

READINGTON TOWNSHIP COMMITTEE
REORGANIZATION MEETING
JANUARY 2, 2018

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 Albanese, Mrs. M. Elizabeth Duffy, Mrs. Betty Ann Fort, Mr. Jonathan Heller and Mr. Benjamin Smith

ABSENT: None

ALSO PRESENT: Attorney Sharon Dragan, Administrator Vita Mekovetz

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

Swearing in of John Albanese as a member of the Township Committee for a three (3) year term.

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

Swearing in of Jonathan Heller as a member of the Township Committee for a three (3) year term.

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

Attorney Dragan asked for nominations for Mayor for the year 2018.

A MOTION was made by Mrs. Fort to nominate Benjamin Smith for the position of Mayor for 2018. This motion was seconded by Mrs. Duffy with a vote of ayes all, nays none recorded.

Administrator Mekovetz administers Oath of Office to Mayor.

Administrator Mekovetz swore in Mr. Benjamin Allan Smith as Mayor for the year 2018.

2018 MAYOR'S COMMENTS:

Mayor Smith prepared the following speech:

Tradition has it that the newly elected mayor looks back at the previous year and give some thoughts towards the new one. 2017 certainly was eventful for all of us. We saw John Broten and Sam Tropello complete their terms of office on this council and we saw John Albanese and Jonathan Heller run for office, win and are now seated up here on the dais.

A lot happened in the last year.

Too often in the news we hear the sad, and sometimes tragic deaths, of Township residents. To mention only a few:

- *Walter "Bucky" Lance of East Whitehouse Fire after serving 71 years.*
- *Robert Motz of Whitehouse Fire after 25 years of service.*
- *Local resident Tim Piazza who needlessly died from alcohol overdose from a hazing incident at a Penn State fraternity.*
- *The recent suicide of Alison Vandal, a talented sophomore at Hunterdon Central.*
- *Thor Solberg, Junior, who with his sisters, managed the family business of Solberg Airport for 50 years--sometimes at peace with the Township and in more recent years in dispute. I recently read some minutes where in 1979 both he and Julia Allen served on the same volunteer sub-committee of the Planning Board for Open Space.*

Mayor's speech cont'd:

This committee started the year by budgeting for a larger-than-usual legal budget due to various pending cases and the experience of over expenditure the prior year.

Early in the year we saw the conclusion of the Waypointe group home issue. An issue that was resolved by a settlement instead of a trial.

Through most of the year, myself and Liz (Duffy) regularly met with the judge and opposing party on the damages phase of the sewer case that has dragged on for the better part of a decade. So far, we have been unable to find mutually agreeable terms, so that case had a one-day trial in December to determine the amount of legal fees to be awarded to the plaintiff. We are waiting on that decision. The damages phase is scheduled for 2018. I look forward to resolving this long-standing issue and putting it behind us.

Like every community in New Jersey, the Third Round Affordable Housing obligation has been held over our heads like the Sword of Damocles as the courts administer the failed COAH program. We previously joined with the other municipalities in Vicinage 13 to share the costs of legal counsel. We ended 2018 not much farther along in the case from where we started. We still do not have a court assigned number. Our immunity keeps getting extended and we are in regular contact with the court communicating and updating our plans.

In the spring, there was large community turnout with strong opinions expressed for and against the Nelson Street development. This project is moving forward on a long-term Township plan for affordable housing development in Whitehouse Station in a way to meet proposed numbers with the least impact to Readington. That project received preliminary planning board approval, was one of a handful of projects that won state funding, and is awaiting state DEP wetlands approvals.

The Township has also looked into potential areas for similar development near Three Bridges.

We have met with the land owners who have sued the Township as "interveners" in attempt to get their land developed partially as affordable housing and partially as full market rate. Those meetings are working towards seeing which suits can be settled and work with the affordable housing plans.

The Township has reached out to qualifying home owners in Hunters Crossing and in our mobile home parks to see if they would like to voluntarily participate in a program to be counted as affordable housing. If they accept, that would mean fewer court-mandated homes to be built.

