TD BANK
NJ CASH MANAGEMENT FUND
WELLS FARGO BANK
PNC BANK
INVESTORS SAVINGS
PEAPACK GLADSTONE BANK

All depositories must conform to the Government Unit Deposit Protection Act (GUDPA), and shall provide a Notification of Eligibility from the State of New Jersey, Department of Banking, on a semi-annual basis. In addition, designated depositories shall maintain maximum FDIC or FSLIC coverage of all Township funds on deposit.

V. DEPOSIT OF FUNDS

All funds shall be deposited within forty-eight (48) hours of receipt, in accordance with N.J.S.A. 40A: 5-15, into appropriate fund operating accounts. Non-interest bearing operating and capital accounts shall be regularly monitored for the availability of funds for investment. Debt Service and Trust accounts shall be maintained in accordance with Federal and State statutes, regulating such funds. Payroll, Developers' Escrow, Professional Fees Escrow, Performance Bond deposits and other agency funds, which represent funds of individuals and other organizations held by the Township shall be deposited in regular interest bearing checking accounts, unless applicable State statutes direct otherwise. Grant funds shall be deposited in accordance with the regulations of the granting government or agency.

Where compensating balances are required by any designated depository to offset the cost of services provided an agreement between the Township and the depository shall be executed, specifying the charge for each service and the balance required to offset each charge. Said

agreement shall be reviewed on an annual basis.

Resolution #R-2016-03 cont'd:

VI. DESIGNATION OF BROKERAGE FIRMS AND DEALERS WITH WHOM THE DESIGNATED OFFICIALS MAY DEAL.

The following brokerage firms and/or dealers and other institutions are hereby designated as firms with whom the Designated Officials of the Township, referred to in this Plan may deal for purposes of buying and selling securities identified in this Plan as Permitted Investments or otherwise providing for Deposits. All such brokerage firms and/or dealers shall acknowledge in writing receipt of this Plan by sending a copy of such acknowledgment to the Designated Officials referred to in Section III above.

FNC - FINANCIAL NORTHEASTERN COMPANIES
GIBRALTAR SECURITIES CO.

VII. INVESTMENT INSTRUMENTS AND PROCEDURE

A. Except as otherwise specifically provided for herein, the Designated Official is hereby authorized to invest the public funds covered by this Plan, to the extent not otherwise held in Deposits, in the following Permitted Investments:

1. Bonds or other obligations of the United States of America or obligations guaranteed by the United States of America;
2. Government money market mutual funds;
3. Any obligation that a federal agency or a federal instrumentality has issued in accordance with an act of Congress, which security has a maturity date not greater than 397 days from the date of purchase, provided that such obligation bears a fixed rate of interest not dependent on any index or other external factor;
4. Bonds or other obligations of the Local Unit or bonds or other obligations of school districts of which the Local Unit is a part or within which the School district is located;
5. Bonds or other obligations, having a maturity date not more than 397 days from the date of purchase, approved by the Division of Investment of the Department of the Treasury for investment by Local Units;
6. Local government investment pools;
7. Deposits with the State of New Jersey Cash Management Fund established pursuant to section 1 of P.L. 1977,c.281 (C.52: 18A-90.4); or
8. Agreements for the repurchase of fully collateralized securities if:
 - a. The underlying securities are permitted investments pursuant to paragraphs (1) and (3) of this subsection a;
 - b. The custody of collateral is transferred to a third party;
 - c. The maturity of the agreement is not more than 30 days;
 - d. The underlying securities are purchased through a public depository as defined in section 1 of P.L. 1970, c.236 (C.17:9-41); ND
 - e. A master repurchase agreement providing for the custody and security of collateral is executed.

For purposes of the above language, the terms “government money market mutual fund” and Local government investment pool” shall have the following definitions:

Government Money Market Mutual Fund. An Investment Company or investment trusts:

Resolution #R-2016-03 cont’d:

- a. Which is registered with the Securities and Exchange Commission under the “Investment Company Act of 1940,” 15 U.S.C. sec. 80a-1, et seq., and operated in accordance with 17 C.F.R. sec. 270.2a-7.
- b. The portfolio of which is limited to U.S. Government securities that meet the definition of any eligible security pursuant to 17 C.F.R. sec 270.2a-7 and repurchase agreements that are collateralized by such U.S. Government securities; and
- c. Which has:
- d. Attained the highest ranking or the highest letter and numerical rating of a nationally recognized statistical rating organization; or
- e. investing in U.S. Government securities for at least the most recent past 60 Months and with assets under management in excess of \$500 million.

