

**WEST AMWELL TOWNSHIP COMMITTEE MEETING**  
**June 17, 2020**  
**Regular Meeting – 7:30 PM**

**CALL TO ORDER AND STATEMENT OF COMPLIANCE WITH THE OPEN PUBLIC MEETINGS ACT**

The regularly scheduled meeting of the West Amwell Township Committee was called to order at 7:30 PM. Present were Deputy Mayor Stephen Bergenfeld, Committeemen John Dale, Gary Hoyer and Lucas Lyons along with Township Clerk Maria Andrews and Township Attorney Katrina Campbell. It was noted for the record that Mayor Cally joined the meeting at 8:05 PM.

Township Clerk Andrews announced that this meeting is called pursuant to the provisions of the Open Public Meetings Act. Notice of this meeting was faxed to the Hunterdon County Democrat and Trenton Times on January 13, 2020, was posted on the bulletin board in the Municipal Building on said date and 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 Township Clerk.

**AGENDA REVIEW BY TOWNSHIP CLERK**

Township Clerk Andrews noted Resolution #66-2020: Approval of Fiscal Year 2021 Municipal Aid Program for the Mt. Airy Village Road Improvement Project was added under New Business.

**ANNOUNCEMENTS**

The following announcements were made:

- Summer Office Hours Begin Wed. 7/1/20: Mon. – Thurs. 8 AM – 5 PM CLOSED FRIDAYS
- Municipal Offices will be Closed Mon. 7/6/20 – Fourth of July Holiday
- Primary Election is Tues. 7/7/20 – It is a Vote-by-Mail Election
- Special Thank You to Chief Ent & the WA Fire Dept. for Assisting with the Ladder Truck on the Installation of Roof Vents at the Municipal Building

**PRESENTATION OF MINUTES**

A motion by Dale, seconded by Hoyer to approve the Committee’s 5/20/20 minutes with no revisions noted was unanimously approved by voice vote.

**OPEN TO THE PUBLIC/TOPICS NOT ON THE AGENDA**

Deputy Mayor Bergenfeld noted that there were no members of the public present at the meeting at this time.

**SPECIAL PRESENTATIONS**

**Proclamation – Emergency Medical Services Week**

Deputy Mayor Bergenfeld acknowledged the following Proclamation and thanked the Office of Emergency Management for their service.

**PROCLAMATION**  
**National Emergency Management Services Week**  
**May 17 – 23, 2020**

WHEREAS, in 1974, President Gerald Ford authorized EMS Week to celebrate EMS practitioners and the important work they do in our nation’s communities; and

WHEREAS, EMS week brings together local communities and medical personnel; to honor the dedication of those who provide the day-to-day lifesaving services of medicine’s “front line” 24 hours a day, seven days a week; and

WHEREAS, Emergency medical Services is a vital public service; and

WHEREAS, access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and

WHEREAS, EMS has grown to fill a gap by providing important, out of hospital care, including preventative medicine, follow-up care, and access to telemedicine; and

WHEREAS, the EMS system consists of first responders, emergency medical technicians, paramedics, emergency medical dispatchers, firefighters, police officers, educators, administrators, pre-hospital nurses, emergency nurses, emergency physicians, trained members of the public and other out of hospital medical care providers; and

WHEREAS, the members of the EMS teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their lifesaving skills; and

WHEREAS, it is appropriate to recognize the value and the accomplishments of EMS providers by designating National Emergency Medical Services Week; and

NOW THEREFORE BE IT RESOLVED that the West Amwell Township Committee does hereby acknowledge the week of May 17<sup>th</sup> through May 23<sup>rd</sup>, 2020 as “National Emergency Medical Services Week.”

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the Township of West Amwell to be affixed this 17<sup>th</sup> day of June 2020.

