

# WHITE TOWNSHIP COMMITTEE

# MINUTES OF MEETING JANUARY 8, 2020

## **CALL TO ORDER – REORGANIZATION**

Mr. Herb called the meeting to order at 4:30 p.m. and stated ‘Adequate Notice of this meeting of January 8, 2020 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 and Star-Gazette; 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**

Mr. Herb asked everyone to stand for the flag salute.

## **ROLL CALL**

Committeeman-Elect Herb, Committeeman Race and Committeewoman Collom were present for the meeting. Attorney Tipton was also present.

## **OATH OF OFFICE**

Senator Oroho administered the oath of office to Mr. Herb. Mr. Herb will serve a three year term to expire December 31, 2022.

## **APPOINTMENT OF CHAIRPERSON (MAYOR) OF THE COMMITTEE FOR 2020**

Committeeman Race nominated Jeff Herb as Mayor of the White Township Committee for 2020, seconded by Committeewoman Collom and carried by unanimous favorable roll call vote. Senator Oroho administered the oath of office.

## **APPOINTMENT OF DEPUTY MAYOR – 2020**

Mayor Herb nominated Sam Race as Deputy Mayor of the White Township Committee for 2020, seconded by Committeewoman Collom and carried by unanimous favorable roll call vote. Senator Oroho administered the oath of office.

On motion by Mrs. Collom, seconded by Mr. Race 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, January 8, 2020, 4:42pm:

Contract Negotiations  
(PILOT Program proposed by 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. Collom, seconded by Mr. Race, the meeting was re-opened to the public at 4:51p.m. Motion passed. No action was taken in Executive Session.

**RESOLUTIONS**

On motion by Mrs. Collom, seconded by Mr. Race and carried by unanimous favorable roll call vote, Mayor and Committee approved the following resolution. Herb – yes, Collom – yes, Race – yes. Resolutions adopted.

**RESOLUTION 2020-1**

**BE IT RESOLVED** by the Township Committee of the Township of White, County of Warren, State of New Jersey, that the following schedule of meetings of said Committee for the year 2020, and the anticipated Agendas for same, are hereby approved, in accordance with the Open Public Meetings Act of the State of New Jersey:

**MONTHLY MEETINGS OF THE WHITE TOWNSHIP COMMITTEE FOR THE YEAR 2020. ALL MEETINGS TO BE HELD AT THE WHITE TOWNSHIP MUNICIPAL BUILDING, 555 CR 519, BELVIDERE, NJ, AND COMMENCING AT 6:00 PM, UNLESS OTHERWISE NOTED.**

**REGULAR MEETINGS**

February 12 <sup>th</sup>	July 8 <sup>th</sup>
March 11 <sup>th</sup>	August 12 <sup>th</sup>
April 8 <sup>th</sup>	September 9 <sup>th</sup>
May 13 <sup>th</sup>	October 14 <sup>th</sup>
June 10 <sup>th</sup>	November 11 <sup>th</sup>
	December 9 <sup>th</sup>

**WORKSHOP MEETINGS (if necessary)**

January 22 <sup>nd</sup>	July 22 <sup>nd</sup>
February 26 <sup>th</sup>	August 26 <sup>th</sup>
March 25 <sup>th</sup>	September 23 <sup>rd</sup>
April 22 <sup>nd</sup>	October 28 <sup>th</sup>
May 27 <sup>th</sup>	November 25 <sup>th</sup>
June 24 <sup>th</sup>	December 23 <sup>rd</sup>

YEAR END MEETING – Tuesday, Dec. 29<sup>th</sup>, 4:00PM.

2021 RE-ORGANIZATION MEETING – Wednesday, January 6<sup>th</sup> 4PM

2021 FIRST REGULAR MEETING OF NEW YEAR – Wednesday, January 6<sup>th</sup> immediately following the Re-Organization Meeting.

