

WEST AMWELL TOWNSHIP COMMITTEE RE-ORGANIZATION MEETING

January 3, 2023 - 7:30 p.m.

FLAG CEREMONY & PLEDGE OF ALLEGIANCE – Boy Scout Troop #49

Boy Scout Troop #49 led those in attendance in the Pledge to the American Flag
Porter Little – Committee Chairman
Brian Claus – Scoutmaster
Joe Dombroski – Scoutmaster
Stanley Dombrowski – Scout
Christopher Young – Scout
Gabe Payton - Scout

Committeeman Cally thanked the Township Committee as a whole for their assistance and expressed gratitude for everyone's support during 2022.

CALL TO ORDER

Clerk Andrews called the meeting to order.

STATEMENT OF COMPLIANCE WITH THE OPEN PUBLIC MEETINGS ACT

The Open Public Meetings Act has been complied with by notice of this Re-organization meeting being published in the 12/15/22 issue of the Hunterdon County Democrat and posted on the Township bulletin board, where it has remained continuously posted as required under the Statute. A copy of this notice is and has been available to the public and is on file in the office of the Municipal Clerk. The West Amwell Township Committee was called to order at 7:30 PM. Present were Stephen Bergenfeld, James Cally, John Dale, Gary Hoyer and Meghan Hudson along with Township Clerk Maria Andrews and Township Attorney William Pandos.

PRESENTATION OF CERTIFICATE OF ELECTION/OATHS OF OFFICE

Meghan Hudson – 3 year term

Assemblywoman Verlina Reynolds-Jackson administered the Oath of Office to Committeewoman Hudson and she expressed gratitude to all the residents who voted for her and stated she will work hard to earn everyone's trust. Committeewoman Hudson thanked her running mate Diane Yoder, Senator Shirley Turner, Assemblywoman Verlina Reynolds-Jackson and Assemblyman Anthony Verrelli for their support.

James Cally – 3 year term

Township Clerk Maria Andrews administered the Oath of Office to Committeeman Cally. He thanked the residents for re-electing him and stated he will do his best to represent all voters in the township and wished everyone the best in 2023.

NOMINATION OF 2023 MAYOR

A nomination was made by Bergenfeld and seconded by Dale to nominate Gary Hoyer as the Township's 2023 Mayor. Committeeman Hoyer took his oath of office and thanked the Committee for the nomination. He commented that he will continue to focus on tax revenues and services to the residents.

NOMINATION OF 2023 DEPUTY MAYOR

A nomination was made by Cally and seconded by Dale to nominate Stephen Bergenfeld as the Township's 2023 Deputy Mayor. Committeeman Bergenfeld took his oath of office and thanked the Committee for the nomination.

The following resolutions were approved by consent agenda on motion by Cally and seconded by Dale. The motion was unanimously approved by roll call vote.

Bergenfeld: Yes, Cally: Yes, Dale: Yes, Hudson: Yes, Hoyer: Yes

DESIGNATING A MEETING SCHEDULE RESOLUTION #01-2023

BE IT RESOLVED by the Township Committee of the Township of West Amwell, County of Hunterdon, State of New Jersey, that during 2023 the Township Committee will hold regularly scheduled meetings as follows:

Minutes: 1/3/23

Wednesday, January 18 (Joint meeting with Board of Health)
Wednesday, February 1 and 15
Wednesday, March 1 and 15 (Joint meeting with Board of Health)
Wednesday, April 5 and 19
Wednesday, May 3 and 17 (Joint meeting with Board of Health)
Wednesday, June 21
Wednesday, July 19 (Joint meeting with Board of Health)
Wednesday, August 16
Wednesday, September 6 and 20 (Joint meeting with Board of Health)
Wednesday, October 4 and 18
Wednesday, November 15 (Joint meeting with Board of Health)
Wednesday, December 6 and 27

All regular meetings will be 7:30 PM in the Municipal Building, 150 Rocktown-Lambertville Road, Lambertville (West Amwell), New Jersey.

BE IT FURTHER RESOLVED that all meetings will be held in compliance with the Open Public Meetings Act. Special meetings shall be at the call of the Mayor or written request by a member of the Township Committee to the Clerk.

BE IT FURTHER RESOLVED that the Municipal Building is handicapped accessible but the Clerk's office is to be contacted 24 hours in advance for any special accommodations.

BE IT FINALLY RESOLVED that this Resolution shall be posted on the Township bulletin board and transmitted to the Hunterdon County Democrat and the Trenton Times within seven days of adoption.

I hereby certify for foregoing to be a true copy of a Resolution approved by the West Amwell Township Committee at their Reorganization meeting held January 3, 2023.

Maria Andrews, Township Clerk, RMC

**RECOGNIZED TOWNSHIP HOLIDAYS
RESOLUTION #01A-2023**

BE IT RESOLVED by the Township Committee of the Township of West Amwell, County of Hunterdon, State of New Jersey, that during 2023 the Township Offices will be closed in observance of the following holidays:

January 2 – New Year's Day
January 16 – Martin Luther King Day
February 20 – President's Day
April 7 – Good Friday
May 29 – Memorial Day
July 4 – Independence Day
September 4 – Labor Day
October 9 – Columbus Day
November 10 – Veteran's Day
November 23 & 24 – Thanksgiving
December 22 & 25 – *(Christmas Falls on Sunday)*
December 29 – New Year's Eve *(The 31st is Sunday)*

BE IT FINALLY RESOLVED that this Resolution shall be posted on the Township bulletin board.

I hereby certify for foregoing to be a true copy of a Resolution approved by the West Amwell Township Committee at their Reorganization meeting held January 3, 2023.