Local Government Investment Pool. An investment pool:

- a. Which is managed in accordance with 17 C.F.R. sec. 270.2a.7;
- b. Which is rated in the highest category by a nationally recognized statistical rating organization; which is limited to U.S. Government securities that meet the definition of an eligible security pursuant to 17 C.F.R. sec. 270.2a-7 and repurchase agreements that are collateralized by U.S. Government securities;
- c. Which is in compliance with rules adopted pursuant to the “Administrative Procedure Act,” P.L. 1968, c.410 (c.52: 14B-1 et seq.) by the Local Finance Board of the Division of Local Government Services in the Department of Community Affairs, which rules shall provide for disclosure and reporting requirements, and other provisions deemed necessary by the board to provide for the safety, liquidity and yield of the investments;
- d. Which does not permit investments in instruments that: are subject to high price volatility with changing market conditions; cannot reasonable be expected, at the time of interest rate adjustment, to have a market value that approximates their par value; or utilize an index that does not support a stable net asset value; and
- e. which purchases and redeems investments directly from the issuer, government money market mutual fund, or the State of New Jersey Cash Management Fund, or through the use of a national or State bank, located within this State, or through a broker-dealer which, at the time of purchase or redemption, has been registered continuously for a period of at least two years pursuant to section9 of P.L. 1967 c.9 (C.49:3-56) and has at least \$25 million in capital stock (or equivalent capitalization if not a corporation), surplus reserves for contingencies and undivided profits, or through a securities dealer who makes primary markets in U.S. Government securities and reports daily to the Federal Reserve Bank of New York its position in and borrowing on such U.S. Government securities.

B: Notwithstanding the above authorization, the monies on hand in the following funds

and accounts shall be further limited as to maturities, specific investments or otherwise as follows:

VIII. SAFEKEEPING CUSTODY PAYMENT AND ACKNOWLEDGMENT OF RECEIPT OF PLAN.

Resolution #R-2016-03 cont'd:

To the extent that any Deposit or Permitted Investment involves a document or security which is not physically held by the Township, then such instrument or security shall be covered by a custodial agreement with an independent third party, which shall be a bank or financial institution in the State of New Jersey. Such institution shall provide for the designation of such investments in the name of the Township to assure that there is no unauthorized use of the funds or the Permitted Investments that involve securities shall be executed by a “delivery versus payment” method to insure that such Permitted Investments are either received by the Township or by a third party custodian prior to or upon the release of the Township’s funds.

To assure that all parties with whom the Township deals either by way of Deposits or Permitted Investments are aware of the authority and the limits set forth in this Plan, all such parties shall be supplied with a copy of this Plan in writing and all such parties shall acknowledge the receipt of that Plan in writing, a copy of which shall acknowledge the receipt of that Plan in writing, a copy of which shall be on file with the Designated Official(s).

IX. DISBURSEMENT OF FUNDS

All funds shall be disbursed as authorized and directed by the Township Committee. The Chief Financial Officer shall, at the beginning of the year, present to the Township Committee a schedule of debt service principal and interest payments and when available, a schedule of School Tax payments for the upcoming year. Upon approval of the schedules of payments by the Township Committee, the Chief Financial Officer shall then have the authority to make the following disbursements:

- School Taxes
- County Taxes
- Open Space Taxes
- Interfunds
- Purchase of Investments
- Debt Service
- Payroll - Salaries and Wages
- Health Benefits for Employees & Retirees
- Pension payments
- Postage
- Petty Cash Reimbursements
- Utility bills

X. PETTY CASH FUND

Reimbursements for expenditures through the Petty Cash Fund shall be made within the limits approved by the Director of the Division of Local Government Services. The Petty Cash Fund shall be maintained in accordance with N.J.S.A. 40A: 5-21. Petty Cash Funds shall be maintained in the following amounts:

Finance Dept \$ 200

XI. CHANGE FUNDS

Change funds have been established by past resolutions of the governing body to provide change to taxpayers making payments to the following departments:

