

Minutes of the Reorganization Meeting of the Township of Commercial held on Saturday, January 13, 2018 at 11:00 A.M., in the Township Hall, 1768 Main Street, Port Norris, NJ

Those present:

Ronald L. Sutton	Committeeman
Fletcher Jamison	Committeeman
Michael Vizzard	Committeeman
Thomas Seeley	Solicitor
Hannah E. Nichols	Township Clerk
Edward Dennis	Engineer
Clint Miller	Public Works Supervisor
Heather Sparks	Deputy Clerk

Solicitor Thomas Seeley, preside and called the meeting to order with the announcement that the meeting had been advertised, it was being electronically recorded and being held in full compliance of the Open Public Meeting Act. Mr. Seeley asked everyone to stand and join him in the Flag Salute and Lord's Prayer.

Mr. Seeley stated that the Cumberland County Clerk's Office had certified that Fletcher Jamison had been duly elected to fill the position of Township Committeeman in the November 7, 2017 General Election.

Mr. Seeley asked Mr. Jamison to come forward and be sworn in as Township Committeeman and a member of the Commercial Township Governing Body. Mrs. Jamison held the family bible during the swearing in ceremony of her husband.

Mr. Seeley said the first order of business is the nomination of mayor.

Committeeman Jamison made a motion to nominate Ronald L. Sutton Sr. as Mayor of Commercial Township.

Committeeman Vizzard seconded the nomination and a unanimous roll call vote was taken.

Mr. Seeley stated that at this time his duties are over and he handed the gavel over to Mayor Ronald Sutton.

Mayor Sutton thanked the committee for their nomination and he said he is looking forward to working with Committeeman Jamison and Committeeman Vizzard for another three years, there are many things that we can accomplish.

Mayor Sutton stated the next order of business is the nomination of deputy mayor.

Committeeman Vizzard nominated Fletcher Jamison as Deputy Mayor.

Mayor Sutton seconded the nomination with a unanimous roll call vote.

Mayor Sutton said we have several resolutions to adopt and all of them will be read by title only and adopted at the end of reading them into the record but in order to do that we must adopt Consent Resolution 2018-1 and Mayor read the purpose of Consent Resolution 2018-1.

RESOLUTION 2018-1

**A Resolution Permitting Reading/Passing Of Resolutions
By Title And Adopting Consent Agenda**

WHEREAS, the Township Committee of Commercial Township desires to expedite those portions of Township Committee meetings devoted to routine business and permit discussion of items of interest to the general public at an earlier hour, and

WHEREAS, the Township Committee has determined that the following procedures will be used when conducting the scheduled monthly meetings of the Township Committee of Commercial Township.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWNSHIP
COMMITTEE OF COMMERCIAL TOWNSHIP** as follows:

- 1) Resolutions shall be considered for adoption by the Township Committee by Number and Title setting forth a concise description of its purpose.
- 2) Prior to its adoption, a copy of the Resolution shall be posted on the bulletin board or otherwise made available at the Township Hall for public inspection.
- 3) Items of business, excluding ordinances as otherwise provided by law, which the Township Committee has determined to be routine and which do not require discussion shall be included under a single item of the agenda known as the "Consent Agenda". Such items may be adopted or approved as the case may be collectively, upon a single motion and roll call vote of a majority of the Township Committee voting affirmatively.
- 4) Any member of the Township Committee may request that an item be removed from the Consent Agenda and considered separate.

Mayor Sutton asked for a motion and second to adopt Consent Resolution 2018-1. He said the adoption of this resolution will allow us to introduce the resolutions by title that allows the governing body to conduct business at our monthly meetings

Committeeman Vizzard made motion to adopt Consent Resoluton 2018-1.

Committeeman Jamison seconded the motion with a unanimous roll call vote.

Mayor Sutton said the following resolutions will be read and voted on upon the reading of the final resolution.

RESOLUTION 2018-2
Various Positions & Names of Employees Filling Municipal Position

WHEREAS, the Township Committee of the Township of Commercial, County of Cumberland, has various municipal appointments which must be made from time to time to fill certain vacancies within the township.

