

Minutes of the Reorganization meeting of the Township Committee of the Township of Commercial held on January 7, 2022, at 6:00 P.M., at the Township Hall, 1768 Main St. Port Norris, NJ 08349.

Those Present:

Mike Vizzard	Mayor
Fletcher Jamison	Committeeman
Joseph Klaudi	Committeeman
Thomas Seeley	Solicitor
Edward Dennis	Engineer
Heather Sparks	Township Clerk
Clint Miller	Public Works Supervisor

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 the County Clerk certified the election results and Joseph Klaudi was duly elected committeeman and I believe he has someone here to swear him in tonight.

Douglas Albrecht came forward and identified himself as a County Commissioner and that he would be swearing in Mr. Klaudi.

Mr. Albrecht administered Oath of Office to Mr. Joseph Klaudi.

Solicitor Seeley invited Mr. Klaudi to join the Committee on the bench.

Mr. Seeley said he had two other people to swear in. Mr. Seeley asked the new clerk to come up. He stated that Hannah Nichols, clerk for nearly 50 years has retired.

Mr. Seeley administered the Oath of Office to Heather Sparks as Township Clerk.

Mr. Seeley said he now was going to swear in the New OEM Coordinator, Robert Welch.

Mr. Seeley administered the Oath of Office to Robert Welch as new OEM coordinator.

Mr. Seeley said we will now take nomination for Mayor.

Committeeman Jamison nominated Mike Vizzard as Mayor

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

Mr. Seeley asked for a nomination for Deputy Mayor.

Mike Vizzard made a motion nominating Fletcher Jamison.

Me. Klaudi seconded the motion, with a unanimous roll call vote.

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

Mayor Vizzard stated that 2021 was a tough year for everybody, this committee included. We are looking for a better 2022. Mayor congratulated Joseph Klaudi, welcomed him and said we look forward to working Joe.

Mayor Vizzard said we have Resolutions.

The 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 2022-1 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 2022-1

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:

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. Any member of the Township Committee may request that an item be removed from the Consent Agenda and considered separate.

A motion was made by Committeeman Jamison and seconded by Committeeman Klaudi to pass resolution 2021-1. Roll call, all in favor.

Mayor Vizzard read over the following resolutions by title only.

RESOLUTION 2022-2

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

Heather Sparks

Deputy Clerk, Deputy Dog Registrar, Deputy Registrar, Deputy Municipal Search Clerk, Attendance Clerk Deputy Election Clerk, Assessment Search Clerk, Licensed Fish & Game Agent	Gabrielle Horseman
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, Plumbing Inspector	William White
Fire Sub Code Official	Herbert Leary
Building Sub code Official	Derick Leary
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	Stefanie Muessig
Elevator Inspector	State of New Jersey
Court Administrator	
Public Works Manager	Edward Dennis
Public Works Supervisor	Clinton Miller
Public Works Forman	Vacant
Laborer A Heavy Equipment Operator/Mechanic Labor A/Heavy Equipment Operator	Christopher Drummond Josh Hoffman
Laborer B Truck Driver	David Green
Laborer C Road Department	Vacant

RESOLUTION 2022-3
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, 2021, 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, as required by NJSA 40A:4-57 and NJAC 5:30-14.5, Pamela Humphries, Chief Financial Officer of the Township of Commercial, has ascertained that there will be made available sufficient uncommitted appropriations in the 2021 Township budget to award a contract to:

Thomas Seeley, Esquire Township Solicitor/Tax Title Lien Coordinator for the year 2022 in the amount of \$115,000.00, Funds for certification are therefore being made available and certified against the following appropriations Account Numbers:

<u>Account Number</u>	<u>Amount</u>
2-01-20-156-027	\$70,000
2-01-20-156-028	\$45,000

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 2022-4

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,

2022, 2023, 2024 and one year for Municipal Planner; and

WHEREAS, Remington & Vernick Engineers has submitted a proposal December 30, 2021, 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, as required by NJSA 40A:4-57 and NJAC 5:30-14.5, Pamela Humphries, Chief Financial Officer of the Township of Commercial, has ascertained that there will be made available sufficient uncommitted appropriations in the 2021 Township budget to award a contract to:

Remington, Vernick & Walberg Engineers, the Municipal Engineers for the year 2022
in the amount of \$25,000.00. Funds for certification are therefore being made available and certified against the following appropriations Account Numbers:

<u>Account Number</u>	<u>Amount</u>
2-01-20-166-028	\$25,000

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 2022-5

Authorizing the Award Of A Non-Fair And Open Contract for Land Use Board Solicitor,

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, Nathan Van Embden, Attorney at Law of Millville, NJ has submitted a proposal December 30, 2021, indicating they will provide the Professional Services for Commercial Township as Commercial Township Land Use Board Solicitor.

