



**TOWNSHIP OF MENDHAM
REORGANIZATION MEETING
JANUARY 4, 2016 - 7:30 p.m.**

CALL TO ORDER

STATEMENT OF ADEQUATE NOTICE:

Adequate notice of this meeting of the Township Committee of the Township of Mendham was given as required by the Open Public Meetings Act as follows: Notice was given to the Daily Record, Observer Tribune and the Star Ledger on December 28, 2015. Notice was posted on the Bulletin Board in the Township Offices and Notice was filed with the Township Clerk.

SALUTE TO THE FLAG

INVOCATION – Father Mike Drury, St. Luke’s, Long Valley

OATH OF OFFICE – Township Committee

Oath of Office to Chris Baumann

Oath of Office to Frank Cioppettini

ROLL CALL

Mr. Cioppettini

Mrs. Orban Brown

Mrs. Thomas

Mr. Tolley

Mr. Baumann

NOMINATIONS FOR OFFICE OF MAYOR FOR 2016

1. Call for Nominations
2. Close of Nominations
3. Roll Call Vote
4. Oath of Office to Mayor

MAYOR PRESIDING:

NOMINATIONS FOR OFFICE OF DEPUTY MAYOR FOR 2016

1. Call for Nominations
2. Close of Nominations
3. Roll Call Vote
4. Oath of Office to Deputy Mayor

WELCOME – 2016 Mayor

OATHS OF OFFICE TO FIRE COMPANIES AND FIRST AID SQUAD

Brookside Engine Company No. 1 Officers:

Oath of Office separate:

Department Chief Peter "Pete" Dwyer

Oath of Office as a group:

Assistant Chief Eric Cooper

Captain Melissa Alderton

Lieutenant Stanley "Nick" Witzcak

Chief Engineer Vincent "Vince" Suhocki

Acknowledged, not given an oath

Acknowledge new members Rob Eberhardt, Steve Saurerman Sr, Robert Wazlowski, Nicholas Simio.

Acknowledge members from Junior to Senior, Zach Webster and Steve Saurerman Jr

Acknowledge members that achieved life (20 plus years of service) Sam Tolley, Evan Thomas, George Mc Kinnell and Robert Pierson.

Ralston Engine Company No. 1 Officers:

Tom Montgomery, Chief

John McDough, Deputy Chief

J. Scott Mortensen, Captain

Joe Goneringer, President

Paul Hogan, Tender 12

Dan Wood, Truck Captain

Mendham Township First Aid Squad Officers:

Oath of Office as a group:

Captain Leslie Dunlevy and Lieutenant Nick Monahan

Quartermaster, Dan Wood

Asst. Quartermaster East, Kyle Wiggins

Asst. Quartermaster West, Bill Dunlevy

President, Terri McKinnell

Secretary, Liz Siminoff

Training Officer, Robin Johnston

Treasurer, Ellen Tawil

CONSENT AGENDA RESOLUTIONS

Resolutions No. 2016-1 through No. 2016-8 were submitted to the Township Committee for review and may be adopted by one motion. These resolutions are listed on the agenda for review and a complete copy made available in the Township Clerk's office.

