

Minutes of the Reorganization Meeting held on Wednesday, January 4, 2017 at 6:00 P.M., at the Township Hall, 1768 Main Street, Port Norris, NJ

Those present:

Ronald L. Sutton, Sr.	Committeeman
Fletcher Jamison	Committeeman
Mike Vizzard	Committeeman
Thomas Seeley	Solicitor
Hannah E. Nichols	Township Clerk
Edward Dennis	Engineer

Solicitor, Thomas Seeley, presided 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 the November 8th, 2016 General Election to the Township Clerk, Hannah Nichols, that Mike Vizzard, had been duly elected to fill the position of Township Committeeman.

Mr. Seeley asked Mr. Vizzard to come forward and be sworn in as Township Committeeman and as a member of the Commercial Township Governing Body.

Mr. Seeley said next order of business is the nomination of Mayor for year 2017.

Committeeman Jamison nominated Ronald Sutton, Sr.

Committeeman Vizzard seconded the motion, with a unanimous roll call vote taken.

Solicitor Seeley presented the gavel to Mayor Ronald L. Sutton, Sr. for 2017.

Mayor Sutton said the next order of business is to nominate Deputy Mayor and he nominated Fletcher Jamison.

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

Mayor Sutton congratulated Committeeman Vizzard and stated that he feels the committee will be very productive in 2017, that the three of them will have a close working relationship and be able to accomplish a lot of good things for the residents of Commercial Township.

Deputy Mayor Jamison also congratulated Committeeman Vizzard and said he is looking forward to 2017.

Committeeman Vizzard said he was looking forward to this year and he wanted to thank everyone for their support at the election.

Mayor Sutton said we have several resolutions for consideration and 2017-1 Consent Resolution Allowing Resolutions to be read by title only is the first one on the agenda that will require being adopted before we can continue.

RESOLUTION 2017-1

**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 procedure 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.**

CERTIFICATION

I, Hannah E. Nichols, Clerk of the Township of Commercial hereby certify that the foregoing resolutions are true and accurate copies adopted by the committee at their regular meeting held at their reorganization meeting held on January 4, 2017 at 6:00 P.M., at the Township Hall, 1768 Main St. Port Norris, NJ

Hannah E. Nichols, Township Clerk

RESOLUTION 2017-2
Various Positions & Name of Employee Filling 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	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	Thomas Mahoney
Electrical Inspector	Municipal Code Inspections
Plumbing Subcode Official	Wayne Shelton
Elevator Inspector	State of New Jersey
Court Administrator	Maryann Sheppard
Deputy Court Administrator	Brittany Adams

Municipal Judge	Edward F. Duffy
Municipal Prosecutor	Thomas M. Corrigan
Public Defender	William Reilly
Court Recorder Operator	Brittney Adams Harper Ewing
Court Attendees	William Sutton Shawn Ronan Kevin Brown
Public Works Manager	Edward Dennis
Public Works Supervisor	Clinton Miller
Public Works Forman	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 2017-3

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

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 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 15, 2016 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 2017-4

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

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; and

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

WHEREAS, Remington, Vernick and Walberg Engineers has submitted a proposal December 15, 2016 indicating they will provide the Professional Services for Commercial Township 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 2017-5

**Authorizing The Award Of A 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 15, 2016 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 2017-6

**Authorizing The Award Of A Fair And Open Contract For Commercial
Township Land use Board Engineering Firm of Fralinger Engineering, PA,
Stephen Nardelli, Engineer**

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 15, 2016 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 Stephen 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 2017-7
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 \$10,741.59, plus 4% for 2017; and

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

WHEREAS, Mr. Corrigan, Attorney at Law, has submitted a proposal December 15, 2016, 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 2017-8
Authorizing The Award of A 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, 2015, 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 2017-9
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 2017 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 2017-10

Newspapers

BE IT RESOLVED that the following daily newspapers:

The South Jersey Times

The Atlantic City Press

The Daily Journal

are 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 2017.

RESOLUTION 2017-11

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 2017 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 2017-12

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 2017 these specifically being:

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

RESOLUTION 2017-13
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 2017-14
Township Committee Meetings Will Be Held On Third Thursdays
Of Each Month During Year 2017

BE IT RESOLVED by the Township Committee of the Township of Commercial, that the 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 FURTHER RESOLVED, by the Township Committee that alternate sites may be selected if particular situations arise that warrant an alternate site; and

BE IT FURTHER RESOLVED, that the following dates are the meetings of the Township Committee of the Township of Commercial for the year 2017.

