

Minutes of the Reorganization Meeting held on Friday, January 4, 2019 at 4:00 P.M., at the Township Hall, 1768 Main Street, Port Norris, NJ

Those present:

Fletcher Jamison	Committeeman
Mike Vizzard	Committeeman
Ryan Broughton	Committeeman
Thomas Seeley	Solicitor
Hannah E. Nichols	Township Clerk

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 the committee in the Flag Salute and Lord's Prayer.

Mr. Seeley stated that the Cumberland County Clerk's Office had certified the November 6<sup>th</sup>, General Election to the Township Clerk, Hannah Nichols, that Ryan O.. Broughton, had been duly elected to fill the position of Township Committeeman.

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

Attorney, Douglas Long gave the Oath Of Office to Mr. Broughton while his wife Ruby held the Family Bible.

Mr. Seeley said next order of business is the nomination of mayor for year 2019.

Committeeman, Fletcher Jamison nominated Mike Vizzard as Mayor.

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

Mayor Vizzard thanked the committee for the appointment and congratulated Committeeman Broughton as the newest member of the township committee. He said that there were a lot of good things that happened with the past committee and that he is looking forward to working with Committeemen Jamison and Broughton and he feels that many good things will be accomplished this year as long as no personal agendas.

Committeeman Jamison congratulated Committeeman Broughton and said he feels it will be a good committee and that we will all work together.

Committeeman Broughton thanked everyone for coming out and supporting him today he certainly appreciates it. He said he is surprised that he is, here, in this position but, because of one man knocking on his door who said you need to get involved, I am here and I will do my best and that there is one man that I look to and that is GOD.

Mayor Vizzard said at this time I will ask for nominations for Deputy Mayor.

Mayor Vizzard said he nominates Committeeman Jamison and Committeeman Jamison seconded the nomination with a unanimous roll call vote.

Mayor Vizzard said we have Resolution 2019-1 which is the consent Resolution that allows the committee to read resolutions by title only during their township committee meetings rather than having to read them in their entirety

**RESOLUTION 2019-1**  
**A Resolution Permitting Reading/Passing Of Resolution**  
**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 Vizzard asked for a motion to adopt Resolution 2019-1, Consent Agenda Resolution which allows the committee to read resolutions by title only during the course of township meetings rather than read them in their entirety.

A motion was made and seconded to adopt Resolution 2019-1 with a unanimous roll call vote.

Mayor Vizzard said the remaining resolutions will be read by title only

**RESOLUTION 2019-2**  
**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	Vacant
Solicitor & In Rem Foreclosure	Thomas Seeley
Tax Collector	Leslie Kraus
Secretary/Receptionist	Gretchen Esquilin
Tax Assessor	Brian Rosenberger
Senior Center Coordinator	Cindy Tawes
Librarian	Cindy Tawes
Construction Official, Fire Subcode, Building Subcode	Thomas Mahoney
Housing/Zoning Officer	Mike Dobrosky
Code Enforcement Officer	Steve DiSario
Secretary To Construction Official Building Subcodes/Housing/Zoning Land Use Board Secretary	Heather Whitaker
Plumbing Inspector	William White
Electrical Inspector	Thompson G. Maier
Elevator Inspector	State of New Jersey

<b>Court Administrator</b>	<b>Maryann Sheppard</b>
<b>Deputy Court Administrator</b>	<b>Ashley Criss</b>
<b>Municipal Judge</b>	<b>Lauren Anne Van Embden</b>
<b>Municipal Prosecutor</b>	<b>Thomas M. Corrigan</b>
<b>Public Defender</b>	<b>William Reilly</b>
<b>Court Recorder Operator</b>	<b>Mariela Hernandez</b>
<b>Court Attendees</b>	<b>Kevin Brown Andrew Bunn</b>
<b>Public Works Manager</b>	<b>Edward Dennis</b>
<b>Public Works Supervisor</b>	<b>Clinton Miller</b>
<b>Public Works Forman</b>	<b>Vacant</b>
<b>Laborer A Heavy Equipment Operator/Mechanic</b>	<b>Christopher Drummond</b>
<b>Labor A/Heavy Equipment Operator</b>	<b>Josh Hoffman</b>
<b>Laborer B Truck Driver</b>	<b>Samuel Johnson</b>
<b>Laborer C Road Department</b>	<b>Kevin Brown</b>
<b>Township Physicians</b>	<b>Cumberland Family Medicine</b>