Resolution #R-2016-03 cont'd:

Tax Office	\$ 150.00
Municipal Court	\$ 200.00
Police Department	\$ 100.00
Department of Public Works	\$ 100.00
Township Clerk/ Animal Control License Official	\$ 100.00

XII. BONDING

The following officials shall be covered by individual or blanket surety bonds; said surety bonds to be examined by the independent auditor to insure their proper execution:

Chief Financial Officer
Treasurer
Tax Collector
Assistant Tax Collector
Municipal Magistrate
Court Administrator
Deputy Court Administrator

Staff members of the Department of Finance and Tax Collection not covered by separate surety bonds shall be covered by a Public Employee's Faithful Performance Bond.

XIII. COMPLIANCE

The Cash Management Plan of the Township of Readington shall be subject to the approval of the Township Attorney, and shall be subject to the annual audit conducted pursuant to N.J.S.A. 40A: 5-4.

As stated in N.J.S.A. 40A:5-14, the official(s) charged with the custody of Township funds shall deposit them as instructed by this Cash Management Plan, and shall thereafter be relieved of any liability or loss due to the insolvency or closing of any designated depository.

If at any time, this Cash Management Plan conflicts with any regulation of the State of New Jersey, or and department thereof, the applicable State regulations shall apply.

XIV. REPORTING REQUIREMENTS.

By the tenth day of each month during which this Plan is in effect, the Designated Official(s) referred to in Section III hereof shall supply to the governing body of the Township a written report of any permitted investments made pursuant to this Plan, which shall include, at a minimum, the following information:

- A. The Name of any institution holding funds of the Township as a permitted investment.

- B. The amount of investments purchased or sold during the immediately preceding month.
- C. The class or type of investment purchased.
- D. The book value of such investments
- E. The earned income on such permitted investment. To the extent that such amounts are actually earned at maturity, this report shall provide an accrual of such earnings during the immediately preceding month.
- F. The fees incurred to undertake such permitted investments.
- G. The market value of all permitted investments as of the end of the immediately preceding month.
- H. All other information which may be deemed reasonable from time to time by the governing body of the Township.

Resolution #R-2016-03 cont'd:

XV. TERM OF PLAN.

This Plan shall be in effect from January 1, 2016 to December 31, 2016. Attached to this Plan is a resolution of the governing body of the Township of Readington approving this Plan for such a time period. The Plan may be amended from time to time. To the extent that any amendment is adopted by the Committee, the Designated Official (s) is directed to supply copies of the amendments to all of the parties who otherwise have received the copy of the originally approved Plan. The amendment shall be acknowledged in writing in the same manner as the original Plan was so acknowledged.

- * 2. ***Resolution authorizing check signing of Current/Municipal account checks for Readington Township for 2016***

The following resolution was offered for consideration:

#R-2016-04

***TOWNSHIP OF READINGTON
CHECK SIGNATURE RESOLUTION***

BE IT RESOLVED, that the following officials be authorized to sign our Current/Municipal Account checks for the Township of Readington for the year 2016:

- ◆ Treasurer
- ◆ Mayor
- ◆ Municipal Clerk
- ◆ Deputy Mayor
- ◆ Chief Financial Officer
- ◆ Administrator
- ◆ Deputy Clerk

- * 3. ***Temporary Budget & Sewer Utility Temporary Budget Resolution***

The following resolution was offered for consideration:

#R-2016-05

TOWNSHIP OF READINGTON

RESOLUTION

2016 TEMPORARY BUDGET

<u>ACCOUNT</u>	<u>SALARIES& WAGES</u>	<u>OTHER EXPENSES</u>
CURRENT FUND:		
Administrative & Executive	\$ 83,725.00	\$ 26,750.00
Mayor & Committee	10,925.00	
Elections		3,250.00
Financial Administration	49,490.00	3,000.00
Audit Services		9,500.00
Assessment of Taxes	17,950.00	1,750.00
Revision of Tax Map		3,750.00
Collection of Taxes	19,875.00	6,000.00
Legal Services		93,750.00
Prosecutor		9,250.00
Engineering		31,250.00
Buildings and Grounds	56,525.00	26,675.00
Planning Board	6,075.00	1,000.00
Board of Adjustment	12,600.00	875.00
Environmental Commission	638.00	1,000.00
Consultants		25,000.00
General Liability Insurance		113,775.00
Employee Group Health		487,500.00
Workers Compensation		55,935.00
Waste Collection/Recycling	5,875.00	175,000.00
Fire Companies/Rescue Squad		85,450.00
Police	673,488.00	60,000.00
School Crossing Guards	6,525.00	
Streets and Roads	369,600.00	93,750.00
Snow Removal		50,000.00
Street Lighting		12,500.00
Board of Health	10,625.00	5,750.00
Emergency Management	3,475.00	875.00
Animal Control		

