

Minutes of the Regular Meeting of the Township Committee of the Township of Commercial, held on April 18, 2019 at 6:00 p.m. at the Township Hall, 1768 Main Street, Port Norris, NJ

Those Present:

Mike Vizzard	Mayor
Fletcher Jamison	Committeeman
Ryan Broughton	Committeeman
Thomas Seeley	Solicitor
Edward Dennis	Engineer
Hannah E. Nichols	Township Clerk
Heather Sparks	Deputy Clerk

Mayor Vizzard presided and called the meeting to order with the announcement that the meeting had been advertised, that it was being electronically recorded and being held in full compliance of the Open Public Meeting Act.

Mayor Vizzard asked everyone to stand and join the committee in the Flag Salute and the Lord's Prayer.

Mayor Vizzard said I see the state police is with us this evening and called upon Station Commander Horsey for a March 2019 report.

Commander Horsey stated that there were 459 calls from residents of Commercial Township, 33 Medical, 218 Motor Vehicle Stops, 41 Criminal Complaints, 4 Accidents, 3 DWI arrests, 8 Burglaries of copper wiring, televisions, I Pads, yard ornaments, and anything that was not tied down. Officer Horsey recommended that all garages, sheds, storage facilities, be closed and locked, also all homes doors, windows need to be secured.

Mayor Vizzard asked if there were any questions from the public and being none thanked Officer Horsey for attending.

Mayor Vizzard said next item is consideration of minutes of previous meetings.

Minutes of Special Meeting held on March 28, 2019
Minutes of Agenda Meeting held on March 19, 2019
Minutes of Regular Meeting held on March 21, 2019
Minutes of Executive Meeting held on April 4, 2019

Committeeman Jamison made motion to approve minutes and Committeeman Broughton seconded the motion with a unanimous roll call vote.

Mayor Vizzard said next item is Bill List for the month of April 2019.

Committeeman Broughton made motion to approve and Committeeman Jamison seconded with a unanimous roll call vote.

Mayor Vizzard said our engineer is not here this evening but at the agenda meeting he stated that we had received a Municipal Aid Grant in the amount of \$291,164.00 for Whittier Drive, Iris Road, and Magnolia Drive. The Port Norris Drainage Project will have pre-construction meeting and project will start shortly thereafter.

Mayor Vizzard said committee received letter from the Board of Education asking if we were going to give an award to the boy and girl for "School Involvement."

Committee approved an award of \$100 for each student.

Mayor Vizzard said Heather Whitaker, Wellness Coordinator has proposed a walk-a-thon for the benefit of the Commercial Township Baseball Association who would like to build a playground for kids and a dugout for small ball players.

The Township Committee commended Mrs. Whitaker on wanting to support the association and felt the funding could be taken from recreation.

Mayor Vizzard said the State of New Jersey Department of Transportation has adopted a new Substance Abuse, Alcohol Use and Testing Policy which has been mandated for municipalities to incorporate in their personnel policy procedure manual

Mayor Vizzard said at the agenda meeting the committee said to prepare resolution amending Commercial Township's Personnel Policy Procedure Manual to include the states. Mayor said their plan also requires a Designated individual to schedule testing, we have that.

Mayor Vizzard said our application for the reconstruction of Red Fern was denied, but we will submit another application.

Mayor Vizzard said chief financial officer went out for bids on our renewal of our bank notes on Tuesday and Newfield Bank took the notes at 2.5 percent. CFO is waiting on paper work.

Mayor Vizzard said quotes were obtained to replace computer system that no longer supported the various programs in the Construction Office. Quote from MC System Solutions in the amount of \$4,100 was put up for approval.

Mayor Vizzard asked for a motion on the system from MC Systems Solutions.

Committeeman Broughton made motion and Committeeman Jamison seconded the motion, roll call vote unanimous.

Mayor Vizzard said committee received a proposal from Remington & Vernick Engineers for the Design plans, advertisement and acceptance of bids in the amount of \$48,000 for Whittier Drive, Iris Road and Magnolia Drive. Resolution on the agenda.

Mayor Vizzard said the committee has several resolutions for considerations first resolution is to read the budget by title only.

**RESOLUTION 2019-53
To Read Budget By Title Only**

WHEREAS, NJS40A:4-8 as amended by 2015, c95,14,2015, provides that the budget may be read by title only at the time of the public hearing if a resolution is passed by not less than a majority of the full governing body, providing that at least one week prior to the date of the hearing, a complete copy of the budget has been made available for public inspection and has been made available to each person upon request, and

WHEREAS, these two conditions have been met,

NOW, THEREFORE, BE IT RESOLVED, that the budget shall be ready by title only.

“COMMERCIAL TOWNSHIP 2019 MUNICIPAL BUDGET”

A motion was made and seconded to open meeting to the public for comment and being none, Mayor asked for motion to close the public hearing and to adopt the budget.

Committeeman Jamison made motion to close public portion and to adopt the budget Committeeman Broughton seconded the motion. Roll call vote as stated:

Committeeman Jamison	Yes
Committeeman Broughton	No
Mayor Vizzard	Yes

RESOLUTION 2019-54

(\$291,164.00 – NJDOT Fiscal Year 2019 Municipal Aid Program For The Whittier, Iris, Magnolia Drive Budget Insertion

WHEREAS, N.J.S. 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of a municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget; and

WHEREAS, Said Director may also approve the insertion of an item of appropriation for an equal amount; and

WHEREAS, the Township of Commercial has received notice of an award of \$291,164. In New Jersey Department of Transportation (NJDOT) Fiscal Year 2019 Municipal Aid for the Reconstruction of Whittier, Iris and Magnolia Drive.