ATTEST: June 17, 2020

\_\_\_\_\_  
Maria Andrews, Township Clerk, RMC

\_\_\_\_\_  
James J. Cally, Mayor

**INTRODUCTION/PUBLIC HEARING ON ORDINANCES**

**Introduction:** Ordinance 05, 2020 – BOND ORDINANCE PROVIDING FOR VARIOUS 2020 CAPITAL IMPROVEMENTS, BY AND IN THE TOWNSHIP OF WEST AMWELL, IN THE COUNTY OF HUNTERDON, STATE OF NEW JERSEY (THE “TOWNSHIP”); APPROPRIATING \$155,800 THEREFOR AND AUTHORIZING THE ISSUANCE OF \$148,000 BONDS OR NOTES OF THE TOWNSHIP TO FINANCE PART OF THE COSTS THEREFOR

Deputy Mayor Bergenfeld read Ordinance 5, 2020 by title.

**TOWNSHIP OF WEST AMWELL**

**ORDINANCE 05, 2020**

**BOND ORDINANCE PROVIDING FOR VARIOUS 2020 CAPITAL IMPROVEMENTS, BY AND IN THE TOWNSHIP OF WEST AMWELL, IN THE COUNTY OF HUNTERDON, STATE OF NEW JERSEY (THE “TOWNSHIP”); APPROPRIATING \$155,800 THEREFOR AND AUTHORIZING THE ISSUANCE OF \$148,000 BONDS OR NOTES OF THE TOWNSHIP TO FINANCE PART OF THE COSTS THEREOF**

**BE IT ORDAINED AND ENACTED BY THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF WEST AMWELL, IN THE COUNTY OF HUNTERDON, STATE OF NEW JERSEY**  
(not less than two-thirds of all the members thereof affirmatively concurring), **AS FOLLOWS:**

**SECTION 1.** The improvements or purposes described in Section 3 of this bond

ordinance are hereby authorized as general improvements or purposes to be undertaken by the Township of West Amwell, in the County of Hunterdon, State of New Jersey (the “Township”). For the said improvements or purposes stated in Section 3, there is hereby appropriated the aggregate sum of \$155,800, said sum being inclusive of a down payment in the aggregate amount of \$7,800 for said improvements or purposes as required by the Local Bond Law, N.J.S.A. 40A:2-1 et seq. (the “Local Bond Law”). The down payment is now available by virtue of a provision or provisions in a previously adopted budget or budgets of the Township for down payment or for capital improvement purposes.

**SECTION 2.** For the financing of said improvements or purposes described in Section 3 hereof and to meet the part of said \$155,800 appropriation not provided for by application hereunder of said down payment, negotiable bonds of the Township are hereby authorized to be issued in the aggregate principal amount not exceeding \$148,000 pursuant to the Local Bond Law. In anticipation of the issuance of said bonds and to temporarily finance said improvements or purposes, negotiable notes of the Township in an aggregate principal amount not exceeding \$148,000 are hereby authorized to be issued pursuant to and within the limitations prescribed by said Local Bond Law.

**SECTION 3. (a)** The improvements hereby authorized and purposes for the financing of which said obligations are to be issued, include but are not limited to, as follows:

<u>Description</u>	<u>Appropriation</u>	<u>Authorization</u>	<u>Down Payment</u>	<u>Useful Life</u>
(i) <b><u>Department of Public Works</u></b> - Acquisition of A Mason Dump Truck and A Zero Turn Mower;	\$137,926	\$131,021	\$6,905	9.49 Years
(ii) <b><u>Fire Department</u></b> – Acquisition Of Various Personal Protective Equipment; And	\$12,398	\$11,777	\$621	5 Years
(iii) <b><u>Municipal Court</u></b> - Acquisition And Installation, As Applicable, Of An Audio Recording System For the Municipal Court And Computer Hardware And Software To Improve Sound System For Committee Management.	\$5,476	\$5,202	\$274	5 Years

<u>Description</u>	<u>Appropriation</u>	<u>Authorization</u>	<u>Down</u> <u>Payment</u>	<u>Useful</u> <u>Life</u>
	_____	_____	_____	
TOTALS	<u>\$155,800</u>	<u>\$148,000</u>	<u>\$7,800</u>	

(b) The aggregate estimated maximum amount of bonds or notes to be issued for said improvements or purposes is \$148,000.