		3,750.00
Public Assistance/Housing	27,675.00	625.00
Recreation	22,150.00	8,750.00
Free County Library	36,475.00	2,500.00
Senior Transportation		2,250.00
Museum Committee	6,400.00	4,500.00
Historic Preservation Commission		625.00
Construction Code Official	78,625.00	16,250.00
Celebration of Public Events		2,000.00
Fire Hydrant Service		22,500.00
Electricity		37,500.00
Telephone		19,750.00
Fuel Oil		2,125.00
Gasoline		50,000.00
Contingent		750.00
Social Security		120,000.00
Pension Plans		217,881.00
SUI		1,250.00
LOSAP		18,750.00
Municipal Court	26,500.00	4,250.00
Uniform Fire Safety	16,875.00	1,000.00
Public Defender		<u>3,750.00</u>
TOTALS	<u>\$1,542,091.00</u>	<u>\$1,924,091.00</u>

SEWER UTILITY

<u>ITEM</u>	<u>SALARIES & WAGES</u>	<u>OTHER EXPENSES</u>
Salaries and Wages	\$ 18,750.00	
Other Expenses		\$ 12,500.00
Service Fees		352,219.00
Statutory Expenditures		<u>2,653.00</u>
TOTALS	<u>\$ 18,750.00</u>	<u>\$ 367,372.00</u>

- * 4. *Resolution to set delinquent tax interest rate for 2016*

The following resolution was offered for consideration:

#R-2016-06

**TOWNSHIP OF READINGTON
RESOLUTION FIXING INTEREST RATES ON DELINQUENT TAXES
FOR CALENDAR YEAR 2016**

BE IT RESOLVED, that pursuant to R.S. 54:4-67, the Township Committee of the Township of Readington, County of Hunterdon and State of New Jersey hereby fixes the rate of interest to be charged on delinquent taxes for calendar year 2011 at the rate of eight percent (8%) per annum on the first \$1,500.00 of delinquency and eighteen percent (18%) per annum on any amount in excess of \$1,500.00 of delinquency.

BE IT FURTHER RESOLVED, that notwithstanding the above provision, no interest shall be charged if payment of any installment is made within ten (10) days after the date upon which the same became payable according to the laws in such cases made and provided. If such payment is not made within the ten (10) day grace period, the above rate of interest shall run and accrue from the original due date of such taxes.

BE IT FURTHER RESOLVED, that the same interest calculations for delinquent tax collections be applied to sewer utility accounts with the exception that the grace period be thirty (30) days.

BE IT FURTHER RESOLVED, that any taxpayer with a delinquency in excess of \$10,000.00 who fails to pay that delinquency prior to the end of the calendar year shall be so charged an additional rate of interest of six percent (6%) against the delinquency.

* 5. **Resolution designating official newspapers for 2016**

The following resolution was offered for consideration:

#R-2016-07

**TOWNSHIP OF READINGTON
RESOLUTION**

BE IT RESOLVED, that the Readington Township Committee does hereby designate the following newspapers as its official newspapers for the year 2016:

- ◆ **Courier News**
- ◆ **Hunterdon County Democrat**
- ◆ **Hunterdon Review**
- ◆ **Star Ledger**
- ◆ **Express Times**

* 6. **Professional Services Resolution**

The following resolution was offered for consideration:

#R-2016-08

**TOWNSHIP OF READINGTON
RESOLUTION**

WHEREAS, there exists a need in the Township of Readington for Professional Services;

WHEREAS, the Local Public Contract Law (*N.J.S.A. 40A:11-1 et seq.*) requires that the Resolution hiring a professional for professional services without competitive bids must be publicly advertised.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Readington as follows:

