

TOWNSHIP OF HARDWICK
WARREN COUNTY, NEW JERSEY

**RE-ORGANIZATION MEETING
JANUARY 8, 2019**

The yearly Re-Organization meeting of the Hardwick Township Committee was held on this date at the Municipal Building, 40 Spring Valley Road, Hardwick, New Jersey. This meeting was called to order at 3:00PM by the Township Clerk Judith Fisher who noted that this meeting was being held in compliance with the "Open Public Meetings Act":

In accordance with Chapter 231 of the Public Laws of 1975, notice of this meeting was given by way of notice with the New Jersey Herald and/or the Express-Times, filed in the Municipal Clerk's Office and posted in the Hardwick Municipal Building. Mrs. Fisher then led the Public in the pledge of allegiance.

Roll Call:

Present: Committeeman-Elect Kevin Duffy, Committeeman Alfred Carrazzone and Committeeman James Perry

Absent: None

Also present: CPWM Thomas Campbell, Township Attorney Michael Lavery

OATH OF OFFICE - KEVIN DUFFY, COMMITTEEMAN 1/1/2019 TO 12/31/2021

Mrs. Fisher, Township Clerk noted that the County Clerk, Holly Mackie has sent the Certificate of Election for Committeeman-Elect Kevin Duffy. Mr. Duffy had received the majority of votes cast in the General Election held in November 2018 for another three-year term. At this time, the Oath of Office was administered by Freeholder Director Jason Sarnoski. Mr. Duffy's wife held the Bible.

BUSINESS: Nomination of a Chairperson/Mayor

Mrs. Fisher asked for nomination for Mayor.

Committeeman Perry moved to nominate Committeeman Kevin Duffy for Mayor. There were no other nominations and Mr. Duffy accepted the nomination. The nomination was then second by Committeeman Carrazzone. Motion carried followed by a roll call vote

Roll Call

Ayes: Committeeman Carrazzone, Committeeman Duffy, Committeeman Perry

Nays: None

Abstentions: None

Absent: None

Mr. Duffy was then sworn in as Mayor for 2019 by Freeholder Director Jason Sarnoski. The Bible was held by Mr. Duffy's wife.

The Chair was then turned over to Mayor Kevin Duffy for the following appointments.

Nomination for Deputy Mayor

A motion was made by Mayor Kevin Duffy to nominate Committeeman Alfred Carrazzone for Deputy Mayor. There were no other nominations. Motion was then second by Committeeman Perry. Mr. Carrazzone accepted. Motion carried followed by a roll call vote.

Roll Call

Ayes: Committeeman Carrazzone, Committeeman Perry, Mayor Duffy

Nays: None

Abstentions: None

Absent: None

Mr. Carrazzone was then sworn in as Deputy Mayor for 2019 by Freeholder Director Jason Sarnoski. The Bible was held by Municipal Clerk .

APPOINTMENTS

CONSENT AGENDA:

A motion was made by Committeeman Perry, seconded by Committeeman Carrazzone and carried to approve for the following appointments on the Consent Agenda:

Township Attorney Michael B. Lavery, Esq.
Law Firm of Lavery, Selvaggi, Abromitis & Cohen
Hackettstown, NJ 07840

Municipal Clerk Judith M. Fisher, RMC (Tenured)

Township Committee Liaisons to various Departments for 2019

COAH Consultant Shirley Bishop, P.P., LLC
Municipal Housing Liaison Judith M. Fisher

Tax Collector Donna Van Tassel 01/2018 – 12/2021
Tax Search Official Donna Van Tassel 01/2018 – 12/2021
Deputy Tax Collector Judith Fisher 12/2019

CMFO/Treasurer Christine Rolef 01/2017 – 12/2020
Qualified Purchase Agent Christine Rolef 2019
Auditors/Accountants Anthony Ardito, Ardito & Company

Tax Assessor David Gill, CTA Tenured

Assessment Search Official Judith M. Fisher
Affirmative Action Officer Judith M. Fisher

Registrar Judith M. Fisher, CMR 12/2020
Deputy Registrar Robin Keegan, CMR 12/2020

Secretary to Local Board of Health Judith M. Fisher
Right to Know Coordinator Judith M. Fisher

Recycling Coordinator Judith M. Fisher

COURT - Municipal Court of North Warren at Hope

Acting Municipal Judge: William G. Mennen
Acting Court Administrator: Kathryn Eger
Township Prosecutor Richard Ralph
Municipal Public Defender Kenneth Krause