(c) The aggregate estimated cost of said improvements or purposes is \$155,800, the excess amount thereof over the said estimated maximum amount of bonds or notes to be issued therefor is the down payment available for said purposes.

(d) All such improvements or purposes set forth in Section 3(a) shall include, but are not limited to, as applicable, all engineering, architectural and design work, preparation of plans and specifications, permits, bid documents, and contract administration, and also shall include all work, materials, equipment, accessories, labor and appurtenances necessary therefor or incidental thereto.

**SECTION 4.** In the event the United States of America, the State of New Jersey, the County of Hunterdon and/or a private entity make a contribution or grant in aid to the Township for the improvements and purposes authorized hereby and the same shall be received by the Township prior to the issuance of the bonds or notes authorized in Section 2 hereof, then the amount of such bonds or notes to be issued shall be reduced by the amount so received from the United States of America, the State of New Jersey, the County of Hunterdon and/or a private entity. In the event, however, that any amount so contributed or granted by the United States of America, the State of New Jersey, the County of Hunterdon and/or a private entity shall be received by the Township after the issuance of the bonds or notes authorized in Section 2 hereof, then such funds shall be applied to the payment of the bonds or notes so issued and shall be used for no other purpose.

**SECTION 5.** All bond anticipation notes issued hereunder shall mature at such times as may be determined by the Chief Financial Officer of the Township, provided that no note shall mature later than one (1) year from its date unless such bond anticipation notes are permitted to mature at such later date in accordance with applicable law. The notes shall bear interest at such rate or rates and be

in such form as may be determined by the Chief Financial Officer. The Chief Financial Officer of the Township shall determine all matters in connection with the notes issued pursuant to this bond ordinance, and the signature of the Chief Financial Officer upon the notes shall be conclusive evidence as to all such determinations. All notes issued hereunder may be renewed from time to time in accordance with the provisions of N.J.S.A. 40A:2-8.1. The Chief Financial Officer is hereby authorized to sell part or all of the notes from time to time at a public or private sale and to deliver them to the purchaser thereof upon receipt of payment of the purchase price and accrued interest thereon from their dates to the date of delivery thereof. The Chief Financial Officer is directed to report in writing to the governing body at the meeting next succeeding the date when any sale or delivery of the notes pursuant to this bond ordinance is made. Such report must include the principal amount, the description, the interest rate, the maturity schedule of the notes so sold, the price obtained and the name of the purchaser.

**SECTION 6.** The capital budget of the Township is hereby amended to conform with the provisions of this bond ordinance to the extent of any inconsistency herewith and a resolution in the form promulgated by the Local Finance Board showing full detail of the amended capital budget and capital programs as approved by the Director of the Division of Local Government Services, Department of Community Affairs, State of New Jersey, is on file in the Office of the Clerk of the Township and is available for public inspection.

**SECTION 7.** The following additional matters are hereby determined, declared, recited and stated:

(a) The purposes described in Section 3 of this bond ordinance are not current expenses and are improvements which the Township may lawfully undertake as general improvements, and no part of the cost thereof has been or shall be specially assessed on property specially benefited thereby.

(b) The average period of usefulness of said purposes within the limitations of said Local Bond Law, according to the reasonable life thereof computed from the date of the said bonds authorized by this bond ordinance, is 8.97 years.

(c) The supplemental debt statement required by the Local Bond Law has been duly made and filed in the Office of the Clerk of the Township and a complete executed duplicate thereof has been filed in the Office of the Director of the Division of Local Government Services,

Department of Community Affairs, State of New Jersey, and such statement shows that the gross debt of the Township as defined in the Local Bond Law is increased by the authorization of the bonds or notes provided for in this bond ordinance by \$148,000 and the said obligations authorized by this bond ordinance will be within all debt limitations prescribed by said Local Bond Law.

