

**READINGTON TOWNSHIP COMMITTEE
MEETING – July 21, 2014**

Mayor Allen *calls 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: Mayor J. Allen, Deputy Mayor B. Muir, Mr. T. Auriemma, Mrs. B. Fort, Mr. F. Gatti

ALSO PRESENT: Administrator Mekovetz, Attorney S. Dragan

ABSENT: None

EXECUTIVE SESSION:

Clerk read the following Resolution:

RESOLUTION
EXECUTIVE SESSION

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

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

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

1. The public shall be excluded from discussion of and action upon the specified subject matter as set forth in the following Exhibit "A."

EXHIBIT A

<u>Subject Matter</u>	<u>Basis Of Public Exclusion</u>	<u>Date Anticipated When Disclosed to Public</u>
Municipal Court	Personnel.....	Certain information at the discretion of the Township Committee tonight...other information will remain confidential
Police Department (K-9).....	Personnel.....	“ “ “
Award of Bids on New Emergency..... Medical Vehicle Re-Chassis (2004 Ambulance)	Contract Negotiations.....	“ “ “
Award of Bid of M & R Materials.....	Contract Negotiations.....	“ “ “
Executive Session Minutes..... • July 7, 2014	Attorney-Client Privilege.....	“ “ “
Ryland Developers, LLC v. Readington Twp.	Litigation.....	“ “ “
Block 48, Lot 23; Block 55, Lot 33; Block 56, Lots 1, 3, 6 & 8; Block 39, Lot 24 & Block 67, Lot 2 (Solberg Aviation).....	Litigation.....	“ “ “

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

2. This Resolution shall take effect immediately.

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

The meeting reconvened at 7:50 p.m.

Mayor Allen led those present in the *Salute to the Flag*.

Executive Session:

Personnel / Municipal Court

A **MOTION** was made by Mrs. Fort to fill the vacancy of the Municipal Court Administrator on a temporary as needed basis with Audrey Lapinski at a rate of \$30/hour, seconded by Mr. Gatti and on Roll Call vote the following was recorded:

Mr. Auriemma	- Aye
Mrs. Fort	- Aye
Mr. Gatti	- Aye
Mrs. Muir	- Not present at the time
Mayor Allen	- Aye

Personnel / Police Department (K-9)

A **MOTION** was made by Mrs. Fort to approve starting the process of acquiring a second patrol dog since Ronin, the current police K-9, is approaching retirement age, seconded by Mr. Gatti and on Roll Call vote the following was recorded:

Mr. Auriemma	- Aye
Mrs. Fort	- Aye
Mr. Gatti	- Aye
Mrs. Muir	- Not present at the time
Mayor Allen	- Aye

Contract Negotiations / Fallone / Block 32, Lot and Block 34, Lots 10 & 11

A **MOTION** was made by Mr. Gatti to approve obtaining a second appraisal on the property, seconded by Mr. Auriemma and on Roll Call vote the following was recorded:

Mr. Auriemma	- Aye
Mrs. Fort	- Aye
Mr. Gatti	- Aye
Mrs. Muir	- Not present at the time
Mayor Allen	- Aye

Contract Negotiations / Award of Bid on New Emergency Medical Vehicle Re-Chassis (2004 Ambulance)

A **MOTION** was made by Mr. Gatti to amend the insurance requirement which was presented as part of the bid requirement and award the contract to VCI Emergency Vehicle Specialists in the amount of \$98,016.07, seconded by Mrs. Fort and on Roll Call vote the following was recorded:

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

Contract Negotiations / Award of Bid of Maintenance and Repair Materials

The following resolution was offered for consideration:

#R-2014-82

TOWNSHIP OF READINGTON

RESOLUTION

WHEREAS, the Township Committee of the Township of Readington publicly advertised for bids for the proposed 2014 Maintenance and Repair Materials in the Township; and

WHEREAS, on July 15, 2014 the Administrator/ Municipal Clerk conducted the bid opening for the 2014 Maintenance and Repair Materials; and

WHEREAS, the Administrator, Director of Public Works and Township Attorney reviewed the bids received and recommend the awarding of contracts to the bidders as shown on the attached “Schedule of Low Bidders;” and

WHEREAS, the Chief Financial Officer has certified the availability of funds for these contracts; and

WHEREAS, at the Township Committee meeting held on July 21, 2014, the Township Committee reviewed the recommendation for awarding these contracts.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Readington hereby awards contracts according to the attached “Schedule of Low Bidders.”