**PROPOSED AGENDAS OF ABOVE MEETINGS**

1. Call to Order - Open Public Meetings Act Statement.
2. Salute to the Flag.
3. Receipt of Bids(if applicable); Closing of same.
4. Minutes of previous meeting(s); Action on same.
5. Payment of bills.
6. Correspondence - Discussion of same.
7. Unfinished or old business.
8. New business.
9. Adoption of Resolutions(if applicable).
10. Introduction/Passage of ordinances(if applicable).
11. Transfer of funds(if applicable).
12. Public questions and comments.
13. Reports of committees(standing, special and/or Attorney).
14. Announcements.
15. Any other business deemed necessary by the Committee.
16. Adjournment.
17. Executive Session (if necessary)

**Newspaper Designation**

**WHEREAS**, Section 3d of the Open Public Meetings Act, Ch. 231, PL 1975 requires that certain notice of meetings be submitted to two (2) newspapers, one of which shall be the official newspaper;

**WHEREAS**, the second newspaper designated by this body must be one which has the greatest likelihood of informing the public within the jurisdictional boundaries of this body of such meeting;

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

1. NJ Advance Media (Star-Gazette), is hereby designated to receive all notices of meetings as required under the Open Public Meetings Act.
2. NJ Advance Media (The Express-Times), is hereby designated as the secondary option for receiving notices of meetings as required under the Open Public Meetings Act if the Official Newspaper (NJ Advance Media – Star Gazette) cannot receive the notice in a timely manner or the Township deems it necessary or appropriate to notify both newspapers.

3. This Resolution shall take effect immediately.

On motion by Mrs. Collom, seconded by Mr. Race and carried by unanimous favorable roll call vote, Mayor and Committee approved the following resolution. Herb – yes, Collom – yes, Race – yes. Resolutions adopted.

**Resolution 2020-2**

**TEMPORARY BUDGET**

**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 2020 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 2019 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:	\$2,336,413.12
Sewer Utility Fund:	\$ 349,536.00

**AND;**

**WHEREAS**, 26.25% of the total appropriations in the 2018 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:	\$613,308.44
Sewer Utility Fund:	\$91,753.20

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of White, County of Warren that the temporary appropriations be made in the amount of \$613,308.44 for the General Fund and \$91,753.20 for the Sewer Utility Fund and that a certified copy of this resolution be transmitted to the Chief Financial Officer for recordkeeping.

On motion by Mrs. Collom, seconded by Mr. Race and carried by unanimous favorable roll call vote, Mayor and Committee approved the following resolution. Herb – yes, Collom – yes, Race – yes. Resolutions adopted.

**RESOLUTION #2020-3**

**BE IT RESOLVED** by the Township Committee of the Township of White, County of Warren, that the Chief Financial Officer/Deputy Chief Financial Officer shall administer the cash

management plan, adopted on January 8, 2020, through compliance with 40A:5-1, et seq, prudent application of these cash management policies, which shall not conflict the plan in any way.

1. **Objectives.** The priority of investing practices shall be, in order of descending importance, **security, liquidity, and yield.**

**A. Security.** The safety of principal is the foremost objective of the cash management plan. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective is to mitigate credit risk and interest rate risk.

1. **Credit Risk.** Credit risk is the risk of loss due to failure of security issuer or backer. Credit risk may be mitigated by:

a. Limiting investments to the safest types of security. Agencies to be used: **Valley Bank; First National Bank of Hope; Bank of America; PNC Bank; NJ Cash Management Fund; TD BankNorth, Fulton Bank of New Jersey.**

b. Pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisors with which an entity will do business.

c. Diversifying the investment portfolio.

2. **Interest Rate Risk.** Interest rate risk is the risk that the market value of the securities in the portfolio will fall due to changes in general interest rates. Interest rate risk may be mitigated by:

a. Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity, and

b. By investing operating funds primarily in shorter-term securities.

**B. Liquidity.** The portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. Investments of various funds should be structured so that they match the potential need. Thus, investments of operating funds should be kept in investments with a maturity of not more than one year. Investments of a capital, or long term trust fund nature should match the expected use of the funds, But not to exceed five years. Investments should consist of securities with active secondary markets or in mutual funds that permit liquidation at net asset value. Securities shall not be sold prior to maturity with the following exceptions:

1. A declining credit security could be sold early to minimize the loss of principal.

2. A security swap would improve the quality, yield or target duration in the portfolio.

3. Liquidity needs of the local unit require that the security be sold.

**C. Yield:** The investment portfolio must be designed with the objective of attaining a market Rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of least importance compared to the safety and liquidity objectives described above. The core of investments are limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. The Chief Financial Officer/Deputy Chief Financial Officer shall carefully evaluate the legality, security, and yield attributes of any investment offering above market yields.

