

WHITE TOWNSHIP COMMITTEE

MINUTES OF MEETING

NOVEMBER 10, 2021

CALL TO ORDER

Mayor Herb called the meeting to order at 6:00 p.m. and stated 'Adequate Notice of this meeting of November 10, 2021 has been given in accordance with the Open Public Meetings Act by forwarding a notice of the date, time, and location of the meeting to the Express-Times Warren County Zone and The Star- Ledger; and by posting a copy thereof on the bulletin board in the Municipal Building and the township website. Formal action may be taken at this meeting. Public participation is encouraged. This agenda is subject to last minute additions and deletions by the White Township Committee'.

FLAG SALUTE

The Mayor asked everyone to stand for the flag salute.

ROLL CALL

Present: Mayor Herb, Deputy Mayor Collom, Committeewoman Skoog, Clerk Kathleen Reinalda, Deputy Clerk Brielle Whitmore and Attorney Tipton.

On motion by Mrs. Collom, seconded by Mrs. Skoog and carried by unanimous favorable roll call vote, the following Resolution was adopted:

RESOLUTION - EXECUTIVE SESSION

WHEREAS, Section 8 of the Open Public Meetings Act, Chapter 231, P.L. 1975, permits the exclusion of the public from a meeting in certain circumstances; and

WHEREAS, this public body is of the opinion that such circumstances presently exist.

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

1. The public shall be excluded from discussion, and action upon the hereinafter specified subject matter, November 10, 2021, 6:04 pm:

Litigation

(JAINDL)

2. It is anticipated at this time, the above-stated subjects will be made public at such time when the matters discussed are no longer sensitive. Motion passed.

On motion by Mrs. Skoog, seconded by Mrs. Collom, the meeting was re-opened to the public at 6.15p.m. Motion passed. No action was taken in Executive Session

ENGINEERING UPDATE

Paul Sterbenz reported on the following:

- ✓ Upper Sarepta Road/Mutton Hill Overlay Project – bids were received for replacement of the drainage structures. One bid was submitted by K&A Paving in the amount of approximately \$94,000.00. Work will commence closer to the end of the month.

- ✓ The township was awarded a DOT grant for the overlay of Tamarack Road. \$175,000.00 was requested, but the award is for \$141,000.00.

- ✓ Various Zoning Issues
 - 3 Butzville Court – tenants have performed some clean up. Mr. Sterbenz will meet with them again on November 16th.
 - 5 Acres Flea Market – numerous complaints have been received from residents regarding the condition of the property. Specifically, outdoor storage. Mr. Sterbenz explained that it should be determined if there has been a change of use. Simply, has the use of the property expanded? There was significant discussion amongst members of the public and Mr. Sterbenz. It was decided that Mr. Sterbenz would meet with the property owner as a first step in the process.
 - Route 519 Truck Parking across from Accu-Tech Auto Care. The DEP issued a violation for expansion of the property near a category C stream. The property owner should have applied to the township for a site plan in order to expand the property. Mr. Sterbenz was authorized to issue a violation to the property owner.
 - 2021 Tar & Chip Program – several residents from Cobblestone Lane and Woodsedge Court were once again present to express their concern about the condition of the roads after the tar & chip program. The stone continues to break up requiring the township to sweep it every few weeks. Mr. Sterbenz met with Morris Asphalt on site. The owner provided the material tickets for Paul's review. Further analysis would have to be done in order to determine if the ratio of tar to chip was appropriate. The residents asked the committee to rectify the problem in the Spring.

(AT THIS TIME, COMMITTEEWOMAN COLLOM LEFT THE MEETING, 7:30PM)

RESOLUTIONS

Res. 2021-50: Motion made by Mrs. Skoog, seconded by Mayor Herb and carried by unanimous favorable roll call vote to approve the following resolution. Collom – absent, Skoog – yes, Herb - yes. Motion carried.

RESOLUTION #2021-50

RESOLUTION TO PROVIDE FOR THE RENEWALS OF PLENARY RETAIL CONSUMPTION LICENSES FOR 2021-2022 IN THE TOWNSHIP OF WHITE, COUNTY OF WARREN, STATE OF NEW JERSEY.