Township Engineer Norton “Ted” Rodman, PE
Driveway Opening Official Norton “Ted” Rodman, PE
Certified Public Works Mgr. Thomas Campbell, CPWM

Zoning/Code Enforcement George Boesze

Construction official State of New Jersey Department of Community Affairs

Sanitary SubCode Official Warren County Board of Health

Animal Control Officer Alan DeCarolis, ACO
Dog Licensing Clerk Judith Fisher

Emergency Management Coordinator Joseph Dunn 3/2021
Deputy Emergency OEM Desiree Dunn 6/2021
911 Coordinator Judith Fisher 2019

Roll Call

Ayes: Committeeman Perry, Committeeman Carrazzone, Mayor Duffy

Nays: None

Abstentions: None

Absent: None

APPOINTMENTS TO VARIOUS BOARDS

Land Use Board: Mayor Duffy made the following reappointments

Kevin Duffy Class 1 12/2021
John Lovell Class II (Also Grant Coordinator)
Alfred Carrazzone Class 111

Motion made by Mr. Perry, seconded by Mr. Duffy and carried to appointed Mr. Carrazzone as the Class III member to the Land Use Board. A voice vote was unanimous

Edwin Fisher Class IV 12/2021
Lori Gold Class IV 12/2021
Walter Ribitzki Class IV 12/2021
William Hughes Alternate #1 12/2020

Richard Mastrisciano Alternate #4 HOLD

Environmental Committee Mayor’s Appt. HOLD

The Committee made the following Appointments:

Open Space Advisory Committee 2019

On a motion made by Committeeman Perry, seconded by Committeeman Duffy and carried to appoint the following members to this Advisory Committee

Kevin Duffy	12/2019
John Crisman	12/2021
Robert Wolff	12/2021

Agriculture Advisory Committee 2019

On a motion made by Mr. Duffy and seconded by Mr. Perry and carried the following appointments were made:

Robert Wolff and John Crisman (1 vacant opening)

Emergency Management Coordinator	Joseph Dunn	3/2021
Deputy Emergency Management	Desiree Dunn	6/2021
911 Coordinator	Judith Fisher	12/2019

Grant Committee, 2019

On a motion made by Mr. Duffy and seconded by Mr. Perry and carried the following appointments were made to the Committee:

Kevin Duffy, Bill Hughes, John Lovell and Robert (Bob) Wolff

Liaison for:

Warren County on Aging	Laura Randazzo
Clean Communities Coordinator	Richard Schemm
Public Events Coordinators	Desiree Dunn & Bob Wolff
Insurance Liaison	Alfred Carrazzone, Committeeman
	Judith Fisher, Alternate
Risk Manager Consultant, PAIC Fund	Sharon Cooper

RESOLUTIONS

The following Resolutions were adopted on the Consent agenda on a motion made by Mr. Perry, seconded by Mr. Carrazzone and carried. A voice vote was unanimous.

2019-01 Meeting Dates and Meeting Place

WHEREAS, pursuant to Chapter 231, Law 1975, known as the Open Public Meeting Act, all meetings of all public bodies wherein formal action, decisions or discussions relating to the public business may take place, are required to be publicly announced and scheduled with adequate posting and advanced notice of other time, date, location and the exact known, the purpose or agenda of each meeting.

Now, therefore, be it resolved, by the Township Committee of the Township of Hardwick as follows:

The following are designated as meetings of the Township Committee of the Township of Hardwick at which public business may be formally discussed, decided or acted upon:

<u>PLACE/LOCATION</u>	<u>TIME</u>	<u>PURPOSE/AGENDA</u>
Municipal Building	6:30P.M.	Executive Session
40 Spring Valley Road	7:00P.M.	Regular Meeting

DATES: 1ST WEDNESDAY OF EACH MONTH

January	8, 2019	REORGANIZATION	July	3, 2019
February	6, 2019		August	7, 2019
March	6, 2019		September	4, 2019
April	3, 2019		October	2, 2019
May	1, 2019		November	6, 2019
June	5, 2019		December	4, 2019

DATES: 4TH WEDNESDAY OF EACH MONTH 7:00P.M.