## **II Standards of Care**

**A. Prudence.** The standard of prudence to be used by investment officials shall be the “prudent person” standard and shall be applied in the context of managing an overall portfolio in accordance with State Law and this Policy. Chief Financial Officers/Deputy Chief Financial Officers acting in accordance with the Cash Management Plan and Policy shall be relieved of any liability for loss of such moneys due to the insolvency or closing of any depository designated by, or the decrease in value of any investment authorized by, the Cash Management Plan.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

**B. Ethics and Conflicts of Interest.** Officers and employees involved in the investment process shall not have personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material investment in financial institutions with which they conduct business. They shall disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of their entity. Personnel involved in investment activities shall comply with the Local Government Ethics Law.

**C. Delegation of Responsibility and Authority.** Responsibility and authority to manage a Cash Management Plan and Policy is granted to the Chief Financial Officer/Deputy Chief Financial Officer, pursuant to **N.J.S.A. 40A:5-14**. No person may engage in an investment transaction except as provided under the terms of the Policy and the written procedures established by the Chief Financial Officer. The Chief Financial Officer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

## **III. Safekeeping and Custody.**

- A. Authorized Banks for Deposit of Governmental Funds. The Cash Management Plan shall list all authorized banks for deposit of governmental funds. Only banks approved by the Department of Banking and Insurance under the Government Unit Depository Protection Act(GUDPA)can be approved depositories.
- B. Approved Security Broker/Dealers. The Cash Management Plan shall list any approved security brokers/dealers.
- C. Internal Controls.

1. The Governing Body shall act to provide that the agency has an internal control structure that is established, defined and maintained to ensure that the assets of the entity are protected from loss, theft or misuse. The Chief Financial Officer/Deputy Chief Financial Officer shall develop written internal controls and submit them to the Governing Body for approval. The internal control structure shall be designed to provide reasonable assurance that the assets of the entity are protected from loss, theft or misuse. The concept of reasonable assurance recognizes that”

- a.. The cost of a control should not exceed the benefits likely to be derived..
- b. The valuation of costs and benefits of internal controls requires estimates and judgments by management.

2. Internal control practices shall address the following points:

- a.. Control of collusion - Collusion is a situation where two or more employees are working in conjunction to defraud their employer.
- b. Separation of transaction authority from accounting and record keeping - By separating the person who authorizes or performs the transaction from the people who record or otherwise account for the transaction, a separation of duties is achieved.
- c. Custodial safekeeping - Securities purchased from any bank or dealer, including appropriate collateral(as defined by N.J.S.A. 12A:9-105)shall be placed with an independent third party for custodial safekeeping.
- d. Avoidance of physical delivery securities - Book entry securities are much easier to transfer and account for since actual delivery of a document never takes place. Delivered securities must be properly safeguarded against loss or destruction. The potential for fraud and loss increases with physically delivered securities.
- e. Clear delegation of authority to subordinate staff members - Subordinate staff members must have a clear understanding of their authority and responsibilities to avoid improper actions. Clear delegation of authority

also preserves the internal control structure that is contingent on the various staff positions and their respective responsibilities.

- f. Written confirmation or telephone transactions for investments and wire transfers - Due to the potential for error and improprieties arising from telephone transactions, all telephone transactions should be supported by written communications and approved by the appropriate person. Written communication may be via fax if on letterhead and the safekeeping institution has a list of authorized signatures.
- g. Development of a wire transfer agreement with the lead bank or third party custodian - This agreement should outline the various controls, security provisions, and delineate responsibilities of each party making and receiving wire transfers.

D. Delivery vs. Payment: All trades where applicable will be executed by delivery vs. payment (DVP). This ensures that securities are deposited in the eligible financial institution prior to the release of funds. Securities will be held by a third party custodian as evidenced by safekeeping receipts.

#### **IV. Reporting.**

A. Methods: The Chief Financial Officer/Deputy Chief Financial Officer shall prepare an investment report to the Governing Body each month, including a succinct management summary that provides a clear picture of the status of the current investment portfolio and transactions made over the last month. This management summary will be prepared in a manner which will allow the Governing Body to ascertain whether investment activities during the reporting period have conformed to the Investment Policy. The report should be provided to the Chief Executive Officer and the Governing Body. The report will include those items outlined in the Cash Management Plan.

B. Performance Standards: The investment portfolio will be managed in accordance with the parameters specified within the Cash Management Plan and Policy. The portfolio should obtain a market average rate of return during a market/economic environment of stable interest rates. Portfolio performance should be compared to appropriate benchmarks on a regular basis.

#### **V. Policy.**

A. Exemption: Any investment currently held that does not meet these guidelines shall be



exempted from the requirements of the Cash Management Plan. At maturity or liquidation such monies shall be reinvested only as provided by the Cash Management Plan and Policy.