BE IT FURTHER RESOLVED that the Township Administrator/Clerk is authorized to notify the successful bidders on these awards in the amounts as shown as the attached “Schedule of Low Bidders” and the Mayor and Township Administrator/Municipal Clerk are authorized to sign those contracts.

SCHEDULE OF LOWER BIDDERS

2014 MAINTENANCE & REPAIR MATERIALS

PRIMARY CONTRACTS

ITEM	DESCRIPTION	MODE	QUANT.	UNIT	SUCCESSFUL BIDDER	UNIT PRICE	NOT TO EXCEED AMOUNT
1a	3/4" ROAD STONE	DEL	1,500	TON	STAVOLA	\$13.40	\$20,100.00
1b	3/4" ROAD STONE	FOB	1,500	TON	STAVOLA	\$12.00	\$18,000.00
2a	3/4" CLEAN STONE	DEL	1,500	TON	STAVOLA	\$15.10	\$22,650.00
2b	3/4" CLEAN STONE	FOB	1,500	TON	STAVOLA	\$13.50	\$20,250.00
3a	1-1/2" CLEAN STONE	DEL	200	TON	STAVOLA	\$17.30	\$3,460.00
3b	1-1/2" CLEAN STONE	FOB	200	TON	STAVOLA	\$14.00	\$2,800.00
4	CORE STONE	DEL	500	TON	STAVOLA	\$22.30	\$11,150.00
5	#9 (1/4") STONE OR SANDING GRITS	DEL	500	TON	NO BID		\$00.00
6	SCREENINGS	DEL	500	TON	STAVOLA	\$13.30	\$6,650.00
7	SAND-COARSE	DEL	100	TON	STAVOLA	\$26.00	\$2,600.00
8	LIQUID CALCIUM CHLORIDE	FDA	20,000	GAL	PECKHAM MATERIALS CORP.	\$1.10	\$22,000.00
9a	HOT MIX ASPHALT, MIX 1-5	FDS	3,500	TON	NO BID		\$00.00
9b	HOT MIX ASPHALT, MIX 1-5	FOB	3,500	TON	FLEMINGTON BITUMINOUS	\$65.95	\$230,825.00
10a	HOT MIX ASPHALT, MIX 1-4	FDS	1,000	TON	NO BID		\$00.00
10b	HOT MIX ASPHALT, MIX 1-4	FOB	1,000	TON	FLEMINGTON BITUMINOUS	\$65.95	\$65,950.00
11a	HOT MIX ASPHALT, MIX 1-2	FDS	700	TON	NO BID		\$00.00
11b	HOT MIX ASPHALT, MIX 1-2	FOB	700	TON	FLEMINGTON BITUMINOUS	\$63.95	\$44,765.00
12	HIGH PERFORMANCE COLD PATCH	FOB	50	TON	STAVOLA	\$150.00	\$7,500.00
13	STREET SWEEPING	FDA	150 mile	HOURL	APGAR POWER SWEEPING	\$131.00	\$00.00

SECONDARY CONTRACTS

9b	HOT MIX ASPHALT, MIX 1-5	FOB	3,500	TON	STAVOLA	\$63.00	\$220,500.00
10b	HOT MIX ASPHALT, MIX 1-4	FOB	1,000	TON	STAVOLA	\$63.00	\$63,000.00
11b	HOT MIX ASPHALT, MIX 1-2	FOB	700	TON	STAVOLA	\$59.50	\$41,650.00

A MOTION was made by Mr. Gatti to adopt this resolution, seconded by Mr. Auriemma and on Roll Call vote the following was recorded:

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

Attorney-Client Privilege / Executive Session Minutes / July 7, 2014

A MOTION was made by Mrs. Muir to approve the Executive Session Minutes of July 7, 2014 for content only, seconded by Mrs. Fort with a vote of ayes all, nays none recorded.

Litigation / Ryland Developers, LLC v. Readington Twp.

Mayor Allen stated that this matter remains in Executive Session.