THEREFORE BE IT RESOLVED, that the following persons are hereby designated to fill these positions:

Township Clerk, Administrative Secretary Alcoholic Beverage Licensing Agent Amusement Licensing Agent, Election Official, Assessment Search Clerk, Registrar of Vital Statistics, Dog Registrar, Licensed Fish and Game Agent	Hannah Nichols
Deputy Clerk, Deputy Dog Registrar, Deputy Registrar, Deputy Municipal Search Clerk, Attendance Clerk Deputy Election Clerk, Assessment Search Clerk	Heather Sparks
Chief Financial Officer	Pamela Humphries
Part Time Secretary	Mary Myers
Solicitor & In Rem Foreclosure	Thomas Seeley
Tax Collector	Leslie Kraus
Secretary/Receptionist	Heather Whitaker
Tax Assessor	Brian Rosenberger
Senior Center Coordinator	Cindy Tawes
Librarian	Cindy Tawes
Construction/Building Code Official Housing/Zoning Officer/	David Dean
Secretary Construction Official Building Subcode/Housing/Zoning	Kathi Burno
Land Use Board Secretary	Kathi Burno
Fire Subcode Official	Vacant
Electrical Inspector	Municipal Code Inspections
Plumbing Subcode Official	Wayne Shelton
Elevator Inspector	State of New Jersey

Court Administrator	Maryann Sheppard
Deputy Court Administrator	Ashley Criss
Municipal Judge	Edward F. Duffy
Municipal Prosecutor	Thomas M. Corrigan
Public Defender	William Reilly
Court Recorder Operator	Brittney Adams
Court Attendees	Shawn Ronan Edward Thomas
Public Works Manager	Edward Dennis
Public Works Supervisor	Clinton Miller
Public Works Foreman	Vacant
Laborer A Heavy Equipment Operator	Shawn Ronan
Labor A/Equipment Operator/Mechanic	Christopher Drummond
Laborer B Truck Driver	Josh Hoffman
Laborer C Road Department	Kevin Brown
Township Physicians	Cumberland Family Medicine

RESOLUTION 2018-3

**Authorizing The Award Of A Non-Fair and Open Contract
For Solicitor, Mr. Thomas Seeley**

**WHEREAS, the Township of Commercial has a need to acquire
"Professional Services", as a non-fair and open contract pursuant to the provisions
of N.J.S.A. 19:44A-20.5 as appropriate; and**

**WHEREAS, the chief financial officer has determined and certified in
writing that the value of the acquisition will exceed \$17,500; and**

WHEREAS, the anticipated term of this contract is one year; and

**WHEREAS, THOMAS SEELEY, SEELEY LAW OFFICE, LLC has
submitted a proposal December 25, 2017 indicating they will provide the
Professional Services for Commercial Township Solicitor.**

**WHEREAS, SEELEY LAW OFFICE, LLC has completed and submitted a
Business Entity Disclosure Certification which certifies that SEELEY LAW
OFFICE, LLC has not made any reportable contributions to a political or candidate
committee in the Township of Commercial in the previous one year, and that the
contract with SEELEY LAW OFFICE, LLC will prohibit from making any
reportable contributions through the term of the contract, and**

**WHEREAS, the chief financial officer of the Township of Commercial
hereby certifies that funding will be available according to N.J.A.C. 5:30-5.4**

NOW, THEREFORE, BE IT RESOLVED that the township Committee of the Township of Commercial authorizes THOMAS SEELEY, SEELEY LAW OFFICE, LLC to enter into a contract with the Township of Commercial 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 FURTHER RESOLVED that the resolution shall be published in the local newspaper within ten days of adoption.

RESOLUTION 2018-4

**Authorizing The Award Of A Fair And Open
Contract For Municipal Judge, Mr. Edward F. Duffy
Third Year of Current Appointment**

WHEREAS, the Township of Commercial has a need to acquire "Professional Services", as a fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4; and

WHEREAS, the chief financial officer has determined and certified in writing that the value of the acquisition will be over \$17,500. Salary will be \$20,000 for 2018; and

WHEREAS, the anticipated term of this contract is one year; and

WHEREAS, Commercial Township has appointed Edward F. Duffy, Esquire, as Municipal Judge for an appointment of three years with term to expire December 31, 2018

WHEREAS, Edward F. Duffy has completed and submitted a Business Entity Disclosure Certification which certifies that he has not made any reportable contributions to a political or candidate committee in the Township of Commercial in the previous one year, and that the contract will prohibit him from making any reportable contribution through the term of the contract; and

WHEREAS, the chief financial officer of the Township of Commercial hereby certifies that funding will be available according to N.J.A.C. 5:30-5.4.