- B. Amendment: The Cash Management Plan must be approved by the Governing Body, by Resolution, on an annual basis, and may be amended at any time during the year to reflect changes due to changes in laws, depositories, funds or investments.

On motion by Mrs. Collom, seconded by Mr. Race and carried by unanimous favorable roll call vote, Mayor and Committee approved the following resolution. Herb – yes, Collom – yes, Race – yes. Resolutions adopted.

**RESOLUTION 2020-4**  
**TAX COLLECTOR RESOLUTION**

**WHEREAS**, it is the desire of the governing body of the Township of White to approve that overpayments under \$10.00 be turned to surplus and balances due under \$10.00 be waived; and

**WHEREAS**, N.J.S.A. 54:4-67 permits the governing body of each municipality to fix the rate of interest to be charged for non-payment of taxes or assessments subject to any abatement or discount for the late payment of taxes as provided by law; and

**WHEREAS**, N.J.S.A. 54:4-67 has been amended to permit the fixing of said rate of 8% per annum on the first \$1,500.00 of the delinquency and 18% per annum on any amount in excess of \$1,500.00 and allows an additional penalty of 6% to be collected against a delinquency in excess of \$10,000.00 on properties that fail to pay the delinquency prior to the end of the calendar year.

**NOW, THEREFORE, BE IT RESOLVED** by the governing body of the Township of White, Warren County and State of New Jersey as follows:

1. The Tax Collector is hereby authorized and directed to charge 8% per annum on the first \$1,500.00 of taxes becoming delinquent after due date and 18% per annum on any amount of taxes in excess of \$1,500.00 becoming delinquent after due date, and if a delinquency is in excess of \$10,000.00 and remains in arrears beyond December 31<sup>st</sup> an additional 6% shall be charged against the delinquency.
2. Effective January 1, 2020 there shall be a ten (10) day grace period of quarterly tax payments made by cash, check, wire or money order.
3. Any payments not made in accordance with paragraph two of this resolution shall be charged interest from the due date as set forth in paragraph one of this resolution.

4. Any overpayments under \$10.00 are turned over to Surplus and balances due under \$10.00 be waived.

On motion by Mrs. Collom, seconded by Mr. Race and carried by unanimous favorable roll call vote, Mayor and Committee approved the following resolution. Herb – yes, Collom – yes, Race – yes. Resolutions adopted.

#### **RESOLUTION #2020-5**

**WHEREAS**, it is resolved that the Mayor and Township Committee of each municipality in the County of Warren, in order to file Municipal Tax Appeals, pass a Resolution allowing the Attorney for the municipality, to file and prosecute said appeals.

**NOW, THEREFORE BE IT RESOLVED**, by a majority of the members of the Governing Body of the Township of White, County of Warren, State of New Jersey, that the Municipal Attorney and/or Special Counsel are hereby authorized to file, prosecute, stipulate, modify, agree upon, and otherwise perform the duties which are required of said Attorney, in the process of prosecution and/or filing of Municipal Tax Appeals.

On motion by Mrs. Collom, seconded by Mr. Race and carried by unanimous favorable roll call vote, Mayor and Committee approved the following resolution. Herb – yes, Collom – yes, Race – yes. Resolutions adopted.

#### **RESOLUTION 2020-6**

#### **DESIGNATION OF HOLIDAYS**

**WHEREAS**, the following dates have been designated as the 2020 White Township Holiday Schedule:

January 1 <sup>st</sup>	New Year's Day
January 20 <sup>th</sup>	Martin Luther King Jr. Day
February 12 <sup>th</sup>	Lincoln's Birthday
February 17 <sup>th</sup>	Presidents' Day
April 10 <sup>th</sup>	Good Friday
May 25 <sup>th</sup>	Memorial Day
July 3 <sup>rd</sup>	Independence Day
September 7 <sup>th</sup>	Labor Day
October 12 <sup>th</sup>	Columbus Day
November 3 <sup>rd</sup>	Election Day
November 11 <sup>th</sup>	Veteran's Day

November 26<sup>th</sup> & 27<sup>th</sup>  
December 25<sup>th</sup>

Thanksgiving  
Christmas

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of White, that the above listed dates are designated as the 2020 White Township Holiday Schedule.

On motion by Mrs. Collom, seconded by Mr. Race and carried by unanimous favorable roll call vote, Mayor and Committee approved the following resolution. Herb – yes, Collom – yes, Race – yes. Resolutions adopted.