(d) An aggregate amount not exceeding \$5,000 for items of expense listed in and permitted under N.J.S.A. 40A:2-20 is included in the estimated cost indicated herein for the purposes or improvements herein before described.

**SECTION 8.** The full faith and credit of the Township are hereby pledged to the punctual payment of the principal of and the interest on the obligations authorized by this bond ordinance. The obligations shall be direct, unlimited obligations of the Township, and the Township shall be obligated to levy *ad valorem* taxes upon all the taxable property within the Township for the payment of the principal of the obligations and the interest thereon without limitation as to rate or amount.

**SECTION 9.** The Township hereby declares the intent of the Township to issue the bonds or bond anticipation notes in the amount authorized in Section 2 of this bond ordinance and to use proceeds to pay or reimburse expenditures for the costs of the purposes described in Section 3 of this bond ordinance. This Section 9 is a declaration of intent within the meaning and for purposes of Treasury Regulations §1.150-2 or any successor provisions of federal income tax law.

**SECTION 10.** The Township Chief Financial Officer is hereby authorized to prepare and to update from time to time as necessary a financial disclosure document to be distributed in connection with the sale of obligations of the Township and to execute such disclosure document on behalf of the Township. The Township Chief Financial Officer is further authorized to enter into the appropriate undertaking to provide secondary market disclosure on behalf of the Township pursuant to Rule 15c2-12 of the Securities and Exchange Commission (the “Rule”) for the benefit of holders and beneficial owners of obligations of the Township and to amend such undertaking from time to time in connection with any change in law, or interpretation thereof, provided such undertaking is and continues to be, in the opinion of a nationally recognized bond counsel, consistent with the requirements of the Rule. In the event that the Township fails to comply with its undertaking, the Township shall not be liable for any monetary damages, and the remedy shall be limited to specific performance of the undertaking.

**SECTION 11.** The Township covenants to maintain the exclusion from gross income under Section 103(a) of the Code of the interest on all bonds and notes issued under this bond ordinance.

**SECTION 12.** This bond ordinance shall take effect twenty (20) days after the first publication thereof after final adoption, as provided by the Local Bond Law.

**ADOPTED ON FIRST READING**

**DATED: June 17, 2020**

\_\_\_\_\_  
**MARIA ANDREWS,**  
**Clerk of the Township of West Amwell**

A motion by Dale, seconded by Hoyer to introduce Ordinance 5, 2020 upon first reading was unanimously approved by roll call vote.

*Bergenfeld: Yes, Dale: Yes, Hoyer: Yes, Lyons: Yes*

It was noted for the record that the public hearing on Ordinance 5, 2020 was set for 7/15/20.

**Public Hearing:** Ordinance 07, 2020 – AMENDING Ordinance 06, 2020: AN ORDINANCE TO PROVIDE FOR AND DETERMINE THE RATE OF COMPENSATION OF OFFICIALS AND EMPLOYEES OF THE TOWNSHIP OF WEST AMWELL, COUNTY OF HUNTERDON, STATE OF NEW JERSEY

Deputy Mayor Bergenfeld read Ordinance 7, 2020 by title.

WEST AMWELL TOWNSHIP  
Ordinance 07, 2020  
**AMENDING** Ordinance 06, 2020

AN ORDINANCE TO PROVIDE FOR AND DETERMINE THE RATE OF COMPENSATION OF OFFICIALS AND EMPLOYEES OF THE TOWNSHIP OF WEST AMWELL, COUNTY OF HUNTERDON, STATE OF NEW JERSEY.

**SECTION 1**

The following shall be the rate and ranges of compensation for the following officials and employees of the township for the year 2020.