Motion to adopt, second, discussion, roll call

RESOLUTION 2016-1

APPOINTING TOWNSHIP OFFICIALS FOR 2016

RESOLUTION 2016-2

APPOINTING TOWNSHIP PROFESSIONALS FOR 2016

RESOLUTION 2016-3

DESIGNATING OFFICIAL NEWSPAPERS AND FIXING CHARGES FOR NOTICES OF PUBLIC MEETINGS DURING 2016

RESOLUTION 2016-4

APPROVING THE CASH MANAGEMENT PLAN OF THE TOWNSHIP OF MENDHAM

RESOLUTION 2016-5

ESTABLISHING REGULAR MEETING SCHEDULE – 2016 TOWNSHIP COMMITTEE

RESOLUTION 2016-6

FIXING RATES OF INTEREST AND PENALTY ON DELINQUENT TAXES, ASSESSMENTS AND OTHER MUNICIPAL CHARGES IN 2016

RESOLUTION 2016-7

ADOPTING 2016 TEMPORARY BUDGET

RESOLUTION 2016-8

ESTABLISHING 2016 OFFICE HOURS AND HOLIDAY SCHEDULE

SUCH OTHER BUSINESS AS MAY RIGHTFULLY COME BEFORE THE COMMITTEE

STATEMENT BY THE MAYOR

HEARING PERSONS PRESENT

ADJOURN

**RESOLUTION 2016-1
APPOINTING TOWNSHIP OFFICIALS FOR 2016**

BE IT RESOLVED, by the Township Committee of the Township of Mendham, that the following appointments be made for the year 2016:

Certified Finance Officer	Karen Fornaro
Township Tax Search Officer	Rebecca Roth
Township Fire Chief	Tom Montgomery
Township Fire Official	Sal Marino
OEM Coordinator	Evan Thomas

All Township Officials shall be bonded as required by law.

This Resolution shall take effect upon adoption.

Adopted: January 4, 2016

Attest:

TOWNSHIP OF MENDHAM, IN
THE COUNTY OF MORRIS

Mary Beth Zichelli
Township Clerk

Mayor

**RESOLUTION 2016-2
APPOINTING TOWNSHIP PROFESSIONALS FOR 2016**

BE IT RESOLVED, by the Township Committee of the Township of Mendham, that the following appointments be made for the year 2016:

AWARDED:

John M. Mills, III
Mills & Mills Counselors at Law

Kathryn L. Mantell
Nisivoccia, LLP

McManimon, Scotland & Baumann, LLC

Robert A. Michaels
Robert Michaels & Associates

Peter A. Fico

Edward D'Alessandro, Jr.
D'Alessandro & Jacovino

Frank Covelli
PIA, Inc.

Thomas J. Sateary
Lindabury, McCormick, Estabrook
& Cooper, PC

Robert T. Clark
Apruzzesse, McDermott, Mastro
& Murphy

SERVICES:

Township Attorney

Township Auditor

Township Bond Counsel

Township Planner

Township Prosecutor

Township Public Defender

Township Risk Manager

Tax Appeal Consultant

Labor Attorney

Adopted: January 4, 2016

Attest:

TOWNSHIP OF MENDHAM, IN
THE COUNTY OF MORRIS

Mary Beth Zichelli, RMC, CMR
Township Clerk

Mayor

RESOLUTION 2016-3

**DESIGNATING OFFICIAL NEWSPAPERS AND FIXING CHARGES
FOR NOTICES OF PUBLIC MEETINGS DURING 2016**

WHEREAS, the "Open Public Meetings Act" R.S. 10:4-6 and following, requires that notification be given of meetings of public bodies as therein defined and in the manner therein set forth.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Mendham, in the County of Morris, New Jersey, as follows:

1. The Observer Tribune, Daily Record and Star Ledger are hereby designated for the calendar year 2016 as newspapers to receive notice of meetings of the Township Committee as required by any and all sections of the Open Public Meetings Act, it appearing that these newspapers are most likely to inform the local public of such meetings.
2. The public place for the posting of the notices of meetings of the Township Committee for the calendar year 2016 shall be the bulletin board in the main hallway of the Township Hall.
3. The sum of \$50.00 is hereby fixed as the fee to be paid by any person requesting that notices of meetings of the Township Committee during the calendar year 2016 and shall be mailed to such person as specified in R.S. 40:4-19, provided, however, that no charge shall be made to any newspaper requesting the mailing of notices to its business office.
4. Certified copies of this Resolution shall be sent by the Clerk of the Township Committee to the Observer Tribune, the Daily Record and the Star Ledger and a certified copy shall be filed with the Clerk of the Township of Mendham.