**RESOLUTION #2020-7**

**AUTHORIZATION FOR TAX ASSESSOR TO FILE CORRECTIVE APPEALS AND STIPULATIONS AND AUTHORIZATION FOR TOWNSHIP ATTORNEY TO WORK WITH TAX ASSESSOR IN DEFENSE OF TAX APPEALS WITH THE WARREN COUNTY BOARD OF TAXATION**

**WHEREAS**, the Township Committee of the Township of White has been informed by the Tax Assessor of White Township that from time to time, errors are made in computing the tax assessments governing certain property locations with White Township; and

**WHEREAS**, the Tax Assessor of White Township has requested the Township Committee to authorize her to file corrections of such errors with the Warren County Board of Taxation.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of White, County of Warren, State of New Jersey, on this eighth day of January 2020, that the Tax Assessor is hereby authorized to file corrective appeals and stipulations with the Warren County Board of Taxation concerning those properties wherein errors were made; and

**BE IT FURTHER RESOLVED** that the Tax Assessor send copies of such corrected assessments to the individuals involved; and

**BE IT FURTHER RESOLVED** that a certified copy of this resolution be supplied to the Warren County Tax Board, Belvidere, NJ and to the Municipal Assessor for the Township of White.

**BE IT ALSO RESOLVED** that the Township Attorney shall work with the Tax Assessor in defending tax appeals before the Warren County Board of Taxation.

## COMMITTEE ASSIGNMENTS – 2020

The following liaison positions were agreed upon for 2020:

Buildings and Grounds – Mayor Herb  
 Streets and Roads – Deputy Mayor Race  
 Finance - Mrs. Collom

## 2020 Appointments

The following appointments were made for 2020 and carried by unanimous favorable roll call vote. Herb – yes, Collom – yes, Race – yes. Motion carried.

Municipal Position	Appointment Type	Term (Years)	Term Expiration	Appointee (motion/second)
<b>Township Committee</b>				
Mayor	Elected/Appointed	3	12/31/22	Jeff Herb
Deputy Mayor	Elected/Appointed	3	12/31/20	Sam Race
Township Committee	Elected	3	12/31/21	Chanda Collom
Municipal Attorney	Appointed by Committee	1	12/31/20	Brian Tipton (Race/Collom)
<b>Municipal Clerk's Office</b>				
Municipal Clerk	Appointed by Committee	3	tenure	Kathleen R. Reinalda
Registrar of Vital Statistics	By Statute			Municipal Clerk
Clerical Assistant	Appointed by Committee	1	12/31/20	Alfia Schemm (Race/Collom)
Deputy Registrar of Vital Statistics				Alfia Schemm
<b>Finance</b>				
Auditors	Appointed by Committee	1	12/31/20	John Mooney, Nisivoccia LLP (Race/Collom)
Tax Collector		4	08/08/22	Rachel Leber
Tax Assessor	Appointed by Committee	4	tenure	Michelle Trivigno
CFO/Treasurer	Appointed by Committee	4	tenure	Kathleen R. Reinalda
Deputy CFO/Treasurer	Appointed by Committee	1	12/31/20	James Kozimor (Race/Collom)
Sewer Billing/Collections	Appointed by Committee	1	12/31/20	Rachel Leber (Race/Collom)
Bond Counsel	Appointed by Committee	1	12/31/20	John Draikiwicz Esq., Gibbons PC (Race/Collom)
<b>Construction Office</b>				
Zoning Officer	Appointed by Committee	1	12/31/20	Paul Sterbenz (Maser Consulting) Race/Collom
Municipal Engineer	Appointed by Committee	1	12/31/20	Paul Sterbenz, Maser Consulting (Race/Collom)
Construction Official	Appointed by Committee	4	Tenure	Ralph Price
Tech. Assist. Bldg. Office	Appointed by Committee	1	12/31/20	Kathleen Reinalda (Race/Collom)
Electrical Inspector	Appointed by Committee	1	12/31/20	Daniel Sullivan (Race/Collom)

**Public Health and Safety**

Board of Health Members	By Statute			Governing Body
Board of Health Secretary	By Statute			Municipal Clerk
Emergency Mgt. Coordinator	Appointed by Mayor	3	12/31/20	Jeff Herb
Deputy EMC	Appointed by EMC	3	12/31/20	Kathleen Reinalda
911 Coordinator	Appointed by Committee	1	12/31/20	Ron Buckenmeyer (Race/Collom)
Recycling Coordinator	Appointed by Committee	1	12/31/20	Lin Gabel (Race/Collom)