NOW THEREFORE BE IT RESOLVED that the Township Committee of the Township of Commercial will enter into a contract with Edward F. Duffy, as Municipal Judge for the Township of Commercial/

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 FURTHER RESOLVED that the resolution shall be published in the local newspaper within ten days of adoption.

RESOLUTION 2016-5

**Authorizing The Award Of A Non-Fair and Open
Contract For Municipal Engineer and Municipal Planner,
Edward Dennis, Jr. of Remington/Vernick & Walberg Engineers**

**WHEREAS, the Township of Commercial has a need to acquire
"Professional Services", as a non-fair and open contract pursuant to the provisions
of N.J.S.A. 19:44A-20.5: and**

**WHEREAS, the chief financial officer has determined and certified in
writing that the value of the acquisition will exceed \$17,500; and**

**WHEREAS, the anticipated term of this contract is three years for
Municipal Engineer and one year for Municipal Planner; and**

**WHEREAS, Remington, Vernick and Walberg Engineers has submitted a
proposal December 25, 2017 indicating they will provide the Professional Services
for Commercial Township Municipal Engineer and Planner; and**

**WHEREAS, Remington, Vernick and Walberg Engineers has completed and
submitted a Business Entity Disclosure Certification which certifies that Remington
Vernick and Walberg Engineers, has not made any reportable contributions to a
political or candidate committee in the Township of Commercial in the previous one
year, and that the contractor Remington, Vernick & Walberg Engineers will
prohibit from making any reportable contributions through the term of the
contract; and**

**WHEREAS, the chief financial officer of the Township of Commercial
hereby certifies that funding will be available according to N.J.A.C. 5:30-5.4**

**NOW, THEREFORE BE IT RESOLVED that the Township Committee of
the Township of Commercial authorizes Edward Dennis, Municipal Planner of
Remington, Vernick and Walberg Engineers to enter into a contract with the
Township of Commercial 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 FURTHER RESOLVED that the resolution shall be published in the
local newspaper within ten days of adoption.**

RESOLUTION 2018-6

**Authorizing The Award Of A Non-Fair And Open
Contract For Land Use Board Solicitor, Mr. Frank DiDomenico**

**WHEREAS, the Township of Commercial has a need to acquire
"Professional Services", as a non-fair and open contract pursuant to the provisions
of N.J.S.A. 19:44A 20.5; and**

**WHEREAS, the chief financial officer has determined and certified in
writing that the value of the acquisition will not exceed \$17,500; and**

WHEREAS, the anticipated term of this contract is one year; and

**WHEREAS, Frank DiDomenico, Attorney at Law of Vineland, NJ has
submitted a proposal December 25, 2017 indicating they will provide the
Professional Services for Commercial Township as Commercial Township Land Use
Board Solicitor.**

WHEREAS, Frank DiDomenico, Attorney, has completed and submitted a Business Entity Disclosure Certification which certifies that Frank DiDomenico, has not made any reportable contributions to a political or candidate committee in the Township of Commercial in the previous one year and that the contract with Frank DiDomenico will prohibit him from making any reportable contributions through the term of the contract; and

WHEREAS, the Chief Financial Officer of the Township of Commercial hereby certifies that funding will be available according to N.J.A.C. 5:30-5.4,

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Commercial authorizes Frank DiDomenico, Attorney, to enter in a Township Land Use Board Solicitor.

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 FURTHER RESOLVED that the resolution shall be published in the local newspaper within ten days of adoption.