WHEREAS, proper applications and appropriate fees have been received by the White Township Clerk;

WHEREAS, Clearance Certificates have been received from the New Jersey Division of Taxation, verifying compliance with Chapter 161, Laws of N. J., by the applicants; and

NOW, THEREFORE BE IT RESOLVED by the Township Committee of the Township of White, County of Warren, State of New Jersey, that the following Plenary Retail Consumption Licenses in the Township of White, are hereby renewed for the 2021-2022 licensing year, said renewal effective November 10, 2021:

2123-33-005-004 Whiskey River Buttzville Inc.

Res. 2021-51: Motion made by Mrs. Skoog, seconded by Mayor Herb and carried by unanimous favorable roll call vote to approve the following resolution. Collom – absent, Skoog – yes, Herb - yes. Motion carried.

TOWNSHIP OF WHITE

WARREN COUNTY

AUDIT REPORT YEAR 2020

CORRECTIVE ACTION PLAN

RESOLUTION 2021-51

Whereas, the Township Committee of White has received and reviewed the Annual Audit Report for the Year 2020 and;

Whereas, the Chief Financial Officer has prepared the following corrective action plan in accordance with the reports findings as follows;

Recommendation #1:

Description: The Township be aware of the lack of segregation of duties and realize that the concentration of duties and responsibilities in a limited number of individuals is not desirable from a control point of view.

Analysis: The Township employed only one (1) administrative full-time position in 2020. Several duties must be performed by a limited number of personnel.

Corrective Action: The Governing Body is aware of the lack of segregation of duties. The governing body will review its employments practices to determine if additional personnel are necessary.

Expected Date: No additional hiring is anticipated at this time.

Recommendation #2:

Description: The Township utilizes all means provided by statute to liquidate the tax title liens in order to get these properties back on a tax paying basic.

Analysis: The Governing body has taken no action to liquidate tax title liens.

Corrective Action: The Government body has, and will continue to, analyze the cost vs. benefit to the township of liquidating tax title liens.

Expected Date: Ongoing

Recommendation #3:

Description: The Construction and Animal Control receipts are deposited within forty- eight hours of being collected as per State Statute.

Analysis: The Construction and Animal Control receipts were not being deposited within forty-eight hours.

Corrective Action: The Construction and Animal Control receipts will be deposited within forty-eight hours of receipt.

Expected Date: Immediately

Recommendation #4:

Description: Internal controls are implemented for the approval of supervisor's timesheets.

Analysis: The Road Department Supervisor is signing off on his own timesheets.

Corrective Action: The governing body will review implementing a policy for the approval of supervisor's timesheets.

Expected Date: Immediately

Recommendation #5:

Description: The township reviewed health benefit contributions for all employees after salary increase are approved.

Analysis: Health benefit contributions were not taken retro- active to the 2021 salary resolution being adopted.

Corrective Action: The CFO will retro- actively calculate health benefit contribution.

Expected Date: January 1, 2021

Recommendation #6:

Description: Meeting minutes are prepared prior to the subsequent meeting and are approved monthly.

Analysis: The township Clerk was not preparing her minutes on a monthly basis for governing body approval.

Corrective Action: The clerk will prepare minutes prior to the meetings.

Expected Date: Immediately

Description: Meeting minutes are prepared prior to the subsequent meeting and are approved monthly.

Analysis: The township Clerk was not preparing her minutes on a monthly basis for governing body approval.

Corrective Action: The clerk will prepare minutes prior to the meetings.

Expected Date: Immediately

Recommendation #7:

Description: A review of the DPW petty cash account is performed periodically to ensure all monies spent are properly supported.

Analysis: The DPW Supervisor did not provide receipts totaling petty cash expenditures.

Corrective Action: The DPW Supervisor will be instructed to review petty cash monthly with the CFO.

Expected Date: Immediately

Res. 2021-52: Motion made by Mrs. Skoog, seconded by Mayor Herb and carried by unanimous favorable roll call vote to approve the following resolution. Collom – absent, Skoog – yes, Herb - yes. Motion carried.

**RESOLUTION 2021-52
RESOLUTION OF THE TOWNSHIP OF WHITE,
COUNTY OF WARREN, STATE OF NEW JERSEY
TO AUTHORIZE ELECTRONIC TAX SALES FEES**

WHEREAS, NJSA 54:5-19.1 authorizes electronic tax sales pursuant to rules and regulations to be promulgated by the Director of the Division of Government Services; and,

WHEREAS, the rules and regulations require a municipality to send two (2) noticed of tax sale to all properties included in said sale; and,

WHEREAS, the rules and regulations allow said municipality to charge a fee of \$25.00 per notice for the creation, printing and mailing of said notice; and,

WHEREAS, in an effort to more fairly assign greater fiscal responsibility to delinquent taxpayers, the Township of White wishes to charge \$25.00 per notice mailed which will be assessed specifically to the delinquent accounts that are causing the need for a tax sale and not to the general tax base; and,

NOW THEREFORE, BE IT RESOLVED, that the Township Committee of the Township of White hereby authorizes that a fee of \$25.00 per notice be established and is hereby authorized and directed to be charged for each notice of tax sale that is sent in conjunction with the 2021 electronic tax sale.