Mayor .....	\$3698.00
Township Committee .....	\$3101.00
Township Clerk .....	\$55,400.00 - \$80,000.00
Plus \$35.00/hr. for special & emergency meetings	
Registrar of Vital Statistics .....	\$2,500.00 - \$3,500.00
Administrative Assistant .....	\$5,000.00 - \$65,000.00
Deputy Township Clerk .....	\$22,970.00 - \$37,000.00
Deputy Registrar of Vital Statistics.....	\$2,500.00 - \$3,500.00
Escrow Clerk .....	\$2,500.00 - \$4,500.00
Assessor .....	\$27,496.00 - \$40,000.00
Qualified Purchasing Agent .....	\$3,000.00 - \$5,000.00
Chief Financial Officer/Treasurer.....	\$27,607.00 - \$40,000.00
Certifying Officer for Pensions .....	\$1,105.00 - \$2,150.00
Assistant Treasurer .....	\$10,000.00 - \$16,000.00
Payroll Clerk .....	\$3,250.00 - \$5,500.00
Planning Board Secretary .....	\$12,000.00 - \$18,000.00
Plus \$200.00 per additional meeting over 12/year	

Minutes – 6/17/20

Deputy Planning Board Secretary .....	\$200.00/meeting
Board of Adjustment Secretary .....	\$7,500.00 - \$12,000.00
Plus \$200.00 each for special meetings	
Deputy Board of Adjustment Secretary .....	\$200.00/meeting
Board of Health Secretary .....	\$2,500.00 - \$4,500.00
Plus \$200.00 for each special & emergency meetings	
Dog Registrar .....	\$2,500.00 - \$4,500.00
Dog Census Takers .....	\$500.00 per district plus \$325.00 mileage per district
Judge .....	\$11,500.00 - \$17,000.00
Court Administrator .....	\$45,000.00 - \$80000.00
Construction Code Official (West & East).....	\$9,000.00 - \$30,000.00
Plumbing & Mechanical Sub-Code Official & Inspector (West & East).....	\$7,000.00 - \$25,000.00
Electric Sub-Code Official & Inspector (West & East) .....	\$9,000.00 - \$30,000.00
Building Sub-Code Official & Inspector (West & East) .....	\$9,000.00 - \$30,000.00
Fire Sub-Code Official & Inspector (West & East) .....	\$5,000.00 - \$15,000.00
Fire Official .....	\$5,429.00 - \$8,000.00
Zoning Officer .....	\$5,000.00 - \$9,500.00
Municipal Housing Liaison/AA .....	\$4,500.00 - \$7,500.00
Assistant Collector of Taxes .....	\$3,500.00 - \$10,000.00
Tax Collector.....	\$15,000.00 - \$25,000.00
General Office Secretary/Clerk .....	\$12.50 - \$18.00/hr
Rabies Clinic – Secretarial .....	\$25.00 - \$35.00/hr per person
Open Space Secretary .....	\$13.50 - \$20.00/hr
Municipal Bldg. Custodian .....	\$300.00/month
Building Custodian (Police) .....	\$10.75 – \$19.00/hr
<b>Recycling Depot Manager .....</b>	<b>\$5,000.00 - \$10,000.00</b>
Waste Security Officer .....	\$13.25 - \$19.00/hr
Assistant Waste Security Officer.....	\$10.75 - \$18.00/hr
Waste Security Laborer .....	\$10.75 - \$18.00/hr
Substitute Waste Security Laborers .....	\$10.75 - \$18.00/hr
Violations Clerk .....	\$18.50 - \$30.00/hr
Court Security Officer.....	\$225.00 per court session
Substitute MCO .....	\$30.00 - \$45.00/hr
Substitute Sub-Code Officials & Inspectors ... ..	\$29.50 - \$40.00/hr
Construction/Zoning Office Assistant .....	\$15.00 - \$25.00/hr
Construction/Zoning Office Manager.....	\$25,000.00 - \$55,000.00
Substitute T.A. – Construction/Zoning Office.....	\$15.00 - \$22.00/hr
Director of P.W. & Roads .....	\$30.00 - \$50.00/hr
Road Foreman .....	\$21.00 - \$30.00/hr
<b>Grounds Maintenance Manager .....</b>	<b>\$38,500.00 -</b>
<b>\$45,500.00</b>	
Road Class A (10 or more years of service) .....	\$19.00 - \$30.00/hr
Road Class B (5-10 years of service) .....	\$18.00 - \$28.00/hr
Road Class C (Less than 5 years of service) .....	\$18.00 - \$26.00/hr
Minutes: 5/20/20	
Road Laborer .....	\$10.50 - \$18.00/hr
Temporary Laborer .....	\$12.50 - \$18.00./hr
Summer DPW Workers .....	\$10.00 - \$18.00/hr