Maria Andrews, Township Clerk, RMC

**ORGANIZATION OF THE MEETING
RESOLUTION #02-2023**

Minutes: 1/3/23

BE IT RESOLVED by the Township Committee of the Township of West Amwell, County of Hunterdon, State of New Jersey, that the Order of Business and the conducting of business at all meetings shall be as follows:

1. Call to order and statement of compliance with the Open Public Meetings Act
2. Flag Salute
3. Agenda Review by Township Clerk
4. Announcements
5. Presentation of Minutes
6. Open to the Public/Topic not on the Agenda (limited to 15 minutes)
7. Special Presentation(s)
8. Introduction and/or Public Hearing of Ordinances
9. Standing Committee Reports
10. Unfinished Business
11. New Business
12. Open to the Public
13. Administrative (includes Payment of Bills—last regular meeting of each month; Reports; Website review)
14. Correspondence
15. Adjournment

BE IT FURTHER RESOLVED that all matters to be presented to the Township Committee at their regularly scheduled meeting shall be delivered in written form to the Township Clerk's Office no later than noon on the Friday prior to the meeting.

**DESIGNATING THE OFFICIAL NEWSPAPER
RESOLUTION #03-2023**

BE IT RESOLVED by the Township Committee of the Township of West Amwell, County of Hunterdon, State of New Jersey, that the Hunterdon County Democrat be established as the Official Newspaper; the Trenton Times is designated as the daily newspaper having the greatest likelihood of informing the public within the area of jurisdiction of the Township of its meetings.

**AUTHORIZED SIGNATURES ON TOWNSHIP BANK ACCOUNTS
RESOLUTION #04-2023**

BE IT RESOLVED that the Mayor or Deputy Mayor, Clerk and CFO/Treasurer or Assistant Treasurer be authorized to sign checks drawn on the Current Account, Capital Account, Animal Control Trust Fund, Payroll Account, Unemployment Account, Trust Escrow Account, the Federal and State Grant Account, COAH Escrow Account, CDBG-Rehab Account, West Amwell Housing Trust and Open Space Trust Fund.

BE IT FURTHER RESOLVED that the Court Administrator be authorized to sign checks drawn on the Court Account and Bail Account.

BE IT FURTHER RESOLVED that the Clerk be authorized to sign checks drawn on the Petty Cash Account.

**DESIGNATING DEPOSITORIES FOR ACCOUNTS
RESOLUTION #05-2023**

WHEREAS a Political Contribution Disclosure (PCD) has been received and is on file

BE IT RESOLVED that Northfield Bank be designated as the depository for the Current Account, Capital Account, Animal Control Trust Fund, Payroll Account, Petty Cash Fund, Municipal Court Account, Bail Account, COAH Escrow Account, CDBG-Rehab Account, Escrow Trust Account, Unemployment Account, Federal & State Grant Account and Open Space Trust Fund.

BE IT FURTHER RESOLVED that TD Bank be designated as the depository for the West Amwell Housing Trust.

**DESIGNATING DEPOSITORIES FOR INVESTMENTS
RESOLUTION #06-2023**

WHEREAS a Political Contribution Disclosure (PCD) has been received and is on file

Minutes: 1/3/23

BE IT RESOLVED that TD Bank, Northfield Bank, and the State Cash Management Plan be designated depositories for the Open Space Trust, General and Capital Account investments.

BE IT FURTHER RESOLVED that the Treasurer and Clerk be authorized to request bids and to place orders for investments of Township idle funds solely in legally authorized investment vehicles and to execute the recurring Wire Transfer to and from Northfield Bank and other wire transfers for this purpose. Investments will be reported to the Township Committee at its next regularly scheduled meeting.

DESIGNATING TAX COLLECTION DATES, INTEREST RATES AND SETTING FEES

RESOLUTION #07-2023

BE IT RESOLVED by the Mayor and Township Committee of the Township of West Amwell as follows:

1. Real estate taxes shall be collected quarterly on February 1, May 1, August 1 and November 1, 2023
2. Interest shall be charged and calculated at the rate of 8% per annum on the first \$1,500.00 of the delinquency, and 18% per annum on any amount in excess of the first \$1500.00. These amounts are to be calculated from the date the tax was payable until the date the actual payment was received in the tax office.
3. There shall be a ten (10) day grace period, after which unpaid taxes will be charged interest from the due date.
4. Redemption fees for Tax Sale Certificates to the Municipality and Lien holders will be calculated as follows:
 - 2% on Certificates \$100.00 to \$4,999.00
 - 4% on Certificates \$5,000.00 to \$9,999.00.
 - 6% on Certificates over \$10,000.00
5. Redemption amounts shall be obtained from the Tax Collector. A \$50.00 fee will be charged for each additional request for a redemption calculation.
6. Duplicate tax sale certificates will be issued for a fee of \$100.00 each. Certificate owners must supply proof of loss or statement.)
7. Certificates of redemption can be issued for a fee of \$100.00 each. (Certificate owners must supply proof of payment of tax sale certificates.)
8. Tax Notices will have a fee of \$25.00 per mailing in lieu of publication.
9. Returned or insufficient checks will be charged a fee of \$20.00 each.
10. A duplicate bill fee of \$5.00 shall be charged upon request, excluding the property owners.
11. There will be a 6% year end penalty placed on balances and interest totaling \$10,000 or more at the close of the tax year on December 31.

The Township Clerk is hereby directed to publish a copy of this resolution.

I hereby certify the foregoing to be a true copy of a Resolution approved by the West Amwell Township Committee at their Reorganization meeting held January 3, 2023.