WORK/AGENDA MEETINGS (ACTION TAKEN AT THESE MEETINGS), EXECUTIVE SESSION (NO ACTION)

January	16, 2019	July	17, 2019
February	20, 2019	August	21, 2019
March	20, 2019	September	18, 2019
April	17, 2019	October	16, 2019
May	15, 2019	November	20, 2019
June	19, 2019	December	18, 2019

In addition, such other meetings as the Township Committee of the Township of Hardwick may require, shall be scheduled and held but pursuant to and with additional notice as is required by said Statute.

The Township Clerk of the Township of Hardwick is hereby authorized and directed to:
Post and maintain a copy thereof on the bulletin board in the Municipal Building
File a copy of the within resolution with the Township Clerk of the Township of Hardwick

Mail copies to the Express/Times and the New Jersey Herald the Official Papers circulating in Hardwick Township

Do all necessary hereafter to comply with said statute to the end that adequate public notice of all public meetings pursuant to such statute, be given according to law.

Official Newspaper New Jersey Herald

Additional Newspaper Express/Times

Depositories for Township Funds

PNC Bank, Blairstown

First National Bank of Hope

Lakeland Bank, Stillwater Branch

NJ Cash Management Fund, Trenton, NJ

2019-02 A RESOLUTION AUTHORIZING THE TOWNSHIP ATTORNEY AND/OR SPECIAL TAX COUNSEL TO EXECUTE STIPULATIONS, CORRECT ASSESSMENTS IN TAX COURT, FILE ADDED, OMITTED, OMITTED/ADDED ASSESSMENTS, ROLL-BACK TAX COMPLAINTS AND TAX APPEALS.

WHEREAS, the Township Committee of the Township of Hardwick, County of Warren, State of New Jersey, has been informed that in certain instances, the Township Attorney and/or Special Tax Counsel may be required to execute, stipulate and make corrections or adjustments resulting from tax appeal complaints filed against the Municipality. The Township Attorney and/or Special Tax Counsel will need further approval to file omitted assessments and farmland roll-back complaints, all in the name of the Township of Hardwick, and

WHEREAS, the Warren County Board of Taxation requires a resolution of the Township Committee to authorize such actions by the Township Attorney and/or Special Tax Counsel retained by the Township which are authorized to act as agents for the Township Committee, and

WHEREAS, the Township Committee desires to grant such authority to the Township Attorney and/or Special Tax Counsel.

NOW, THEREFORE, BE IT RESOLVED, that the aforementioned individuals, individually or collectively, are hereby authorized to file, stipulate, modify, agree upon and otherwise perform the duties which are required to aid the Township Attorney and/or Special Tax Counsel in the above forenamed circumstances which are within the jurisdiction of the Warren County Board of Taxation and the New Jersey Tax Court.

2019-03 AUTHORIZING INVESTMENT OF IDLE FUNDS AND FUND TRANSFER

WHEREAS, it is desirable that idle funds of the Township of Hardwick, County of Warren be invested in legal investment vehicles at all times; and

WHEREAS, it is occasionally necessary to transfer funds for the purpose of meeting current Township expenses or for the purpose of effecting investments.

NOW, THEREFORE, BE IT RESOLVED on the 8th day of January 2019, by the Mayor and Township Committee of the Township of Hardwick, in the County of Warren that it does hereby authorize the Chief Financial Officer to request bids and to place orders for the investment of idle funds solely in legally authorized investment vehicles, such investments to the investing institution; and

BE IT FURTHER RESOLVED, that the above Chief Municipal Financial Officer is hereby authorized to transfer funds by wire solely for the following purpose and subject to all pertinent regulations:

1. To or from Township checking or saving accounts to other Township accounts.
2. To or from Township Checking or saving accounts to or from accounts specified by banks or the State of New Jersey Cash Management Funds solely for the purpose of investing for the account of the Township of Hardwick in the County of Warren.

2019-04 CASH MANAGEMENT

WHEREAS, P. L. 1983, Chapter 8, Local Fiscal Affairs Law, N.J.S.A. 40A:5-2 has amended to require that each Municipality designate a Cash Management Plan for the deposit of Local Unit monies.

NOW, THEREFORE, BE IT RESOLVED, on this 6th day of January 2018 by the Township Committee of the Township of Hardwick:

A. Designation of Official Depositories:

1. The following financial institutions are designated an Official Depositories:

PNC Bank
First Hope Bank
Bank of America
Lakeland Bank
New Jersey Management Fund

2. Designated Official Depositories are required to submit to the Treasurer of the Township of Hardwick, County of Warren, a copy of the State of New Jersey,
3. Department of Banking, Governmental Unit Deposit Protection Act notification of eligibility which must be filed semiannually in the Department of Banking as of June 30 and December 31 of each year.
4. Designated Official Depositories are required to submit to the Treasurer a copy of Institution's "Annual Report" on an annual basis.