1. That the following contracts have been awarded without competitive bidding as a "Professional Service" in accordance with *N.J.S.A. 40A:11-6(1) (a)* of the Local Public Contract Law because the services rendered or to be performed are by persons authorized by law to practice their profession:
 - ◆ Sharon A. Dragan as Township Attorney
 - ◆ Martin Allen, Esq. of Bivona, Cohen, Kunzman, Coley, Yospin, Bernstein & DiFrancesco as Tax Attorney
 - ◆ Lerch, Vinci & Higgins, LLP for Municipal Auditor Services
2. Said contracts shall expire on December 31, 2016.
3. Copies of these Professional Service Contracts are on file with the Municipal Clerk and are available there for public inspection.
4. This Resolution shall take effect immediately.
- * 7. ***Resolution setting 2016 meeting dates for Township Committee***

The following resolution was offered for consideration:

#R-2016-09

***TOWNSHIP OF READINGTON
RESOLUTION***

BE IT RESOLVED, that the Readington Township Committee hold its regular meetings on the First and Third Monday of each month starting at 6:30 p.m., (except where the date falls on a Holiday upon which the meeting will take place on the Tuesday) after at which time an Executive Session will be held, at the Municipal Building in the Court Room.

BE IT FURTHER RESOLVED, that the following meeting dates be confirmed for publication:

**January 19, 2016
February 1, 2016
February 16, 2016
March 7, 2016
March 21, 2016
April 4, 2016
April 18, 2016
May 2, 2016
May 16, 2016
June 6, 2016**

June 20, 2016
July 5, 2016
July 18, 2016
August 1, 2016
September 6, 2016
September 19, 2016
October 3, 2016
October 17, 2016
November 7, 2016
November 21, 2016
December 5, 2016
December 19, 2016
December 27, 2016

* 8. ***Resolution - Added and Omitted Assessments***

The following resolution was offered for consideration:

#R-2016-10

***TOWNSHIP OF READINGTON
ADDED AND OMITTED ASSESSMENTS***

WHEREAS, the Township Committee of the Township of Readington, County of Hunterdon, State of New Jersey, recognizes that *N.J.S.A. 54-5-63.12 et seq.*, popularly known as the "Originally Method", allows the Collector of Taxes upon written complaint to the County Tax Board to notify such Board of any property alleged to have been omitted and the particular year of the assessment to be assessed; and

Resolution #R-2016-10 cont'd:

WHEREAS, the Tax Assessor of the Township of Readington, County of Hunterdon, State of New Jersey, has requested the Township Committee to authorize her to notify the County Tax Board upon written complaint of any property alleged to have been omitted and the particular year of the assessment to be assessed pursuant to and in compliance with *N.J.S.A. 54:5-63.12*; and

WHEREAS, the Tax Assessor of the Township of Readington, County of Hunterdon, State of New Jersey, is called upon with the knowledge of omitted and rollback taxes prior to the Tax Collector.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Readington, County of Hunterdon, State of New Jersey, that the Tax Assessor of the Township of Readington be and is hereby authorized to notify upon written complaint to the Hunterdon County Board of Taxation of any property alleged to have been omitted and the particular year of the assessment to be assessed.

* 9. ***Resolution - Authorization for Assessor to File Correction of Tax Assessment for 2016***

The following resolution was offered for consideration:

#R-2016-11

***AUTHORIZATION FOR ASSESSOR TO FILE CORRECTION OF
TAX ASSESSMENT FOR 2016***

WHEREAS, the Township Committee of the Township of Readington, Hunterdon County, New Jersey, has been informed by the Tax Assessor of the Township of Readington, that from time to time errors are made in computing the tax assessments covering certain property locations within the Township of Readington; and

WHEREAS, the Tax Assessor of the Township of Readington has requested the Township Committee to authorize her 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 Readington 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 Committee of the Township of Readington, Hunterdon County, New Jersey, that the Tax Assessor of the Township of Readington is hereby authorized after having previously notified the governing body by an appropriate list of properties setting forth the manner and mode of adjustment to file corrective appeals for 2011 with the Hunterdon County Board of Taxation concerning those properties wherein errors were made; and

BE IT FURTHER RESOLVED, that any negotiations to be done on behalf of the Municipality will be handled by the Tax Assessor, including Resolution of Appeals filed directly by property owners.

