

WHITE TOWNSHIP COMMITTEE

MINUTES OF MEETING JANUARY 4, 2021

CALL TO ORDER – RE-ORGANIZATION

Jeff Herb called the meeting to order at 1:00 p.m. and stated ‘Adequate Notice of this meeting of January 4, 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 and 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

Jeff Herb asked everyone to stand for the flag salute.

ROLL CALL

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

OATH OF OFFICE

Doug Steinhardt administered the oath of office to Mrs. Skoog. Mrs. Skoog will serve a three year term to expire December 31, 2023.

APPOINTMENT OF CHAIRPERSON (MAYOR) OF THE COMMITTEE FOR 2021

Committeewoman Collom nominated Jeff Herb as Mayor of the White Township Committee for 2021, seconded by Committeewoman Skoog and carried by unanimous favorable roll call vote. Doug Steinhardt administered the oath of office.

APPOINTMENT OF DEPUTY MAYOR – 2021

Committeewoman Skoog nominated Mrs. Collom as Deputy Mayor of the White Township Committee for 2021, seconded by Mayor Herb and carried by unanimous favorable roll call vote. Doug Steinhardt administered the oath of office.

RESOLUTIONS

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

RESOLUTION 2021-1

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 2021, 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 2021. ALL MEETINGS TO BE HELD AT THE WHITE TOWNSHIP MUNICIPAL BUILDING AND/OR VIA ZOOM, 555 CR 519, BELVIDERE, NJ, AND COMMENCING AT 6:00 PM, UNLESS OTHERWISE NOTED.

REGULAR MEETINGS

January 13 th	July 14 th
February 10 th	August 11 th
March 10 th	September 8 th
April 7 th	October 13 th
May 12 th	November 10 th
June 9 th	December 8 th

WORKSHOP MEETINGS (if necessary)

January 27 th	July 28 th
February 24 th	August 25 th
March 24 th	September 22 nd
April 21 st	October 27 th
May 26 th	November 24 th
June 23 rd	December 22 nd

YEAR END MEETING – Wednesday, Dec. 29th, 4:00PM.

2022 RE-ORGANIZATION MEETING – Monday, January 3rd 6PM

2022 FIRST REGULAR MEETING OF NEW YEAR – Wednesday, January 12th.

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 (The Express-Times Warren County Zone), is hereby designated to receive all notices of meetings as required under the Open Public Meetings Act.
2. NJ Advance Media (The Star-Ledger), 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 – The Express-Times Warren County Zone) 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.

Resolution 2021-2

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 2021 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 2020 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:	\$2,374,505.42
Sewer Utility Fund:	\$ 333,636.00

AND;

WHEREAS, 26.25% of the total appropriations in the 2020 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: \$623,307.67
Sewer Utility Fund: \$87,579.45

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 \$623,307.67 for the General Fund and \$87,579.45 for the Sewer Utility Fund and that a certified copy of this resolution be transmitted to the Chief Financial Officer for recordkeeping.

RESOLUTION #2021-3

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 4, 2021, 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; 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.

RESOLUTION 2021-4
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 31st an additional 6% shall be charged against the delinquency.
2. Effective January 1, 2021 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.

RESOLUTION #2021-5

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.

RESOLUTION 2021-6

DESIGNATION OF HOLIDAYS

WHEREAS, the following dates have been designated as the 2021 White Township Holiday Schedule:

January 1 st	New Year's Day
January 18 th	Martin Luther King Jr. Day
February 12 th	Lincoln's Birthday
February 15 th	Presidents' Day
April 2 th	Good Friday
May 31 st	Memorial Day
July 5 th	Independence Day
September 6 th	Labor Day
October 11 th	Columbus Day
November 2 nd	Election Day
November 11 th	Veteran's Day
November 25 th & 26 th	Thanksgiving
December 24 th	Christmas

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of White, that the above listed dates are designated as the 2021 White Township Holiday Schedule.

RESOLUTION #2021-7

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 fourth day of January 2021, 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.