B. Deposit of Funds

All funds shall be deposited within forty-eight (48) hours of receipt in accordance with State Statute.

1. Operating funds shall be deposited into interest bearing accounts to maximize interest earnings
2. Capital and Debt Service Funds may be deposited into interest bearing accounts. Non-interest-bearing accounts shall be regularly monitored for the availability of funds for investment.
3. Trust Funds may be deposited into interest bearing accounts. Non-interest-bearing accounts should be regularly monitored for availability of funds for investment except where either State or Federal laws prohibit the earning of interest on such funds.
4. Payroll and Agency remittance funds shall be maintained in regular checking accounts
5. Change Fund not in excess of fifty dollars (\$50.00) may be established annually for use by the Tax Collector and shall be closed out to the Township Treasurer by fiscal year end.

C. Designation of Allowable Investment Instruments:

The Township may permit deposits and investment in such depositories as permitted in section 4 of P. L. 1970, Chapter 236 (C.17:9-44).

D. Definition of Protection of Township Deposits:

1. All depositories shall obtain the highest amount possible Federal Deposit Insurance Corporation (FDIC) coverage of all Township deposits.
2. All depositories must conform to all applicable State statutes concerning depositories of public funds including coverage under the NJ Governmental Unit Deposit Protection Act.

E. Reporting Procedures:

1. The Treasurer shall prepare for the Township Committee a detailed listing of all investment purchasing in the prior month, specifying the amount, interest percent per annum and maturing date.
2. The Treasurer shall prepare a schedule of outstanding investments for the independent Auditors as of December 31 of each year and at other such times required by the Auditors.
3. The Treasurer shall report to the Township Committee on a quarterly basis, the financial conditions of each official depository holding township funds.

F. Maximum Maturity Policy:

Investments shall be limited to maturity not to exceed one year on all operating funds unless a longer maturity is permitted within the provisions of regulation promulgated by either the Federal or State governments.

G. Investment Procedures:

1. Bid for Certificate of Deposits and Repurchase Agreements must be solicited if the amount is \$100,000.00 or greater
2. Telephone bids will be solicited of at least three depositories by the Treasurer or his/her designated staff member
3. The depository shall specify the principal amount of the investment bid on, interest rate and number of days used to calculate the interest to be paid upon maturity. Interest paid shall be from the date the bid was awarded to the date of maturity.
4. All bidders may request the results of the bid after the bid is formally awarded
5. A check or wire transfer of funds will be made available to the winning bidder the same business day the bid is awarded

6. Each quotation shall be documented to record the date and time of quote, the parties in the discussion, the instrument(s), maturities and rates. A bid form from the Township may be used. The winning depository must forward a confirmation letter to the Treasurer within 48 hours of the day the bid is awarded.

H. Compliance

The Cash Management Plan of the Township of Hardwick, County of Warren shall be subject to the annual audit conducted pursuant to N.J.S.A. 40A:5-4.

2019-05 CANCELLING BALANCES between \$.50 and \$10.00

WHEREAS, N.J.S.A. 40A:5-17 allows for the cancellation of property tax overpayments or delinquent amounts of less than \$10.00; and

WHEREAS, the Governing Body may authorize the Tax Collector to process, without further action on their part, any cancellation of property tax overpayments or delinquencies (except those representing a full quarter or more of taxes) of less than \$10.00.

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Hardwick, County of Warren, State of New Jersey hereby authorizes the Tax Collector to cancel said tax amounts as deemed necessary.

2019-06 RATE OF INTEREST FOR DELINQUENT TAXES

WHEREAS, R.S. 54:4-67 implies that affirmative action on the part of the governing body is required to set the rate of interest on delinquent taxes and assessments.

BE IT RESOLVED, that the Mayor and Township Committee hereby establishes an interest rate of 8% on delinquent taxes for 2015 to be computed quarterly, with a ten (10) day grace period, in addition, the rate so fixed shall not exceed 8% per annum on the first \$1500.00 of the delinquency, and that 18% (as allowed by State Statute) per annum on any amount of delinquency in excess of \$1500.00, with a ten (10) day grace period. An additional penalty of 6% shall be added on delinquencies in excess of \$10,000.00, which are not paid prior to the end of the calendar year. The penalty so fixed shall not exceed 6% of the amount of delinquency.