NOW THEREFORE, BE IT RESOLVED, that the Township Committee of the Township of Commercial hereby requests the Director of Local Government Services to approve the insertion of the following items of revenue in the budget year 2019 in the sum of \$291,164. which item is now available as revenue from:

FY 2019 2019 New Jersey Department of Transportation (NJDOT) Fiscal Year 2019
Municipal Aid Program

BE IT FURTHER RESOLVED that like sum of \$291,164. be and the same is hereby appropriated under the captions of

FY 2019 2019 New Jersey Department of Transportation (NJDOT) Fiscal Year 2019
Municipal Aid Program

BE IT FURTHER RESOLVED that the above is a result of monies totaling \$291,164. from the New Jersey Department of Transportation (NJDOT) Fiscal Year 2019 Municipal Aid.

BE IT FURTHER RESOLVED that the Township's Chief Financial Officer will submit this Chapter 159 electronically on the Division of Local Government Services website.

RESOLUTION 2019-55

Authorizing The Transfer Of Overpayment To Other Tax Years or Refund Of Overpayment To Owner, Payer Or Their Representative

WHEREAS, it was discovered after downloading the 2019 MOD IV and/or during the preparation of the tax bills that there were several overpayments existing on numerous line items. The overpayments were created due to reductions in the tax assessments, the recent Homestead Credit Benefit, combining of lots, change in lot number, removal of assessment approved deduction of pursuant to a successful appeal filed with the County Board of Taxation lowering said assessments; and

WHEREAS, pursuant to statute, said overpayments will need to be refunded to the owner, person who made payment or their representative. With said overpayment exceeding \$10.00, approval from the Commercial Township Committee is required before action is to be taken; and

THEREFORE, BE IT RESOLVED, that Leslie Kraus, Tax Collector for Commercial Township is authorized to submit a voucher for refund of existing overpayments as listed below. It is further requested that the Chief Financial Officer be authorized to refund as indicated by voucher.

Block	Lot	Owner	Year	Amount	Reason
213	4	John Lombardo Sr.	2019	\$64.54	2016 Homestead Benefit-Exempt Vet

RESOLUTION 2019-56 NOT ADOPTED

RESOLUTION 2019-56

Authorizing Remington & Vernick Engineers To Prepare Design, Advertise and Accept Bids For The NJDOT Grant For Improvements To Portion Of Whittier Drive, Iris Road, Magnolia Drive.

WHEREAS, Commercial Township was awarded a NJDOT Grant for improvements to Whittier Drive, Iris Road and Magnolia Drive in the amount of \$291,164 and Township Committee would like to see this project move forward; therefore

BE IT RESOLVED, that engineering cost would be as follows:

	Engineering Services:	\$25,000
	Engineering Construction Services	<u>23,000</u>
for a total of:		\$48,000

RESOLUTION 2019-57

Amending Commercial Township's Personnel Policy Procedure Manual to include New Jersey Controlled Substance Abuse and Alcohol Use and Testing Policies

WHEREAS, Commercial Township's Personnel Policy Procedure Manual already has a drug and alcohol testing policy which is enforced and testing is done randomly several times a year; and

WHEREAS, the State of New Jersey has adopted a policy of their own and maintains that it be adopted by municipalities, therefore

BE IT RESOLVED by the Township Committee of the Township of Commercial that the committee approves the amendment of the Commercial Township Personnel Policy Procedure Manual to incorporate the State of New Jersey's 57 Page "Controlled Substance Abuse and Alcohol Use and Testing Policies for New Jersey Municipalities as of March 29, 2019.

RESOLUTION 2019-58

Approving Commercial Township Walk-A-Thon To Benefit Baseball Association on June 8, 2019

WHEREAS, the Commercial Township Baseball Association is in need of funding; and

WHEREAS, Wellness Coordinator, Heather Whitaker, has proposed a Commercial Township Walk-A-Thon to benefit the Commercial Township Baseball Association; therefore

BE IT RESOLVED, by the Township Committee of the Township of Commercial that approval has been authorized for the Commercial Township Walk-A-Thon to be held on June 8th, 2019, commencing 8:30 a.m. for registration and funding for the event will come from the Recreation Line Item.

BE IT FURTHER RESOLVED, participants will designate one of two routes as specified, to walk, Certificate of Liability of Insurance is in place, resolution of approval has been adopted and everything has been forwarded to the Cumberland County Road Department for approval.

Mayor Vizzard said he would like to table Resolution 2019-56 "Authorizing Remington and Vernick to prepare design, advertise and solicit bids until he can talk to Ed Dennis. Mayor asked for motion.

Committeeman Jamison made motion to approve Resolutions 2019-54, 2019-55 to table 2019-56 and to approve 2019-57, 2019-58

Committeeman Broughton seconded the motion with a unanimous ro roll call vote.

Mayor Vizzard asked for reports from officials.

Committeeman Broughton said that he had a discussion with the zoning officer regarding work being done on the waterfront and the zoning officer told him that a stop order had been posted and that Heather Whitaker had told him that the owner has come in and applied for the proper documents.

Mayor Vizzard said that he and Committeeman Jamison had been working on some ideas for the parks, that they have obtained several quotes on some new swings, something safe which meets the codes.

Clerk informed committee that all of them have been registered to attend the 8th Grade Graduation, they just have to tell who they are at the door. Also the school is going to notify us of the recipients of the awards for "School Involvement".

Mayor Vizzard asked for motion to open the meeting to the public and motion was made and seconded.

Mr. Richard Smith said he wanted to thank the committee for not raising the municipal local purpose tax. He knows there is nothing they can do regarding school and county taxes but he appreciates their efforts on behalf of the tax payers.

Mayor Vizzard asked for additional comments and being none asked for motion to adjourn.

It was moved.

Hannah E. Nichols, Township Clerk