Res. 2021-53: Motion made by Mrs. Skoog, seconded by Mayor Herb and carried by unanimous favorable roll call vote to approve the following resolution. Collom – absent, Skoog – yes, Herb - yes. Motion carried.

**RESOLUTION 2021-53
RESOLUTION OF THE TOWNSHIP OF WHITE,
COUNTY OF WARREN, STATE OF NEW JERSEY
TO AUTHORIZE ELECTRONIC TAX SALES FOR 2021**

WHEREAS, NJSА 54:5-19.1 authorizes electronic tax sales pursuant to rules and regulations to be promulgated by the Director of the Division of Government Services; and,

WHEREAS, the Director of the Division of Local Government Services has approved NJ Tax Lien Investors/RealAuction.com to conduct electronic tax sales; and,

WHEREAS, an electronic tax sale is innovative and provides a greater pool of potential lien buyers, thus creating the environment for a more complete tax sale process; and,

NOW THEREFORE, BE IT RESOLVED, that the Township Committee of the Township of White hereby authorizes to participate in an electronic tax sale and submit same to the Director of the Division of Local Government Services if necessary.

Res. 2021-54: Motion made by Mrs. Skoog, seconded by Mayor Herb and carried by unanimous favorable roll call vote to approve the following resolution. Collom – absent, Skoog – yes, Herb - yes. Motion carried.

**RESOLUTION 2021-54
RESOLUTION OF THE TOWNSHIP OF WHITE,
COUNTY OF WARREN, STATE OF NEW JERSEY
TO REFUND OVERPAYMENTS FOR BLOCK 49 LOT 1.01, 1.02, 1.03 & 1.04.**

WHEREAS, the Township of White has determined that due to an over assessment Block 49 Lot 1.01, 1.02, 1.03 and 1.04 has a overpayments; and

WHEREAS, the overpayments totaling \$2,404.18 due to an overpayment made for 2021:

Block 49 Lot 1.01	\$572.44
Block 49 Lot 1.02	\$569.01
Block 49 Lot 1.03	\$624.81
Block 49 Lot 1.04	\$637.92

NOW THEREFORE, BE IT RESOLVED, that the Township Committee of the Township of White hereby authorizes the refund of \$2,404.18 to:

MICHAEL E. BELBY
208 PEQUEST DRIVE
BELVIDERE, NJ 07823

ORDINANCES – PUBLIC HEARING

Ord. 2021-09: Motion made by Mrs. Skoog, seconded by Mayor Herb and carried by unanimous favorable roll call vote to open the public hearing. Being no comments, motion to close the public hearing made by Mrs. Skoog, seconded by Mayor Herb and carried by unanimous favorable roll call vote. Motion to adopt the following Ordinance made by Mrs. Skoog, seconded by Mayor Herb and carried by unanimous favorable roll call vote. Collom – absent, Skoog – yes, Herb – yes. Motion carried.

ORDINANCE 2021-09
AN ORDINANCE GOVERNING CHARITABLE SOLICITATIONS OF THE CODE OF
THE TOWNSHIP OF WHITE

WHEREAS, the Committee of the Township of White, County of Warren, State of New Jersey (“Township”), regulates charitable solicitations in the Township through Ordinances set forth in Chapter 198 of the Township Code;

WHEREAS, the Township determined the need expand the scope of exempt charitable solicitations in the Township to permit coin drop events on roadways in the Township, and

NOW, THEREFORE, BE IT ORDAINED, by the Committee of the Township of White, County of Warren, State of New Jersey, as follows:

Chapter 198 – 10 Charitable Solicitations shall be supplemented as follows:

§ 198-10 (B). Any charitable organization as defined in section 3 of P.L. 1994, c. 16 (C.45:17A-20) shall be permitted to solicit donations on Township roadways, County highways with County approval, and State highways with NJDOT approval, and may be exempt from § **198-4** of this chapter, provided such organization filed with the Township Clerk an application in writing giving the following information:

(1) Name of the charitable organization.