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Hardwick, County of Warren, State of New Jersey hereby authorizes the Tax Collector to collect the rate of interest on delinquent taxes and assessment as deemed necessary.

BE IT FURTHER RESOLVED that a certified copy of this Resolution be forwarded to the Tax Collector.

2019-07 RESOLUTION OF THE TOWNSHIP OF HARDWICK, COUNTY OF WARREN, STATE OF NEW JERSEY RAISING THE OPEN SPACE TAX TO THREE (3) CENTS IN ACCORDANCE WITH THE ORDINANCE PREVIOUSLY PASSED BY THE TOWNSHIP COMMITTEE. HOLD

2019-08 PROFESSIONAL SERVICES for 2019

WHEREAS, the Township of Hardwick in the County of Warren, State of New Jersey, requires that a resolution authorizing the award if contract for Professional Services without bid be publicly advertised.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Hardwick as follows:

1. That Michael B. Lavery, Esq. of the Law Firm of Lavery Selvaggi, Abromitis & Cohen, 1001 Route 517, Hackettstown, New Jersey 07840 is hereby appointed as the Municipal Attorney for the year 2019
2. That Ardito & Co., LLP, 18 S. 9th Street, Stroudsburg, PA, 18360 Registered Municipal Accountants, are hereby appointed Township Auditors for the year 2019
3. That Norton (Ted) Rodman, P. E., P. O. Box 647, Blairstown, New Jersey is hereby appointed as Township Engineer for the year 2019

BE IT FURTHER RESOLVED that these appointments are awarded without competitive bidding as a Professional Service under the provision of the Local Public Contract Law, and

BE IT ALSO RESOLVED, that the Township Committee of the Township of Hardwick is hereby authorized to execute this resolution and advertise the same according to law.

2019-09 AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR PROFESSIONAL SERVICES – MUNICIPAL AUDITOR

WHEREAS, the Township of Hardwick has a need to acquire a municipal Auditor as a non-fair and open contract pursuant to provisions of N/J/S/A/ 19:44A-20.5; and,

WHEREAS, the Chief Financial Officer has determined and certified in writing that the value of the acquisition will exceed \$17,500; and

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

WHEREAS, ARDITO & CO., LLP has submitted a proposal, indicating they will provide the auditor services for the anticipated fee of \$20,983.00; and,

WHEREAS, ARDITO & CO., LLP has completed and submitted a Business Entity Disclosure Certification which certified that ARDITO & CO., LLP has not made any reportable contributions to a political or candidate committee in the Township of Hardwick in the previous one year, and that the contract will prohibit ARDITO & Co., LLP from making any reportable contributions through the term of the contract; and,

WHEREAS, the required certificate for the availability of funds has been filed by the Chief Financial Officer providing that legally appropriated balances are available to cover the amount of the contract as required by N.J.A.C. 5:30-14.5 and that fees for the aforementioned auditing and non-auditing services shall be made available by appropriate inclusion in either an annual municipal budget which includes current, revenue sharing and utility provisions, by budget amendments for Federal program spending or by inclusion in an appropriate bond ordinance.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Hardwick to authorize the Mayor and Clerk of the Township of Hardwick to enter into a contract with ARDITO & CO., LLP as described here in as auditors on in behalf of the Township of Hardwick for the year 2019; and

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and Determination of value be placed on file with this resolution; and

BE IT FURTHER RESOLVED that a notice of this action shall be printed once in a legally designated publication.

Political Contribution Disclosure. This contract has been awarded to Ardito & Co., LLP based on the merits and abilities of Ardito & Co., LLP to provide the goods and services as described herein. This contract was not awarded through a "fair and open" process pursuant to N.J.S.A. 19:44A-20.4 et seq. As such, the undersigned does hereby attest that Ardito & Co., LLP, its subsidiaries, assigns or principals controlling in excess of 10% of the company has either made a contribution, that is reportable pursuant to the Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-8 or 19:44A-16 in the one (1) year period preceding the award of the contract that would, pursuant to P.L. 2004, c. 19. affect its eligibility to perform this contract, nor will it make a reportable contribution during the term of the contract to any political party committee in the municipality if a member of that political party is serving in an elective public office of that municipality when the contract is awarded, or to any candidate committee of any person serving in an elective public office of the municipality when the contract is awarded.