Maria Andrews, Township Clerk, RMC

**AUTHORIZING CANCELLATION OF PROPERTY TAX CREDITS AND DELINQUENCIES
RESOLUTION #08-2023**

WHEREAS, the Township Committee of the Township of West Amwell, County of Hunterdon, State of New Jersey, has been informed by the Tax Collector that from time to time there are property tax credits or delinquencies on certain properties located within the Township of West Amwell, and

WHEREAS, pursuant to N.J.S.A. 40A:5-17.1, a resolution may be adopted by the governing body of a municipality authorizing a municipal employee to process without further action on the part of the governing body the cancellation of any property tax credit or delinquency of less than \$10.00

Minutes: 1/3/23

NOW, THEREFORE BE IT RESOLVED by the Township Committee of the Township of West Amwell, County of Hunterdon, State of New Jersey, that the Tax Collector be authorized to cancel any property tax credit or delinquency of less than \$10.00 without further action on the part of the Township Committee and that such action be noted in the Tax Duplicate for the Township of West Amwell.

**PAYROLL AUTHORIZATION
RESOLUTION #09-2023**

BE IT RESOLVED that the West Amwell Township CFO/Treasurer be authorized to pay payrolls as scheduled between meeting dates. Those pays will be subject to approval by the Township Committee at the next regular meeting.

**PAYMENT OF BILLS
RESOLUTION #10-2023**

BE IT RESOLVED that the West Amwell Township Committee may approve the payment of bills at all public meetings.

BE IT FUTHER RESOLVED that all bills for payment by the Township Committee shall be submitted by 12 noon the Friday prior to the meeting.

BE IT FURTHER RESOLVED that the CFO/Treasurer is authorized to pay the following invoices when they are due:

- State of New Jersey Health Benefits
- Debt Service Payments
- South Hunterdon Regional Board of Education
- County of Hunterdon Taxes
- Utility Bills, Lease Payments and Insurance Bills
- PERS & PFRS Payments
- Lincoln National Life Insurance Company

BE IT FURTHER RESOLVED that the invoices listed above will be submitted on the bill list for the next meeting.

**WIRE TRANSFERS
RESOLUTION #11-2023**

WHEREAS, it is necessary to authorize wire transfers from various West Amwell Township bank accounts to the State Cash Management Plan, other approved investments and to third parties in order to conduct authorized Township business,

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of West Amwell, County of Hunterdon, State of New Jersey, that the Chief Financial Officer or Assistant Treasurer be authorized to do wire transfers from Township bank accounts to the State Cash Management Plan, other approved investments and to other authorized third parties in order to conduct authorized Township business.

**A RESOLUTION TO AUTHORIZE THE TAX ASSESSOR OF THE TOWNSHIP
OF WEST AMWELL TO TAKE CERTAIN ACTIONS IN THE NAME OF THE
TOWNSHIP OF WEST AMWELL, COUNTY OF HUNTERDON, NEW JERSEY
RESOLUTION #12-2023**

WHEREAS, the Township Committee has been informed by the Tax Assessor of the Township of West Amwell, that from time to time, the Assessor may be required to execute stipulations relative to assessment appeals, to make corrections in assessments on properties located in the Township of West Amwell, and to file omitted assessments and roll back tax complaints and appeals, all in the name of the Township of West Amwell; and

WHEREAS, the Hunterdon County Board of Taxation requires a resolution of the Township Committee to authorize actions by the Assessor; and

WHEREAS, the Township Committee desires to grant such authority to the Assessor, subject to the conditions set herein.

NOW THEREFORE, BE IT RESOLVED by the Township Committee of the Township of West Amwell, in the County of Hunterdon and State of New Jersey:

Minutes: 1/3/23

Sec. 1 - The Tax Assessor of the Township of West Amwell is, and he hereby is authorized in the name of the Township of West Amwell aforesaid, to:

- (a) Execute stipulations relative to assessment appeals;
- (b) Make corrections in assessments on properties located in the Township of West Amwell;
- (c) File omitted assessment and rollback tax complaints and appeals with the Hunterdon County Board of Taxation.

Sec. 2 - The authority herein granted shall expire on December 31, 2023 and is conditioned upon the Tax Assessor advising the Township Attorney and Township Committee of all such actions taken by him and the reasons therefore.

Sec. 3 - A copy of this Resolution duly certified to be a true copy thereof shall be transmitted to the Tax Assessor and Hunterdon County Board of Taxation.

I hereby certify the foregoing to be a true copy of a Resolution approved by the West Amwell Township Committee on January 3, 2023.

Maria Andrews, Township Clerk, RMC

RESOLUTION #13-2023

RESOLUTION AUTHORIZING LEGAL COUNSEL TO FILE AND PROSECUTE ROLL BACK TAX COMPLAINTS, COMPLAINTS TO CORRECT ERRORS IN ASSESSMENTS AND COMPLAINTS FOR ADDED, OMITTED AND ADDED/OMITTED ASSESSMENTS, DEFEND, SETTLE OR STIPULATE TO RESOLVE ALL 2023 LOCAL PROPERTY TAX APPEALS.

WHEREAS, the Hunterdon County Tax Board has issued a letter of request requiring a Resolution by the Mayor and Township Committee of each municipality of the County of Hunterdon by its County Tax Administrator; and

WHEREAS, the said County Tax Administrator requires that the Mayor and members of the Governing body of each municipality in the County of Hunterdon, in order to file municipal roll back complaints, correct errors or file added, omitted and added/omitted complaints, adopt a resolution allowing the Municipal Attorney or any member of his firm to file and prosecute said complaints.

NOW THEREFORE, BE IT RESOLVED by the Township Committee of the Township of West Amwell, in the County of Hunterdon and State of New Jersey that Katrina Campbell, is hereby authorized to file, prosecute, defend, stipulate, modify, agree upon and otherwise perform the duties which are required of said Attorney, in the process of prosecution and/or filing of said roll back tax complaints, complaints to correct errors in assessments for added assessment in 2022 and defending or settling all 2023 local property tax appeals and execute any and all stipulations relating to the same with the agreement of the West Amwell Township Municipal Tax Assessor.