(2) Names of the responsible members of the organization for the solicitation event.

(3) Date, Time and Location for the solicitation event.

Effective Date. This Ordinance shall take effect upon final passage and publication as provided by law.

OLD BUSINESS

Tim Matthews was present to discuss his expertise regarding timbering. With respect to the township owned parcels, Mr. Matthews explained the township could expect a standard harvest to yield \$1000 to \$2000 per acre. He recommended the township pursue a 'timber harvest plan'.

The committee reviewed the Employment Practices Liability Risk Management Program as provided by the township's insurance carrier. As the information is extensive, Attorney Tipton suggested a conference call with a PAIC Fund representative prior to amending the township's personnel manual.

Attorney Tipton continues to research the deed for Block 30 Lot 10.02, specifically the language 'for public purposes only'. This is in regards to a letter received from an attorney questioning the township's lease of the property for farming purposes.

The North Warren Municipal Court held a hearing regarding the cat nuisance complaints in Buttzville. The tenant pled guilty resulting in monetary fines. The committee requested the Animal Control Officer be at the December 8th meeting to provide further details.

The Township's IT Consultant continues to work on upgrading the website. He requested the governing body and township employees provide a list of other websites he can use as templates.

NEW BUSINESS

Mayor Herb explained that as a result of the Planning and Zoning Board's using the school gym, basketball practice / games are having to be rescheduled to Saturdays. The school may require a fee from the township in order to provide this service.

Attorney Tipton was asked to send a letter to the gun club that utilizes the Bullock property. The noise from the club has substantially increased, causing the Township concern for the safety of the children using the neighboring recreation area.

OTHER MATTERS

Hiring a third full-time road department person was discussed. The clerk was asked to research a few appropriate Civil Service titles.

Committeewoman Skoog asked about advertising for 2022 professional services. It was agreed that this would be performed earlier in 2022 for 2023 services.

PUBLIC COMMENT

Gayle Howard, Brookfield Glen resident, said she had listened to a previous meeting wherein Mike Grossman made comments regarding the JAINDL land use application. She said she felt his comments were inappropriate since he sits on the board.

PRESENTATION OF MINUTES

Motion made by Mrs. Skoog, seconded by Mayor Herb and carried by unanimous favorable roll call vote to approve the January 4, 2021 Re-Organization Meeting Minutes, January 13, 2021 Regular Meeting Minutes, January 13, 2021 Executive Session Meeting Minutes, February 24, 2021 Regular Meeting Minutes, March 24, 2021 Regular Meeting Minutes, April 14, 2021 Regular Meeting Minutes, April 14, 2021 Executive Session Meeting Minutes, April 28, 2021 Regular Meeting Minutes, April 28, 2021 Executive Session Meeting Minutes, May 12, 2021 Regular Meeting Minutes, May 26, 2021 Regular Meeting Minutes, June 9, 2021 Regular Meeting, June 23, 2021 Regular Meeting, August 11, 2021 Executive Session Meeting (early session), August 11, 2021 Regular Meeting, August 11, 2021 Executive Session Meeting (late session), September 22, 2021 Executive Session Meeting and September 22, 2021 Regular Meeting as presented. Collom – absent, Skoog – yes, Herb – yes. Motion carried.

APPROVAL OF PURCHASE ORDERS

On motion by Mrs. Skoog, seconded by Mayor Herb and carried by unanimous favorable roll call vote, the Committee approved the following list of bills:

Check Number	Amount	Payee
17276	4874.38	GTM Turf Management
17277	1200.00	ABE Paving LLC
17278	2161.76	Griffith-Allied Trucking LLC
17279	1294.00	ARAE Network Solutions LLC
17280	500.00	Belvidere Mat Club
17281	2404.18	Belby, Michael & Kathryne
17282	9494.41	Belvidere Sand & Gravel
17283	500.00	Belvidere United Methodist
17284	1000.00	Belvidere Garden Club