The Solberg Airport eminent domain and zoning lawsuits continued to march on their way. The zoning case was resolved by payment of their legal fees and the Township choosing not to appeal that case. The eminent domain case, also known as the Armstrong ruling, was appealed by the Township Committee in 2016, but has been on hold since. It is waiting for an appeals court date. That case may be heard in 2018. Or 2019. In the last year I met once with Thor and once with the Solberg family to at least have a conversation. I remain hopeful that the Solberg family and the Township Committee can find a solution that meets all our needs.

By the end of the year we were a little surprised to find that only half of the budget for legal services was needed. The remainder was cancelled and set to surplus to be used in next year's budget.

Another topic on many people's minds was Merck's former global headquarters. At the end of the year we were able to announce that Unicom Global had entered a contract to purchase the site and in a significant way working through due diligence. Their plan is to close sometime in the first quarter of this year. Nothing is done until the deal closes, but we are hopeful that this deal will be completed. I look forward to the jobs that Unicom can bring to Readington.

Mayor's speech cont'd:

After what seems like a year of hearings, the QuickChek planned for the corner of US 22 and County Line Road received preliminary approval by the Board of Adjustment. Opinions varied, but to me it makes sense for a corporation headquartered in Readington to have a flagship store here and one on a major highway and cross road. I would have been disappointed if the application had failed, and then QuickChek decided to leave Readington.

The Planning Board and Township Committee also worked with Readington Farms for some creative zoning changes that both enabled them to start a critical expansion of their plant, in return for non-development of neighboring historic properties that they could have developed. This will maintain the rural character of that part of the Township.

The opioid epidemic continues to wreck a horrible toll on families. I have learned that many health care professional procedures for an unresponsive patient is to start with Narcan first and CPR second. We must find a solution to this epidemic.

Readington was awarded a H319 grant for storm water management education. 2017 saw the start of use of those funds with planning and start of the projects. We look to see more progress in 2018.

We also learned in 2017 of the threat to our Ash trees of the Emerald Ash Borer. Volunteers organized by the Open Space Advisory Board surveyed our roads to count the number of trees at risk in the right of ways. The Township Committee allocated funds for some mitigation.

On the open space front there was minor progress with the Township accepting a land donation off Dreahook road and a purchase on Round Mountain that better establishes a trail corridor.

This year some members of the community approached the Township Committee and asked if they could act as a Beautification Committee for downtown Whitehouse Station. We agreed. They have worked on landscaping and other ideas. This Christmas Eve, School Road and neighboring residents brought back the 30-plus year tradition of putting out luminaries. A second group of people, a flash mob if you will, independently put out luminaries on Main Street. I would like to see these traditions continue and to expand to other parts of Readington to include Old Highway 28, Stanton and Three Bridges. I look forward to a more formal and expanded Beatification Committee.

My vision for 2018 is to continue to bring long-term issues to conclusion. To navigate the shoals of affordable housing. To continue to defend our zoning. To work hard to control our debt, budget and taxes while maintaining the municipal services that people expect. To work with the old and new voices on this committee to meet the challenges that await us and keep Readington a great place to live. Shall we begin?

A MOTION was made by Mr. Albanese to nominate Betty Ann Fort as Deputy Mayor, seconded by Mrs. Duffy with a vote of ayes all, nays none recorded.

REORGANIZATION:

1. **2018 Appointments**

The following resolution was offered for consideration:

#R-2018-01

**TOWNSHIP OF READINGTON
 RESOLUTION**

BE IT RESOLVED, that the following appointments are made for the year 2018:

2018 APPOINTMENTS

<u>POSITION</u>	<u>APPOINTMENT</u>	<u>TERM/YEARS</u>
DEPUTY MAYOR.....	BETTY ANN FORT	ONE YEAR
TOWNSHIP ATTORNEY.....	SHARON A. DRAGAN.....	ONE YEAR
TOWNSHIP ENGINEER.....	ROBERT O'BRIEN.....	ONE YEAR
TOWNSHIP AUDITOR.....	LERCH, VINCI & HIGGINS, LLP.....	ONE YEAR
TOWNSHIP PROSECUTOR.....	STEPHEN DAVIS.....	ONE YEAR
PUBLIC DEFENDER.....	SCOTT MITZNER.....	ONE YEAR
ALTERNATE PUBLIC DEFENDER.....	ANTHONY ROTUNNO.....	ONE YEAR
ALTERNATE PUBLIC DEFENDER.....	JENNIFER TOTH.....	ONE YEAR
DEPUTY TOWNSHIP CLERK.....	KARIN M. PARKER.....	ONE YEAR
ASSESSMENT SEARCH OFFICER.....	VITA MEKOVETZ	ONE YEAR
PUBLIC AGENCY COMPLIANCE OFFICER.....	VITA MEKOVETZ	ONE YEAR
BOARD OF ADJUSTMENT.....	ADAM MUELLER.....	THREE YEARS
	CHRISTINA ALBRECHT (1 ST ALT.).....	ONE YEAR
	SAMUEL TROPELLO (2 ND ALT.).....	TWO YEARS
BOARD OF HEALTH:.....	ROBERT COLBURN.....	THREE YEARS
	TANYA ROHRBACH.....	THREE YEARS
	BEATRICE MUIR.....	THREE YEARS
	WENDY SHEAY (ALTERNATE).....	TWO YEARS
	KAREN MITTLEMAN.....	ONE YEAR
DOG LICENSING OFFICIAL.....	MEG SLUTTER	ONE YEAR
DOG WARDEN.....	ANIMAL CONTROL SOLUTIONS.....	ONE YEAR
ENVIRONMENTAL COMMISSION CHAIR	STEPHEN FOSTER.....	ONE YEAR
ENVIRONMENTAL COMMISSION.....	CHRISTINA ALBRECHT.....	THREE YEARS
	KIM YOUSEY.....	THREE YEARS
	JERRY COOK.....	THREE YEARS
	TODD TERRICONE (1 ST ALT.).....	ONE YEAR
	NEIL HENDRICKSON (2 ND ALT.).....	TWO YEARS
FIRE OFFICIAL.....	SEAN SMITH.....	TWO YEARS
FLOOD VERIFICATION OFFICIAL.....	LAURA WHITAKER.....	ONE YEAR
HISTORIC PRESERVATION.....	JAMES CARDEN.....	FOUR YEARS
	DANA MAURER (2 ND ALT.).....	TWO YEARS
LIBRARY ADVISOR.....	RONALD P. MONACO.....	ONE YEAR

Resolution #R-2018-01 cont'd:

<u>POSITION</u>	<u>APPOINTMENT</u>	<u>TERM/YEARS</u>
FUND COMMISSIONER.....	VITA MEKOVETZ	ONE YEAR
PERS/PFRS CERTIFYING OFFICER.....	VITA MEKOVETZ	ONE YEAR
PLANNING BOARD.....	BETTY ANN FORT..... (CLASS I).....	ONE YEAR
	JUERGEN HUELSEBUSCH...(CLASS IV)..	ONE YEAR
	JOHN ALBANESE....(CLASS III).....	ONE YEAR
	JERRY COOK(CLASS II).....	THREE YEARS
TOWNSHIP PHYSICIAN.....	THE DOCTOR IS IN	ONE YEAR
ALTERNATE TWP. PHYSICIAN.....	THE DOCTOR IS IN	ONE YEAR
POLICE OFFICER (SPECIAL).....	MATTHEW BULLMAN..... (CLASS II)..	ONE YEAR
	VINCENT CORSENTINO... (CLASS II)..	ONE YEAR
	ANTHONY ADAMS.....(CLASS I).....	ONE YEAR
	SALVATORE INTILI...(CLASS I).....	ONE YEAR
PROPERTY CERTIFICATION OFFICIAL.....	CHRISTINA SCHWARTZ	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.....	MARGARET FARRELL.....	ONE YEAR
SEWER ADVISORY COMMITTEE	DAVID OLSEN	ONE YEAR
	RONALD P. MONACO.....	ONE YEAR
	WILLIAM MEGLAUGHLIN	ONE YEAR
STREET NAMING COMMITTEE	STEPHANIE B. STEVENS	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.....	MARIO ORLANDI.....	THREE YEARS
	JOYCE LYKES.....	THREE YEARS
	HELEN MARIE FARRANT.....	THREE YEARS
OPEN SPACE ADVISORY BOARD.....	JONATHAN HELLER.....	ONE YEAR
	JULIA ALLEN.....	THREE YEARS
	CHRISTOPHER JOHN.....	TWO YEARS
	ANNE OWEN (1 ST ALT).....	ONE YEAR
	ADAM MUELLER (2 ND ALT).....	TWO YEARS
OPEN SPACE ADVISORY CHAIR.....	JUERGEN HUELSEBUSCH.....	ONE YEAR
OPEN SPACE ADVISORY VICE-CHAIR.....	JULIA C. ALLEN.....	ONE YEAR
CHIEF OF CHIEFS.....	BJ APGAR.....	ONE YEAR