**Planning Board -**

Planning Board. Secretary	Appointed by the Board	1	12/31/20	Alfia Schemm
Planning Board Engineer	Appointed by the Board	1	12/31/20	Paul Sterbenz
Planning Board Planner	Appointed by the Board	1	12/31/20	Paul Sterbenz
Planning Board Attorney	Appointed by the Board	1	12/31/20	Tara St. Angelo
Class I Member	Statute	1	12/31/20	Sam Race (Mayor's designee)
Class II Member	Appointed by Mayor	1	12/31/20	David Pritchard (Race/Collom)
Class III Member	Committee Member	1	12/31/20	Chanda Collom (Race/Collom)
Class IV Member	Appointed by Mayor	4	12/31/23	Joseph Phillips
Class IV Member	Appointed by Mayor	4	12/31/23	Rich Niewenhuis (Race/Collom)
Class IV Member	Appointed by Mayor	4	12/31/20	Drew Kiszonic
Class IV Member	Appointed by Mayor	4	12/31/21	Bob Mackey
Class IV Member	Appointed by Mayor	4	12/31/21	Tim Matthews
Class IV Member	Appointed by Mayor	4	12/31/21	Mike Grossman
Alternate #1 member	Appointed by Mayor	2	12/31/21	Joan Schneiber (Race/Collom)
Alternate #2 member	Appointed by Mayor	2	12/31/	vacant

**Board of Adjustment**

Bd. of Adj. Secretary	Appointed by the Board	1	12/31/20	Alfia Schemm
Bd. Of Adj. Engineer	Appointed by the Board	1	12/31/20	Paul Sterbenz (Maser Consulting)
Bd. Of Adj. Attorney	Appointed by the Board	1	12/31/20	Tara St. Angelo
Bd. Of Adj. Member	Appointed by Committee	4	12/31/20	Paul Mourry
Bd. Of Adj. Member	Appointed by Committee	4	12/31/21	Donald Weidlick
Bd. Of Adj. Member	Appointed by Committee	4	12/31/21	Jim Cooper
Bd. Of Adj. Member	Appointed by Committee	4	12/31/21	Barry Wessner
Bd. Of Adj. Member	Appointed by Committee	4	12/31/22	Jack Shade
Bd. Of Adj. Member	Appointed by Committee	4	12/31/22	Kyle Shoemaker
Bd. Of Adj. Member	Appointed by Committee	4	12/31/23	Elaine Reichart (Race/Collom)
Alternate #1 member	Appointed by Committee	2	12/31/1	vacant
Alternate #2 Member	Appointed by Committee	2	12/31/1	vacant

**Environmental Commission**

Envir. Commission Sec'ty.	Appointed by Commission	1	12/31/20	Kathleen Reinalda
Envir. Commission Member	Appointed by Mayor	3	12/31/22	Sussy Tiejero-Ferraz (Race/Collom)
Envir. Commission Member	Appointed by Mayor	3	12/31/22	Malcolm Leslie (Race/Collom)
Envir. Commission Member	Appointed by Mayor	3	12/31/22	Craig Spencer (Race/Collom)
Envir. Commission Member	Appointed by Mayor	3	12/31/21	Christopher Guida
Envir. Commission Member	Appointed by Mayor	3	12/31/21	David Pritchard
Envir. Commission Member	Appointed by Mayor	3	12/31/21	Sharon Haggerty
Envir. Commission Member	Appointed by Mayor	3	12/31/22	John Walburn (Race/Collom)
Alternate #1 member	Appointed by Mayor	2	12/31/	vacant
Alternate #2 member	Appointed by Mayor	2	12/31/	vacant

**Open Space Committee**

Open Space Secretary	Appointed by the Board	1	12/31/20	Vacant
Open Space Member	Appointed by Committee	3	12/31/22	Glen Smith Jr. (Race/Collom)
Open Space Member	Appointed by Committee	3	12/31/21	Nevitt Duvenek
Open Space Member	Appointed by Committee	3	12/31/21	Bob Mackey
Open Space Member	Appointed by Committee	3	12/31/22	Jason Menegus (Race/Collom)
Open Space Member	Appointed by Committee	3	12/31/22	vacant
Open Space Member	Appointed by Committee	3	12/31/22	Nancy Bilyk (Race/Collom)
Open Space Member	Appointed by Committee	3	12/31/20	Dave Newhouse
Alternate #1	Appointed by Committee	3	12/31/21	Beth Kabert