RESOLUTION 2018-7

Authorizing The Award Of A Non-Fair And Open Contract For Commercial Township Land use Board Engineering Firm of Fralinger Engineering, PA

WHEREAS, the township of Commercial has a need to acquire "Professional Services", as a non-fair and open contract pursuant to the provision of N.J.S.A. 19:44A-20.5: and

WHEREAS, the chief financial officer has determined and certified in writing that the value of the acquisition will not exceed \$17,500; and

WHEREAS, the anticipated term of this contract is one year; and

WHEREAS, Fralinger Engineering, PA of Bridgeton, NJ has submitted a proposal December 25, 2017 indicating they will provide the Professional Services as Commercial Township Land Use Board Engineering Firm.

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

WHEREAS, the chief financial officer of the Township of Commercial hereby certifies that funding will be available according to N.J.A.C. 5:30-5.4.

THEREFORE BE IT RESOLVED, that the township Committee of the township of Commercial authorizes John Nardelli of Fralinger Engineering PA to enter into a contract with the Township of Commercial as described herein as Commercial Township Land Use Board Engineering Firm.

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 FURTHER RESOLVED that the resolution shall be published in the local newspaper within ten days of adoption.

RESOLUTION 2018-8
Authorizing The Award Of A Fair And Open Contract
For Prosecutor, Mr. Thomas M. Corrigan

WHEREAS, the Township of Commercial has a need to acquire "Professional Services", as a fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, the chief financial officer has determined and certified in writing that the value of the acquisition will not exceed \$17,500. Salary will be \$11,171.26; and

WHEREAS, the anticipated term of this contract is one year; and

WHEREAS, Mr. Corrigan, Attorney at Law, has submitted a proposal December 25, 2017, indicating he will provide the Professional Services for the Commercial Township as Prosecutor.

WHEREAS, Mr. Corrigan, has completed and submitted a Business Entity disclosure Certificate which certifies that Thomas Corrigan has not made any reportable contributions to a political or candidate committee in the Township of Commercial in the previous one year, and that the contract with Commercial Township will prohibit from making any reportable contributions through the term of the contract; and

WHEREAS, the chief financial officer of the Township of Commercial hereby certifies that funding will be available according to N.J.A.C. 5:30-5.4.

NOW, THEREFORE be it resolved that the Township Committee of the Township of Commercial authorizes Mr. Thomas M. Corrigan, Attorney, to enter into a contract with the Township of Commercial as described herein as Prosecutor.

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

BE IT FURTHER RESOLVED that the resolution shall be published in the local newspaper within ten days of adoption.

RESOLUTION 2018-9
Authorizing The Award of A Non-Fair and Open Contract
For Public Defender, Mr. William Reilly Jr.

WHEREAS, the Township of Commercial has a need to acquire "Professional Services", as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A 20.5, and

WHEREAS, the chief financial officer has determined and certified in writing that the value of the acquisition will not exceed \$17,500; and

WHEREAS, the anticipated term of this contract is one year; and

WHEREAS, William F. Reilly, Jr. has submitted a proposal December 25, 2017, indicating they will provide the Professional Services for Commercial Township as PUBLIC DEFENDER.

WHEREAS, William F. Reilly, Jr. has completed and submitted a Business Entity Disclosure Certification which certifies that William F. Reilly, Jr. has not made any reportable contributions to a political or candidate committee in the Township of Commercial in the previous one year, and that the contract with

William F. Reilly, Jr. will prohibit from making any reportable contributions through the term of the contract, and

WHEREAS, the chief financial officer of the Township of Commercial hereby certifies that funding will be available according to N.J.A.C. 5:30-5.4.

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Commercial authorizes William F. Reilly, Jr. to enter into a contract with the Township of commercial as described herein as Public Defender.

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 FURTHER RESOLVED that the resolution shall be published in the local newspaper within ten days of adoption.