RESOLUTION 2021-8

RISK MANAGEMENT CONSULTANT

WHEREAS, the Bylaws of PAIC require that each entity designate a Risk Management Consultant to perform various professional services as detailed in the Bylaws and Risk Management Plan; and

WHEREAS, the Bylaws indicate that PAIC shall pay each Risk Management Consultant a fee to be established annually by the Executive Committee;

NOW, THEREFORE, BE IT RESOLVED that the Township of White does hereby appoint Kathy Young, Alamo Insurance Group Inc., as its Risk Management Consultant in accordance with the Fund's Bylaws.

RESOLUTION 2021-9

**RESOLUTION APPOINTING JEFFREY B. HERB AS THE
WHITE TOWNSHIP EMERGENCY MANAGEMENT COORDINATOR**

WHEREAS, it is a municipal requirement to appoint an individual as Emergency Management Coordinator; and

WHEREAS, the Emergency Management Coordinator's duties and responsibilities are outlined in Directive #102.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of White that Jeffrey B. Herb be and hereby is appointed to the position of Emergency Management Coordinator for a term effective January 1, 2021 and ending December 31, 2023.

RESOLUTION 2021-10

**RESOLUTION APPOINTING KATHLEEN R. REINALDA AS THE
WHITE TOWNSHIP DEPUTY EMERGENCY MANAGEMENT COORDINATOR**

WHEREAS, Jeffrey B. Herb has recommended an individual as Deputy Emergency Management Coordinator; and

WHEREAS, the White Township Committee concurs with the recommendation.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of White that Kathleen R. Reinalda be and hereby is appointed to the position of Deputy Emergency Management Coordinator for a term effective January 1, 2021 and ending December 31, 2023.

RESOLUTION 2021-11

**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 \$50,000.00 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 2021; 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.

RESOLUTION 2021-12

**APPOINTING A PUBLIC AGENCY COMPLIANCE OFFICER
(N.J.A.C. 17:27-3.2)**

WHEREAS, N.J.A.C. 17:27-3.2 requires the appointment of a Public Agency Compliance Officer (P.A.C.O.); and

WHEREAS, the P.A.C.O. acts as the liaison between the Division of Public Contracts Equal Employment Opportunity Compliance and the Township of White; and

WHEREAS, the P.A.C.O. also acts as the point of contact for all matters concerning implementation and administration of N.J.A.C. 17:27-3.2; and

WHEREAS, the P.A.C.O. is also responsible for administering contracting procedures pertaining to equal employment opportunity regarding both the Public Agency and the service providers.

NOW, THEREFORE, BE IT RESOLVED that the Township of White does hereby appoint Kathleen Reinalda, Township Clerk/Chief Financial Officer as its Public Agency Compliance Officer (P.A.C.O.) in accordance with N.J.A.C. 17:27-3.2.

COMMITTEE ASSIGNMENTS – 2021

The following liaison positions were agreed upon for 2021:

Buildings and Grounds – Chanda Collom
Streets and Roads – Anne Skoog

2021 Appointments

The following appointments were made for 2021 on motion by Mrs. Collom, seconded by Mrs. Skoog and carried by unanimous favorable roll call vote. Collom – yes, Skoog – Yes, Herb – yes. Motion carried.

Municipal Position	Appointment Type	Term (Years)	Expiration	2021	Appointee

Township Committee

Deputy Mayor	Elected / Appointed	3	12/31/21	Chanda Collom
Mayor	Elected / Appointed	3	12/31/22	Jeff Herb
Township Committee	Elected	3	12/31/23	Anna Skoog
Municipal Attorney	Appointed by Committee	1	12/31/21	Brian Tipton
Special Counsel	Appointed by Committee	1	12/31/21	Steven P. Gruenberg, Esq.