Police Administrative Secretary .....	\$15.00 - \$25.00/hr
Substitute Police Secretary .....	\$15.00 - \$20.00/hr
Part-time Officers .....	\$25.00 - \$35.00/hr
Part-time Officers Spec Duty .....	\$25.00 - \$35.00/hr
Police Matrons .....	\$15.00 - \$25.00/hr
with a minimum of 4 hours pay if called out between 9 p.m. and 6 a.m.	

## SECTION II

Definitions and Benefits are outlined in the West Amwell Township Policy Manual adopted December 28, 2005 with amendments through April 23, 2014

## SECTION III

All Ordinances and parts of Ordinances inconsistent with this Ordinance are hereby repealed.

## SECTION IV

This Ordinance shall take effect after final adoption and publication according to the laws of the State of New Jersey.

APPROVED BY TOWNSHIP COMMITTEE

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James Cally, Mayor

ATTEST:

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Maria Andrews, Township Clerk, RMC

A motion by Hoyer, seconded by Dale to open the floor to public comment on Ordinance 7, 2020 was unanimously approved. Seeing no members of the public present, a motion was made by Hoyer and seconded by Dale to close the floor to public comment.

A motion by Dale, seconded by Lyons to adopt Ordinance 07, 2020 was unanimously approved by roll call vote.

*Bergenfeld: Yes, Dale: Yes, Hoyer: Yes, Lyons: Yes*

## UNFINISHED BUSINESS

**PennEast Status Update** – It was noted for the record that Mr. Spille had provided an email dated 6/4/20 outlining the latest filings by PennEast.

Mayor Cally arrived at the meeting at this time, 8:05 PM.

## NEW BUSINESS/OTHER

### **Approval: Resolution #62-2020: Authorizing Asphaltic Treatment through State Contract**

#### Resolution #62-2020

RESOLUTION AUTHORIZING THE PURCHASE OF ASPHALTIC SURFACE TREATMENTS BY THE PUBLIC WORKS DEPARTMENT FOR VARIOUS ROADS IN THE TOWNSHIP OF WEST AMWELL FROM, ASPHALT PAVING SYSTEMS, INC. THROUGH STATE CONTRACT T-0896 ( *expiring 08/31/2022*)

WHEREAS, the Township of West Amwell wishes to purchase Asphaltic Surface Treatments from Asphalt Paving Systems, Inc. in the total amount of \$85,640.58; and

WHEREAS, said application was approved for purchase through Ordinance 1, 2020 Budget adopted by the Township Committee of the Township of West Amwell on April 15th, 2020; and

WHEREAS, the Chief Financial Officer has certified that funds are available for said purpose in the Roads Maintenance and Roads 2020 Chip Seal line for the Public Works Department; and

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of West Amwell hereby authorizes the purchase of the above mentioned Asphaltic Surface Treatments, from Asphalt Paving Systems, Inc., P.O. Box 530, Hammonton, NJ 08037 thru State Contract T-0896 in the amount of \$85,640.58; and

BE IT FURTHER RESOLVED that a certified copy of this resolution be forwarded to the Chief Financial Officer and the Qualified Purchasing Agent.

