

READINGTON TOWNSHIP COMMITTEE
REORGANIZATION MEETING
JANUARY 6, 2014

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: Mrs. Julia Allen, Mr. Thomas Auriemma, Mrs. Betty Ann Fort,
Mrs. Beatrice Muir

ABSENT: Mr. Frank Gatti

ALSO PRESENT: Attorney Sharon Dragan, Administrator Vita Mekovetz

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

Swearing in of Betty Ann Fort as a member of the Township Committee for a three (3) year term by Congressman Leonard Lance.

Congressman Leonard Lance swore in Mrs. Betty Ann Fort as a member of the Township Committee for a three (3) year term

Attorney Dragan asked for nominations for Mayor for the year 2014.

A **MOTION** was made by Mrs. Muir to nominate Julia Allen for the position of Mayor for 2014. This motion was seconded by Mrs. Fort with a vote of ayes all, nays none recorded.

Congressman Leonard Lance administers Oath of Office to Mayor.

Congressman Leonard Lance swore in Mrs. Allen as Mayor for the year 2014.

2014 MAYOR'S COMMENTS:

Mayor Allen made the following comments:

Every year, at first meeting, we look back on the year that just passed, and then look forward to the year ahead.

When 2013 began, Readington residents and the Township were still busy at work cleaning up from Super Storm Sandy. We are happy to report the Township was approved for 90% reimbursement from FEMA for the cleanup costs.

2013 saw the newly restored Ryland Inn again become a premier destination for special occasions and we are pleased to see the near completion of the new banquet facilities.

On Route 22, just east of Whitehouse Station, we saw the completion of the 52 unit senior apartment complex known as Country Classics, and Toll Brothers break ground on a new 210 unit senior development, which will feature 70 single family homes and 140 townhomes.

We were very happy to welcome a Rita's to Readington Township.

In 2013, Readington Township's school population continued to decrease, allowing the Board of Education to continue to maintain a stable school budget.

We completed the preservation of the 70 acre Peter's farm, using a combination of Federal, State and County funding.

We were pleased to learn that the 350 acre Profeta Farm on Pleasant Run Road was approved for State Farmland Preservation Funding, and also that the Hunterdon Land Trust Alliance succeeded in funding the preservation of two important wooded tracts at the top of Round Mountain.

In 2013, we were saddened by the passing of two Readington residents who had committed their lives to making all of us safer; former Police Chief James Paganessi, and volunteer firefighter, Jeffrey Scheuerer.

Solberg Airport dominated the news at the end of 2013, which resulted in the beginning of a town-wide discussion of how to handle the issue as we move forward.

Readington has some challenges ahead for 2014.

The Township Committee is more hopeful than ever that renewed efforts to resolve the issue of Solberg Airport may finally be successful. Early in the New Year, these efforts will include formal mediation. The Committee is committed to finding a solution that will, both meet the goals of the Township and also be satisfactory to the Solberg Family.

Since Merck made the announcement that it will be moving its world headquarters out of Readington Township in 2015, Readington Township officials, along with State and County officials, have been meeting periodically with Merck representatives. Merck has hired the commercial real estate firm Cushman and Wakefield and is looking for, and has been assured of cooperation in their efforts to market their property.

In 2014, Readington Township will be continuing to be actively involved in the planning for a proposed gas pipeline expansion in 2015. Construction of the new pipeline will parallel Pleasant Run Road along an existing pipeline.

The Committee's most important job for 2014, is as always, to deliver the best services to our residents in the most cost effective manner possible. Fortunately Readington Township has the benefit of a very talented, committed and professional staff, which we rely on to get this work done.

We are very proud of all of our various departments and the personnel who run them, and we are very appreciative of their hard work on behalf of our Township.

Readington Township is also very fortunate to benefit from the time and talents of an army of dedicated volunteers, who collectively, are responsible for the great quality of life that we all enjoy in our beautiful Township.

It is nice to take a moment to thank everyone for their efforts and to say we look forward to a great New Year!