Adopted: January 4, 2016

Attest:

TOWNSHIP OF MENDHAM, IN
THE COUNTY OF MORRIS

Mary Beth Zichelli, RMC, CMR
Township Clerk

Mayor

**RESOLUTION 2016-4
APPROVING THE CASH MANAGEMENT PLAN
OF THE TOWNSHIP OF MENDHAM**

WHEREAS, a Cash Management Plan (the "Plan") has been prepared pursuant to the provisions of N.J.S.A. 40A:5-14 in order to set forth the basis for the deposits and investment of certain public funds of the Township of Mendham; and

WHEREAS, the Plan is intended to assure that all public funds identified in the Plan are deposited in interest bearing deposits or otherwise invested in Permitted Investments;

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Mendham, in the County of Morris, as follows:

1. The Cash Management Plan of the Township of Mendham is hereby approved.
2. The Chief Financial Officer of the Township is hereby designated as the Custodian of the accounts covered by the Cash Management Plan.
3. The Cash Management Plan shall be in effect from January 1, 2016 through December 31, 2016.
3. The Cash Management Plan of the Township of Mendham is attached hereto and made a part of this Resolution.

Adopted: January 4, 2016

Attest:

TOWNSHIP OF MENDHAM, IN
THE COUNTY OF MORRIS

Mary Beth Zichelli, RMC, CMR
Township Clerk

Mayor

**CASH MANAGEMENT PLAN OF THE TOWNSHIP OF MENDHAM,
IN THE COUNTY OF MORRIS, NEW JERSEY**

I. STATEMENT OF PURPOSE.

This Cash Management Plan (the "Plan") is prepared pursuant to the provisions of N.J.S.A. 40A:5-14 in order to set forth the basis for the deposits ("Deposits") and investment ("Permitted Investments") of certain public funds of the Township of Mendham, pending the use of such funds for the intended purposes. The Plan is intended to assure that all public funds identified herein are deposited in interest bearing Deposits or otherwise invested in Permitted Investments hereinafter referred to. The intent of the Plan is to provide that the decisions made with regard to the Deposits and the Permitted Investments will be done to insure the safety, the liquidity (regarding its availability for the intended purposes), and the maximum investment return within such limits. The Plan is intended to insure that any Deposit or Permitted Investment matures within the time period that approximates the prospective need for the funds deposited or invested so that there is not a risk to the market value of such Deposits or Permitted Investments.

II. IDENTIFICATION OF FUNDS AND ACCOUNTS TO BE COVERED BY THE PLAN.

A. The Plan is intended to cover the deposit and/or investment of the following funds and accounts of the Township:

- Current Fund
- General Capital Fund
- Sewer Utility Funds
- Sewer Capital
- Public Assistance Trust (Dormant) and Fishing Contests
- Dedicated Trust Funds (Animal, Recreation Commission, Open Space, Public Defender, Forfeited Asses, Snow Removal, Police Donations)
- Other Trust Funds (Including Escrow, SUI, Municipal Alliance, Off Duty - Police)

The custodian of the accounts shall be the Chief Financial Officer. All disbursements shall be made by checks signed by two of four authorized signatures, namely the Mayor, Deputy Mayor, Administrator, and CFO, with the exception of school funds, county funds, and debt service which may be made by wire transfers authorized by the CFO.

III. DESIGNATION OF OFFICIALS OF THE TOWNSHIP AUTHORIZED TO MAKE DEPOSITS AND INVESTMENTS UNDER THE PLAN.

The Chief Financial Officer of the Township (the "Designated Official") is hereby authorized and directed to deposit and/or invest the funds referred to in the Plan. Prior to making any such Deposits or any Permitted Investments, such officials of the Township are directed to supply to all depositories or any other parties with whom the Deposits or Permitted Investments are made a written copy of this Plan which shall be acknowledged in writing by such parties and a copy of such acknowledgment kept on file with such officials.