Litigation / Solberg Aviation / Block 48, Lot 23; Block 55, Lot 33; Block 56, Lot 1, 3, 6 & 8; Block 39, Lot 24 and Block 67, Lot 2

Mayor Allen stated that this matter remains in Executive Session.

CONSENT AGENDA:

Mayor Allen read 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. **APPROVAL OF MINUTES** of meeting of July 7, 2014
- * 2. **Acceptance of 2013 Audit Report**

The following resolution was offered for consideration:

R-2014-83

**TOWNSHIP OF READINGTON
RESOLUTION**

WHEREAS, N.J.S.A. 40A:5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions; and

WHEREAS, The Annual Report of Audit for the year 2013 has been filed by the Registered Municipal Accountant with the Municipal Clerk as per the requirements of N.J.S.A. 40A:5-6, and a copy has been received by each member of the governing body; and

WHEREAS, R.S. 52:27BB-34 authorizes the Local Finance Board of the State of New Jersey to prescribe reports pertaining to the local fiscal affairs; and

WHEREAS, the Local Finance Board has promulgated a regulation requiring that the governing body of each municipality shall by resolution certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, at a minimum, the sections of the annual audit entitled “General Comments and Recommendations” and

WHEREAS, the members of the governing body have personally reviewed, at a minimum, the Annual Report of Audit, and specifically the sections of the Annual Audit entitled “General Comments and Recommendations” as evidenced by the group affidavit form of the governing body; and

WHEREAS, such resolution of certification shall be adopted by the Governing Body no later than forty-five days after the receipt of the annual audit, pursuant to N.J.A.C. 5:30-6.5; and

WHEREAS, all members of the governing body have received and have familiarized themselves with at least the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board; and

Resolution #R-2014-83 cont'd:

WHEREAS, failure to comply with the promulgations of the Local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of R.S. 52:27BB-52 - to wit:

R.S. 52:27BB-52 - AA local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office.

NOW, THEREFORE, BE IT RESOLVED, that the governing body of the Township of Readington, hereby states that it has complied with N.J.A.C. 5:30-6.5 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

- * 3. **Corrective Action Plan to 2013 Audit**

- * 4. **Resolution Authorizing Joint Agreement with County of Hunterdon for the Cooperative Resurfacing and Surface Treatment Program**

The following resolution was offered for consideration:

R-2014-84

TOWNSHIP OF READINGTON

RESOLUTION

WHEREAS, pursuant to N.J.S.A. 40A:11-10 *et seq.*, Readington Township authorized a joint agreement with the County of Hunterdon at the July 21, 2014 Township Committee meeting; and

WHEREAS, the Hunterdon County Board of Chosen Freeholders, in accordance with this agreement, has awarded the bid for the Cooperative Resurfacing and Surface Treatment Program at a price of \$3.25 per gallon for Surface Treatment CRS-2M and \$64.00 per ton for Surface Treatment, Cover Material #8 - Clean Broken Stone, to Trap Rock Industries, not to exceed \$200,000; and

WHEREAS, pursuant to N.J.S.A. 5:34-5 the Governing Body is required to award this contract.

NOW, THEREFORE, BE IT RESOLVED, that the Township Committee of the Township of Readington does hereby award the contract for the Cooperative Resurfacing and Surface Treatment Program for the period of July 1, 2014 through June 30, 2015 to Trap Rock Industries., Inc., at a price of \$3.25 per gallon for Surface Treatment CRS-2M and \$64.00 per ton for Surface Treatment, Cover Material #8 - Clean Broken Stone; and

BE IT FURTHER RESOLVED, that a copy of this Resolution shall be sent to the County of Hunterdon Purchasing Department.

- * 5. **Resolution to Extend Grace Period for Payment of Third Quarter 2014 Property Taxes**

The following resolution was offered for consideration:

#R-2014-85

READINGTON TOWNSHIP

HUNTERDON COUNTY, STATE OF NEW JERSEY

WHEREAS, the 2014 tax rate was received by Readington Township on July 10, 2014 and,

Resolution #R-2014-85 cont'd:

WHEREAS, 2014 Final/2015 Preliminary Tax Bills were mailed to property owners on July 17, 2014 and,

WHEREAS, pursuant to N.J.S.A. 54:4-66.3, the grace period for payment of taxes must not be less than 25 days from the date that the bills were mailed.