BE IT FURTHER RESOLVED the Municipal Clerk is and the same is hereby directed to provide a true copy of this resolution to the Hunterdon County Board of Taxation, Hunterdon County Court House, Flemington, New Jersey.

I hereby certify the foregoing to be a true copy of a Resolution approved by the West Amwell Township Committee on January 3, 2023.

Maria Andrews, Township Clerk, RMC

AUTHORIZING USE OF THE MUNICIPAL BUILDING AND SETTING FEE FOR MEETING ROOM RENTAL RESOLUTION #14-2023

BE IT RESOLVED by the Township Committee of the Township of West Amwell, County of Hunterdon, State of New Jersey, that the Township Clerk is hereby authorized to schedule use of the Municipal Building by community groups subject to the requested date not conflicting with the regular meeting schedule of any Township Board or Committee.

Minutes: 1/3/23

BE IT FURTHER RESOLVED that the rental fee for municipal building meeting room use is as follows:

Small meeting room	\$25/hour
Court room	\$50/hour

**RESOLUTION FOR RETURNED CHECKS:
RESOLUTION #15-2023**

WHEREAS, the Township of West Amwell may charge a fee for returned checks, and

WHEREAS, it is the desire of the Township of West Amwell to collect such a fee

THEREFORE, BE IT RESOLVED by the Township of West Amwell, Hunterdon County, State of New Jersey, to set a fee of \$20.00 payable to the Township for dishonored checks to the Municipality for taxes and/or other fees.

**RESOLUTION APPROVING A CONSENT AGENDA
RESOLUTION #16-2023**

BE IT RESOLVED by the Township Committee of West Amwell Township that it hereby approves the use of a "Consent Agenda" which may also be noted as "Resolutions" on the Agenda where matters of a routine nature may be placed.

**RESOLUTION CONCERNING CLOSED SESSION MINUTES & WEBSITE UPDATING
RESOLUTION #17-2023**

BE IT RESOLVED by the Township Committee of West Amwell Township that

1. Closed Session minutes from all Committee and Board meetings will be reviewed by those bodies at least one time per year to ascertain status of release
2. Agendas for all Committees and Boards will include a 'review of website' action item to insure that information is current.
3. That copy of this Resolution be distributed to all West Amwell Township Boards and Committees

I hereby certify the foregoing to be a true copy of a Resolution approved by the West Amwell Township Committee at their Reorganization meeting held January 3, 2023.

Maria Andrews, Township Clerk, RMC

**RESOLUTION DESIGNATING TEMPORARY BUDGET:
RESOLUTION #18-2023**

WHEREAS, N.J.S.A. 40A 40:4-19 provides that where any contract, commitment or payments are to be made prior to the final adoption of the 2023 budget, temporary appropriations should be made for the purpose and amounts required in the manner and time therein provided; and

WHEREAS, the date of this Resolution is within the first thirty days of January 2023; and

WHEREAS, the total appropriation in the 2022 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and deferred charges, is \$4,192,717.00; and

WHEREAS, 26.25% of the total appropriations in the 2022 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and deferred charges, is the sum of \$1,100,588.22; and

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of West Amwell, County of Hunterdon, State of New Jersey, that the following shall be the Temporary

Minutes: 1/3/23

Budget for the Township of West Amwell for the year beginning January 1, 2023, and that a certified copy of this Resolution be transmitted to the Treasurer for his records:

WEST AMWELL TOWNSHIP TEMPORARY BUDGET 2023

See attached

Total 2022 Temporary Budget	\$758,500.00
Maximum Permitted by Law	\$1,100,588.22

I hereby certify the foregoing to be a true copy of a Resolution adopted by the West Amwell Township Committee on January 3, 2023.

Maria Andrews, Township Clerk, RMC

**RESOLUTION ADOPTING THE CASH MANAGEMENT PLAN
RESOLUTION #19-2023
WEST AMWELL TOWNSHIP RESOLUTION
CASH MANAGEMENT PLAN
JANUARY 3, 2023**

BE IT RESOLVED that the Township Committee of the Township of West Amwell adopt this Cash Management Plan as follows:

STATEMENT OF PURPOSE

This Cash Management Plan (the “Plan”) is prepared pursuant to the provisions of N.J.S.A.:5-17 in order to set forth the basis for the deposits and investment of certain public funds of the Township of West Amwell, 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 decision 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.

IDENTIFICATION OF FUNDS AND ACCOUNTS TO BE COVERED BY THE PLAN

- The Plan is intended to cover the deposit and/or investment of the following funds and accounts of the Township of West Amwell:
 1. Affordable Housing Trust
 2. Animal Control Trust
 3. Capital Account
 4. Current Account
 5. Federal and State Grant Account
 6. Housing Trust Account
 7. Payroll Account
 8. Public Assistance I & II Accounts
 9. Unemployment Trust Account
 10. Escrow Trust Account
 11. Open Space Trust Fund
 12. State of New Jersey Cash Management Fund
 13. Other Trusts Account
 14. Police Off-Duty Account
 15. ARP Funds Account
 16. Public Defender Trust Account

Minutes: 1/3/23

- It is understood that this Plan is not intended to cover certain funds and accounts of the Township of West Amwell, specifically:
 1. Municipal Court
 2. Tax Sale Redemption

DESIGNATION OF OFFICIALS OF THE TOWNSHIP OF WEST AMWELL

The Chief Financial Officer of the Township of West Amwell and the Assistant Treasurer are hereby authorized and directed to deposit and/or invest funds referred to in the Plan.

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:

- TD Bank
 - Northfield Bank
 - State of New Jersey Cash Management Plan
- All depositories must conform to the Government Unit Deposit Protection Act (GUDPA), shall provide a Notification of Eligibility from the State of New Jersey, Department of Banking, on a semi-annual basis.