Alternate #2	Appointed by Committee	3	12/31/	Vacant
<b>Agriculture Advisory Board</b>				
Ag Advisory Board Secretary	Appointed by the Board	1	12/31/20	Vacant
Ag Advisory Board Member	Appointed by Committee	3	12/31/22	vacant
Ag Advisory Board Member	Appointed by Committee	3	12/31/21	Dave Newhouse
Ag Advisory Board Member	Appointed by Committee	3	12/31/20	Nevitt Duveneck
Ag Advisory Board Member	Appointed by Committee	3	12/31/20	Bob Mackey
Ag Advisory Board Member	Appointed by Committee	3	12/31/21	Jason Menegus

## **PUBLIC COMMENT**

Bryan Vande Vrede questioned why he was not being appointed to the Planning Board since the board provided a letter to the governing body recommending him. Mayor Herb said he was not prepared, at this time, to make any additional appointments to the boards.

## **JANUARY REGULAR MEETING**

### **RESOLUTIONS**

On motion by Mrs. Collom, seconded by Mr. Race and carried by unanimous favorable roll call vote, Mayor and Committee approved the following resolution. Herb – yes, Collom – yes, Race – yes. Resolutions adopted.

#### **RESOLUTION 2020-8**

#### **RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR PROFESSIONAL SERVICES – MUNICIPAL AUDITOR**

WHEREAS, the Township of White 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 (1) year; and

WHEREAS, Nisivoccia LLP has submitted a proposal, indicating they will provide the auditing services for the anticipated fee of \$19,580.00; and,

WHEREAS, Nisivoccia LLP has completed and submitted a Business Entity Disclosure Certification which certified that Nisivoccia LLP has not made any reportable contributions to a political or candidate committee in the Township of White in the previous one year, and that the contract will prohibit Nisivoccia 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 White, the Mayor and Clerk are authorized to enter into a contract with Nisivoccia LLP as described herein as auditors on and in behalf of the Township of White for the year 2020; 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 Nisivoccia LLP based on the merits and abilities of Nisivoccia 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 Nisivoccia LLP, its subsidiaries, assigns or principals controlling in excess of 10% of the company has neither made a contribution, that is reportable pursuant to the Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-8 or 19:44-16 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 Contributions Disclosure Certification), and Exhibit “F” (Insurance) are attached to and made a part of this contract.

On motion by Mrs. Collom, seconded by Mr. Race and carried by unanimous favorable roll call vote, Mayor and Committee approved the following resolution. Herb – yes, Collom – yes, Race – yes. Resolutions adopted.

#### **RESOLUTION 2020-9**

#### **RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR PROFESSIONAL SERVICES – TOWNSHIP ENGINEER**

WHEREAS, the Township of White has a need to acquire a township engineer 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 (1) year; and

WHEREAS, Maser Consulting P.A. has submitted a proposal, indicating they will provide the engineering services for the anticipated fee of \$150.00/hour or approximately \$70,000.000/annual; and,

WHEREAS, Maser Consulting P.A. has completed and submitted a Business Entity Disclosure Certification which certified that Maser Consulting P.A. has not made any reportable contributions to a political or candidate committee in the Township of White in the previous one year, and that the contract will prohibit Maser Consulting P.A. 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 engineering 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 White, the Mayor and Clerk are authorized to enter into a contract with Maser Consulting P.A. as described herein as Township Engineer on and in behalf of the Township of White for the year 2020; 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 Maser Consulting P.A. based on the merits and abilities of Maser Consulting P.A. 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 Maser Consulting P.A., its subsidiaries, assigns or principals controlling in excess of 10% of the company has neither made a contribution, that is reportable pursuant to the Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-8 or 19:44-16 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 Contributions Disclosure Certification), and Exhibit "F" (Insurance) are attached to and made a part of this contract.

On motion by Mrs. Collom, seconded by Mr. Race and carried by unanimous favorable roll call vote, Mayor and Committee approved the following resolution. Herb – yes, Collom – yes, Race – yes. Resolutions adopted.