WHEREAS, Nathan Van Embden, Attorney, has completed and submitted a Business Entity

Disclosure Certification which certifies that Nathan Van Embden, 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 Nathan Van Embden will prohibit him from making any reportable contributions through the term of the contract; and

WHEREAS, as required by NJSA 40A:4-57 and NJAC 5:30-14.5, Pamela Humphries, Chief Financial Officer of the Township of Commercial, has ascertained that there will be made available sufficient uncommitted appropriations in the 2021 Township budget to award a contract to:

Nathan Van Embden as the Land Use Board Solicitor for the year 2022 in the amount of \$115,000.00. Funds for certification are therefore being made available and certified against the following appropriations Account Numbers:

<u>Account Number</u>	<u>Amount</u>
2-01-21-180-028	\$4,500.00

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Commercial authorizes Nathan Van Embden, 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 2022-6

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, 2021, 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, as required by NJSA 40A:4-57 and NJAC 5:30-14.5, Pamela Humphries, Chief

Financial Officer of the Township of Commercial, has ascertained that there will be made available sufficient uncommitted appropriations in the 2021 Township budget to award a contract to:

Fralinger Engineering, the Engineers for the Land Use Board for the year 2022 as per the attached fee schedule and not to exceed \$2,500.00. Funds for certification are therefore being made available and certified against the following appropriations Account Numbers:

<u>Account Number</u>	<u>Amount</u>
2-01-21-180-028	\$4,500.00

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 2022-7
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, 2021, to any political committee or candidate through the term of this contract:

WHEREAS, as required by NJSA 40A:4-57 and NJAC 5:30-14.5, Pamela Humphries, Chief Financial Officer of the Township of Commercial, has ascertained that there will be made available sufficient uncommitted appropriations in the 2021 Township budget to award a contract to:

Bowman & Company, LLP Township Auditors for the Year 2022 in the amount of \$35,000. Funds for certification are therefore being made available and certified against the following appropriations Account Numbers:

<u>Account Number</u>	<u>Amount</u>
2-01-20-136-000	\$35,000.00

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

That the allegations of the preamble hereto are incorporated herein as if fully set forth.

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.

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.

The Business Entity Disclosure Certification shall be placed on file with this Resolution.

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 2022-8
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 2022.

RESOLUTION 2022-9
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 2022 these specifically being:

BB&T Bank
PNC Bank
Cape Bank New Jersey

Bank of America
Newfield National Bank
TD Bank

RESOLUTION 2022-10
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 2022-11
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 2022 Regular business meetings of the committee will be held on the third Thursday of each month via virtual platform zoom with posting of participation links to the municipal website so as to remain in compliance with the Open Public Meeting Act. Meetings may take place at the Municipal Building, 1768 Main Street, Port Norris, NJ, all meetings will be at 6:00 P.M., the then prevailing time: and

BE IT RESOLVED that the 2022 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 2022.

Month	Agenda	Regular
January	Tues. 18	Thursday 20
February	Tues. 14	Thursday 17
March	Mon. 14	Thursday 17
April	Mon. 18	Thursday 21
May	Mon. 16	Thursday 19

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

RESOLUTION 2022-12
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.

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 2022.

RESOLUTION 2022-13
Temporary Appropriations 2022

WHEREAS, N.J.S.A. 40A:4-19 provides that where any contract commitment or payments are to be made prior to the final adoption of the 2022 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 2022; and

WHEREAS, the total appropriations in the 2021 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance is the sum of \$2,638,060.00.

WHEREAS, twenty-six and one quarter percent of the total appropriations in the 2021 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance in said 2021 budget is the sum of \$766,355.53.