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 the appropriate fund operating accounts.

INVESTMENT INSTRUMENTS AND PROCEDURE

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. Deposits with the State of New Jersey Cash Management Fund established pursuant to 1 Of P.L. c.281 (C52:18A-90.4)
2. Certificate of Deposits
3. Bonds or other obligations of the United States of America or Obligations guaranteed by the United States of America
4. Government money market mutual funds
5. 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 such obligations bears a fixed rate of interest not dependent on any index or external factor.

WIRE TRANSFER AUTHORIZATIONS

The Chief Financial Officer and the Assistant Treasurer are authorized to do wire transfers from Township Bank accounts to the State of New Jersey Cash Management Plan; other approved investments and to other authorized third parties in order to conduct authorized Township business.

DISBURSEMENT OF FUNDS

All funds shall be disbursed as authorized and directed by the Township Committee. The Chief Financial Officer shall present to the Township Committee a schedule of debt service principal and interest payments. The Chief Financial Officer shall have the authority to make the following disbursements when necessary:

- Local and Regional School Taxes
- County Taxes
- Purchase of Investments
- Debt Service
- Salaries and wages
- Health benefits
- Postage
- Utilities

PETTY CASH FUND

Minutes: 1/3/23

Reimbursements for expenditures through the Petty Cash Fund shall be made within 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.

CHANGE FUND

Change Funds have been established by past resolutions of the governing body to provide change to taxpayers making payments.

BONDING

Staff members are covered by a Public Employee Surety Bond.

COMPLIANCE

The Cash Management Plan of the Township of West Amwell 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 any department thereof, the applicable State regulations shall apply.

TERM OF PLAN

This Plan shall be in effect when adopted by resolution of the governing body of the Township of West Amwell. The Plan may be amended from time to time.

I hereby certify the foregoing to be a true copy of a Resolution adopted by the West Amwell Township Committee on January 3, 2023.

Maria Andrews, Township Clerk, RMC

RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR & OPEN CONTRACT FOR TOWNSHIP ENGINEER RESOLUTION #20A-2023

WHEREAS, the Township of West Amwell has a need to acquire services of an Engineer non-fair and open contract pursuant to the provisions of *N.J.S.A. 19:44A-20.4 or 20.5*; and,

WHEREAS, the Treasurer has determined and certified in writing that the value of the acquisition will or may exceed \$17,500; and,

WHEREAS, the anticipated term of this contract is one year and may be extended as approved by this governing body; and

WHEREAS, William Burr of Colliers Engineers has submitted a proposal dated December 15, 2022, for the provision of Engineering Services for the Township; and

WHEREAS, a Political Contribution Disclosure form has been received from William Burr of Colliers Engineers and is on file; and

WHEREAS, William Burr of Maser Consulting Engineers has completed and submitted a Business Entity Disclosure Certification which certifies that Colliers Engineers has not made any reportable contributions to a political or candidate committee in the Township of West Amwell in the previous one year, and that the contract will prohibit Colliers Engineers from making any reportable contributions through the term of the contract, and

WHEREAS, sufficient funds are available in the 2023 Temporary Budget and will be made available in the 2023 Municipal Budget for the Township of West Amwell under line item Engineering Services OE, and various trusts, escrows and capital ordinances

Minutes: 1/3/23

NOW THEREFORE, BE IT RESOLVED that the Township Committee of West Amwell authorizes the Mayor to enter into a contract with William Burr of Colliers Engineers as described herein; and,

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution; and

BE IT FINALLY RESOLVED that the notice of this action shall be published in the newspaper of general circulation within the Township of West Amwell not more than ten days from the enactment thereof

I hereby certify the foregoing to be a true copy of a Resolution adopted by the West Amwell Township Committee on January 3, 2023.

Maria Andrews, Township Clerk, RMC

**RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR & OPEN CONTRACT FOR
TOWNSHIP ATTORNEY
RESOLUTION #20B-2023**

WHEREAS, the Township of West Amwell has a need to acquire services of a Municipal Attorney as a non-fair and open contract pursuant to the provisions of *N.J.S.A. 19:44A-20.4 or 20.5*; and,

WHEREAS, the Treasurer has determined and certified in writing that the value of the acquisition will or may exceed \$17,500; and,

WHEREAS, the anticipated term of this contract is one year and may be extended as approved by this governing body; and

WHEREAS, William Pandos of Lavery, Selvaggi, Abromitis & Cohen, P.C. has submitted a proposal dated December 15, 2022 for the provision of legal counsel to the Township; and

WHEREAS, a Political Contribution Disclosure form has been received from William Pandos of Lavery, Selvaggi, Abromitis & Cohen, P.C. and is on file; and

WHEREAS, Katrina Campbell of Lavery, Selvaggi, Abromitis & Cohen, P.C. has completed and submitted a Business Entity Disclosure Certification which certifies that Lavery, Selvaggi, Abromitis & Cohen, P.C. has not made any reportable contributions to a political or candidate committee in the Township of West Amwell in the previous one year, and that the contract will prohibit Lavery, Selvaggi, Abromitis & Cohen, P.C. from making any reportable contributions through the term of the contract, and

WHEREAS, sufficient funds are available in the 2023 Temporary Budget and will be made available in the 2023 Municipal Budget for the Township of West Amwell under line item Township Attorney OE

NOW THEREFORE, BE IT RESOLVED that the Township Committee of West Amwell authorizes the Mayor to enter into a contract with William Pandos of Lavery, Selvaggi, Abromitis & Cohen, P.C. as described herein; and,

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution; and

BE IT FINALLY RESOLVED that the notice of this action shall be published in the newspaper of general circulation within the Township of West Amwell not more than ten days from the enactment thereof.