Resolution #R-2018-01 cont'd:

<u>POSITION</u>	<u>APPOINTMENT</u>	<u>TERM/YEARS</u>
<u>EMERGENCY MANAGEMENT</u>		
COORDINATOR.....	JOEL KERWIN.....	TERM EXP 12/31/18
DEPUTY COORDINATOR.....	CHIEF JOE GRECO	ONE YEAR
CERT COORDINATOR.....	PAUL GRASSIE	ONE YEAR
MAYOR.....	BENJAMIN SMITH.....	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	BETTY ANN FORT	ONE YEAR
FIRE CHIEF.....	BJ APGAR.....	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

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

- Mr. Albanese - Aye
- Mrs. Duffy -Aye
- Mrs. Fort -Aye
- Mr. Heller -Aye
- Mayor Smith -Aye

Mayor Smith stated that he would be abstaining from voting for any appointment that Christina Albrecht was appointed to due to conflict of interest.

2. 2018 Committee Appointments Resolution by the Mayor

The following resolution for consideration:

#R-2017-02

**TOWNSHIP OF READINGTON
 RESOLUTION**

BE IT RESOLVED, by the Mayor of Readington Township, that the following Committee assignments be made for the year 2018:

John Albanese:
 Planning Board/Affordable Housing
 Recreation

M. Elizabeth Duffy:
 Board of Health
 Municipal Court
 Social Services

Resolution #R-2018-02 cont'd:

Betty Ann Fort:
Historic Preservation/Museums
Zoning/ Construction Code Department
Emergency Services
Planning Board/Affordable Housing

Jonathan Heller
Farmland/Open Space Preservation/Land Projects Liaison
Engineering, Roads, Building & Grounds, Recycling
Library Services

Ben Smith:
Finance
Police Department
Sewer Advisory

Entire Township Committee
Township Clerk
Board of Adjustment
Non-Profit Housing

A MOTION was made by Mrs. Fort to adopt this Resolution, seconded by Mr. Albanese with a vote of ayes all, nays none recorded.

CONSENT AGENDA:

Mayor Smith 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.

Mr. Heller requested some time to read over the resolutions prior to voting.

- * 1. ***Resolution Authorizing the Adoption of the Cash Management Plan for the Year 2018***

The following resolution was offered for consideration:

#R-2018-03

RESOLUTION AUTHORIZING THE ADOPTION OF THE CASH MANAGEMENT PLAN FOR THE YEAR 2018

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:

Resolution #R-2018-03 cont'd:

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 2018.

**Cash Management Plan
2018**

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- X. Petty Cash Funds
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- XIII. Compliance
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- XV. Term of Plan

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.

Resolution #R-2018-03 cont'd:

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

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.

Resolution #R-2018-03 cont'd:

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.

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.

Resolution #R-2018-03 cont'd:

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:

- 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.

Resolution #R-2018-03 cont'd:

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.

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).

Resolution #R-2018-03 cont'd:

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
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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:

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

Resolution #R-2018-03 cont'd:

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.

XV. TERM OF PLAN.

This Plan shall be in effect from January 1, 2018 to December 31, 2018. 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 2018***

The following resolution was offered for consideration:

#R-2018-04
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 2018:

- ◆ 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-2018-05
TOWNSHIP OF READINGTON
TEMPORARY BUDGET 2018