Exhibit "A" (Mandatory Affirmative Action Language), Exhibit "B" (Employee Information Report), Exhibit "C" (Business Registration Certificate), Exhibit "D" (Business Entity Disclosure Certification), Exhibit "E" (Political Contribution Disclosure Certification), and Exhibit "F" (Insurance) are attached to and made part of his contract.

2019-10 MUNICIPAL HOUSING LIAISON FOR 2019

BE IT RESOLVED that Judith M. Fisher is hereby appointed as the Municipal Housing Liaison for the Township of Hardwick, Warren County, New Jersey

BE IT FURTHER RESOLVED that her appointment will expire December 31, 2019.

2019-11 Tonnage Grant

WHEREAS, the Mandatory Source Separation and Recycling Act, P.L. 1987, c102, has established a recycling fund from which tonnage grant may be made to municipalities in order to encourage local source separation and recycling programs; and

WHEREAS, it is the intent and the spirit of the Mandatory Source Separation and Recycling Act to use the tonnage grants to develop new municipal recycling programs and to continue and to expand existing programs; and

WHEREAS, the New Jersey Department of Environmental Protection has promulgated recycling regulations to Implement the Mandatory Source Separation and Recycling Act; and

WHEREAS, the recycling regulations imposed on municipalities certain requirements as a condition for applying for tonnage grants, including but not limited to, making and keeping accurate, verifiable records of materials collected and claimed by the municipality; and

WHEREAS, a resolution authorizing this municipality to apply for the 2017 Recycling Tonnage Grant will memorialize the commitment of this municipality to recycling and to indicate the assent of the Township of Hardwick to the effort undertaken by the municipality and the requirements contained in the Recycling Act and recycling regulation; and

WHEREAS, such a resolution should designate the individual authorized to ensure the application is properly completed and timely filed.

NOW THEREFORE BE IT RESOLVED by the Township Committee of the Township of Hardwick that the Township of Hardwick endorses the submission of the recycling tonnage grant

application to the New Jersey Department of Environmental Protection and designated Judith Fisher as the recycling coordinator to ensure that the application is properly filed; and

BE IT FURTHER RESOLVED that the monies received from the recycling tonnage grant be deposited in a dedicated recycling trust fund to be used solely for the purposes of recycling.

2019-12 Public Agency Complaisance Officer (P.A.C.O.)

WHEREAS the Township of Hardwick, County of Warren, State of New jersey is required to designate a Public Agency Compliance Officer (P.A.C.O.)

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Hardwick has appointed/designated Judith M. Fisher as the Public Agency Compliance Officer for the Township of Hardwick for the Year 2019.

2019-13 RESOLUTION OF THE TOWNSHIP OF HARDWICK, COUNTY OF WARREN, STATE OF NEW JERSEY SETTING THE OFFICE HOURS FOR TOWNSHIP OFFICIALS FOR 2019

WHEREAS, the Township Committee of the Township of Hardwick believes that to provide efficient and cost effective services for the taxpayers of Hardwick, that the Township Officials should be available for a minimum numbers of hours per week, and that those hours be publicized, and

WHEREAS, The Township Committee believes that it is important that the taxpayers may rely on the various municipal officials to be available during their scheduled hours, and

WHEREAS, in order to keep the tax burden to a minimum, it is important to notify the taxpayers that certain services will only be available during certain hours, and

NOW, THEREFORE BE IT RESOLVED by the Township Committee of the Township of Hardwick that the Township Committee sets the office hours for the following positions:

Registered Municipal Clerk, Registrar	Hours: -Tuesday, Wednesday, Thursday	9:30 a.m. to 1:30 p.m.
Tax Collector	Hours: Wednesday	12:30 p.m. to 2:30 p.m.
Tax Assessor	Hours: Friday	12:30 p.m. to 2:30 p.m. or by appointment
Construction Department:		908-362-6663, Ext 223
NJ Dept of Community Affairs		(Tuesday & Thursday) 8am – 12pm
Code Enforcement Officer	Hours: Wednesday	9:30am to 12:30pm
Dog Licensing Clerk	Hours:	Same as Township Clerk
Department of Public Works	Hours: Monday - Friday -	7:00 a.m. to 3:00 p.m.