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 2022

2022 GENERAL GOVERNMENT @26.25%	Temporary Budget
General Administrative	
Salaries & Wages	
Other Expenses	9,713.81
Mayor and Committee	
Salaries & Wages	11,025.00
Other Expenses	1,312.50
Municipal Clerk	
Salaries & Wages	36,198.75
Other Expenses	5,906.25
Financial Administration	

Salaries & Wages	10,762.50
Other Expenses	3,018.75
Audit Services	8,925.00
Data Processing	
Other Expenses	13,256.25
Tax Collection	
Salaries & Wages	25,515.00
Other Expenses	4,987.50
Tax Assessment	
Salaries & Wages	5,775.00
Other Expenses	6,378.75
Legal Services	18,375.00
Tax Title Lien Manager	
Other Expenses	11,812.50
Engineering Services and Cost	
Other Expenses	6,562.50
Municipal Land Use	
Salaries & Wages	183.75
Other Expenses	1,548.75
CONSTRUCTION ENFORCEMENT	
Salaries & Wages	15,881.25
Other Expenses	1,496.25
HOUSING CODE ENFORCEMENT	
Salaries & Wages	18,900.00
Other Expenses	1,443.75
Liability Insurance	5,512.50
Worker's Compensation	11,287.50
Group Health Insurance	60,375.00
EMERGENCY MANAGEMENT	
Salaries & Wages	945.00
Other Expenses	1,050.00
Streets and Road Maintenance	
Salaries & Wages	83,133.75
Other Expenses	21,656.25
Solid Waste Collection	
Other Expenses	70,066.50
Buildings & Grounds	
Salaries & Wages	4,593.75
Other Expenses	26,775.00
Vacant Property Maintenance	5,250.00
Sluice Ditch	
Sluice Ditch Other Expenses	1,312.50
Environmental Commission	
Other Expenses	262.50
Animal Control	
Contract Services	13,352.33
Senior Center	
Salaries & Wages	4,095.00

Other Expenses	892.50
Community Food Bank -Mat/Supp.	393.75
Parks and Playgrounds	
Recreation SW PT	
Other Expenses	918.75
Maintenance of Parks	
Other Expenses	656.25
Library Operations	
Salaries & Wages	2,625.00
Other Expenses	813.75
Accumulated Sick Leave	2,625.00
Celebration of Public Events	918.75
Recycling Tax	2,493.75
Utilities	
Electric	6,825.00
Streetlights	20,737.50
Telephone	5,775.00
Natural Gas	3,937.50
Gasoline and Diesel	6,825.00
Sanitary Landfill	
Other Expenses	45,937.50
Pension PERS	92,921.00
Social Security	17,325.00
Unemployment	525.00
Defined Contribution Retirement	1,050.00
Fire District	491.14
Municipal Court	
Shared Service	21,000.00
Municipal Court S/W	
Municipal Court O/E	
Public Defender S/W	
Court Professional Prosecutor	
Total	766,355.53

RESOLUTION 2022-14

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.

WHEREAS, as required by NJSA 40A:4-57 and NJAC 5:30-14.5, Pamela Humphries, Chief Financial Officer of the Township of Commercial, has ascertained that there will be made available sufficient uncommitted appropriations in the 2021 Township budget to award a contract to:

Mints Insurance, Township Insurance Brokers for the year 2022 in the amount of \$3,300.00 payable as part of the Atlantic County Joint Insurance Fund billing and not to exceed 6% of the annual insurance premium. Funds for certification are therefore being made available and certified against the following appropriations Account Numbers:

<u>Account Number</u>	<u>Amount</u>
2-01-23-216-000	\$3,300.00

NOW, THEREFORE, BE IT RESOLVED, that the governing body of the Township of Commercial does hereby appoint 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 2022-15

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 2021. That appointment will be published in local newspaper within 10 days of passing.

WHEREAS, as required by NJSA 40A:4-57 and NJAC 5:30-14.5, Pamela Humphries, Chief Financial Officer of the Township of Commercial, has ascertained that there will be made available sufficient uncommitted appropriations in the 2021 Township budget to award a contract to:

McManimon & Scotland – Bond Counsel per year for the year 2022. Funds for certification are therefore being made available and against the following appropriations Account Numbers:

<u>Account Number</u>	<u>Amount</u>
2-01-20-100-029	\$3,500.00

RESOLUTION 2022-16
Approving South Jersey Regional Animal Care For
Animal Sheltering Services for 2022

BE IT RESOLVED that the Township of Commercial has awarded a contract to the South Jersey Regional Animal Care for Sheltering Services for 2022 at a cost of \$33,626.00

BE IT FURTHER RESOLVED, as required by NJSA 40A:4-57 and NJAC 5:30-14.5, Chief Financial Officer of the Township of Commercial, has ascertained that there will be made available

sufficient uncommitted appropriations in the 2021 Township budget to award a contract to:

South Jersey Regional Animal Care -- Animal Sheltering for the year 2022. Funds for certification are therefore, being made available and against the following appropriations Account Numbers:

<u>Account Number</u>	<u>Amount</u>
2-01-27-340-029	\$40,000.00

RESOLUTION 2022-17
Awarding contract with Shore Animal Control for services
January 1, 2022, 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

WHEREAS, as required by NJSA 40A:4-57 and NJAC 5:30-14.5, Pamela Humphries, Chief Financial Officer of the Township of Commercial, has ascertained that there will be made available sufficient uncommitted appropriations in the 2021 Township budget to award a contract to:

Shore Animal Control for animal control services for the year 2022 in the amount of \$15,000. Funds for certification are therefore being made available and certified against the following appropriations Account Numbers:

<u>Account Number</u>	<u>Amount</u>
2-01-27-340-029	\$15,000.00

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

RESOLUTION 2022-18
Appointments, Reappointments to Various Municipal Boards, Committees
And Commissions for 2022

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
- John Nardone, Class II, One year
- Committeeman, Class III, 1 Year
- LaRae Smith, Class IV, 4 years
- Dean Berry, Class IV, 4 years
- Aaron Harden, Class IV, 4 years
- Heike Wheatly, Class IV, 4 years
- Matthew Wheatly, Alternate II, 2 years
- Alternates 3 Vacant

Recreation-One Year Appointments

- Marie Gallo
- Patti Smith Gilmore
- Sue Corson
- Rita Pettit
- Rita Hoffman

Sally Dickenson
Dolly Vincent
Reenie Kunkle
Anna DeFabrites
Robin Berry
Janice Hoffman
Barbara Moore

Environmental Commission

Loraine Shourds, 1yr
Peter Manzelman, 1 year
James D'Ambrosio, 3 years

Commercial Fishery Board

William Riggin
Iris Burk
Barney Hollinger

Emergency Management

Robert Welch, Coordinator, 3 yrs.
Michael Rodgers, Deputy, 1 yr.

Veterans Memorial Park

Mike Vizzard
Fletcher Jamison
Clint Miller
Joe Klaudi
Mark Sheppard
Richard Smith
Russell Stormes
Guy DeFabrites
Donald Klaudi
Kenneth Smith
O'Connell Brown
Larry Heath
Robert Welch

RESOLUTION 2022-19

Appointing Heather Sparks as Municipal Clerk of the Township of Commercial

BE IT RESOLVED, by the Commercial Township Committee, in the County of Cumberland, State of Jersey, that Heather Sparks be and hereby is appointed pursuant to N.J.S.A. 40A:9-133 as the Municipal Clerk for a three-year term commencing January 1, 2022, and continuing through December 31, 2024.

BE IT FURTHER RESOLVED that a copy of this Resolution shall be submitted as may be required to the Director of the Division of Local Government Services in the Department of Community Affairs.

RESOLUTION 2022-20

APPOINTING ALTERNATE FUND COMMISSIONER FOR THE ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND

WHEREAS, the Township of Commercial is a member of the Atlantic County Municipal Joint Insurance Fund, hereinafter referred to as the FUND; and

WHEREAS the Bylaws of the FUND require that the manner generally prescribed by law, each Member shall be permitted to appoint an Alternate Fund Commissioner to the Fund. The Alternate Fund Commissioner shall be either a member of the local unit's governing body or one of its employees and

shall represent the member in the absence of the Fund Commissioner; and

WHEREAS N.J.A.C. 11:15-2.6 states that an Alternate Fund Commissioner who is a member of the appointing local unit's governing body, shall hold office for two years or for the remainder of his/her term of office as a member of the local unit's governing body, whichever shall be less; and

WHEREAS N.J.A.C. states that an Alternate Fund Commissioner who is an employee of the appointing Member shall hold office at the pleasure of the member and can be removed by the Member at any time without cause; and

WHEREAS the Township of Commercial recommends the appointment Gabrielle Horseman to serve as Alternate Fund Commissioner with the FUND Bylaws.

NOW, THEREFORE, BE IT RESOLVED by the Township of Commercial that it does hereby appoint Gabrielle Horseman as Alternate Fund Commissioner to the Atlantic County Municipal Joint Insurance Fund.