Certification

I, Maria Andrews, Municipal Clerk of the Township of West Amwell, hereby certify that the above is a true copy of a Resolution adopted by the West Amwell Township Committee at their regularly scheduled meeting held on the 17th June, 2020.

\_\_\_\_\_  
Maria Andrews, Township Clerk, RMC

A motion by Dale, seconded by Hoyer to approve Resolution #62-2020 was unanimously approved by roll call vote.

*Bergenfeld: Yes, Dale: Yes, Hoyer: Yes, Lyons: Yes, Cally: Yes*

**Approval: Resolution #63-2020: Certification of the Governing Body of the Annual Audit**

Resolution #63-2020  
CERTIFICATION OF GOVERNING BODY OF THE ANNUAL AUDIT  
GROUP AFFIDAVIT FORM

STATE OF NEW JERSEY

COUNTY OF HUNTERDON

We, members of the governing body of the Township of West Amwell, in the County of Hunterdon, being duly sworn according to law, upon our oath depose and say:

1. We are duly elected (or appointed) members of the West Amwell Township Committee in the county of Hunterdon;
2. In the performance of our duties, and pursuant to N.J.A.C. 5:30-6.5, we have familiarized ourselves with the contents of the Annual Municipal Audit filed with the Clerk pursuant to N.J.S.A. 40A:5-6 for the year 2019;
3. We certify that we have personally reviewed and are familiar with, as a minimum, the sections of the Annual Report of Audit entitled "Comments and Recommendations."

(L.S.)	(L.S.)
_____	_____
(L.S.)	(L.S.)
_____	_____
(L.S.)	(L.S.)
_____	_____
(L.S.)	(L.S.)
_____	_____

\_\_\_\_\_  
Maria Andrews, Township Clerk, RMC

**GOVERNING BODY CERTIFICATION OF THE ANNUAL AUDIT**

**FORM OF 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 2019 has been filed by a Registered Municipal Accountant with the Municipal Clerk pursuant to 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 N.J.A.C. 5:30-6.5, 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, as a minimum, the sections of the annual audit entitled “Comments and Recommendations, and,

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

WHEREAS, failure to comply with the regulations 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: A 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 West Amwell Township Committee, 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.

I HEREBY CERTIFY THAT THIS IS A TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING HELD ON June 17, 2020.

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Maria Andrews, Township Clerk, RMC

A motion by Hoyer, seconded by Dale to approve Resolution #63-2020 was unanimously approved by roll call vote.

*Bergenfeld: Yes, Dale: Yes, Hoyer: Yes, Lyons: Yes, Cally: Yes*

**Approval: Resolution #64-2020: Promotion/Title Change for DPW Employee T. Carom**

**Resolution #64-2020**  
*Amending Resolution #49-2020*

BE IT RESOLVED by the Committee of the Township of West Amwell that the 2020 Salary and Wage Resolution, approved on April 15, 2020 be amended as follows:

<b><u>Position</u></b>	<b><u>Salary/Compensation</u></b>
Add: Recycling Depot Manager – Carom	\$5500.00
Add: Grounds Maintenance Manager – Carom	\$39,750.00
Road Class C – Carom	\$25.00/hour over 40 hours weekly

WHEREAS, Thomas Carom’s regular work week will consist of 39 hours: Tuesday – Saturday:

Tuesday – 8 hours

Wednesday – 10 hours

Thursday – 8 hours

Friday – 8 hours

Saturday – 5 hours

WHEREAS, Thomas Carom’s regular days off will be Sunday and Monday; and

WHEREAS, if a Federal Holiday falls on trash/recycling collection days Thomas Carom will receive an extra \$25.00 per hour; and

WHEREAS, if a Federal Holiday falls on a Monday, Thomas Carom will observe the holiday on Tuesday.