17285	500.00	Belvidere Booster Soccer Club
17286	500.00	Belvidere United Methodist
17287	500.00	Belvidere United Methodist
17288	500.00	Belvidere United Methodist
17289	500.00	BHS Baseball
17290	500.00	BHS Boys Soccer Booster Club
17291	500.00	BHS Co-Ed Track & Field Booster
17292	500.00	BHS Football Booster Club
17293	500.00	BHS Lady Seaters Basketball
17294	500.00	BHS Lady Seaters Basketball
17295	500.00	BHS Lady Seaters Basketball
17296	500.00	BHS Lady Seaters Softball
17297	500.00	BHS Lady Seaters Softball
17298	500.00	BHS Project Graduation
17299	500.00	BHS Track Booster Club
17300	500.00	Boy Scout Troop 141
17301	500.00	Buttzville Methodist Church
17302	500.00	Buttzville UMC Trustees
17303	500.00	Buttzville Cemetery
17304	500.00	Buttzville Missions
17305	500.00	Buttzville UMC Bible School
17306	137.25	CenturyLink
17307	4407.24	Colliers Engineering & Design
17308	1272.03	Comcast
17309	500.00	Communities Altering the Strays
17310	918,017.46	County of Warren Treasurer
17311	399.00	JC Ehrlich Co.
17312	500.00	First Presbyterian Church
17313	4219.50	Florio, Perrucci, Steinhardt
17314	330.00	Gary W. Gray Trucking
17315	1617.50	Gebhardt & Kiefer
17316	500.00	Girl Scout Troop 94967
17317	500.00	Goodwill Ladies Auxiliary
17318	13,994.34	GTM Turf Management
17319	4072.23	JCP&L
17320	26.35	Kathleen Reinalda
17321	54.00	Mackey's Orchard
17322	587.00	Mary Bermingham
17323	1195.00	Mayberry Sales and Service
17324	399.00	MGL Printing Solutions
17325	500.00	NAMI Warren County NJ Inc.
17326	482.18	North East Parts Group LLC
17327	96.44	ReadyRefresh by Nestle

17328	2378.32	NJ American Water Co.
17329	1466.79	NJ Advance Media
17330	115.00	NJ Registrar's Assc.
17331	500.00	Oxford Volunteer Fire Dept.
17332	30.45	Rigo's Hardware
17333	157.66	Sanico, Inc.
17334	14.84	Smith Motor Company
17335	436.74	Staples Credit Plan
17336	91.01	State of NJ
17337	7500.00	Stateline Tree Inc.
17338	1881.00	Steven P. Gruenberg, Esq.
17339	500.00	Troop 94643
17340	500.00	United Presbyterian Church
17341	205.18	Verizon Wireless
17342	420.00	Vital Communications
17343	500.00	Warren United Soccer Club
17344	25,329.13	Warren County Treasurer
17345	500.00	Warren United
17346	642,315.00	White Township Board of Education
17347	6000.00	White Township YAA
17348	1500.00	White Township 8 th Grade Class
17349	500.00	Woman's Club of Belvidere
17350	1098.42	Xerox Corporation
17351	315.10	Horizon Blue Cross Blue Shield of NJ

TOTAL.....\$1,681,989.89

Current Fund – Manual

2399	25,491.29	Payroll Account
2400	20,536.39	Payroll Account

Dog Account

1191	31.20	NJ Dept. of Health
1192	21.00	NJ Dept. of Health

Gravel Pit Escrows

247	110.00	Colliers Engineering (for HS&G)
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Sewer Account

1383	72,157.75	Warren County (PR) MUA
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Open Space Trust

968111	2090.92	The Land Conservancy of NJ
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Developer Escrow Account

1339	557.50	Bright View Engineering
1340	4822.50	Suburban Consulting
1341	1122.00	Gebhardt & Kiefer P.C.
1342	49.50	Gebhardt & Kiefer P.C.
1343	652.50	Suburban Consulting
1344	232.50	Colliers Engineering
1345	132.00	Steven P. Gruenberg Esq.
1346	198.24	Colliers Engineering
1347	353.43	Colliers Engineering
1348	148.50	Gebhardt & Kiefer P.C.
1349	1723.13	Sasowsky Earth Science Consultants
1350	1723.12	Sasowsky Earth Science Consultants
1351	4844.80	Suburban Consulting
1352	116.25	Colliers Engineering

TOTAL ALL FUNDS.....\$1,819,104.41

ADJOURNMENT

Being no further business to come before the Committee, the meeting was adjourned at 9:20 p.m. on motion by Mrs. Skoog, seconded by Mayor Herb and carried by unanimous favorable roll call vote.

Respectfully Submitted,

Kathleen R. Reinalda, RMC
Township Clerk