NOW THEREFORE BE IT RESOLVED by the Township Committee of the Township of Readington that the grace period for payment of 3rd Quarter 2014 property taxes be extended to August 19, 2014, with interest accruing from August 1, 2014 for any payments not made within the grace period.

- * 6. **Release of Soil Witness Fees / Marshall** (Block 74, Lot 4.03)
- * 7. **Release of Police Escrow / Bakie**
- * 8. **Tax Lien Refund**

The following resolution was offered for consideration:

READINGTON TOWNSHIP

HUNTERDON COUNTY, STATE OF NEW JERSEY

RESOLUTION

WHEREAS, an interested party has paid to the Tax Collector the amount necessary to redeem the lien on Block 21.13, Lot 6 and,

WHEREAS, it is the desire of the Tax Collector to refund to the lienholder the redemption amount.

NOW THEREFORE BE IT RESOLVED by the Township Committee that the Treasurer be authorized to refund the redemption amount of \$37,532.04, known as Tax Sale Certificate #501, to the lienholder, James Pilewski.

- * 9. **Payment of Bills** – (Complete bill list is on file in Clerk’s Office)

<u>Fund Description</u>	<u>Fund No.</u>	<u>Received Total</u>
CURRENT FUND	4-01	\$ 672,464.21
SEWER APPROPRIATIONS	4-02	\$ 9,130.00
TRUST FUNDS	X-03	\$ 26,727.98
MISC REFUND, COUNTY TAX, LIENS	X-05	\$ 50,367.00
PAYROLL DEDUCTIONS	X-06	\$ 212,683.35
DUE TO STATE OF NJ	X-09	\$ 1,035.08
	X-12	\$ 28,863.82
	X-14	\$ <u>29,300.00</u>
TOTAL OF ALL FUNDS		\$1,030,571.44

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

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

COMMENTS FROM THE PUBLIC for items listed on the agenda only

There were none.

PUBLIC HEARINGS

As it was after 7:45 p.m., A **MOTION** was made by Mrs. Fort to adjourn the regular meeting to hold a Public Hearing, seconded by Mr. Gatti with a vote of ayes all, nays none recorded.

Clerk read by Title:

AN ORDINANCE TO PROVIDE FOR THE ACCEPTANCE OF CERTAIN DECLARATIONS OF EASEMENTS CONCERNING PORTIONS OF PROPOSED BLOCK 8, LOTS 13 AND 14 (F/K/A BLOCK 8, LOTS 4, 5, 6 AND 7) IN THE TOWNSHIP OF READINGTON, COUNTY OF HUNTERDON AND STATE OF NEW JERSEY FROM RYLAND OFFICE PARK, LLC AND WELLS FARGO CORPORATION, RESPECTIVELY

ORDINANCE #14-2014

Mayor Allen asked if there were any comments from the governing body.

Mayor Allen stated that this ordinance allows for an access easement to maintain the retention facilities.

Mayor Allen asked if there were any comments from the public.

There were none.

A **MOTION** was made by Mrs. Fort to close the Public Hearing and open the regular meeting, seconded by Mr. Auriemma with a vote of ayes all, nays none recorded.

Clerk read by Title:

AN ORDINANCE TO PROVIDE FOR THE ACCEPTANCE OF CERTAIN DECLARATIONS OF EASEMENTS CONCERNING PORTIONS OF PROPOSED BLOCK 8, LOTS 13 AND 14 (F/K/A BLOCK 8, LOTS 4, 5, 6 AND 7) IN THE TOWNSHIP OF READINGTON, COUNTY OF HUNTERDON AND STATE OF NEW JERSEY FROM RYLAND OFFICE PARK, LLC AND WELLS FARGO CORPORATION, RESPECTIVELY

ORDINANCE #14-2014

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

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

A **MOTION** was made by Mr. Auriemma to adjourn the regular meeting to hold a Public Hearing, seconded by Mrs. Muir with a vote of ayes all, nays none recorded.

Clerk read by Title:

***An Ordinance Amending and Supplementing the Readington Township
2013 Salary Ordinance for Officers and Employees of the Township of
Readington***

ORDINANCE #15-2014

Mayor Allen asked if there were any comments from the governing body.

There were none.

Mayor Allen asked if there were any comments from the public.

There were none.