RESOLUTION 2022-21
APPOINTING A SAFETY COORDINATOR FOR THE ATLANTIC COUNTY MUNICIPAL JOINT
INSURANCE FUND

WHEREAS, the Township of Commercial is a member of the Atlantic County Municipal Joint Insurance Fund, hereinafter referred to as the FUND; and

WHEREAS the FUND requires that in the manner generally prescribed by law, each member shall appoint a Safety Coordinator to chair the Member Safety Committee, coordinate and oversee the Member safety efforts, and act as a liaison between the municipality, the JIF Safety Director, and other outside agencies.

WHEREAS the Township of Commercial recommends the appointment of Heather Sparks to serve as Safety Coordinator in accordance with the FUND requirements.

NOW, THEREFORE, BE IT RESOLVED by the Township of Commercial that it does hereby appoint Heather Sparks as Municipal Safety Coordinator.

RESOLUTION 2022-22
APPOINTING A CLAIMS COORDINATOR FOR THE ATLANTIC COUNTY MUNICIPAL JOINT
INSURANCE FUND

WHEREAS, the Township of Commercial is a member of the Atlantic County Municipal Joint Insurance Fund, hereinafter referred to as the FUND; and

WHEREAS the FUND requires that in the manner generally prescribed by law, each member shall appoint a Claims Coordinator to oversee the member claims reporting and record keeping efforts, and act as liaison between the municipality, the JIF Claims Administrator, and other outside agencies.

WHEREAS the Township of Commercial recommends the appointment of Heather Sparks to serve as Claims Coordinator in accordance with the FUND requirements.

NOW, THEREFORE, BE IT RESOLVED by the Township of Commercial that it does hereby

appoint Heather Sparks as Municipal Claims Coordinator.

RESOLUTION 2022-23

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.

<u>Mike Vizzard</u>	<u>Fletcher Jamison</u>	<u>Joseph Klaudi</u>
Finance CFO	Clerk's Office	Construction Office
Tax Collector	Public Works	Housing/Zoning
Tax Assessor	Building & Grounds	Code Enforcement
Recreation		Animal Control
		Emergency Management

RESOLUTION 2022-24

Appointing Gabrielle Horseman as Deputy Registrar of Vital Statistics, Deputy Animal Registrar, and Attendance Clerk

WHEREAS, the Township of Commercial must have a deputy Registrar of vital statistics and with Hannah Nichols retirement, the previous deputy was moved into the Township Clerk position leaving the need for a Deputy and:

WHEREAS, the Township Committee has appointed Gabrielle Horseman as deputy clerk, therefore, she is appointed to the positions of the previous deputy, those being:

Deputy Registrar of Vital Statistics, Attendance Clerk Regarding Vacation, Sick Time, Personal Days, Professional Days, and Required CEU Classes.

I, Heather Sparks, Township Clerk of the Township of Commercial hereby certify that the foregoing resolutions were duly adopted by the Township Committee at their reorganization meeting held on January 7, 2022, at 6:00 pm held at the Municipal Building, at 1768 Main St. Port Norris, NJ 08349 and by virtual platform Zoom.

Mayor Vizzard asked for a motion to approve resolutions 2022-2 thru 2022-24.

Committeeman Jamison made the motion to approve resolutions 2022-2 thru 2022-24. Motion was seconded by Committeeman Klaudi with a unanimous roll call vote.

Mayor Vizzard said we have one other course of business and that's an introduction of an ordinance. Ordinance 2022-609. An Ordinance of the Township of Commercial, County of Cumberland, New Jersey, providing for use of funds for the Township Municipal Building to undergo renovations for Covid Mitigation and General Upgrade to be fully funded from; 2021 American Rescue Plan Grant Reserve and Capital Improvement Fund.

Mayor asked for a motion to introduce the ordinance, Committeeman Jamison made the motion. Committeeman Klaudi seconded the motion. Roll call, all in favor.

Mayor asked if there were any comments from the governing body.

Committeeman Jamison welcomed Joe and said he looks forward to a good year.

Robert Welch, OEM said we are in the midst of the Hazard Mitigation Plan and needs to set up a final meeting. Mr. Welch stated they are looking to meeting possible January 19th or 20th.

Mayor Vizzard said the 20th is the Township Meeting so the 19th is better for me. Mayor asked if a reminder email could be sent out. Mr. Welch said that he would. Mr. Welch stated that the meeting would be 7-9pm.

Mayor Vizzard asked for any additional comments, seeing none, a motion was made and seconded to adjourn.

Respectfully Submitted:

A handwritten signature in cursive script that reads "Heather Sparks". The signature is written in black ink and is positioned above a horizontal line.

Heather Sparks, Deputy Clerk