*I hereby certify the foregoing to be a true copy of a Resolution adopted by the West Amwell Township Committee at a regular meeting held on June 17, 2020.*

\_\_\_\_\_  
Maria Andrews, Township Clerk, RMC

A motion by Hoyer, seconded by Dale to approve Resolution #64-2020 was approved by roll call vote with Committeeman Bergenfeld abstaining.

*Dale: Yes, Hoyer: Yes, Lyons: Yes, Cally: Yes*

**Discussion: Bill Received from Attorney Palilonis**

It was noted for the record that this matter will be carried to the Committee’s 7/15/20 agenda.

**Discussion: E-Waste Container at the Recycling Depot**

SWAC Coordinator Ryan Rollero had provided the committee with an email requesting authorization to purchase an E-Waste container in the amount of \$2200 for the collection of electronic devices. It was noted that the previous container supplied by Good Will was picked up because they discontinued the service. The Committee requested the matter be carried to the 7/15/20 agenda in order to get additional information and details from Coordinator Rollero.

**Discussion: South Hunterdon Bus Police Escort for Choice Lunch Program**

Lieutenant Skillman had sent an email explaining the Police Department has been escorting a South Hunterdon bus driver to Trenton every other week since April to deliver lunches to students. It was noted that the school intends to continue the program through the summer. Both West Amwell and Lambertville Police Departments have been providing the escort service for free but now that the program will be running through the summer when there is limited police manpower due to vacations both Lieutenants would like to propose billing the school at the “off-duty” rate for the continued escort service. The Committee agreed with the requested billing rate if the school wishes to provide the lunch delivery service through summer.

**Discussion: Policy on Township Original Documents**

Attorney Campbell noted that she had recently taken a records management class presented by someone from the State who made it very clear that original documents must be maintained in the Township offices. She expressed that any staff members currently utilizing their home offices to store documents should make arrangements to get all original paperwork back to the Township. She also clarified that all correspondence from Township employees should only reference the municipal building address, phone numbers and email. It was noted for the record that the Committee agreed with Attorney Campbell that all original documents must be kept at the municipal building.

**OPEN TO THE PUBLIC**

Mayor Cally opened the meeting to public comment. Seeing no members of the public present, he closed the floor to public comment.

**OTHER – Closed Session**

**Resolution #65-2020: Closed Session – Personnel/Contracts – Litigation/Affordable Housing**

A motion by Cally, seconded by Hoyer to approve Resolution #65-2020 and enter into closed session was unanimously approved by voice vote.

A motion by Cally, seconded by Lyons to return to open session was unanimously approved by voice vote.

It was noted for the record that the Committee was in closed session from 8:15 PM – 9:15 PM.

Upon returning to open session the Committee directed Attorney Campbell to speak with Attorney St. Angelo regarding Block 8 Lot 51 and to explore possible condemnation options.

**ADMINISTRATIVE**

**Treasurer: 6/17/20 Bill List**

A motion by Hoyer, seconded by Bergenfeld to approve the 6/17/20 bill list was unanimously approved by voice vote.

**Tax Collector**

Clerk Andrews noted Tax Collector Brewi had provided her with an update since she couldn't attend this evenings meeting. The following details were highlighted:

1. The mailing of the 3<sup>rd</sup> quarter estimated tax bills will be completed the week of 6/22/20
2. The mailing will be done in house this year which will be a cost savings

With regard to the Construction Office, the following details were noted:

1. The solar project (Route 202/Queens Road) is currently at a standstill due to union labor issues
2. A "Stop Construction" order was issued by HC Soil Cons. for Block 21 Lot 24 Linvale-Harb. Rd.

**CORRESPONDENCE**

The Committee ordered the correspondence listed on the agenda, filed.

**ADJOURNMENT**

A motion by Cally, seconded by Dale to adjourn the meeting was unanimously approved by voice vote.

The meeting adjourned at 9:21 PM.

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Maria Andrews, Township Clerk, RMC

Approved: 7/15/20