<u>ACCOUNT</u>	<u>SALARIES& WAGES</u>	<u>OTHER EXPENSES</u>
CURRENT FUND:		
Administrative & Executive	\$88,565.00	\$ 26,250.00
Mayor & Committee	8,355.00	
Elections		3,250.00
Financial Administration	52,029.00	3,000.00
		9,875.00
Assessment of Taxes	18,675.00	1,250.00
Revision of Tax Map		3,750.00
Collection of Taxes	20,666.00	6,000.00
Legal Services		225,000.00
Prosecutor		9,250.00
Engineering		38,250.00
Buildings and Grounds	59,077.00	28,250.00
Planning Board	6,632.00	750.00
Board of Adjustment	17,552.00	1,125.00
Environmental Commission	260.00	750.00
Consultants		32,500.00
General Liability Insurance		116,510.00

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Employee Group Health		531,989.00
Workers Compensation		63,285.00
Waste Collection/Recycling	5,925.00	175,000.00
Fire Companies/Rescue Squad		86,075.00
Police	724,301.00	60,000.00
School Crossing Guards		4,250.00
Streets and Roads	371,841.00	93,750.00
Snow Removal		30,000.00
Tree Removal		7,500.00
Street Lighting		10,000.00
Board of Health	11,025.00	10,500.00
Emergency Management	3,600.00	625.00
Animal Control		1,250.00
Housing	28,746.00	375.00
Recreation	24,177.00	10,000.00
Free County Library	34,488.00	2,125.00
Senior Transportation		1,250.00
Museum Committee	7,975.00	4,500.00
Historic Preservation Commission		375.00
Construction Code Official	86,328.00	16,250.00
Celebration of Public Events		2,000.00
Fire Hydrant Service		21,250.00
Electricity		32,500.00
Telephone		18,000.00
Fuel Oil		2,125.00
Gasoline		22,044.00
Contingent		750.00
Social Security		124,312.00
Pension Plans		237,045.00
SUI		1,250.00
DCRP		2,500.00
LOSAP		17,500.00
Municipal Court	27,550.00	4,750.00
Uniform Fire Safety	14,349.00	750.00
Public Defender		<u>4,000.00</u>

TOTALS	<u>\$1,612,116.00</u>	<u>\$2,105,635.00</u>
<u>SEWER UTILITY</u>		
<u>ITEM</u>	<u>SALARIES & WAGES</u>	<u>OTHER EXPENSES</u>
Salaries and Wages	\$ 15,000.00	
Other Expenses		\$ 17,500.00
Service Fees		372,500.00
Statutory Expenditures		<u>2,223.00</u>
TOTALS	<u>\$ 15,000.00</u>	<u>\$ 392,223.00</u>

* 4. ***Resolution to set delinquent tax interest rate for 2018***

The following resolution was offered for consideration:

#R-2018-06

**TOWNSHIP OF READINGTON
 RESOLUTION FIXING INTEREST RATES ON DELINQUENT TAXES
 FOR CALENDAR YEAR 2018**

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 2018***

The following resolution was offered for consideration:

#R-2018-07

**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 2018:

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

* 6. **Professional Services Resolution**

The following resolution was offered for consideration:

#R-2018-08

**TOWNSHIP OF READINGTON
RESOLUTION**

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:
 - ◆ *Sharon A. Dragan as Township Attorney*
 - ◆ *Martin Allen, Esq. of Bivona, Cohen, Kunzman, Coley, Yospin, Bernstein & DiFrancesco as Tax Attorney*
 - ◆ *Jerch, Vinci & Higgins, LLP for Municipal Auditor Services*
2. Said contracts shall expire on December 31, 2018.
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 2018 meeting dates for Township Committee**

The following resolution was offered for consideration:

#R-2018-09

**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 16, 2018
February 5, 2018
February 20, 2018
March 5, 2018
March 19, 2018
April 2, 2018
April 16, 2018
May 7, 2018
May 21, 2018
June 4, 2018
June 18, 2018
July 2, 2018
July 16, 2018
August 6, 2018
September 4, 2018
September 17, 2018
October 1, 2018
October 15, 2018
November 5, 2018
November 19, 2018
December 3, 2018
December 17, 2018
December 26, 2018**

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

The following resolution was offered for consideration:

#R-2018-10

**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-2018-10 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 2018***

The following resolution was offered for consideration:

#R-2018-11

AUTHORIZATION FOR ASSESSOR TO FILE CORRECTION OF TAX ASSESSMENT FOR 2018

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 2018 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 2018***

The following resolution was offered for consideration:

#R-2018-12

***AUTHORIZATION FOR MARTIN ALLEN, ESQ.,
READINGTON TOWNSHIP TAX ATTORNEY,
TO FILE CORRECTION OF TAX ASSESSMENT FOR 2018***

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 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 2018 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.