RESOLUTION 2018-10
Appointing Bowman & Company
Commercial Township Municipal Auditor

WHEREAS. There exists the need for the "Professional Services" of a Township Auditor, to be retained by the Township for performance of legal services and related duties associated therewith as directed by the authorized representatives of the Township of Commercial and as more specifically set forth in the Professional Services Agreement; and

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-1, et seq. requires that the Resolution authorizing the award of contracts for "Professional Services" without competitive bids must be publicly advertised: and

WHEREAS, Carol McAllister of the firm of Bowman & Company LLP, has completed and submitted a Business Entity Disclosure Certification which certifies that Carol McAllister and Bowman & Company LLP will not make any reportable contributions pursuant to N.J.S.A. 19:44A-1 commencing January 1, 2016 to any political committee or candidate through the term of this contract:

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Commercial, County of Cumberland and State of New Jersey, as follows:

1. That the allegations of the preamble hereto are incorporated herein as if fully set forth.
2. That Carol McAllister, C.P.A., of Bowman and Company, 601 White Horse Road, Voorhees, New Jersey, be appointed Registered Municipal Accountant of Commercial Township for the year 2015 to perform the professional services ordinarily provided by a Registered Municipal Accountant of the State of New Jersey and to receive such compensation as may be reasonable for such services. Said Carol McAllister, C.P.A., is a person authorized by law to practice a recognized profession in the State of New Jersey, which practice is regulated by the laws of the State, to wit; The profession of Registered Municipal Accountant. These professional services are necessary and are regulated by this Municipality.
3. That the aforesaid contract is awarded without competitive bidding as a "Professional Service" under the provisions of the Local Public Contracts Law because N.J.S.A. 40A:11-55 states that no local unit shall be required to advertise for bids for services rendered or performed by a person authorized by law, or to advertise for bids for services which are of such a qualitative nature as will not reasonably permit the drawing of specifications or the

receipt of competitive bids all of which classification the aforesaid contract falls within.

4. The Business Entity Disclosure Certification shall be placed on file with this Resolution.
5. That a copy of the specific items pertaining to the award of this contract shall be published in a Notice of Award in the South Jersey Times as required by law within ten (10) days of the Resolution authorizing same.

RESOLUTION 2018-11
Newspapers

BE IT RESOLVED that the following daily newspapers:

The South Jersey Times
The Atlantic City Press
The Daily Journal
The Reminder

be designated as the official newspapers for the publication of all required notices for the Township of Commercial in the County of Cumberland for the year 2018.

RESOLUTION 2018-12
Court Hours First and Second Thursdays of Each Month at Hour
Designated by Judge

BE IT RESOLVED by the Township Committee of the Township of Commercial that the designated court hours of the Commercial Township Municipal Court will be the first and second Thursday of each month for the year 2018 at 5:00 P.M. at 1768 Main Street, Port Norris, NJ

BE IT FURTHER RESOLVED, that at the request of the Municipal Judge or the Court Administrator that special court hours, court sessions and alternate sites can be designated if a need occurs.

RESOLUTION 2018-13
Banking Institution Facilities

BE IT RESOLVED that all banking institutions or saving and loan institutions insured with the Federal Deposit Insurance Corporation and all organized under the laws of the State of New Jersey of the United States of America, and all having their principal places of business in this State, be and hereby are respectively designated as the depositories for all municipal funds of the Township of Commercial, in the County of Cumberland for the year 2018 these specifically being:

BB&T Bank
PNC Bank
Cape Bank New Jersey
Bank of America
Sun National Bank
Newfield National Bank
TD Bank

RESOLUTION 2018-14
Interest-Taxes

BE IT RESOLVED by the Township Committee of the Township of Commercial that in accordance with the provisions of Revised Statute 54:5-67, and effective upon passage of this resolution, the rate of interest to be charged for the nonpayment of taxes or assessments on or before the date when they would become due, shall be (8%) eight percent annum on the first One Thousand Five Hundred (\$1,500.00) Dollars of delinquency, and (18%) eighteen percent annum on any amount in excess of One Thousand Five Hundred (\$1,500.00) and

BE IT RESOLVED, by the Township Committee of the Township of Commercial that in accordance with the provision of the amended Statute N.J.S.A. 54:5-67 that Commercial Township Tax Collector is authorized to charge an additional (6%) six percent penalty to be collected against delinquency in excess of \$10,000 on properties that fail to pay prior to end of Calendar year.

BE IT RESOLVED, that the policy of the Tax Collector's office is to extend a period of ten days grace on each quarter of the year.