IV. DESIGNATION OF DEPOSITORIES.

All depositories must be approved by the State of New Jersey with a Governmental Unit Depository Protection Act Certification (GUDPA). This is with regards to where checking, savings, trust, and escrow funds are kept. Certificates of Deposits (CD's) and investments may be, at the discretion of the Designated Official (and in accordance with all applicable state and federal laws) kept at depositories "outside" of the Township of Millburn, but within the State of New Jersey.

The following banks and financial institutions are hereby designated as official depositories for the Deposit of all public funds referred to in the Plan, including any certificates of Deposit which are not otherwise invested in Permitted Investments as provided for in this Plan:

The Provident Bank
Bank of America
NJ ARM
Valley National Bank
TD Bank
PNC Bank
Lakeland Bank
Wells Fargo Bank
JP Morgan Chase Bank
First Hope Bank
Peapack Gladstone Bank
Capital One Bank
Santander
Investors Bank

All such depositories shall acknowledge in writing receipt of this Plan by sending a copy of such acknowledgment to the Designated Official(s) referred to in Section III above.

V. DESIGNATION OF BROKERAGE FIRMS AND DEALERS WITH WHOM THE DESIGNATED OFFICIALS MAY DEAL.

RESOLUTION 2016-5

**ESTABLISHING REGULAR MEETING DATES
2016 TOWNSHIP COMMITTEE
THE TOWNSHIP COMMITTEE
OF THE TOWNSHIP OF MENDHAM**

TAKE NOTICE that on January 4, 2016, the Township Committee of the Township of Mendham adopted Resolution 2016-5, setting its meeting schedule for 2016 as follows:

During the calendar year 2016, meetings will be held by the Township Committee to discuss or act upon public business at 7:30 p.m., prevailing time, unless otherwise noted, at Township Hall, Brookside, New Jersey. The public may be excluded from certain discussions pursuant to N.J.S.A. 10:4-12b.

2016 meeting dates are as follows:

January 4, 11	July 11, 26
February 1, 23	August 8, 23
March 14, 22	September 12, 27
April 11, 26	October 25
May 9, 24	November 14, 29
June 13, 28	December 12

Certified copies of this resolution shall be sent to the Observer Tribune and the Daily Record, filed with the Township Clerk of the Township of Mendham and mailed to any other person requesting notices of meetings of the Township Committee pursuant to R.S. 10:4-19 who had paid the required fee. The foregoing shall be accomplished within seven (7) days of the adoption of this resolution.

Adopted: JANUARY 4, 2016

ATTEST:

TOWNSHIP OF MENDHAM
COUNTY OF MORRIS

Mary Beth Zichelli
Township Clerk

Mayor

RESOLUTION 2016-6

**FIXING RATES OF INTEREST AND PENALTY ON DELINQUENT TAXES,
ASSESSMENTS AND OTHER MUNICIPAL CHARGES IN 2016**

BE IT RESOLVED By the Township Committee of the Township of Mendham, in the County of Morris, New Jersey, as follows:

1. Pursuant to the provisions of N.J.S.A. 54:4-67, the rates of interest to be charged in the year 2016 for the nonpayment of taxes, assessments and other municipal charges against a given parcel of property on or before the date when they would become delinquent shall be 8% per annum on the first \$1,500 of the delinquency and 18% on any amount in excess of \$1,500, to be calculated from the date that any installment of tax, assessment of other municipal charge was payable until the date of actual payment. Notwithstanding the foregoing, no interest shall be charged if payment of any installment is made within the tenth calendar day following the date upon which the installment became payable.

A penalty of 6% shall be charged whenever there is a delinquency in excess of 10,000 in the event that payment is not made prior to the end of the calendar year.

“Delinquency” shall mean the sum of all taxes, assessments and other municipal charges due on a given parcel of property covering any number of quarters or years.

2. Any provision of any Resolution previously adopted which is inconsistent with any provision of this Resolution is hereby rescinded.
3. A certified copy of this Resolution shall be forwarded by the Township Clerk to the Township Tax Collector for information and guidance.