I hereby certify the foregoing to be a true copy of a Resolution adopted by the West Amwell Township Committee on January 3, 2023.

Maria Andrews, Township Clerk, RMC

**RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR & OPEN CONTRACT FOR
TOWNSHIP PROSECUTOR
RESOLUTION #20C-2023**

WHEREAS, the Township of West Amwell has a need to acquire services of a Municipal Prosecutor as a non-fair and open contract pursuant to the provisions of *N.J.S.A. 19:44A-20.4 or 20.5*; and,

WHEREAS, the Treasurer has determined and certified in writing that the value of the acquisition will or may exceed \$17,500; and,

WHEREAS, the anticipated term of this contract is one year and may be extended as approved by this governing body; and

WHEREAS, James Moscagui, Esq. of Lavery, Selvaggi, Abromitis & Cohen has submitted a proposal dated December 12, 2022 for the provision of prosecutor services to the Township; and

WHEREAS, a Political Contribution Disclosure form has been received from James Moscagui, Esq. of Lavery, Selvaggi, Abromitis & Cohen and is on file; and

WHEREAS, James Moscagui, Esq. of Lavery, Selvaggi, Abromitis & Cohen has completed and submitted a Business Entity Disclosure Certification which certifies that Lavery, Selvaggi, Abromitis & Cohen has not made any reportable contributions to a political or candidate committee in the Township of West Amwell in the previous one year, and that the contract will prohibit Lavery, Selvaggi, Abromitis & Cohen from making any reportable contributions through the term of the contract, and

WHEREAS, sufficient funds are available in the 2023 Temporary Budget and will be made available in the 2023 Municipal Budget for the Township of West Amwell under line item Township Prosecutor OE

NOW THEREFORE, BE IT RESOLVED that the Township Committee of West Amwell authorizes the Mayor to enter into a contract with James Moscagui, Esq. of Lavery, Selvaggi, Abromitis & Cohen as described herein; and,

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution; and

BE IT FINALLY RESOLVED that the notice of this action shall be published in the newspaper of general circulation within the Township of West Amwell not more than ten days from the enactment thereof

I hereby certify the foregoing to be a true copy of a Resolution adopted by the West Amwell Township Committee on January 3, 2023.

Maria Andrews, Township Clerk, RMC

**RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR & OPEN CONTRACT FOR
TOWNSHIP AUDITOR
RESOLUTION #20D-2023**

WHEREAS, the Township of West Amwell has a need to acquire services of an Auditor as a non-fair and open contract pursuant to the provisions of *N.J.S.A. 19:44A-20.4 or 20.5*; and,

WHEREAS, the Treasurer has determined and certified in writing that the value of the acquisition will or may exceed \$17,500; and,

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WHEREAS, the anticipated term of this contract is one year and may be extended as approved by this governing body; and

WHEREAS, Nisivoccia, LLP has submitted a proposal dated December 15, 2022 for the provision of auditor services to the Township; and

WHEREAS, a Political Contribution Disclosure form has been received from Nisivoccia, LLP and is on file; and

WHEREAS, Nisivoccia has completed and submitted a Business Entity Disclosure Certification which certifies that Nisivoccia, LLP has not made any reportable contributions to a political or candidate committee in the Township of West Amwell in the previous one year, and that the contract will prohibit Nisivoccia, LLP from making any reportable contributions through the term of the contract, and

WHEREAS, sufficient funds are available in the 2023 Temporary Budget and will be made available in the 2023 Municipal Budget for the Township of West Amwell under line item Auditor OE and Finance OE

NOW THEREFORE, BE IT RESOLVED that the Township Committee of West Amwell authorizes the Mayor to enter into a contract with Nisivoccia, LLP as described herein; and,

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution; and

BE IT FINALLY RESOLVED that the notice of this action shall be published in the newspaper of general circulation within the Township of West Amwell not more than ten days from the enactment thereof.

I hereby certify the foregoing to be a true copy of a Resolution adopted by the West Amwell Township Committee on January 3, 2023.

Maria Andrews, Township Clerk, RMC

**RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR & OPEN CONTRACT FOR
SPECIAL ATTORNEY FOR MT. LAUREL LITIGATION
RESOLUTION #20E-2023**

WHEREAS, the Township of West Amwell has a need to acquire services of a special attorney for Mt. Laurel litigation matters as a non-fair and open contract pursuant to the provisions of *N.J.S.A. 19:44A-20.4 or 20.5*; and,

WHEREAS, the Treasurer has determined and certified in writing that the value of the acquisition will or may exceed \$17,500; and,

WHEREAS, the anticipated term of this contract is one year and may be extended as approved by this governing body; and

WHEREAS, Richard P. Cushing of Gebhardt & Kiefer, PC has submitted a proposal for the provision of these services to the Township; and

WHEREAS, a Political Contribution Disclosure form has been received from Richard P. Cushing of Gebhardt & Kiefer, PC and is on file; and

WHEREAS, Richard P. Cushing has completed and submitted a Business Entity Disclosure Certification which certifies that Gebhardt & Kiefer, PC has not made any reportable contributions to a political or candidate committee in the Township of West Amwell in the previous one year, and that the contract will prohibit Gebhardt & Kiefer, PC from making any reportable contributions through the term of the contract, and

Minutes: 1/3/23

WHEREAS, sufficient funds are available in the 2023 Temporary Budget and will be made available in the 2023 Municipal Budget for the Township of West Amwell under line item Legal OE

NOW THEREFORE, BE IT RESOLVED that the Township Committee of West Amwell authorizes the Mayor to enter into a contract with Richard P. Cushing of Gebhardt & Kiefer, PC as described herein; and,

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution; and

BE IT FINALLY RESOLVED that the notice of this action shall be published in the newspaper of general circulation within the Township of West Amwell not more than ten days from the enactment thereof.