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 is forwarded to the Hunterdon County Board of Taxation.

- * 10. ***Resolution – Authorization for Martin Allen, Esq., Readington Township Tax Attorney to File Correction of Tax Assessment for 2016***

The following resolution was offered for consideration:

#R-2016-12

***AUTHORIZATION FOR MARTIN ALLEN, ESQ.,
READINGTON TOWNSHIP TAX ATTORNEY,
TO FILE CORRECTION OF TAX ASSESSMENT FOR 2016***

WHEREAS, the Township Committee of the Township of Readington, Hunterdon County, New Jersey, has been informed by the Tax Assessor of the Township of Readington, that from time to time errors are made in computing the tax assessments covering certain property locations within the Township of Readington; and

WHEREAS, Martin Allen, Esq., Readington Township Tax Attorney (hereinafter “Tax Attorney”) has requested the Township Committee to 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 Attorney of the Township of Readington will relieve the Taxpayer for said property from filing an appeal with the Hunterdon

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Readington, Hunterdon County, New Jersey, that the Tax Attorney of the Township of Readington is hereby authorized after having previously notified the governing body by an appropriate list of properties setting forth the manner and mode of adjustment to file corrective appeals for 2016 with the Hunterdon County Board of Taxation concerning those properties wherein errors were made; and

BE IT FURTHER RESOLVED, that any negotiations to be done on behalf of the Municipality will be handled by the Tax Attorney, including Resolution of Appeals filed directly by property owners.

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 is forwarded to the Hunterdon County Board of Taxation.

A ***MOTION*** was made by Mr. Broten to approve the Consent Agenda, seconded by Mrs. Duffy and on Roll Call vote the following was recorded:

Mr. Broten	- Aye
Mrs. Duffy	-Aye
Mr. Smith	-Aye
Mayor Fort	- Aye

CORRESPONDENCE

There was none.

OLD BUSINESS

There was none.

NEW BUSINESS

There was none.

EXECUTIVE SESSION:

Clerk read the following Resolution:

RESOLUTION **EXECUTIVE SESSION**

WHEREAS, N.J.S.A. 10:4-6 *et seq.*, the Open Public Meetings Act, permits the exclusion of the public from a meeting in certain circumstances; and

WHEREAS, the Township Committee is of the opinion that such circumstances presently exist and desires to authorize the exclusion of the public from the portion of the meeting in accordance with the act;

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Readington, County of Hunterdon, State of New Jersey as follows:

1. The public shall be excluded from discussion of and action upon the specified subject

EXHIBIT A

<u>Subject Matter</u>	<u>Basis of Public Exclusion</u>	<u>Date Anticipated When Disclosed to Public</u>
Block 48, Lot 23; Block 55, Lot 33; ..Litigation..... Block 56, Lots 1, 3, 6 & 8; Block 67, Lot 2Certain information at the discretion of the Township Committee tonight... Other information will remain confidential	

It is anticipated at this time that the stated subject matter will be made public on or about the time set forth in Exhibit “A”.

2. This Resolution shall take effect immediately.

A **MOTION** was made by Mrs. Duffy to adopt this resolution, seconded by Mr. Broten with a vote of ayes all, nays none recorded.

Mr. Tropello joined the Executive Session portion of the meeting.

The meeting went into Executive Session at 6:55 p.m.

The meeting reconvened at 7:45 p.m.

Mayor Fort announced that the following business was completed during Executive Session:

Litigation / Solberg Aviation / Block 48, Lot 23; Block 55, Lot 33; Block 56, Lot 1, 3, 6 & 8; Block 67, Lot 2

Mayor Fort stated that this matter remains in Executive Session.

COMMENTS FROM THE PUBLIC

Thomas Auriemma, Weavers Lane, commented on the Mayor’s appointment process and congratulated newly elected members of the Committee.

Paula Baldwin, Morning Star Road, encouraged Mr. Broten and Mr. Tropello to continue to make suggestions to other members of the Committee.

COMMENTS FROM THE GOVERNING BODY

A **MOTION** was made by Mr. Broten to adjourn at 7:48 p.m., seconded by Mrs. Duffy with a vote of ayes all, nays none recorded.

Respectfully Submitted:

Vita Mekovetz, RMC\MMC\QPA

Municipal Clerk