A MOTION was made by Mrs. Fort to close the Public Hearing and open the regular meeting, seconded by Mrs. Muir with a vote of ayes all, nays none recorded.

Clerk read by Title:

***An Ordinance Amending and Supplementing the Readington Township
2013 Salary Ordinance for Officers and Employees of the Township of
Readington***

ORDINANCE #15-2014

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

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

CORRESPONDENCE / OTHER INFORMATION

1. Notice to Public Service Electric and Gas Customers from Alexander C. Stern, Esq., Assistant General Regulatory Counsel, regarding ***the Matter of the Board's Establishment of a Generic Proceeding to Review the Prudency of Costs Incurred by New Jersey Utility Companies in Response to Major Storm Events in 2011 and 2012 and the Matter of the Board's Establishment of a Generic Proceeding to Review the Prudency of Costs Incurred by Public Service Electric and Gas Company in Response to Major Storm Events in 2011 and 2012.*** No action taken.
2. Resolution from Rebecca Newman, Municipal Clerk, Borough of Flemington, regarding ***A Resolution Concerning the Communication Policy of the Flemington-Raritan Regional School Districts Board of Education.*** No action taken.
3. Letter dated June 27, 2014 from Dennis Linken, Partner, Scarinci Hollenbeck, Attorneys at Law regarding ***Filing a Petition with the New Jersey Board of Public Utilities seeking approval of the merger of Time Warner Cable into the wholly owned subsidiary of Comcast.*** No action taken.
4. Notice to Public Service Electric and Gas Customers from Alexander C. Stern, Esq., Assistant General Regulatory Counsel, regarding ***the Matter of the Public Service Electric and Gas Company Customers under its Periodic Pricing Mechanism.*** No action taken.

5. Notice to Public Service Electric and Gas Customers from Alexander C. Stern, Esq., Assistant General Regulatory Counsel, regarding *the Matter of the Public Service Electric and Gas Company for Approval of Changes in its Electric Green Recovery Programs Recovery Charge and its Gas Green Programs Recovery Charge*. No action taken.
6. Resolution from Denise Doolan, Clerk of Board of Chosen Freeholders, County of Hunterdon, regarding *Support of Displaying a Proclamation/Resolution Book in Washington, D.C. on behalf and in support of the children/young adults in the State of New Jersey affiliated with Fibrodysplasia Ossificans Progressiva*. No action taken.
7. Notice to Public Service Electric and Gas Customers from Matthew Weissman, Esq., General Regulatory Counsel, regarding *the Matter of the 2014/2015 Annual Compliance Filing for a Change in the Statewide Electric and Gas Permanent Universal Fund Program Factors within the Electric and Gas Societal Benefits Charges Rates*. No action taken.
8. Letter dated July 1, 2014 from Pilar Patterson, Chief of Bureau of Surface Water Permitting, NJDEP regarding *Final Surface Water Renew Permit Application*. (Entire File Available in Clerk’s Office for Review) No action taken.

NEW BUSINESS

1. ***Request to Allow Sandwich Board Signs in the Commercial B Zone*** – letter dated July 8, 2014 from Stacy Rossi and Kathy Wagner, Owners of the Great and Gluten Free

Mayor Allen stated that a letter was received from the owners of the Great and Gluten Free in Bishops Plaza requesting to allow sandwich boards in the Commercial B Zone to assist in promoting their local business. Mrs. Muir wanted to know what their insurance liability would be in the event the sandwich board was placed on the sidewalk. Mrs. Fort brought up the point that various strip malls have different widths and sizes of sidewalks and expressed some concern that allowing this would then give permission to allow this everywhere. Mr. Auriemma proposed the possibility there could be conditions depending on the size of the signage according to the width and size of the sidewalk area. The Committee agreed with this suggestion and Mrs. Fort offered to discuss this further with John Barzyck, Zoning Official, prior to any determination.

Stacy Rossi and Kathy Wagner, owners of the Great and Gluten Free, stated that they were requesting to derive the same benefits of the Village Commercial Zone, presenting some photos of signs that were working to draw in new customers and promote new business.

2. ***Ordinance of the Township of Readington Establishing “Third-Party Payroll Disbursement”***

Administrator Mekovetz stated that although the Township has always outsourced their payroll there is a new requirement to adopt an ordinance enabling the Township to do so.