#### **RESOLUTION 2020-10**

#### **RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR PROFESSIONAL SERVICES – MUNICIPAL ATTORNEY**

WHEREAS, the Township of White has a need to acquire a municipal attorney 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 (1) year; and

WHEREAS, Florio, Perrucci, Steinhardt and Capelli LLC has submitted a proposal, indicating they will provide the attorney services for the anticipated fee of \$34,800.00/annual retainer with an additional hourly rate for matters of litigation. The total contract is not anticipated to exceed \$70,000.00 ; and,

WHEREAS, Florio, Perrucci, Steinhardt and Capelli LLC has completed and submitted a Business Entity Disclosure Certification which certified that, Florio, Perrucci, Steinhardt and Capelli LLC has not made any reportable contributions to a political or candidate committee in the Township of White in the previous one year, and that the contract will prohibit Florio, Perrucci, Steinhardt and Capelli LLC 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 attorney 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 White, the Mayor and Clerk are authorized to enter into a contract with Florio, Perrucci, Steinhardt and Capelli LLC as described herein as attorneys on and in behalf of the Township of White for the year 2020; 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 Florio, Perrucci, Steinhardt and Capelli LLC based on the merits and abilities of Florio, Perrucci, Steinhardt and Capelli LLC 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 Florio, Perrucci, Steinhardt and Capelli LLC, its subsidiaries, assigns or principals controlling in excess of 10% of the company has neither made a contribution, that is reportable pursuant to the Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-8 or 19:44-16 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 Contributions Disclosure Certification), and Exhibit “F” (Insurance) are attached to and made a part of this contract.

On motion by Mrs. Collom, seconded by Mr. Race and carried by unanimous favorable roll call vote, Mayor and Committee approved the following resolution. Herb – yes, Collom – yes, Race – yes. Resolutions adopted.

#### **RESOLUTION 2020-11**

#### **RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR PROFESSIONAL SERVICES – SPECIAL COUNSEL**

WHEREAS, the Township of White has a need to acquire special counsel 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 (1) year; and

WHEREAS, Steven P. Gruenberg, Attorney at Law has submitted a proposal, indicating he will provide the special counsel services for the anticipated fee of \$165.00 per hour or approximately \$70,000.00 annual; and,

WHEREAS, Steven P. Gruenberg has completed and submitted a Business Entity Disclosure Certification which certified that Steven P. Gruenberg, Attorney at Law has not made any reportable contributions to a political or candidate committee in the Township of White in the previous one year, and that the contract will prohibit Steven P. Gruenberg, Attorney at Law 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 legal 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 White, the Mayor and Clerk are authorized to enter into a contract with Steven P. Gruenberg, Attorney at Law as described herein as special counsel on and in behalf of the Township of White for the year 2020; 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 Steven P. Gruenberg, Attorney at Law based on the merits and abilities of Steven P. Gruenberg, Attorney at Law 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 Steven P. Gruenberg, Attorney at Law, its subsidiaries, assigns or principals controlling in excess of 10% of the company has neither made a contribution, that is reportable pursuant to the Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-8 or 19:44-16 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 Contributions Disclosure Certification), and Exhibit "F" (Insurance) are attached to and made a part of this contract.

### **OLD BUSINESS**

The illegal dumping ordinance was tabled for further review.

The final judgement was received on the foreclosure of Bk 17, Lot 27. The lot is considered buildable so an auction will need to take place in order to sell the property. Attorney Tipton asked the committee to consider a minimum bid.

There was a request from Bello Giorno for the removal of a deed restriction on the township ballfield property being sold to them. The language of the restriction caused concern for the ability of Bello Giorno to park cars on the property in the future. Motion made by Mrs. Collom, seconded by Mr. Race and carried by unanimous favorable roll call vote to authorize Attorney Tipton to work with Bello Giorno's attorney in order to get the restriction removed. Collom- yes, Herb - yes, Race - yes. Motion carried.

A letter was received from Woodward Property Group regarding 25 Somerset Drive. The owner is questioning old permits and whether the lot is still considered 'buildable'. Attorney Tipton will contact the construction official to discuss.

### **NEW BUSINESS**

The committee discussed whether to have a sealed bid or a public auction process for the 2020 land lease contracts. After much debate, it was determined that sealed bids would be required.

### **PUBLIC COMMENTS**

Fred Stine, representing the Delaware River Keeper Network, questioned the new start time for committee meetings. Mayor Herb said the committee agreed to start one hour earlier since there has been numerous, time consuming public comments.

### **ADJOURNMENT**

Being no further business to come before the Committee, the meeting was adjourned at 5:30p.m. on motion by Mr. Race, seconded by Mrs. Collom and carried by unanimous favorable roll call vote.

Respectfully Submitted,

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Kathleen R. Reinalda, RMC  
Township Clerk