RESOLUTION 2018-15

Township Committee Meetings Will Be Held On Third Thursdays Of Each Month, Agenda Meeting Held On The Monday Prior To Third Thursday

BE IT RESOLVED by the Township Committee of the Township of Commercial, that the 2018 Regular business meetings of the committee will be held on the third Thursday of each month at the Municipal Building, 1768 Main Street, Port Norris, NJ, at 6:00 P.M., the then prevailing time; and

BE IT RESOLVED, that the 2018 Agenda meeting of the committee will be held on the Monday prior to the third Thursday of each month at 6:00 P.M., the then prevailing time; and

BE IT FURTHER RESOLVED, by the Township Committee that alternate sites may be selected if particular situations arise that warrant an alternate site and that business can be conducted by the Township Committee at an Agenda Meeting if the situation warrants a decision.

BE IT FURTHER RESOLVED, that the following dates are the meetings of the Township Committee of the Township of Commercial for the year 2018.

Month	Agenda	Regular
January	Tues. 16	Thursday 18
February	Mon. 12	Thursday 15
March	Mon. 12	Thursday 15
April	Mon. 16	Thursday 19
May	Mon. 14	Thursday 17
June	Mon. 18	Thursday 21
July	Mon. 16	Thursday 19
August	Mon. 13	Thursday 16
September	Mon. 17	Thursday 20
October	Mon. 15	Thursday 18
November	Mon. 12	Cancelled Veteran's Day Thursday 15
December	Mon. 17	Thursday 20

RESOLUTION 2018-16
Cash Management Plan

WHEREAS, It is the desire of the governing body to adopt a cash management plan to comply with the requirements of N.J.S.A. 40A:5-14 and to provide a guide to municipal officials and employees in carrying out their duties concerning the receipt and disbursement of all funds of the municipality.

WHEREAS, The following requirements shall be adhered to:

AUTHORIZED DEPOSITORIES

1. The Municipality shall annually at its reorganization meeting designate the legal depositories, funds in certificates of deposits and other time deposits in banks by resolution in accordance with N.J.S.A. 40A:5-15.1, that must be covered by the Governmental Unit Depository Protection Act, N.J.S.A. 17:9-14 et seq. (GUDPA). The municipality is also authorized to invest its assets in the New Jersey Cash Management Fund. This resolution may be amended or supplemented from time to time, as the Municipality deems necessary. Such resolution shall be deemed a part of the Cash Management Plan.

AUTHORIZED SIGNATURES

2. The municipality shall annually establish by resolution and adopt at its annual reorganization meeting the required signatories to all bank accounts.

CASH MANAGEMENT

3. All monies received by any municipal official or employee shall be deposited within forty-eight (48) hours in accordance with N.J.S.A. 40A:5-15. Municipal officials responsible for accepting and making deposits shall minimize the possibility of idle cash accumulating in accounts by assuring that all amounts in excess of negotiated compensation balances are kept in interest bearing accounts of legal depositories and are promptly swept into the investment portfolio.

The following funds shall not be required to be maintained in interest bearing accounts.

- a. Change funds
- b. Petty cash funds
- c. Payroll funds
- d. Trust funds to the extent that the deposit of such funds to an interest bearing account would require by law the payment of interest to the provider of funds.
- e. Checking accounts established for the express purpose of paying bills approved by the governing body. The balances in these funds shall be kept at the minimum amount required for the orderly operation of the account.
- f. Compensating balances maintained for the purpose of obtaining specific services from financial institutions. Such accounts shall be established only under terms of written agreements approved by the governing body.

No municipal funds shall be disbursed by any municipal official prior to approval of the governing body except for:

- a. Debt service payments
- b. Investments

- c. Payroll turnovers to agencies
- d. Discount vouchers

Debt service payments and discount vouchers must be ratified after payment.

MONTHLY REPORTS

- 4. The Chief Financial Officer will provide the governing body with a monthly report that summarizes
 - a. All investments made or redeemed over the past month.
 - b. Each organization holding local unit funds.
 - c. Summary of financial balances for revenues and appropriations.
 - d. The amount of securities purchased or sold, class or type of securities purchased, book value, earned income, fees incurred, and market value of all investments as of the report date and;
 - e. Other information that the governing body may request.

