

Minutes of the Reorganization meeting of the Township Committee of the Township of Commercial held on January 6, 2020 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
Heather Sparks	Deputy Clerk
Hannah Nichols	Township Clerk

Those Absent:

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 compliance with the Open Public Meetings Act. Mr. Seeley asked that everyone join the Committee in the Flag Salute and the Lord's Prayer.

Mr. Seeley said he would like to congratulate Mike Vizzard on his November 5<sup>th</sup> landslide election and at this time he needs to be sworn in.

Mr. Seeley asked Mr. Vizzard to come forward and be sworn in.

Mr. Seeley administered the Oath of Office to Mr. Vizzard.

Mr. Seeley said, at this time we need the nominations for Mayor, do I hear a nomination.

Committeeman Jamison nominated Mike Vizzard as Mayor

Mr. Broughton seconded the motion, with a unanimous roll call vote.

Mr. Seeley turned the gavel over to Mayor Mike Vizzard.

Mayor Vizzard Thanked everyone and said that last year was his first year as Mayor and I have learned a lot as being Mayor and I take that responsibility very seriously. My heart is with Commercial Township and I always do anything I can and to do the best that I can for Commercial Township. Thank you for nominating me as Mayor again.

Mayor Vizzard asked for nomination of Deputy Mayor.

Mayor Vizzard said he would like to nominate Fletcher Jamison as Deputy Mayor.

Mr. Broughton seconded the motion, with a unanimous roll call vote.

Committeeman Jamison said Thank you. I hope that next year is a better year although last year was a good year, I feel we all worked together so hopefully this year we will get more done than we did last year.

Mayor Vizzard if Committeeman Broughton had any comments.

Committeeman Broughton said I am going into my second year on the committee and I have learned a lot. I am looking forward to this year because basically I've gotten my legs and I look forward to working with you guys to progress Commercial Township. Hopefully we will do some great things.

Mayor Vizzard said we have Resolutions, 24 of them.

The Deputy Clerk said you will need to pass the first resolution before passing the others.

Mayor Vizzard said Okay, we need to pass the first resolution, Resolution 2020-1 Consent Agenda; All matters listed under Consent Agenda, are considered to be routine by township Committee and will be enacted by one motion. There will be no separate discussion of these items. If discussion is desired, that item will be removed from consent agenda and will be considered separately.

**RESOLUTION 2020-1**  
**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 the consent agenda, resolution 2020-1

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

Mayor Vizzard stated that the remaining resolutions would be read by title only.

**RESOLUTION 2020-2**  
**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, Licensed Fish & Game Agent	Heather Sparks
Chief Financial Officer	Pamela Humphries
Part Time Secretary	Stephanie McIsaac
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 Sub code, Plumbing Inspector	Louis J. Palena William White-Acting
Building Sub code Official	Dennis Sharp
Electrical Inspector	Thompson G. Maier
Code Enforcement Officer Housing/Zoning, Rental Inspector Vacant Properties Inspector	Steve DeSario
Secretary To Construction Official Building Sub codes/Housing/Zoning Land Use Board Secretary	Heather Whitaker
Elevator Inspector	State of New Jersey
Court Administrator	Maryann Sheppard
Deputy Court Administrator	Ashley Criss
Municipal Judge	Lauren Anne Van Embden
Municipal Prosecutor	Thomas M. Corrigan
Public Defender	William Reilly
Court Recorder Operator	Mariela Hernandez

Court Attendees	Kevin Brown Andrew Bunn
Public Works Manager	Edward Dennis
Public Works Supervisor	Clinton Miller
Public Works Forman	Vacant
Laborer A Heavy Equipment Operator/Mechanic	Christopher Drummond
Labor A/Heavy Equipment Operator	Josh Hoffman
Laborer B Truck Driver	Vacant
Laborer C Road Department	Kevin Brown David Green

**RESOLUTION 2020-3**

**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 30, 2019 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, 2020 thru December 31, 2023.**

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 2020; and

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

WHEREAS, Commercial Township has appointed Lauren Anne Van Embden, Attorney at Law as Municipal Judge for an appointment of three years with term to expire December 31, 2023

WHEREAS, Lauren Anne Van Embden has completed and submitted a Business Entity Disclosure Certification which certifies that she 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 her 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 2020-5**

**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 not exceed \$17,500 for planner; and

WHEREAS, the chief Financial officer has determined and certified in writing that the value of the acquisition will exceed \$17,500 for municipal engineer.

