

READINGTON TOWNSHIP COMMITTEE
REORGANIZATION MEETING AGENDA
JANUARY 7, 2008

- A. Sharon A. Dragan, Esq. *calls the meeting to order at 6:30 p.m.* announcing that all laws governing Open Public Meetings Act have been met and that the meeting has been duly advertised.
- B **SALUTE TO THE FLAG.**
- C. *Swearing in of Gerard J. Shamey* as member of the Township Committee for three (3) year term by Sharon A. Dragan, Esq.
- D. *Sharon A. Dragan, Esq. opens Nominations for Mayor for the year 2008.*
- E. *Sharon A. Dragan, Esq. administers Oath of Office to Mayor.*
- F. *2008 Mayor's Comments.*
- G. **REORGANIZATION:**
 - 1. *2008 Appointments* – resolution.
 - 2. *2008 Committee Appointments by the Mayor* – resolution.
 - 3. *Resolution Authorizing the Adoption of the Cash Management Plan for the Year 2008.*

***RESOLUTION AUTHORIZING THE ADOPTION OF THE
CASH MANAGEMENT PLAN FOR THE YEAR 2008
R-2008-03***

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 2008.

- 4. *Resolution authorizing check signing of Current/Municipal account checks for Readington Township for 2008.*

***TOWNSHIP OF READINGTON
CHECK SIGNATURE RESOLUTION
R-2008-04***

BE IT RESOLVED, that the following officials be authorized to sign our Current/ Municipal Account checks for the Township of Readington for the year 2008:

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

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

***TOWNSHIP OF READINGTON
TEMPORARY BUDGET 2008***

R-2008-05

<u>ACCOUNT</u>	<u>SALARIES & WAGES</u>	<u>OTHER EXPENSES</u>
CURRENT FUND:		
Administrative & Executive	\$ 76,325.00	\$ 42,250.00
Mayor & Committee	8,975.00	
Elections		4,625.00
Financial Administration	49,400.00	6,200.00
Audit Services		5,500.00
Assessment of Taxes	25,925.00	8,000.00
Revision of Tax Map		5,000.00
Collection of Taxes	26,900.00	7,000.00
Legal Services		193,750.00
Prosecutor		10,875.00
Engineering	250.00	37,375.00
Buildings and Grounds	64,725.00	28,547.00
Unemployment Tax		800.00
Planning Board	9,950.00	2,962.00
Board of Adjustment	15,650.00	4,056.00
Environmental Commission	1,233.00	2,031.00
Consultants		47,500.00
General Liability Insurance		87,075.00
Surety Bonds		1,625.00
Employee Group Health		350,730.00
Workers Compensation		47,510.00
Waste Collection/Recycling	4,350.00	181,250.00
Fire Companies/Rescue Squad		71,700.00
Supplemental Fire Service		2,500.00
Police	572,600.00	55,300.00
School Crossing Guards	9,950.00	
Streets and Roads	318,100.00	82,065.00
Snow Removal		23,587.00
Street Lighting		12,500.00
Board of Health	8,025.00	12,625.00
Emergency Management	2,875.00	2,150.00
Animal Control	1,400.00	1,750.00
Public Assistance	20,125.00	1,456.00
Recreation	25,100.00	13,337.00
Free County Library	27,375.00	3,570.00
Senior Transportation		2,125.00
Museum Committee	11,125.00	6,875.00
Historic Preservation Commission		892.00
Construction Code Official	79,800.00	19,150.00
Celebration of Public Events		2,625.00
Fire Hydrant Service		19,650.00
Electricity		40,162.00
Telephone		26,250.00
Fuel Oil		5,500.00
Gasoline		45,250.00
Contingent		875.00
Social Security		109,125.00
Pension Plans		69,114.00
LOSAP		15,000.00
Municipal Court	36,075.00	4,675.00
Uniform Fire Safety	17,350.00	1,725.00
Public Defender		<u>6,250.00</u>
TOTALS	<u>\$1,413,583.00</u>	<u>\$ 1,732,444.00</u>

SEWER UTILITY

<u>ITEM</u>	<u>SALARIES & WAGES</u>	<u>OTHER EXPENSES</u>
Salaries and Wages	\$ 17,325.00	
Other Expenses		\$ 12,500.00
Service Fees		354,000.00
Statutory Expenditures		<u>2,192.00</u>
TOTALS	<u>17,325.00</u>	<u>368,692.00</u>

6. **Resolution to set delinquent tax interest rate for 2008.**

**TOWNSHIP OF READINGTON
RESOLUTION FIXING INTEREST RATES ON DELINQUENT TAXES**

**FOR CALENDAR YEAR 2008
R-2008-06**

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 2008 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.

7. **Resolution designating official newspapers for 2008.**

**TOWNSHIP OF READINGTON
RESOLUTION
R-2008-07**

BE IT RESOLVED, that the Readington Township Committee does hereby designate the following newspapers as its official newspapers for the year 2008:

Hunterdon County Democrat
Hunterdon Review
Courier News
Star Ledger
Express Times

8. **Professional Services Resolution.**

**TOWNSHIP OF READINGTON
RESOLUTION
R-2008-08**

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

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:

- C Sharon A. Dragan as Township Attorney
- C Martin Allen, Esq. of Bivona, Cohen, Kunzman, Coley, Yospin, Bernstein & DiFrancesco as Tax Attorney
- C Suplee, Clooney & Company for Municipal Auditor Services

2. Said contracts shall expire on December 31, 2008.

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.