- * 11. ***Public Alliance Insurance Coverage Fund Resolution for Renewal of Membership***

The following resolution was offered for consideration:

#R-2018-13

***PUBLIC ALLIANCE INSURANCE COVERAGE FUND RESOLUTION FOR RENEWAL
MEMBERSHIP***

WHEREAS, the Township of Readington, hereafter referred to as “**Public Entity**,” is a member of the Public Alliance Insurance Coverage Fund, hereinafter referred to as “**Fund**”; and

Resolution #R-2018-13 cont'd:

WHEREAS, said renewal membership terminates as of January 1, 2018 at 12:01 a.m. standard time, unless earlier renewed by agreement between the **Public Entity** and the **Fund**; and

WHEREAS, the **Public Entity** is afforded the following types of coverages:

- Workers' Compensation
- Package (property, boiler & machinery, crime, auto & general liability; including Police Professional)
- Public Officials Liability
- Excess Liability: Auto & General Liability (including Police Professional)
Public Officials Liability
- Environmental Impairment Liability

WHEREAS, the **Public Entity** desires to renew said membership.

NOW THEREFORE, BE IT RESOLVED, as follows:

1. The **Public Entity** agrees to renew its membership in the **Fund** for a period of three (3) years beginning January 1, 2018 and ending January 1, 2021 at 12:01 a.m. eastern standard time and to be subject to the coverages, operating procedures, bylaws, and other organizational and operational documents of the **Fund** presently existing or as from time to time amended by the **Fund** and/or the Department of Banking and Insurance.
2. The **Public Entity** agrees that as a member of the Public Alliance Insurance Coverage Fund the **Public Entity** must purchase all types of coverages offered by the Fund that are applicable to the **Public Entity**.
3. The **Public Entity** hereby appoints Vita Mekovetz, Administrator/Municipal Clerk, as the **Public Entity's** Fund Commissioner and is authorized to execute the renewal Indemnity and Trust Agreement thereby evidencing annexed hereto and made a part hereof and to deliver the same to the **Fund the Public Entity's** renewal of its membership.

* 14. ***Resolution to Appoint Risk Management Consultant***

The following resolution was offered for consideration:

#R-2018-14

***TOWNSHIP OF READINGTON
RISK MANAGEMENT CONSULTANT RESOLUTION***

WHEREAS, the Township of Readington has resolved to join the Public Alliance Insurance Coverage Fund ("PAIC") following a detailed analysis; and

WHEREAS, the Bylaws of PAIC require that each entity designate a Risk Management Consultant to perform various professional services as detailed in the Bylaws and Risk Management Plan; and

WHEREAS, the Bylaws indicate that PAIC shall pay each Risk Management Consultant a fee to be established annually by the Executive Committee;

Resolution #R-2018-14 cont'd:

NOW THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Readington does hereby appoint *Lisa Pfenninger* as its Risk Management Consultant in accordance with the Fund's Bylaws.

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

Mr. Albanese	- Aye
Mrs. Duffy	-Aye
Mrs. Fort	-Aye
Mr. Heller	-Aye
Mayor Smith	-Aye

Mrs. Duffy stated that she would be recusing herself from voting on Resolution #R-2018-13.

CORRESPONDENCE

There was none.

OLD BUSINESS

There was none.

NEW BUSINESS

There was none.

COMMENTS FROM THE PUBLIC

Bob Kloss, Lazybrook Road, thanked the Committee for their support in opposing the new beekeeping regulations and gave a brief overview of the proposed regulations. Mr. Kloss also thanked Administrator Mekovetz for drafting the resolution.

COMMENTS FROM THE GOVERNING BODY

There were none.

A MOTION was made by Mrs. Fort to adjourn at 7:00 p.m., seconded by Mrs. Duffy with a vote of ayes all, nays none recorded.

Respectfully Submitted:

Vita Mekovetz, *RMC/MMC/QPA*
Municipal Clerk