LIABILITY

- 5. Provided that local unit funds are deposited or invested as designated or authorized by this cash management plan, the Chief Financial Officer is relieved of any liability for any loss of such moneys due to the insolvency or closing of any depository designated by, or for the decrease in value of any investment authorized by, the cash management plan.

AUDIT

- 6. This plan, and all matters pertaining to the implementation of it, shall be subject to the Municipality's annual audit.
- 7. **NOW, THEREFORE BE IT RESOLVED**, that the above cash management plan be adopted by the governing body of the Township of Commercial effective for the calendar year 2018.

**RESOLUTION 2018-17
Temporary Budget 2018**

WHEREAS, NJSA 40A:4-19 provides that where any contract commitment or payments are to be made prior to the final adoption of the 2018 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 2018; and

WHEREAS, the total appropriations in the 2017 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance, is the sum of \$2,507,865.00; and

WHEREAS, twenty six and one quarter percent of the total appropriations in the 2017 budget, exclusive of any appropriations made for interest and debt redemption charges and capital improvement fund in said 2018 budget is the sum of \$723,246.72

NOW, THEREFORE, BE IT RESOLVED that the following appropriations be made and that a certified copy of this resolution be transmitted to the township Chief Financial Officer for her records.

Temporary Appropriations 2018

GENERAL GOVERNMENT

General Administrative	
Salaries & Wages	
Other Expenses	8,926.31

Mayor and Committee	
Salaries and Wages	9,581.25
Other Expenses	1,312.50
Municipal Clerk	
Salaries and Wages	30,971.06
Other Expenses	5,906.25
Data Processing	
Other Expenses	10,000.00
Financial Administration	
Salaries and Wages	9,292.50
Other Expenses	3,018.75
Audit Services	7,875.00
Assessment of Taxes	
Salaries and Wages	4,987.50
Other Expenses	6,378.75
Collection of Taxes	
Salaries and Wages	23,756.25
Other Expenses	5,250.00
Legal Services	
Other Expenses	19,687.50
Tax Title Lien Manager	
Other Expenses	11,812.50
Prosecutor	
Salary and Wages	3,018.75
Engineering Services and Costs	
Other Expenses	6,562.50
Public Buildings and Grounds	
Salaries and Wages	
Other Expenses	28,087.50
Land Use Board	
Salaries and Wages	183.75
Other Expenses	2,073.75
PUBLIC SAFETY	
Emergency Management Services	
Other Expenses	2,100.00
STREETS AND ROADS	
Road Repairs and Maintenance	
Salaries and Wages	69,562.50
Other Expenses	21,656.25
SANITATION	
Solid Waste Collection	
Other Expenses	67,200.00

Sanitary Landfill	
Other Expenses	41,212.50

Sanitary Sluice and Ditch	
Other Expenses	1,312.50

HEALTH AND WELFARE

Animal Control Services	
Other Expenses	8,400.00

Senior Center	
Salaries and Wages	3,281.25
Other Expenses	892.50

RECREATION AND EDUCATION

Parks and Playgrounds	
Other Expenses	918.75
Celebration of Events	876.23

Maintenance of Parks	
Other Expenses	656.25

Library Operations	
Salaries and Wages	1,968.75
Other Expenses	813.75

Accumulated Leave Compensation	2,625.00
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Environmental Commission	262.50
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STATE UNIFORM CONSTRUCTION CODE

Housing Officer	
Salaries & Wages	13,912.50
Other Expenses	1,128.75

Construction Code Official	
Salaries & Wages	17,062.50
Other Expenses	2,415.00

Street Lighting	19,162.50
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Utilities	
Gasoline and Diesel	7,612.50
Electric	11,287.50
Telephone	5,775.00
Natural Gas	3,937.50

Contribution to:	
Social Security (O.A.S.I.)	16,143.75
Unemployment Compensation Insurance	393.75
Pension PERS	79,870.31

Municipal Court	
Salaries and Wages	23,677.50
Other Expenses	3,408.56

Public Defender	
Salaries and Wages	1,837.50
Insurance	

Group Insurance Plans for Employees	73,500.00
Workers Compensation Insurance	11,088.00
Liability Insurance	5,250.00
Recycling Tax	1,575.00
TOTAL	\$723,246.72