9. **Resolution setting 2008 meeting dates for Township Committee.**

**TOWNSHIP OF READINGTON
RESOLUTION
R-2008-09**

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., at which time an Executive Session will be held, at the Municipal Building, unless said day should fall on a legal holiday, in which case the meeting will be held on the following day.

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

January 7, 2008	July 7, 2008
January 22, 2008	July 21, 2008
February 4, 2008	August 4, 2008
February 19, 2008	September 2, 2008
March 3, 2008	September 15, 2008
March 17, 2008	October 6, 2008
April 7, 2008	October 20, 2008
April 21, 2008	November 5, 2008
May 5, 2008	November 17, 2008
May 19, 2008	December 1, 2008
June 4, 2008	December 15, 2008
June 16, 2008	December 29, 2008

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

**TOWNSHIP OF READINGTON
RESOLUTION
ADDED AND OMITTED ASSESSMENTS
R-2008-10**

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

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.

11. **Resolution - Authorization for Assessor to File Correction of Tax Assessment for 2008**

**RESOLUTION
AUTHORIZATION FOR ASSESSOR TO FILE CORRECTION OF
TAX ASSESSMENT FOR 2008
R-2008-11**

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 2008 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.

12. **Resolution - Authorization for Martin Allen, Esq., Readington Township Tax Attorney to File Correction of Tax Assessment for 2008**

**AUTHORIZATION FOR MARTIN ALLEN, ESQ.,
READINGTON TOWNSHIP TAX ATTORNEY,
TO FILE CORRECTION OF TAX ASSESSMENT FOR 2008
R-2008-12**

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 ATax 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 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 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 2008 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.

H. CONSENT AGENDA:

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.

I. CORRESPONDENCE/OTHER INFORMATION:

1. Memorandum dated December 12, 2007 from Denise B. Doolan, Clerk, Hunterdon County Board of Chosen Freeholders, regarding ***adoption of a Resolution in opposition to A-4384/S-2955 which would require every construction contract entered into pursuant to the “Local Public Contracts Law” to contain a provision for renegotiation upon the fluctuation of the price of a key construction material.***
2. Memorandum dated December 12, 2007 from Denise B. Doolan, Clerk, Hunterdon County Board of Chosen Freeholders, regarding ***adoption of a Resolution in opposition to A-4393/S-2878 which would require county governments requesting bids for construction projects to publish their projected cost estimate range for each proposed project, and would mandate each published cost estimate range be “attested” to by the individual or firm preparing the bid advertisement and would restrict the ability of county government to reject bids.***
3. Letter dated December 13, 2007 from Donna J. Burham, Municipal Clerk, Twp. of Clinton, regarding ***adoption of a resolution in opposition to S-2249 which would extend Temporary Disability Insurance protection to provide up to twelve (12) weeks of paid family leave for workers caring for sick family members.***
4. Notice from James Humphries, Planner, Twp. of Raritan, regarding ***public hearing of New Master Plan.***

5. Letter dated December 20, 2007 from Edward A. Kuc, Principal Ecologist, Eastern States Environmental Associates, Inc. regarding **Letter of Interpretation – TJC & VEV, LLC, Block 70, Lot 31.01** (entire file available for review in the Clerk’s Office).
6. Notice from Richard R. Sarles, Executive Director, NJ Transit Corp. regarding **Fiscal Year 2008 Request for Federal Financial Assistance**.

J. OLD BUSINESS:

NONE.

K. NEW BUSINESS:

- * 1. **Wilmark Building Contractors, Inc./Block 21.12, Lot 46.13** - release of driveway bond - \$600.
- * 2. **Wagner/Block 71, Lot 7** - request for release of unused escrow funds (\$522.47).
- * 3. **Ciccarino/Block 66, Lot 19.20** - request for release of unused escrow funds (\$219.50).
- * 4. **Sepe/Block 73.02, Lot 23** - request for refund of unused permit fee (\$528.80).
- * 5. **Tax Refund** – resolutions.
- * 6. **Tax Cancellations** – resolution.
- * 7. **Bank Street Parking Lot/Block 30, Lot 3** – application for Transition Area Waiver/ Special Activity Redevelopment permit.

L. EXECUTIVE SESSION.

Contract Negotiations/Block 65, Lot 12 & 12.01 (Little)
 Contract Negotiations/Professional Services
 Suplee, Clooney & Company - Municipal Auditor Services
 Martin Allen, Esq. – Tax Attorney
 Fisher & Phillips, LLP – Labor Attorney
 Clarke&CatongHintz – Professional Planning & Landscape Architectural Services
 Key-Tech – Construction Inspection & Materials Services
 City Connections, LLC – Web Page Services
 St. Hubert’s Giralda – Animal Control Services
 Deer Carcass Removal Services

M. ADJOURNMENT.