Month	Agenda	Regular
January	Tues. 17	Thursday 19
February	Tues. 14	Thursday 16
March	Mon. 13	Thursday 16
April	Mon. 17	Thursday 20
May	Mon. 15	Thursday 18

June	Mon. 12	Thursday 15
July	Mon. 17	Thursday 20
August	Mon. 14	Thursday 17
September	Mon. 18	Thursday 21
October	Mon. 16	Thursday 19
November	Mon. 13	Thursday 16
December	Mon. 18	Thursday 21

**RESOLUTION 2017-15
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 2017.**

RESOLUTION 2017-16 Temporary Budget 2017

WHEREAS, NJSA 40A:4-19 provides that where any contract commitment or payments are to be made prior to the final adoption of the 2017 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 2017; and

WHEREAS, the total appropriations in the 2016 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance, is the sum of \$2,408,960.48; and

WHEREAS, twenty six and one quarter percent of the total appropriations in the 2016 budget, exclusive of any appropriations made for interest and debt redemption charges and capital improvement fund in said 2016 budget is the sum of \$692,064.14.

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 his records.

Temporary Appropriations 2017

GENERAL GOVERNMENT

General Administrative

Salaries & Wages
Other Expenses 9,136.31

Mayor and Committee

Salaries and Wages 8,583.75
Other Expenses 1,312.50

Municipal Clerk

Salaries and Wages 29,564.85
Other Expenses 5,775.00

Data Processing

Other Expenses 10,000.00

Financial Administration

Salaries and Wages 8,583.75
Other Expenses 3,018.75

Audit Services

7,284.38

Assessment of Taxes

Salaries and Wages 7,113.75
Other Expenses 6,378.75

Collection of Taxes

Salaries and Wages 22,575.00
Other Expenses 5,381.25

Legal Services

Other Expenses 15,750.00

Tax Title Lien Manager

Other Expenses 11,812.50

Prosecutor

Salary and Wages 2,887.50

Engineering Services and Costs

Other Expenses 3,937.50

Public Buildings and Grounds

Salaries and Wages
Other Expenses 26,738.25

Land Use Board

Salaries and Wages 183.75
Other Expenses 2,730.00

PUBLIC SAFETY

Emergency Management Services

Other Expenses 2,100.00

STREETS AND ROADS

Road Repairs and Maintenance	
Salaries and Wages	65,835.00
Other Expenses	18,375.00

SANITATION

Solid Waste Collection	
Other Expenses	67,200.00
Sanitary Landfill	
Other Expenses	42,525.00
Sanitary Sluice and Ditch	
Other Expenses	1,312.50

HEALTH AND WELFARE

Animal Control Services	
Other Expenses	8,400.00
Community Food Bank	393.75
Senior Center	
Salaries and Wages	2,887.50
Other Expenses	892.50

RECREATION AND EDUCATION

Parks and Playgrounds	
Recreation SW PT	1,050.00
Other Expenses	918.75
Celebration of Public 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
Environmental Commission	262.50

STATE UNIFORM CONSTRUCTION CODE

Housing Officer	
Salaries & Wages	13,377.00
Other Expenses	1,522.50
Construction Code Official	
Salaries & Wages	16,133.25
Other Expenses	2,415.00
Street Lighting	18,375.00
Utilities	
Gasoline and Diesel	7,612.50
Electric	9,187.50
Telephone	5,775.00

Natural Gas	3,937.50
Contribution to:	
Social Security (O.A.S.I.)	15,093.75
Unemployment Compensation Insurance	393.75
Pension PERS	73,582.00
Defined Contribution Retirement	1,000.00
Municipal Court	
Salaries and Wages	22,680.00
Other Expenses	2,895.38
Public Defender	
Salaries and Wages	1,837.50
Insurance	
Group Insurance Plans for Employees	68,053.91
Workers Compensation Insurance	9,187.50
Liability Insurance	5,775.00
Recycling Tax	1,575.00
TOTAL	\$692,645.14

RESOLUTION 2017-17

**Appointing Mr. Robert Conner, 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 2017-18

**Under Fair and Open Contract Awarded To 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 award contract under Fair and Open Process as Special Counsel for Bond Services for the year 2017.

RESOLUTION 2017-19

**Awarding Contract To SPCA For Animal Shelter Services 2017
Under Fair and Open Advertisement Process**

BE IT RESOLVED by the Township Committee of the Township of Commercial that a contract be awarded to the Cumberland County Society For The Prevention of Cruelty to Animals (SPCA) for Animal Shelter Services for year 2017 with moderate increase in fees from 2016 contract.