WHEREAS, the anticipated term of this contract is three years for Municipal Engineer January 1, 2019,2020,2021 and one year for Municipal Planner; and

WHEREAS, Remington & Vernick Engineers has submitted a proposal December 30, 2019 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 2020-6

##### 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 30, 2019 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 2020-7**

**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 30, 2019 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 2020-8**

**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, and**

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

**WHEREAS, Mr. Corrigan, Attorney at Law, has submitted a proposal December 30, 2019 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 2020-9**  
**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 30,, 2019, 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 2020-10**  
**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, 2020 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 2020 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 2020-11  
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 2020.

RESOLUTION 2020-12  
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 2020 at 3:00 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 2020-13**  
**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 2020 these specifically being:

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

**RESOLUTION 2020-14**  
**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 2020-15**  
**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 2020 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 2020 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 2020.

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

**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 2020.

#### RESOLUTION 2020-17

#### Temporary Appropriations 2020

WHEREAS, NJSA 40A:4-19 provides that where any contract commitment or payments are to be made prior to the final adoption of the 2020 budget, temporary appropriations should be made for the purpose and amounts required in the manner and time herein provided; and

WHEREAS, the date of this resolution is within the first thirty days of January 2020; and

WHEREAS, the total appropriations in the 2019 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance is the sum of \$2,555,374.00.

WHEREAS, twenty six and one quarter percent of the total appropriations in the 2019 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance in said 2019 budget is the sum of \$718,449.29.

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 their records.

WHEREAS, NJSA 40A:4-19 provides that where any contract commitment or payments are to be made prior to the final adoption of the 2020 budget, temporary appropriations should be made for the purpose and amounts required in the manner and time herein provided; and

WHEREAS, the date of this resolution is within the first thirty days of January 2020; and

WHEREAS, the total appropriations in the 2019 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance is the sum of \$2,555,374.00.

WHEREAS, twenty six and one quarter percent of the total appropriations in the 2019 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance in said 2019 budget is the sum of \$718,449.29.

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 their records.

**Temporary Appropriations 2020**

2019 GENERAL GOVERNMENT	2020 Adopted Budget	2020 Temporary Budget
		@26.25%
<b>General Administrative</b>		
Salaries & Wages		
Other Expenses	31,005.00	8,138.81
<b>Mayor and Committee</b>		
Salaries & Wages	39,000.00	10,237.50
Other Expenses	5,000.00	1,312.50
<b>Municipal Clerk</b>		
Salaries & Wages	127,151.00	33,377.14
Other Expenses	22,500.00	5,906.25
<b>Financial Administration</b>		
Salaries & Wages	38,000.00	9,975.00
Other Expenses	11,500.00	3,018.75
<b>Audit Services</b>	34,000.00	8,925.00
<b>Data Processing</b>		
Other Expenses	50,500.00	10,000.00
<b>Tax Collection</b>		
Salaries & Wages	92,800.00	24,360.00
Other Expenses	20,000.00	5,250.00
<b>Tax Assessment</b>		
Salaries & Wages	20,300.00	5,328.75
Other Expenses	24,300.00	6,378.75

Legal Services	60,000.00	15,750.00
Tax Title Lien Manager		
Other Expenses	45,000.00	11,812.50
Engineering Services and Cost		
Other Expenses	25,000.00	6,562.50
Municipal Land Use		
Salaries & Wages	700.00	183.75
Other Expenses	7,900.00	2,073.75
CONSTRUCTION ENFORCEMENT		
Salaries & Wages	59,100.00	15,513.75
Other Expenses	5,700.00	1,496.25
HOUSING CODE ENFORCEMENT		
Salaries & Wages	74,760.00	19,624.50
Other Expenses	5,500.00	1,443.75
Liability Insurance	20,000.00	5,250.00
Worker's Compensation	42,240.00	11,088.00
Group Health Insurance	239,645.00	62,906.81
EMERGENCY MANAGEMENT		
Salaries & Wages	3,440.00	903.00
Other Expenses	4,000.00	1,050.00
Prosecutor		
Salaries & Wages	12,084.00	3,172.05
Streets and Road Maintenance		
Salaries & Wages	292,800.00	76,860.00
Other Expenses	82,500.00	21,656.25
Solid Waste Collection		
Other Expenses	266,420.00	69,935.25
Buildings & Grounds		
Salaries & Wages	17,000.00	4,462.50
Other Expenses	102,000.00	26,775.00
Sluice Ditch		
Sluice Ditch Other Expenses	5,000.00	1,312.50
Environmental Commission		
Other Expenses	1,000.00	262.50
Animal Control		
Contract Services	34,000.00	8,925.00
Senior Center		
Salaries & Wages	13,100.00	3,438.75
Other Expenses	3,400.00	892.50
Community Food Bank -Mat/Supp.	1,500.00	393.75
Parks and Playgrounds		
Recreation SW PT		
Other Expenses	3,500.00	918.75