RESOLUTION 2018-18

Appointing Mr. Robert Conner, Of Wm. R. Mints Insurance Agency,
As Risk Management Consultant

WHEREAS, the Township of Commercial is a member of the Atlantic
County Municipal Joint Insurance Fund, a self insurance pooling fund, and;

WHEREAS, the Bylaws of said Fund require that each municipality appoint
a Risk Management Consultant to perform various professional services as detailed
in the Bylaws and;

WHEREAS, the Bylaws indicate a fee not to exceed Six Percent (6%) of the
municipal assessment which expenditure represents reasonable compensation for
the services required and was included in the cost considered by the governing body
and;

WHEREAS, the judgmental nature of the Risk Management Consultant's
duties renders comparative bidding impractical;

NOW, THEREFORE, BE IT RESOLVED, that the governing body of the
Township of Commercial does hereby appoints Mr. Robert Conner, Wm. R. Mints
Insurance as its Risk Management Consultant in accordance with 40A:11-5 and;

BE IT FURTHER RESOLVED that the governing body is hereby authorized
and directed to execute the Consultant's Agreement annexed hereto and to cause a
notice of this decision to be published according to NJSA 40A:11-5 (1), (a), (i).

RESOLUTION 2018-19

Appointing McManimon, Scotland & Baumann As
Special Counsel For Commercial Township Bond Services

BE IT RESOLVED by the Township Committee of the Township of
Commercial that the firm of McManimon, Scotland & Baumann, of Roseland, New
Jersey is hereby appointed as Special Counsel for Bond Services for the year 2018.

RESOLUTION 2018-20

Approving The Appointments To Various Boards,
Committees and Commissions By Township Committee

WHEREAS, there is a dire need for volunteers to serve on the various
boards, committees and commissions that provide services to the Township of
Commercial; and

WHEREAS, the Governing Body of the Township of Commercial is
appreciative of the individual that have agreed to volunteer and serve;

THEREFORE BE IT RESOLVED by the Township Committee of the
Township of Commercial that individuals listed on 2018 Roster are approved.

RESOLUTION 2018-21

**Approving A One Year Extension To Current Contract Of
Countywide Animal Care and Control, LLC For Animal
Control Officer Services For Year 2018**

BE IT RESOLVED by the Township Committee of the Township of
Commercial that a One Year Extension To Current Contract Of Countywide
Animal Care and Control LLC be approved for Animal Control Officer Services
for year 2018; and

BE IT FURTHER RESOLVED that services will be provided at 2017
Contract rate of \$1,200 per month.

RESOLUTION 2018-22
**Designating Township Committee To Oversee Various
Municipal Departments**

BE IT RESOLVED by the Township Committee of the Township of
Commercial that the following municipal offices will have the following committee
members as their department heads.

Ronald L. Sutton Sr.	Fletcher Jamison	Mike Vizzard
Finance CFO	Clerk's Office	Construction Office
Tax Collector	Municipal Court	Housing/Zoning Official
Building & Grounds	Public Works	Property Maintenance
Emergency Management	Tax Assessor	Animal Control

Mayor Sutton asked for a motion on Resolution 2018-2 thru 2018-22.

Committeeman Jamison made motion to adopt Resolutions 2018-2 thru
Resolution 2018-22.

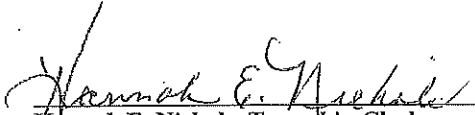
Committeeman Vizzard seconded the motion and a unanimous roll call vote
was taken.

Mayor Sutton said he is looking forward to working with Committeeman
Jamison and Committeeman Vizzard that they have many projects facing them in
2018 that will benefit the residents of Commercial Township.

Committeeman Vizzard said he is looking forward to this upcoming year.

Committeeman Jamison said he feels the same and he wants to thank his
wife, mother, brothers, aunts, uncles, cousins and friends for coming to his swearing
in. Mr. Jamison said a small affair will be held at his home and everyone is invited.

Mayor Sutton asked for any additional business or considerations and being
none thanked everyone for coming.


Hannah E. Nichols, Township Clerk