**RESOLUTION 2019-3**

**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 15, 2018 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 2019-4**

**Authorizing The Award Of A non-Fair And Open Contract For Municipal Judge, To Ms. Lauren Anne Van Embden As Municipal Judge for Term January 1, 2019 thru December 31, 2021.**

**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-20.4; 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 2019; and**

**WHEREAS, the anticipated term of this contract is three years; and**

**WHEREAS, Commercial Township has appointed Lauren Anne VanEmbden, Attorney at Law as Municipal Judge for an appointment of three years with term to expire December 31, 2021**

**WHEREAS, Lauren Anne Van Embden 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 Lauren Anne Van Embden 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 2019-5**

**Authorizing The Award Of A Non-Fair and Open  
Contract For Municipal Engineer and Municipal Planner,  
Edward Dennis, Jr. of Remington and Vernick 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 Engineers has submitted a proposal  
December 15, 2018 indicating they will provide the Professional Services for  
Commercial Township Municipal Engineer and Planner; and**

**WHEREAS, Remington & Vernick 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 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 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 2019-6**

**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 15, 2018 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 2019-7

Authorizing The Award Of A Non-Fair And Open Contract For Commercial Township Land use Board Steve Nardelli of 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 15, 2018 indicating they will provide the Professional Services of Steve Nardelli to the Commercial Township Land Use Board..

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 Steve 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 2019-8  
Authorizing The Award Of Non-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 \$ and

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

WHEREAS, Mr. Corrigan, Attorney at Law, has submitted a proposal December 15, 2018, 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 2019-9  
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 15, 2018, 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 2019-10**  
**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 2019 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 2019-11**  
**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 2019.

**RESOLUTION 2019-12**  
**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 2019 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 2019-13**  
**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 2019 these specifically being:

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

**RESOLUTION 2019-14**  
**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 2019-15**

**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 2019 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 2019 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 2019.

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

**RESOLUTION 2019-16**  
**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 2019.

#### RESOLUTION 2019-17 Temporary Budget 2019

WHEREAS, NJSA 40A:4-19 provides that where any contract commitment or payments are to be made prior to the final adoption of the 2019 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 2019; and

WHEREAS, the total appropriations in the 2018 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance, is the sum of \$2,596,580.31; and

WHEREAS, twenty six and one quarter percent of the total appropriations in the 2018 budget, exclusive of any appropriations made for interest and debt redemption charges and capital improvement fund in said 2019 budget is the sum of \$752,589.89

**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 2019

#### GENERAL GOVERNMENT

General Administrative  
Salaries & Wages  
Other Expenses

8,926.31

<b>Mayor and Committee</b>	
Salaries and Wages	9,843.75
Other Expenses	1,312.50
<b>Municipal Clerk</b>	
Salaries and Wages	31,847.03
Other Expenses	5,906.25
<b>Data Processing</b>	
Other Expenses	10,000.00
<b>Financial Administration</b>	
Salaries and Wages	10,342.50
Other Expenses	3,018.75
<b>Audit Services</b>	8,400.00
<b>Assessment of Taxes</b>	
Salaries and Wages	5,250.00
Other Expenses	6,378.75
<b>Collection of Taxes</b>	
Salaries and Wages	25,024.13
Other Expenses	5,250.00
<b>Legal Services</b>	
Other Expenses	23,231.25
<b>Tax Title Lien Manager</b>	
Other Expenses	11,812.50
<b>Prosecutor</b>	
Salary and Wages	3,071.25
<b>Engineering Services and Costs</b>	
Other Expenses	6,562.50
<b>Public Buildings and Grounds</b>	
Salaries and Wages	4,095.00
Other Expenses	26,775.00
<b>Land Use Board</b>	
Salaries and Wages	183.75
Other Expenses	2,073.75
<b>PUBLIC SAFETY</b>	
<b>Emergency Management Services</b>	
Salaries and Wages	840.00
Other Expenses	2,100.00
<b>STREETS AND ROADS</b>	
<b>Road Repairs and Maintenance</b>	
Salaries and Wages	72,030.00
Other Expenses	22,968.75
<b>SANITATION</b>	
<b>Solid Waste Collection</b>	
Other Expenses	67,200.00