Maintenance of Parks		
Other Expenses	2,500.00	656.25
Library Operations		
Salaries & Wages	8,180.00	2,147.25
Other Expenses	3,100.00	813.75
Accumulated Sick Leave	10,000.00	2,625.00
Celebration of Public Events	3,338.00	876.23
Utilities		
Electric	30,000.00	7,875.00
Street Lights	73,000.00	19,162.50
Telephone	22,000.00	5,775.00
Natural Gas	15,000.00	3,937.50
Gasoline and Diesel	29,000.00	7,612.50
Sanitary Landfill		
Other Expenses	147,000.00	38,587.50
Pension PERS	86,991.00	71,785.00
Social Security	62,000.00	16,275.00
Unemployment	2,000.00	525.00
Defined Contribution Retirement	4,000.00	1,000.00
Municipal Court		
Salaries & Wages	97,700.00	26,646.25
Other Expenses	9,220.00	2,420.25
Public Defender		
Salaries & Wages	7,000.00	1,837.50
<b>Total</b>	<b>2,557,393.00</b>	<b>718,449.29</b>

**RESOLUTION 2020-18**

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 2020-19**

**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 2020. 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 2020**

**BE IT RESOLVED** that the Township of Commercial has awarded a contract to the South Jersey Regional Animal Care For Sheltering Services for 2020 at a cost of \$24,835.00

**RESOLUTION 2020-21  
Awarding contract with Shore Animal Control for services  
January 1, 2020 until December 31, 2022**

**BE IT RESOLVED** by the Township Committee of the Township of Commercial awarding a three (3) year contract with Shore Animal Control for Animal Control Officer Services for year 2020, 2021, 2022; and

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

**RESOLUTION 2020-22  
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 2020**

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  
Doris Tomlinson, Regular Member 4 Years  
Alternates 1,2,3 Vacant

**Recreation-One Year Appointments**  
Mike Vizzard  
Marie Gallo  
Susan Corson  
Kim Robinson  
Leahe Parmenter  
Cindy Tawes  
Patti Smith Gilmore

**Environmental Commission**  
Dale Schweitzer-3 Year  
Patricia Smith, 3 Year  
Loraine Shourds, 3 year

**Commercial Fishery Board**  
William Riggin  
Iris Burk  
Barney Hollinger

**Court Attendees**  
Kevin Brown  
Andrew Bunn

**Emergency Management**  
Michael Rodgers, Deputy  
Robert Welch, Deputy

**Veterans Memorial Park**  
Mike Vizzard  
Fletcher Jamison  
Heather Sparks, Secretary  
Clint Miller  
Joe Klaudi  
Mark Sheppard  
Richard Smith  
Russell Stormes  
Guy DeFabrites  
Donald Klaudi  
Kenneth Smith  
O'Connell Brown

**RESOLUTION 2020-24**  
**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.**

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

**CERTIFICATION**

I, Hannah E. Nichols, Clerk of the Township of Commercial hereby certify that the foregoing resolution was duly adopted by the Township Committee at their Reorganization Meeting held on Monday, January 6, 2020 at 6:00 P.M. in the Township Hall, 1768 Main Street, Port Norris, NJ

\_\_\_\_\_  
Hannah E. Nichols, Township Clerk

Mayor Vizzard said before we vote on these resolutions, I want to point out resolution 2020-21 for Shore Animal Control is a one-year contract with the ability to renew for second and third years. It is a three-year appointment however we have the right to renew for the second and third years. It is not a direct three-year contract. Also, the resolution designating the court dates, we do have a 3:00 pm start time. So, I just want to point out we have a resolution here that states 5:00 but we do have a start time of 3:00 pm.

Mayor Vizzard asked for a motion to approve resolutions 2020-2 thru 2020-24.

Committeeman Jamison made the motion to approve resolutions 2020-2 thru 2020-24. Motion was seconded with a unanimous roll call vote.

Mayor Vizzard asked for any additional comments

Committeeman Jamison said he just wanted to congratulate Mike and hopes that it will be a wonderful year for him. I would like to continue to work together to get things done.

Mayor Vizzard said Thank you. With no further comments, a motion was made and seconded to adjourn.

Respectfully Submitted:

\_\_\_\_\_  
Heather Sparks, Deputy Clerk