2019-14 Temporary Budget for 2019 \$261,307.46

Motion made by Committeeman Carrazzone, seconded by Committeeman Perry and carried to adopt Resolution 2019-14 as follows:

WHEREAS, Title 40A:4-19 known as the Local Budget Law, provides that where any contracts, commitments or payments are to be made prior to the final adoption of the 2017 budget, temporary appropriations be made for the purposes and amounts required in the manner and time therein provided, and;

WHEREAS, the total appropriations in the 2017 budget, less appropriations made for the Capital Improvement Fund, Debt Service, Relief for the Poor (Public Assistance) and Deferred Charges are as follows:

General Fund: \$
AND;

WHEREAS, 26.25% of the total appropriations in the 2017 budget, less the appropriations made for Capital Improvement Fund, Debt Service, Relief for the Poor (Public Assistance), and Deferred Charges are as follows,

General Fund: \$261,307.46

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hope, County of Warren that the temporary appropriations be made in the amount of \$261,307.46 for the General Fund and that a certified copy of this resolution be transmitted to the Chief Financial Officer for recordkeeping.

Roll Call

Ayes: Committeeman Carrazzone, Committeeman Perry, Mayor Duffy

Nays: None

Abstentions: None **Absent:** None

Ordinance 1st Reading

A motion was made by Committeeman Perry, seconded by Committeeman Carrazzone and carried to introduce **Ordinance 2019-01** for first reading:

ORDINANCE TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION LIMITS AND TO ESTABLISH A CAP BANK (N.J.S.A. 40A: 4-45.14) 2016-01

WHEREAS, the Local Government Cap Law, N.J.S. 40A: 4-45.1 et seq., provides that in the preparation of its annual budget, a municipality shall limit any increase in said budget up to 2.5% unless authorized by ordinance to increase it to 3.5% over the previous year's final appropriations, subject to certain exceptions; and,

WHEREAS, N.J.S.A. 40A: 4-45.15a provides that a municipality may, when authorized by ordinance, appropriate the difference between the amount of its actual final appropriation and the 3.5% percentage rate as an exception to its final appropriations in either of the next two succeeding years; and,

WHEREAS, the Township Committee of the Township of Hardwick in the County of Warren finds it advisable and necessary to increase its CY 2019 budget by up to 3.5% over the previous year's final appropriations, in the interest of promoting the health, safety and welfare of the citizens; and,

WHEREAS, the Hardwick Township Committee hereby determines that a 1.0% increase in the budget for said year, amounting to \$ 7,708.44 in excess of the increase in final appropriations otherwise permitted by the Local Government Cap Law, is advisable and necessary; and,

WHEREAS the Hardwick Township Committee hereby determines that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years.

NOW THEREFORE BE IT ORDAINED, by the Township Committee of the Township of Hardwick, in the County of Warren, a majority of the full authorized membership of this governing body affirmatively concurring, that, in the CY 2019 budget year, the final appropriations of the Township of Hardwick shall, in accordance with this ordinance and N.J.S.A. 40A: 4-45.14, be increased by 3.5%, amounting to \$ 26,979.54, and that the CY 2019 municipal budget for the Township of Hardwick be approved and adopted in accordance with this ordinance; and,

BE IT FURTHER ORDAINED, that any that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years; and,

BE IT FURTHER ORDAINED, that a certified copy of this ordinance as introduced be filed with the Director of the Division of Local Government Services within 5 days of introduction; and,

BE IT FURTHER ORDAINED, that a certified copy of this ordinance upon adoption, with the recorded vote included thereon, be filed with said Director within 5 days after such adoption.

NOTICE

NOTICE is hereby given that the foregoing Ordinance was introduced on first reading at a regular meeting of the Township Committee of the Township of Hardwick held on January 08, 2019 and ordered published in accordance with the law. Said Ordinance will be considered for final reading and adoption at a regular meeting of the Township Committee to be held on February 06, 2019 at 7:00 p.m. or as soon thereafter as the Township Committee may hear this Ordinance at the Municipal Building, 40 Spring Valley Road, Hardwick, New Jersey, at which time all persons interested may appear for or against the adoption of said Ordinance.

Judith Fisher, R.M.C.
Township of Hardwick

Motion: Committeeman Perry

Second: Committeeman Carrazzone

Roll Call: Committeeman Perry: yes Committeeman Carrazzone: yes Mayor Duffy: yes

Mrs. Fisher noted that 2nd Reading and Public Hearing will be on February 6, 2019 at 7PM or as soon thereafter as possible.