RESOLUTION 2016-20

**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 2017 Roster are approved.

RESOLUTION 2017-21

Authorizing Township of Commercial To Increase Bid Threshold

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 \$40,000.00; and Whereas, N.J.S.A. 40A:11-3a permits an increase in the bid threshold if a Qualified Purchasing Agent is appointed as well as granted the authorization to negotiate and award such contacts below the bid threshold; and

WHEREAS, N.J.A.C. 5:34-5, et seq., established the criteria for qualifying as a Qualified Purchasing Agent; and Whereas, Pamela Humphries 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

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Township of Commercial, County of Cumberland, New Jersey that the Township of Commercial increases its bid threshold to \$40,000.00.

RESOLUTION 2017-22

Designation of Public Agency Compliance Officer

Be It Resolved by the Township Committee of the Township of Commercial

that Pamela Humphries, Certified Chief Financial Officer and Certified Qualified Purchasing Agent be designated as Public Agency Compliance Officer.

**RESOLUTION 2017-23
Awarding Contract To County Wide Animal Control**

BE IT RESOLVED by the Township Committee of the Township of Commercial that a contract be awarded to County Wide Animal Control Services 4386 Rout 40, Newfield, New Jersey 08344 for the year 2017 for Animal Control Services in the amount of \$14,400.

**RESOLUTION 2017-24
Awarding Contract To Best Building Maintenance
In Amount of \$11,000 For Cleaning Services of
Municipal Building/Senior Center/Library**

BE IT RESOLVED by the Township Committee of the Township of Commercial that a contract be awarded to Best Building Maintenance of Teaneck, New Jersey in the amount of \$11,000 for year 2017 for the cleaning of the following municipal facilities: Municipal Building, Senior Center, Library

And

BE IT FURTHER RESOLVED, that Municipal Building and Senior Center will be clean twice a week, one day being Wednesday and one day during weekend, That Library will be cleaned once a week preferably during weekend.

RESOLUTION 2017-25

**Designating Township Committee To Oversee Various
Municipal Offices**

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 Collection	Municipal Court	Code Enforcement
Emergency Management	Public Works	Property Maintenance
Building & Grounds	Tax Assessor	Animal Control

**RESOLUTION 2017-26
Township of Commercial, County of Cumberland and State of New Jersey
Professional Service Awards Calendar Year 2017**

The Township Committee of the Township of Commercial, County of Cumberland, State of New Jersey notified on December 15, 2016 the following professionals that contracts as "fair and open" pursuant to N.J.S.A. 19:44A-20.4, and in addition to N.J.S.A. 40A:11-1 et seq., would be awarded by Township Resolution and in reference to Commercial Township Ordinance 574 at the reorganization meeting held on

January 4, 2017. That professional service contracts and resolutions are on file and may be inspected in the Township of Commercial Clerk's Office, 1768 Main Street, Port Norris, NJ 08349. All professional service awards are one (1) year contracts for the 2017 calendar year (01/01/2017-12/31/2017). Nature of contract not to exceed affordable Municipal Attorney & In Rem Attorney, Thomas Seeley, \$60,000 and \$45,000; Resolution 2017-3 Municipal Planner, Edward Dennis, \$2,500; Resolution 2017-4 Land Use Board Solicitor, Frank DiDomenico \$5,000; Resolution 2017-5 Land Use Board Engineer, Stephen Nardelli, \$2,500; Resolution 2017-6 Prosecutor, Thomas M. Corrigan, \$10,742.; Resolution 2017-7 Public Defender, William F. Reilly Jr., \$8,900; Resolution 2017-8 Auditor, Bowman & Company \$32,000; Resolution 2017-9, Risk Management Consultant, Robert Conners, Wm. R. Mints Insurance Agency, \$3,300; Resolution 2017-17 Bond Council, McManimon, Scotland & Baumann, \$3,000; Resolution 2017-18 Animal Shelter Services; Cumberland County SPCA, \$15,000; Resolution 2017-19 Animal Control, County Wide Animal Control, \$14,400; Resolution 2017-23 Cleaning Services, Best Building Maintenance; \$11,000; Resolution 2017-26 By order of Commercial Township Committee.

Mayor Sutton asked for motion on Resolutions 2017-2 thru 2017-26.

Committeeman Jamison made motion to adopt and Committeeman Vizzard seconded the motion with a unanimous roll call vote.

Mayor Sutton asked for motion to open meeting to the public and if there were any comments.

Mr. Richard Smith congratulated Committeeman Vizzard and stated he was sure he would have a successful year.

Mayor Sutton asked for motion to close the public portion and it was seconded.

Mr. Sutton said under Additional Consideration of the Governing Body he made the following statement: It has been brought to Township Committee's attention that Judson Moore has violated a Superior Court Order by releasing four employee names that were supposed to be redacted and protected.

Mayor asked for additional comments and being none asked for motion to close the reorganization meeting.

Hannah E. Nichols, Township Clerk