Adopted: January 4, 2016

Attest:

TOWNSHIP OF MENDHAM, IN
THE COUNTY OF MORRIS

Mary Beth Zichelli, RMC, CMR
Township Clerk

Mayor

**TOWNSHIP OF MENDHAM
RESOLUTION 2016-7
RESOLUTION ADOPTING 2016 TEMPORARY BUDGET
OF THE TOWNSHIP OF MENDHAM**

WHEREAS, N.J.S.A. 40A:4-19 of the Local Budget Law provides that where any contracts, commitments or payments are to be made prior to the adoption of the budget, temporary appropriations shall be made on or before the 30th day of the budget year; and

WHEREAS, the aggregate of such temporary appropriation is limited to 26.25% of the total appropriations in the preceding budget, exclusive of Debt Service, Capital Improvement Fund and Public Assistance, which amounts to \$8,025,785.75 for the Current Fund, \$29,137.50 for the Mendham West Sewer Utility, and \$45,412,50

BE IT RESOLVED that the following temporary appropriations are hereby made for 2016;

CURRENT FUND		
DEPARTMENT	TYPE	2016 TEMP BUDGET
GENERAL ADMINISTRATION	SALARIES & WAGES	\$45,000
GENERAL ADMINISTRATION	OTHER EXPENSES	\$10,000
MAYOR & COUNCIL	SALARIES & WAGES	\$5,300
MUNICIPAL CLERK	SALARIES & WAGES	\$12,462
MUNICIPAL CLERK	OTHER EXPENSES	\$134
FINANCE ADMINISTRATION	SALARIES & WAGES	\$17,420
FINANCE ADMINISTRATION	OTHER EXPENSES	\$20,000
ANNUAL AUDIT	OTHER EXPENSE	\$10,211
MANAGEMENT INFORMATION SYSTEMS	OTHER EXPENSES	\$14,767
ASSESSMENT OF TAXES	SALARIES & WAGES	\$12,057
ASSESSMENT OF TAXES	OTHER EXPENSES	\$1,884
COLLECTION OF TAXES	SALARIES & WAGES	\$15,124
COLLECTION OF TAXES	OTHER EXPENSES	\$866
LEGAL - GENERAL	OTHER EXPENSES	\$15,000
LEGAL -OTHER EXPENSES - LABOR/PERSONNEL	OTHER EXPENSES	\$268
LEGAL -OTHER EXPENSES - TAX APPEALS	OTHER EXPENSES - TAX APPEALS	\$3,216
ENGINEERG SERVICES & COSTS	OTHER EXPENSES	\$6,084
ENVIRONMENTAL COMMISSION	OTHER EXPENSES	\$134
HISTORIC PRESERVATION	OTHER EXPENSES	\$134
PLANNING BOARD	SALARIES & WAGES	\$4,020
PLANNING BOARD	OTHER EXPENSES	\$4,422
BOARD OF ADJUSTMENT	SALARIES & WAGES	\$4,020
BOARD OF ADJUSTMENT	OTHER EXPENSES	\$831
GENERAL LIABILITY INSURANCE	GENERAL LIABILITY INSURANCE	\$75,000
WORKERS COMPENSATION INSURANCE	WORKERS COMPENSATION INSURANCE	\$75,000
GROUP INSURANCE PLAN FOR EMPLOYEES	GROUP INSURANCE PLAN	\$198,021