REORGANIZATION:

1. **2014 Appointments**

The following resolution was offered for consideration:

#R-2014-01

**TOWNSHIP OF READINGTON
RESOLUTION**

BE IT RESOLVED, that the following appointments are made for the year 2014:

Resolution #R-2014-01 cont'd:

2014 APPOINTMENTS

<u>POSITION</u>	<u>APPOINTMENT</u>	<u>TERM/YEARS</u>
DEPUTY MAYOR.....	BEATRICE MUIR.....	ONE YEAR
TOWNSHIP ATTORNEY.....	SHARON A. DRAGAN.....	ONE YEAR
TOWNSHIP ENGINEER.....	ROBERT O'BRIEN.....	ONE YEAR
TOWNSHIP AUDITOR.....	SUPPLEE, CLOONEY & CO.....	ONE YEAR
MUNICIPAL JUDGE.....	GERARD SHAMEY	THREE YEARS
TOWNSHIP PROSECUTOR.....	ROBERT BALLARD.....	ONE YEAR
PUBLIC DEFENDER.....	SCOTT MITZNER	ONE YEAR
ALTERNATE PUBLIC DEFENDER.....	ANTHONY ROTTUNO	ONE YEAR
ALTERNATE PUBLIC DEFENDER.....	BRITT SIMON	ONE YEAR
DEPUTY TWP. CLERK.....	KARIN M. PARKER.....	ONE YEAR
ASSESSMENT SEARCH OFFICER.....	VITA MEKOVETZ	ONE YEAR
BOARD OF ADJUSTMENT.....	PATRICK RYAN (2 ND ALT).....	ONE YEAR
BOARD OF HEALTH:.....	WILLIAM NUGENT.....	THREE YEARS
	BEATRICE MUIR.....	ONE YEAR
	WENDY SHEA (ALT).....	TWO YEARS
DOG LICENSING OFFICIAL.....	LORRAINE PETZINGER.....	ONE YEAR
DOG WARDEN	ANIMAL CONTROL SOLUTIONS..	ONE YEAR
ENVIRONMENTAL COMM. CHAIR.....	STEPHEN FOSTER.....	ONE YEAR
ENVIRONMENTAL COMMISSION.....	STEPHEN FOSTER.....	THREE YEARS
	JUDITH TUTELA.....	THREE YEARS
FIRE OFFICIAL	JOHN BARCZYK	TWO YEARS
FLOOD VERIFICATION OFFICIAL.....	MARY MASTRO.....	ONE YEAR
HUNT. CTY. AG. DEVEL. BD LIAISON...	JULIA C. ALLEN.....	ONE YEAR
LIBRARY ADVISOR.....	RONALD P. MONACO.....	ONE YEAR
MUNICIPAL COORD. (office on aging).....	LORRAINE KRIZENAWSKI.....	ONE YEAR
PAIC FUND COMMISSIONER	VITA MEKOVETZ	ONE YEAR
PERS/PFRS CERTIFYING OFFICER.....	VITA MEKOVETZ.....	ONE YEAR

Resolution #R-2014-01 cont'd:

PLANNING BOARD.....JULIA ALLEN.....(CLASS I) . ONE YEAR
RONALD P. MONACO. (CLASS II) ONE YEAR
BETTY ANN FORT.....(CLASS III)ONE YEAR
CHRISTOPHER JOHN ..(CLASS IV) ONE YEAR
TOWNSHIP PHYSICIAN.....CENTER FOR FAMILY HEALTH ... ONE YEAR
ALTERNATE TWP. PHYSICIANTHE DOCTOR IS IN..... ONE YEAR
POLICE OFFICER (SPECIAL)..... ROBERT MARELLI.... (CLASS II). ONE YEAR
JAMES IZZO.....(CLASS II) ONE YEAR
ANDREW ADAMS.....(CLASS I) ONE YEAR
PROPERTY CERTIFICATION OFFICIAL .JOHN BARCZYK ONE YEAR
SOCIAL SERVICES COMMITTEE..... CATHRIN GUMPERT..... FOUR YEARS
SOCIAL SERVICE CASE WORKERBONNIE 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
MUNICIPAL RECYCLING COORD.....SCOTT JESSEMAN..... ONE YEAR
SCHOOL CROSSING GUARDS..... JILL KREIDER..... ONE YEAR
MARGARET FARRELL ONE YEAR
LORRAINE HERZOG ONE YEAR
SEWER ADVISORY COMMITTEE.....JULIA C. ALLEN ONE YEAR
RONALD P. MONACO ONE YEAR
WILLIAM MEGLAUGHLIN..... ONE YEAR
RLSA REPRESENTATIVE..... RON MONACO..... FIVE YEARS
STREET NAMING COMMITTEE.....STEPHANIE B. STEVENS..... ONE YEAR
CAROL MAGNATTA ONE YEAR
TAX SEARCH OFFICERMICHAEL BALOGH..... ONE YEAR
AGRICULTURAL LAND ADV COMM. ...JULIA C. ALLEN..... ONE YEAR
MARCY ZWEERINK ONE YEAR
RONALD MONACO ONE YEAR
MUSEUM COMMITTEE..... ERIN BRENNAN..... THREE YEARS

Resolution #R-2014-01 cont'd:

OPEN SPACE ADVISORY BOARD..... JULIA C. ALLEN..... ONE YEAR
JOHN KLOTZ..... THREE YEARS
JUERGEN HUELSEBUSCH THREE YEARS
ROBERT BECKER..... THREE YEARS
IRENE SABIN..... THREE YEARS
NEIL HENDICKSON (1ST ALT).. TWO YEARS
CHRISTOPHER JOHN (2ND ALT)... ONE YEAR
OPEN SPACE ADVISORY CHAIR..... JOHN KLOTZ.....ONE YEAR
OPEN SPACE ADVISORY VICE-CHAIR...JUERGEN HUELSEBUSCH..... ONE YEAR
CHIEF OF CHIEFS.....TIM APGAR..... ONE YEAR

EMERGENCY MANAGEMENT:

DEPUTY COORDINATOR..... CHIEF SEBASTIAN DONARUMA... ONE YEAR
DEPUTY COORDINATOR..... BJ APGAR.....ONE YEAR
CERT COORDINATOR.....PAUL GRASSIE ONE YEAR
MAYOR.....JULIA ALLEN.....ONE YEAR
TWP. ADMINISTRATORVITA MEKOVETZ ONE YEAR
CONSTRUCTION OFFICIALMICHAEL KOVONUK ONE YEAR
BOARD OF HEALTH MEMBERWILLIAM C. NUGENT ONE YEAR
TOWNSHIP SOCIAL SERVICESDIANE CLAPP ONE YEAR
TOWNSHIP PLANNING BOARD...BETTY ANN FORT..... ONE YEAR
FIRE CHIEF.....TIM APGAR..... ONE YEAR
WHITEHOUSE ST. FIRST AIDWHITEHOUSE STATION 1ST AID . ONE YEAR
DIRECTOR OF PUBLIC WORKS ...SCOTT JESSEMAN..... ONE YEAR
TOWNSHIP ATTORNEYSHARON A. DRAGAN ONE YEAR
TOWNSHIP ENGINEER...ROBERT O'BRIEN..... ONE YEAR
READINGTON TWP. SCHOOLS....DON THORTON..... ONE YEAR
BUILDINGS & GROUNDSSCOTT JESSEMAN..... ONE YEAR
PUBLIC REPRESENTATIVEDON GORDON ONE YEAR
LEFC MEMBER.....IRENE NOVAK.....ONE YEAR

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

Mr. Auriemma - Aye
Mrs. Fort - Aye
Mrs. Muir - Aye
Mayor Allen - Aye

2. **2014 Committee Appointments Resolution by the Mayor**

The following resolution for consideration:

#R-2014-02

**TOWNSHIP OF READINGTON
RESOLUTION**

BE IT RESOLVED, by the Mayor of Readington Township, that the following Committee assignments be made for the year 2014:

Julia Allen:

Planning Board
County Ag. Develop. Board Liaison
Farmland\Open Space Preservation\Land Projects Liaison
Sewer Advisory Committee

Beatrice Muir:

Board of Health
Code Enforcement Department\Construction Code Department
Senior Services
Animal Control

Thomas Auriemma:

Liaison to Fire Companies and Rescue Squad
Recreation Department
Library Services

Frank Gatti:

Finance Department
Police Department
School Crossing Guards

Betty Ann Fort:

Planning Board
Zoning
Engineering, Roads, Maintenance & Recycling
Historic Preservation/Museums
Municipal Court

Entire Township Committee

Township Clerk
Board of Adjustment
Non-Profit Housing

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

Mr. Auriemma - Aye
Mrs. Fort - Aye
Mrs. Muir - Aye
Mayor Allen - Aye

CONSENT AGENDA:

Mayor Allen 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 2014***

The following resolution was offered for consideration:

#R-2014-03

***RESOLUTION AUTHORIZING THE ADOPTION OF THE CASH MANAGEMENT PLAN
FOR THE YEAR 2014***

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 2014.

Resolution #R-2014-03 cont'd:

**Cash Management Plan
2014**

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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

Resolution #R-2014-03 cont'd:

- 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.

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.

Resolution #R-2014-03 cont'd:

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.

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

Resolution #R-2014-03 cont'd:

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. Retained an investment advisor registered or exempt from registration with the Securities and Exchange Commission pursuant to the “Investment Advisors Act of 1940,” 15 U.S.C. sec.80 b-1 et seq., with experience 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

Resolution #R-2014-03 cont'd:

- 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 section 9 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).

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

Resolution #R-2014-03 cont'd:

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

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:

Resolution #R-2014-03 cont'd:

- 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, 2014 to December 31, 2014. 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 2014***

The following resolution was offered for consideration:

#R-2014-04

***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 2014:

- ◆ 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-2014-05

TOWNSHIP OF READINGTON

TEMPORARY BUDGET & SEWER UTILITY TEMPORARY BUDGET RESOLUTION

<u>ACCOUNT</u>	<u>SALARIES& WAGES</u>	<u>OTHER EXPENSES</u>
CURRENT FUND:		
Administrative & Executive	\$ 80,225.00	\$ 26,250.00
Mayor & Committee	10,492.00	
Elections		3,000.00
Financial Administration	47,825.00	3,500.00
Audit Services		9,300.00
Assessment of Taxes	17,250.00	1,875.00
Revision of Tax Map		3,250.00
Collection of Taxes	18,725.00	6,175.00
Legal Services		68,750.00
Prosecutor		9,250.00
Engineering		38,750.00
Buildings and Grounds	51,975.00	26,675.00
Planning Board	5,225.00	875.00
Board of Adjustment	20,025.00	875.00
Environmental Commission	1,092.00	1,000.00
Consultants		15,000.00
General Liability Insurance		105,405.00
Employee Group Health		511,750.00
Workers Compensation		56,595.00
Waste Collection/Recycling	5,325.00	173,500.00
Fire Companies/Rescue Squad		75,325.00
Police	632,750.00	39,050.00
School Crossing Guards	10,625.00	
Streets and Roads	348,975.00	82,075.00
Snow Removal		32,500.00
Street Lighting		12,500.00
Board of Health	10,175.00	5,500.00
Emergency Management	3,350.00	875.00
Animal Control		5,000.00
Public Assistance	26,425.00	625.00
Recreation	32,475.00	7,725.00
Free County Library	34,975.00	2,500.00

Resolution
#R-2014-05 cont'd:

Senior Transportation		2,125.00
Museum Committee	8,000.00	4,500.00
Historic Preservation Commission		625.00
Construction Code Official	67,100.00	15,400.00
Celebration of Public Events		1,750.00
Fire Hydrant Service		21,000.00
Electricity		36,750.00
Telephone		19,750.00
Fuel Oil		2,125.00
Gasoline		50,000.00
Contingent		750.00
Social Security		115,000.00
Pension Plans		211,182.00
SUI		1,250.00
LOSAP		18,000.00
Municipal Court	31,500.00	4,000.00
Uniform Fire Safety	11,025.00	1,000.00
Public Defender		<u>3,250.00</u>
TOTALS	\$1,475,534.00	\$1,833,907.00

SEWER UTILITY

<u>ITEM</u>	<u>SALARIES & WAGES</u>	<u>OTHER EXPENSES</u>
Salaries and Wages	\$ 11,250.00	
Other Expenses		\$ 11,250.00
Service Fees		348,319.00
Statutory Expenditures		<u>1,593.00</u>
TOTALS	<u>11,250.00</u>	<u>361,162.00</u>

- * 4. ***Resolution to set delinquent tax interest rate for 2014***

The following resolution was offered for consideration:

#R-2014-06

TOWNSHIP OF READINGTON
RESOLUTION FIXING INTEREST RATES ON DELINQUENT TAXES
FOR CALENDAR YEAR 2014

Resolution #R-2014-06 cont'd:

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 2014**

The following resolution was offered for consideration:

#R-2014-07

**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 2014:

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

* 6. **Professional Services Resolution**

The following resolution was offered for consideration:

#R-2014-08

**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.

Resolution #R-2014-08 cont'd:

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
 - ◆ Suplee, Clooney & Company for Municipal Auditor Services
2. Said contracts shall expire on December 31, 2014.
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 2014 meeting dates for Township Committee***

The following resolution was offered for consideration:

#R-2014-09

***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 21, 2014
February 3, 2014
February 18, 2014
March 3, 2014
March 17, 2014
April 7, 2014
April 21, 2014
May 5, 2014
May 19, 2014
June 2, 2014
June 16, 2014
July 7, 2014
July 21, 2014
August 4, 2014

Resolution #R-2014-09 cont'd:

September 2, 2014
September 15, 2014
October 6, 2014
October 20, 2014
November 3, 2014
November 17, 2014
December 1, 2014
December 15, 2014
December 29, 2014

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

The following resolution was offered for consideration:

#R-2014-10

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

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 2014**

The following resolution was offered for consideration:

#R-2014-11

AUTHORIZATION FOR ASSESSOR TO FILE CORRECTION OF
TAX ASSESSMENT FOR 2014

Resolution #R-2014-11 cont'd:

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 2014***

The following resolution was offered for consideration:

#R-2014-12

***AUTHORIZATION FOR MARTIN ALLEN, ESQ.,
READINGTON TOWNSHIP TAX ATTORNEY,
TO FILE CORRECTION OF TAX ASSESSMENT FOR 2014***

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.

Resolution #R-2014-12 cont'd:

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 2012 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 Mrs. Fort to approve the Consent Agenda, seconded by Mrs. Muir and on Roll Call vote the following was recorded:

Mr. Auriemma	- Aye
Mrs. Fort	- Aye
Mrs. Muir	- Aye
Mayor Allen	- Aye

CORRESPONDENCE

There was none.

OLD BUSINESS

There was none.

NEW BUSINESS

There was none.

COMMENTS FROM THE PUBLIC

There were none.

COMMENTS FROM THE GOVERNING BODY

A **MOTION** was made by Mrs. Fort authorizing Attorney Dragan to draft a contract with Mediator Glen Berman regarding the issue of Solberg Airport, seconded by Mr. Auriemma and on Roll Call vote the following was recorded:

Mr. Auriemma	- Aye
Mrs. Fort	- Aye
Mrs. Muir	- Aye
Mayor Allen	- Aye

Mrs. Fort commented that this year is a new opportunity to do wonderful things and wished the Committee the best of luck.

A MOTION was made by Mrs. Fort to adjourn at 6:55 p.m., seconded by Mr. Auriemma with a vote of ayes all, nays none recorded.

Respectfully Submitted:

Vita Mekovetz, RMC\MMC\QPA
Municipal Clerk