PAYMENT OF THE BILLS

A motion was made by Committeeman Perry, seconded by Committeeman Carrazzone and carried to authorize the payment of the bills in the amount of \$152,594.51

Roll Call

Ayes: Committeeman Carrazzone, Committeeman Perry, Mayor Duffy

Nays: None

Abstentions: None

Absent: None

NEW BUSINESS:

Discussion: Nixle Community Information Services

Shared Services Agreement with Knowlton Township

Mayor Duffy explained that in December Mayor Starrs from Knowlton was present at the December meeting to discuss this program. It would be for a Community Information Service

with a company called Nixle. Knowlton has been using them since 2014 at no cost. This service is no longer being offered free-of-charge. She did note that it has been well received by her Community. The cost per year is \$3400 with a onetime set up charge of \$272. She also discussed another company called Code Red which offers the same service. After a brief discussion on how to split the cost, it was agreed to charge Hardwick \$1250 per year with the one-time set up cost of \$272. Hardwick's fee was based on population of the township. Mayor Starrs was comfortable with then brought it back to her Committee for their blessing to proceed. Knowlton Township has agreed to proceed with the Shared Service Agreement and the following Resolution reflects that decision.

A motion was then made by Mr. Perry, seconded by Mr. Carrazzone and carried to approve Resolution 2019-15. A roll call voted followed:

RESOLUTION 2019-15 AUTHORIZING MAYOR AND CLERK TO EXECUTE A SHARED SERVICES AGREEMENT WITH HARDWICK TOWNSHIP FOR NIXLE COMMUNITY INFORMATION SERVICES

WHEREAS, the Township of Knowlton has entered into a contract with Everbridge, Inc. for Nixle community information services for a period of one year, with the option to renew for a one-year term; and

WHEREAS, the price of such services shall be \$1,250.00 per year plus a one-time implementation fee of \$272.00; and

WHEREAS, Knowlton has utilized the Nixle community information system since 2014 at no cost; and

WHEREAS, such service is no longer being offered free-of-charge; and

WHEREAS, it is in the best interest of the Township share such service with the Township of Hardwick; and

WHEREAS, copies of the Shared Services Agreement between the Township of Knowlton and the Township of Hardwick will be available for public inspection upon the adoption of this Resolution; and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Committee of the Township of Hardwick, County of Warren, State of New Jersey, that the Mayor and Township Clerk are hereby authorized to execute a Shared Services Agreement for Community Information Services Between Knowlton Township and Hardwick Township in substantially the same form as attached hereto as **Exhibit A**.

Roll Call

Ayes: Committeeman Carrazzone, Committeeman Perry, Mayor Duffy

Nays: None

Abstentions: None **Absent:** None

Announcements

Dog Licensing due by the end of February

Auditors - Financial Review , January 21 & 22, 2019

Budget Meeting with Auditors - Clerk will check on available dates for February/March

Public Comments:

A motion was made by Committeeman Carrazzone, seconded by Committeeman Perry and carried to open this portion of the meeting for comments from the Public.

Freeholder Director Jason Sarnoski thanked the Committee for the opportunity a coming tonight to swear in Kevin Duffy for another 3-year term. He did note that he will be the liaison for Hardwick Township for 2019. He talked about the County and that they are in good financial shape. As for the flooding and closure of the two portions of Spring Valley Road, the County is looking into the best solutions for this problem.

The Committee thanks Jason for coming today.

Mr. Dan Rivara, Sunset Lake Road talked about the trucks and the dirt being dumped. He asked where it is coming from because he heard that it is coming out of Jersey City. It was noted that there are other sites that are doing the same within the Township.

Mayor Duffy spoke about this issue noting that the Township is looking into an importation ordinance. Presently the Zoning Officer and Township Attorney are working on this.

Seeing that there were no questions, a motion was then made by Committeeman Perry, seconded by Committeeman Carrazzone and carried to close this portion of the meeting to the Public.

Committee Reports

Committeeman Perry had nothing to report on at this time.

Committeeman Carrazzone congratulated Kevin on his appointment as Mayor

Mayor Duffy thanked the Committeeman for their trust in nominating him for Mayor again and he looks forward to working closely with the Committee for this year.
He then wished everyone a Happy New Year.

ADJOURNMENT:

A motion was made by Committeeman Perry, seconded by Committeeman Carrazzone and carried to adjourn this afternoons meeting of the Hardwick Township Committee at 3:36PM

Respectfully submitted,

Judith M. Fisher, RMC, Township Clerk