POLICE	SALARIES AND WAGES	\$475,000
POLICE	OTHER EXPENSES	\$18,428
CONTRACTUARAL RADIO DISPATCH SERVICES	CONTRACTUARAL RADIO DISPATCH SERVICES	\$50,000
EMERGENCY MANAGEMENT SERVICES	SALARIES AND WAGES	\$398
EMERGENCY MANAGEMENT SERVICES	OTHER EXPENSES	\$131
FIRE	SALARIES AND WAGES	\$2,117
FIRE	OTHER EXPENSES	\$91
Fire Hydrant Service	Fire Hydrant Service	\$17,420
Fire Cistern Maintenance	Fire Cistern Maintenance	\$536
MUNICIPAL PROSECUTOR	OTHER EXPENSES	\$4,020
STREETS AND ROAD REPAIRS AND MAINT	SALARIES & WAGES	\$225,000
STREETS AND ROAD REPAIRS AND MAINT	OTHER EXPENSES	\$85,000
SNOIW REMOVAL	OTHER EXPENSES	\$175,000
SANITATION	TRASH REMOVAL	\$75,000
PUBLIC BUILDING AND GROUNDS	OTHER EXPENSES	\$15,593
BOARD OF HEALTH	SALARIES AND WAGES	\$5,610
BOARD OF HEALTH	OTHER EXPENSES	\$1,822
HEALTH SERVICES CONTRACT	HEALTH SERVICES CONTRACT	\$27,604
ANIMAL CONTROL	OTHER EXPENSES	\$4,154
SENIOR CITIZENS	OTHER EXPENSES	\$6,142
PARKS AND PLAYGROUNDS	SALARIES AND WAGES	\$4,908
MAINTENANCE OF PARKS	OTHER EXPENSES	\$4,476
MUNICIPAL COURT	SALARIES AND WAGES	\$25,560
MUNICIPAL COURT	OTHER EXPENSES	\$1,702
INSPECTION OF BUILDING	SALARIES AND WAGES	\$22,228
INSPECTION OF BUILDING	OTHER EXPENSES	\$2,573
OTHER CODE ENFORCEMENT	SALARIES AND WAGES	\$11,352
UTILITIES	UTILITIES	\$106,720
SOCIAL SECURITY SYSTEM (OASI)		\$100,000
MAINTENANCE OF FREE PUBLIC LIBRARY		\$75,000
LOSAP		\$11,813
		\$2,106,769

SEWER UTILITY EAST

DEPARTMENT	TYPE	2016 TEMP BUDGET
OTHER EXPENSES	OTHER EXPENSES	\$ 45,412.50

SEWER UTILITY WEST

DEPARTMENT	TYPE	2016 TEMP BUDGET
OTHER EXPENSES	OTHER EXPENSES	\$ 29,137.50

Adopted: January 4, 2016

Attest:

TOWNSHIP OF MENDHAM, IN
THE COUNTY OF MORRIS

Mary Beth Zichelli, RMC, CMR
Township Clerk

Mayor

**RESOLUTION 2016-8
ESTABLISHING 2016 OFFICE HOURS
AND HOLIDAY SCHEDULE**

BE IT RESOLVED by the Township Committee of the Township of Mendham that the following hours be established for 2016:

1. Municipal Offices shall be open Monday through Friday from 8:30 a.m. until 4:30 p.m.
2. Violations Bureau shall be open Monday through Friday from 8:00 a.m. until 4:00 p.m.

BE IT FURTHER RESOLVED that pursuant to Section 9-4-3a. of the Revised General Ordinances of the Township of Mendham the following holidays will be observed during the calendar year 2016:

New Year's Day (observed)	January 1, 2016
Martin Luther King's Birthday	January 18, 2016
President's Day	February 15, 2016
Good Friday	March 25, 2016
Memorial Day	May 30, 2016
Independence Day	July 4, 2016
Labor Day	September 5, 2016
Columbus Day	October 10, 2016
Election Day **	
Veterans' Day	November 11, 2016
Thanksgiving Day	November 24, 2016
Day after Thanksgiving**	November 25, 2016
Christmas Day *	December 26, 2016
New Year's Day 2016	January 1, 2017

**Township will remain open on Election Day and will be closed on the day after Thanksgiving in exchange for Election Day.

*Township will be closed the day after Christmas, since Christmas is on a Sunday

Full time employees will also be entitled to one (1) Floating Holiday to be taken at the option of the employee, upon two weeks' notice in writing and with the approval of the Department Head.

Adopted: January 4, 2016

Attest:

TOWNSHIP OF MENDHAM, IN
THE COUNTY OF MORRIS

Mary Beth Zichelli
Township Clerk

Mayor