The following ordinance was offered for introduction:

ORDINANCE OF THE TOWNSHIP OF READINGTON ESTABLISHING “THIRD-PARTY PAYROLL DISBURSEMENT”

ORDINANCE #16-2014

WHEREAS, the Local Finance Board of the State of New Jersey adopted formal rules regarding “Electronic Disbursement Controls for Payroll Purposes” in order to provide formal authority for local governments to hire third-party payroll services/disbursing services to disburse funds to payroll agencies; and

Ordinance #16-2014 cont'd:

WHEREAS, in order to have a payroll servicer provide disbursement services, the Township Committee of the Township of Readington (“Township”) must formally approve the principle of a third-party having access to Township funds, formally assigning responsibility to an official to oversee the process by enacting an ordinance, and approving all contracts or extensions.

NOW, THEREFORE, BE IT ORDAINED, by the Township Committee of the Township of Readington, County of Hunterdon and State of New Jersey that “Third-Party Payroll Disbursement” is hereby established in the Township Code:

“Third-Party Payroll Disbursement”

Section 1. Purpose and intent; definitions.

A. The purpose and intent of these regulations is to abide by the requirements of N.J.S.A. 52:27D-20.1 and N.J.A.C. 5:30-17.1 et seq., governing electronic disbursement controls for payroll purposes.

B. Definitions. As used in this article, the following terms shall have the meanings indicated:

“Approval Officer”

Person(s) responsible for authorizing and supervising the activities of the payroll service.

“Payroll Service”

Third-party payroll service organization.

“Township”

Township of Readington.

Section 2. Authorization: applicability.

A. The Township is authorized to use a payroll service to prepare payment documentation, take possession of Township funds, and make such disbursements itself on behalf of the Township.

B. The following payroll service providers shall be required to comply with these regulations:

(1) Payroll service providers who use their own customized programming process to execute disbursements for the Township;

(2) Payroll service providers who use a third-party processor to execute disbursements for the Township.

Section 3. Township requirements.

A. The appointment of a payroll service shall be pursuant to the Local Public Contracts Law, See N.J.S.A. 40A:11-1 et seq. and shall require the contractor to do the following, not by way of limitation: data collection, agency report preparation, calculation of withholding, direct deposit of payroll disbursements, and/or transfer of Township funds to contractor's account for subsequent disbursement of payment.

B. Any renewal or extension of a contract under these regulations shall be by resolution.

C. The Chief Financial Officer and/or Treasurer is hereby appointed the approval officer and is responsible for authorizing and supervising the activities of the payroll service and shall further be charged with the reconciliation and analysis of all general ledger accounts affected by the activities of the disbursing organization.

Ordinance #16-2014 cont'd:

- D. If required by the contract between the Township and the payroll service, the payroll service is permitted to hold Township funds pending transmittal to a payee.

Section 4. Payroll service requirements.

- A. A payroll service must meet all of the following requirements:

- (1) Report any irregularities that may indicate potential fraud, noncompliance with appropriate laws, dishonesty or gross incompetence on the part of the approval officer;
- (2) Report circumstances that could jeopardize its ability to continue operations or otherwise interrupt the services provided to the Township.

- B. A payroll service must meet the requirements of N.J.A.C. 5:30-17.5, requiring that the approval officer be assured that the servicer has its own internal controls and appropriately guard against theft and other adverse conditions.

- C. All contracts entered into pursuant to these regulations and the laws authorizing the same shall comply with the requirements of N.J.A.C. 5:30-17.6, which sets out a series of mandatory contractual terms and conditions.

Section 5. Establishment of service.

Upon the adoption of these regulations, the Township Administrator, with the assistance of the Chief Financial Officer and Township Attorney, as necessary, is hereby authorized and directed to enter into a contract for payroll service in accordance with all local public contracting laws and N.J.A.C. 5:30-17. Appointment of the payroll service shall be by separate resolution of the Township.

Section 6. Effective Date

This Ordinance shall take effect upon passage and publication in accordance with applicable law.

Section 7. If any section, paragraph, subsection, clause or provision of this Ordinance shall be adjudged by the courts to be invalid, such adjudication shall apply only to the section, paragraph, subsection, clause or provisions so adjudicated, and the remainder of the Ordinance shall be deemed valid and effective.