I hereby certify the foregoing to be a true copy of a Resolution adopted by the West Amwell Township Committee on January 3, 2023.

Maria Andrews, Township Clerk, RMC

**RESOLUTION FOR VARIOUS PROFESSIONAL SERVICE CONTRACTS UNDER
\$17,500
RESOLUTION #21-2023**

WHEREAS, West Amwell Township has a need to acquire additional professional services without competitive bids; and

WHEREAS, it is anticipated that the value of these services over the course of the year will not exceed \$17,500.000; and

WHEREAS the Local Public Contracts Law, N.J.S.A. 40:11-1 et. seq. allows governing bodies to execute agreements without competitive bidding for professional services; and

WHEREAS these executed agreements must be available for public inspection; and

WHEREAS sufficient funds are available in the 2023 Temporary Budget and will be made available in the 2023 Municipal Budget for the Township of West Amwell

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of West Amwell, authorizes the Mayor and Clerk to execute agreements with the following professionals:

Sharon Dragan, Special Counsel for Open Space Projects
Stanley Troy, Esq., Public Defender
Jenna Casper Bloom, Esq., Substitute Public Defender
John Cantalupo, Bond Counsel

BE IT FURTHER RESOLVED that these agreement are awarded, subject to contract discussions, without competitive bidding as defined under the appropriate section of the Local Public Contracts Law, because each of the above mentioned individuals is authorized by law to practice a recognized profession.

**APPOINTING MUNICIPAL PROSECUTOR
RESOLUTION # 22-2023**

WHEREAS pursuant to P.L. 1996, c95, 14, a municipality may employ and attorney-at-law as a prosecutor, under the supervision of the Attorney General or county prosecutor

NOW, THEREFORE BE IT RESOLVED that pursuant to P.L. 1996, c95, 14 W. James Moscaguirri, Esq. is appointed as West Amwell Township Prosecutor for 2023. Mr. Moscaguirri will serve with the privileges and unities current enjoyed by the Attorney General, prosecutor and their respective designees

I hereby certify the foregoing to be a true copy of a Resolution adopted by the West Amwell Township Committee on January 3, 2023.

Maria Andrews, Township Clerk, RMC

**APPOINTING THE PUBLIC DEFENDER
RESOLUTION #23-2023**

WHEREAS pursuant to P.L. 1997, c. 256 (N.J.S.A. *2B:24-1), a municipality may employ an attorney-at-law as a public defender,

NOW, THEREFORE, BE IT RESOLVED that pursuant to P.L. 1997, c. 256 (N.J.S.A. *2B:24-1), Stanley Troy is appointed to an one year term as West Amwell Township Public Defender to present defendants assigned to the Municipal Public Defender in municipal court.

I hereby certify the foregoing to be a true copy of a Resolution adopted by the West Amwell Township Committee on January 3, 2023.

Maria Andrews, Township Clerk, RMC

**APPOINTING A SUBSTITUTE PUBLIC DEFENDER
RESOLUTION #24-2023**

WHEREAS pursuant to P.L. 1997, c. 256 (N.J.S.A. *2B:24-1), a municipality may employ an attorney-at-law as a substitute public defender,

NOW, THEREFORE, BE IT RESOLVED that pursuant to P.L. 1997, c. 256 (N.J.S.A. *2B:24-1), Jenna Casper Bloom is appointed to a one year term as West Amwell Township’s Substitute Public Defender to present defendants assigned to the Municipal Public Defender in municipal court.

I hereby certify the foregoing to be a true copy of a Resolution adopted by the West Amwell Township Committee on January 3, 2023.

Maria Andrews, Township Clerk, RMC

**APPOINTING AN EMERGENCY MANAGEMENT COMMITTEE
RESOLUTION #25-2023**

BE IT RESOLVED that the following appointments be made for the revision of the West Amwell Township Emergency Management Council:

Emergency Management Coordinator	Harry J. Heller III	3 year term Expires 12/31/25
Emergency Mgmt. Council	David Burd	1 year term
Emergency Mgmt. Council	Craig Reading	1 year term
1 st Deputy Communications Officer (Alert + Warning)	Richard J. Carmosino Matthew Skrebel	1 year term 1 year term
Damage Assessment Officer	Richard J. Carmosino	1 year term
Emergency Medical Services	Jason Strauss, Chief, LNHA&RS Patrick Eckard, Chief AVAC	1 year term

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Public Information Officer	Committeeman Bergenfeld	1 year term
Deputy PIO	Committeeman Cally	1 year term
Fire	Jeffrey Ent, Chief, W.A.F.Co	1 year term
Law Enforcement	Lieutenant E.J. Skillman, WATPD	1 year term
Public Health Officer	Committeeman Bergenfeld	1 year term
Deputy PHO	Committeeman Dale	1 year term
Public Works	Ryan Rollero	1 year term
Resource Management	Alex DeAngelis, Ass't Treasurer	1 year term
Shelter/Reception	County of Hunterdon/Red Cross	1 year term
Social Services	Committeeman Gary Hoyer & TBD	1 year term 1 year term
Radiological Officer	Hunterdon County Health Dept.	1 year term
Evacuation/Sheltering	Rob Tomenchok	1 year term
Evacuation Officer	Rob Tomenchok	1 year term
EOC Manager	Dan Schulze	1 year term
Planner	Amanda Burd	1 year term

BE IT RESOLVED that the Township Coordinator of Emergency Management be authorized, upon adoption of this resolution, to call necessary meetings, arrange for appropriate training sessions, and to set deadlines for responses in writing of the various sections of the plan as well as any further related requirements.

I hereby certify the foregoing to be a true copy of a Resolution adopted by the Township Committee of the Township of West Amwell on the January 3, 2023.