Sanitary Landfill	
Other Expenses	41,212.50
Sanitary Sluice and Ditch	
Other Expenses	1,312.50
<b>HEALTH AND WELFARE</b>	
Animal Control Services	
Other Expenses	8,400.00
Senior Center	
Salaries and Wages	3,281.25
Other Expenses	892.50
<b>COMMUNITY FOOD BANK</b>	
Other Expenses	393.75
<b>RECREATION AND EDUCATION</b>	
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
Environmental Commission	262.50
<b>STATE UNIFORM CONSTRUCTION CODE</b>	
Housing Officer	
Salaries & Wages	10,500.00
Other Expenses	1,128.75
Construction Code Official	
Salaries & Wages	19,162.50
Other Expenses	2,415.00
Street Lighting	19,162.50
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.)	16,275.00
Unemployment Compensation Insurance	393.75
Pension PERS	86,991.00
Define Contribution	1,000.00

<b>Municipal Court</b>	
Salaries and Wages	25,161.94
Other Expenses	2,604.00
<b>Public Defender</b>	
Salaries and Wages	1,837.50
<b>Insurance</b>	
Group Insurance Plans for Employees	73,500.00
Workers Compensation Insurance	11,088.00
Liability Insurance	5,250.00
<b>Recycling Tax</b>	1,575.00
<b>TOTAL</b>	<u>\$752,589.89</u>

**RESOLUTION 2019-18**

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 2019-19**

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 2019.  
That appointment will be published in local newspaper within 10 days of passing.

**RESOLUTION 2019-20**  
**Approving South Jersey Regional Animal Care For**  
**Animal Sheltering Services for 2019**

**BE IT RESOLVED** that the Township of Commercial has awarded a contract to the South Jersey Regional Animal Care For Sheltering Services for 2019 at a cost of \$20,072.

**RESOLUTION 2019-21**  
**Approving A One Year Extension To Current Contract Of**  
**Countywide Animal Care and Control, LLC For Animal**  
**Control Officer Services For Year 2019**

**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 2019; and

**BE IT FURTHER RESOLVED** that services will be provided at 2018 Contract rate of \$1,200 per month.

**RESOLUTION 2019-22**  
**Mandated Backup Prosecutor For Municipal**  
**Court 2019**

**BE IT RESOLVED** by the Township Committee of the Township of Commercial that Prosecutor Niki Trunk has been appointed as Backup Prosecutor for Commercial Township Municipal Court in the absence of Prosecutor Thomas Corrigan as directed by the Court Administrative Office.

**RESOLUTION 2019-23**  
**Appointments, Reappointments To Various Municipal Boards, Committees**  
**And Commissions for 2019**

**WHEREAS**, there are several municipal boards, committees, and commissions which require volunteers that are willing to donate their time, expertise, experiences and willing to attend the meetings that require their attention; and

**THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Commercial that the following individuals are being appointed to fill these necessary boards, committees and commissions that serve the residents of Commercial Township.

**Land Use Board:** Mayor, Class I  
Ken McGill, Environmental Member, Class II  
Committeeman, Class III, 1 Year  
Aaron Harden, Regular Member 4 Years  
Alternates 1,2,3 Vacant

**Recreation-One Year Appointments**

Sharon Porter  
Rita Hoffman  
Larae Smith  
Julie Abbott  
Kevin Young  
Leahe Parmenter  
Mike Vizzard

**Environmental Commission**

Ken McGill-1 Year  
James D'Ambrosio, 3 Year

**Commercial Fishery Board**

William Riggan  
Iris Burk  
Barney Hollinger

**Court Attendees**

Kevin Brown  
Andrew Bunn

**Emergency Management**

Frederick Hundt, Coordinator  
Michael Rodgers, Deputy  
Robert Welch, Deputy

**RESOLUTION 2019-24**

**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.

Mike Vizzard	Fletcher Jamison	Ryan Broughton
Finance CFO	Clerk's Office	Construction Office
Tax Collector	Public Works	Housing/Zoning
Tax Assessor	Building & Grounds	Code Enforcement
Emergency Management	Municipal Court	Animal Control
Recreation		

Mayor Vizzard asked for motion to approve resolutions.

Committeeman Jamison made motion to approve Resolutions 2019-2 thru Resolution 2019-24. Motion was seconded with following roll call vote:

Committeeman Broughton	No
Committeeman Jamison	Yes
Mayor Vizzard	Yes

Mayor Vizzard asked if there were any additional comments and being none a motion was made and seconded to adjourn.

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Hannah E. Nichols, Township Clerk