Section 8. This ordinance or parts thereof in conflict with the provisions of this Ordinance are repealed to the extent of such conflict.

A ***MOTION*** was made by Mrs. Fort to introduce this ordinance, seconded by Mrs. Gatti and on Roll Call vote the following was recorded:

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

The Public Hearing was scheduled for August 4, 2014 at 7:45 p.m.

3. ***Request to Hold Annual Coin Toss Fundraiser / East Whitehouse Fire Department (July 25th with a rain date of July 26th)***

A ***MOTION*** was made by Mr. Auriemma to approve the East Whitehouse Fire Department Coin Toss Fundraiser, seconded by Mr. Gatti with a vote of ayes all, nays none recorded.

4. ***Request to Hang Banner for Hunterdon County Chamber of Commerce Business EXPO from October 1st through October 15th (2014)*** – letter dated July 10, 2014
Adrienne Melillo, Marketing and Events Coordinator

MOTION was made by Mrs. Fort to approve hanging the banner at the intersection of Kings Plaza from October 1st through October 15th *with the condition that the removal date immediately thereafter, be enforced*, and on Roll Call vote the following was recorded:

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

5. ***Acceptance of Performance Bond / Ryland Office Park / Block 8, Lots 13 & 14***

Attorney Dragan stated that she reviewed the Performance Bond with the Township Engineer, Mr. O'Brien and recommended the acceptance of the Performance Bond.

A ***MOTION*** was made by Mrs. Fort to approve the acceptance of the Performance Bond, seconded by Mr. Auriemma and on Roll Call vote the following was recorded:

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

- * 6. ***Acceptance of 2013 Audit Report*** – resolution

This matter was addressed under the Consent Agenda.

- * 7. ***Corrective Action Plan to 2013 Audit***

This matter was addressed under the Consent Agenda.

- * 8. ***Resolution Authorizing Joint Agreement with County of Hunterdon for the Cooperative Resurfacing and Surface Treatment Program***

This matter was addressed under the Consent Agenda.

- * 9. ***Resolution to Extend Grace Period for Payment of Third Quarter 2014 Property Taxes***

This matter was addressed under the Consent Agenda.

- * 10. ***Release of Soil Witness Fees / Marshall*** (Block 74, Lot 4.03)

This matter was addressed under the Consent Agenda.

- * 11. ***Release of Police Escrow / Bakie***

This matter was addressed under the Consent Agenda.

ADMINISTRATOR'S REPORT

Administrator Mekovetz reported that she had passed out the COAH comments from Mary Beth Lonergan.

ATTORNEY'S REPORT

Attorney Dragan reminded the Committee that Transco was looking for comments on their pre-diversion application.

COMMITTEE REPORTS

Julia Allen

Mayor Allen reported an Open Space Walk took place yesterday.

Thomas Auriemma

Mr. Auriemma stated that he had nothing further to report.

Betty Ann Fort

Mrs. Fort reported that the Bouman Stickney was open the last two Sundays as part of the Hunterdon County's 300th Birthday Celebration of Museums.

Mrs. Fort reported that the Department of Public Works is continuing to work on the road projects.

Mrs. Fort also reported that a letter was received from Mr. Maczynski expressing concern about flooding on the Pulaski Road Bridge, east of School and Kosciuszko Roads, which the County is working on. Mayor Allen suggested sending a letter to Tom Mathews asking the timeline of the repairing of the bridge and what the design plan is to rebuild.

Frank Gatti

Mr. Gatti reported that a letter was received from the Lieutenant Governor regarding large office parks and re-development and they were looking to set up a meeting.

Beatrice Muir

Mrs. Muir reported that based on the Animal Control reports there appears to be some rabies in the Township.

COMMENTS FROM THE PUBLIC

Kevin Devine, commented that the boards on walkway bridge connecting the waterworks property and the ball field are buckling, creating hazardous conditions.

COMMENTS FROM THE GOVERNING BODY

As there was no further business, ***A MOTION*** was made by Mrs. Fort at 8:25 p.m. to adjourn the meeting, seconded by Mrs. Muir with vote of ayes all, nays none recorded.

Respectfully Submitted:

Vita Mekovetz, RMC/MMC/QPA
Municipal Clerk