Maria Andrews, Township Clerk, RMC

**RESOLUTION APPOINTING A PUBLIC AGENCY COMPLIANCE OFFICER (P.A.C.O.)
RESOLUTION #26-2023**

BE IT RESOLVED, by the Township Committee of the Township of West Amwell, in the County of Hunterdon, in the State of New Jersey, in accordance with P.L. 1975 C. 127 (N.J.A.C. 17:27), does hereby designate the Public Agency Compliance Officer of the Township of West Amwell for the year 2023 to be:

Maria Andrews, RMC/CMR
Municipal Clerk
150 Rocktown-Lamb. Road
Lambertville NJ 08530

**RESOLUTION APPOINTING A QUALIFIED PURCHASING AGENT
RESOLUTION #27-2023**

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-1, et seq. permits local contracting units to increase their bid threshold up to \$40,000; and

WHEREAS, N.J.S.A. 40A:11-3a permits an increase in the bid threshold if a Qualified Purchasing Agent (QPA) is appointed as well as granted the authorization to negotiate and award such contracts below the bid threshold; and

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WHEREAS, N.J.A.C. 5:34-5, et seq., established the criteria for qualifying as a QPA; and

WHEREAS, Alex DeAngelis possesses the designation of Qualified Purchasing Agent as issued by the Director of the Division of Local Government Services in accordance with N.J.A.C. 5:34-5, et seq.; and

WHEREAS, the QPA will receive \$4339.39 plus the annual increase given to all staff for the calendar year 2023; and

WHEREAS, West Amwell Township wishes to increase the bid threshold and to appoint Alex DeAngelis as QPA; and

NOW, THEREFORE BE IT RESOLVED by the Governing Body of the Township of West Amwell, County of Hunterdon, State of New Jersey that West Amwell Township increases its bid threshold to \$40,000.

BE IT FURTHER RESOLVED that the Governing Body of West Amwell Township hereby appoints Alex DeAngelis as the Qualified Purchasing Agent authorized to exercise the duties of a purchasing agent pursuant to N.J.S.A. 40A:11-2(30), with specific relevance to the authority, responsibility, and accountability of the purchasing activity of the contracting unit; and

BE IT FURTHER RESOLVED that the Mayor, or his designee, is hereby authorized and directed to take such ministerial actions as are necessary to effectuate the provisions of this resolution.

I hereby certify the foregoing to be a true copy of a Resolution adopted by the West Amwell Township Committee on January 3, 2023.

Maria Andrews, Township Clerk, RMC

Approval of Contract for 2023 Building Cleaning Services

A motion by Hudson, seconded by Cally to approve the building cleaning services contract from Johanna Perkins for 2023 was unanimously approved by roll call vote.

Bergenfeld: Yes, Cally: Yes, Dale: Yes, Hudson: Yes, Hoyer: Yes

2023 Employee & Board/Committee Appointments

A motion by Dale, seconded by Cally acknowledging all of the Employee & Board/Committee re-appointments and new appointments was unanimously approved by roll call vote.

Bergenfeld: Yes, Cally: Yes, Dale: Yes, Hudson: Yes, Hoyer: Yes

Resolution #28-2023 Award of Salt Bid

Resolution #28-2023
Award of Salt BID

WHEREAS, a master contract was awarded to Morton Salt (Rock Salt) by the Hunterdon County Board of Commissioners, Bid No. 2022-14 for the contract from September 2022 through September 2023; and

WHEREAS, West Amwell Township Resolution #90-2022 authorizes the purchase of salt from the County for the 2022-2023 season; and

WHEREAS, West Amwell Township has indicated a need of up to 900 tons @ \$72.84/ton of snow and ice control materials that were the subject of said bid, and

WHEREAS, the Township Committee has authorized the purchase of up to 900 tons of said materials, **with quantities ordered as needed by DPW Director Rollero**; and

WHEREAS, funds are available in the 2023 Temporary Budget and will be made available in the 2023 Municipal Budget under the category of Public Works, Streets and Road Maintenance, Other Expenses, as certified by the CFO, and

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THEREFORE, BE IT RESOLVED by the Township Committee of the Township of West Amwell, County of Hunterdon, State of New Jersey that Morton Salt, 444 West Lake Street, Tue 3000, Chicago IL 60606 be awarded the snow and ice control materials bid to begin January 2023.

I hereby certify the foregoing to be a true copy of a Resolution adopted by the West Amwell Township Committee at a meeting held January 3, 2023.

Maria Andrews, Township Clerk, RMC

A motion by Bergenfeld, seconded by Dale to approve Resolution #28-2023 was unanimously approved by roll call vote.

Bergenfeld: Yes, Cally: Yes, Dale: Yes, Hudson: Yes, Hoyer: Yes

ANNOUNCEMENTS

Mayor Hoyer noted the following announcements:

1. The next regular Township Committee meeting is 1/18/23
2. 2023 Dog Licenses are due in January
3. The municipal offices will be closed 1/16/23 – Martin Luther King, Jr. Day
4. The following re-organization meetings have been scheduled:
 - a. Planning Board – 1/17/23 at 7 PM
 - b. Board of Adjustment – 1/24/23 at 7:30 PM
 - c. Environmental Commission – 1/12/23 at 7 PM
 - d. Board of Health – 1/18/23 at 7 PM
 - e. Open Space – 1/10/23 at 7 PM
 - f. Ag Advisory – 1/5/23 – 7 PM
 - g. Historic – Tues. Jan. 10 – 7:00 PM

OPEN TO THE PUBLIC

Mayor Hoyer opened the floor to public comment. Seeing no other members of the public come forward, Mayor Hoyer closed the floor to public comment.

ADJOURNMENT

Mayor Hoyer adjourned the meeting at 8:06 PM.

Maria Andrews, Township Clerk RMC

Approved: 1/18/23