Committee Assignments

Buildings and Grounds	Appointed by Committee	1	12/31/21	Chanda Collom
Road Department	Appointed by Committee	1	12/31/21	Anna Skoog

Municipal Clerk's Office

Municipal Clerk	Appointed by Committee	3	tenure	Kathleen R. Reinalda
Registrar of Vital Statistics	By Statute		tenure	Municipal Clerk
Clerical Assistant 1	Appointed by Committee	1	12/31/21	Alfia Schemm
Deputy Registrar of Vital Statistics	Appointed by Registrar	1		Alfia Schemm
Deputy Clerk	Appointed by Committee	1	12/31/21	Brielle Whitmore

Finance

Auditors	Appointed by Committee	1	12/31/21	Nisivoccia LLP
Tax Collector	Appointed by Committee	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
Collections Clerk	Appointed by Committee	1	12/31/21	Irene Fluck
Deputy CFO/Treasurer	Appointed by Committee	1	12/31/21	Jim Kozimor
Sewer Billing/Collections	Appointed by Committee	1	12/31/21	Rachel Leber
Bond Counsel	Appointed by Committee	1	12/31/21	John Draikiwicz, Gibbons P.C.

Construction Office

Municipal Engineer	Appointed by Committee	1	12/31/21	Paul Sterbenz
Construction Official	Appointed by Committee	4	tenure	Ralph Price
Tech. Assist. Bldg. Office	Appointed by Committee	1	12/31/21	Brielle Whitmore
Electrical Inspector	Appointed by Committee	1	12/31/21	Daniel Sullivan
Plumbing Inspector	Appointed by Committee	1	12/31/21	Dale Glynn
Code Enf. / Zoning Officer	Appointed by Committee	1	12/31/21	Paul Sterbenz, Engineer

Public Health and Safety

Board of Health Members	By Statute		N/A	Governing Body
Board of Health Secretary	By Statute		N/A	Municipal Clerk
Emergency Mgt. Coordinator	Appointed by Mayor	3	12/31/23	Jeff Herb
Deputy EMC	Appointed by EMC	3	12/31/23	Kathleen Reinalda
911 Coordinator	Appointed by Committee	1	12/31/21	Ron Buckenmeyer
Recycling Coordinator	Appointed by Committee	1	12/31/21	Lin Gabel

Planning Board

Planning Brd. Secretary	Appointed by the Board	1	12/31/21	Alfia Schemm
-------------------------	------------------------	---	----------	--------------

Planning Board Engineer	Appointed by the Board	1	12/31/21	Paul Sterbenz
Planning Board Planner	Appointed by the Board	1	12/31/21	Paul Sterbenz
Planning Board Attorney	Appointed by the Board	1	12/31/21	Tara St. Angelo
Class I Member	Mayor By Statute	1	12/31/21	Anna Skoog Mayors Designee
Class II Member	Appointed by Mayor	1	12/31/21	David Pritchard
Class III Member	Appointed by Committee	1	12/31/21	Chanda 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
Class IV Member	Appointed by Mayor	4	12/31/24	Drew Kisonik
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 member #1	Appointed by Mayor	2	12/31/21	Joan Schneiber
Alternate member #2	Appointed by Mayor	2	12/31/22	Nevitt Duvenceck
Board of Adjustment				
Bd. of Adj. Secretary	Appointed by the Board	1	12/31/21	Alfia Schemm
Bd. Of Adj. Engineer	Appointed by the Board	1	12/31/21	Paul Sterbenz
Bd. Of Adj. Attorney	Appointed by the Board	1	12/31/21	Gebhardt & Kiefer
Bd. Of Adj. Member	Appointed by Committee	4	12/31/24	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
Alternate member #1	Appointed by Committee	2	12/31/21	
Alternate member #2	Appointed by Committee	2	12/31/22	vacant
Environmental Commission				
Envir. Commission Sec'ty.	Appointed by Commission	1	12/31/21	Brielle Whitmore
Envir. Commission Member	Appointed by Mayor	3	12/31/22	Sussy Tiejero-Ferraz
Envir. Commission Member	Appointed by Mayor	3	12/31/22	Malcolm Leslie
Envir. Commission Member	Appointed by Mayor	3	12/31/22	Craig Spencer
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
Alternate member #1	Appointed by Mayor	2	12/31/200	vacant
Alternate member #2	Appointed by Mayor	2	12/31/200	vacant
Open Space Committee				
Open Space Secretary	Appointed by the Board	1	12/31/21	Brielle Whitmore
Open Space Member	Appointed by Committee	3	12/31/22	Glenn Smith Jr
Open Space Member	Appointed by Committee	3	12/31/21	Nevitt Duvenceck

Open Space Member	Appointed by Committee	3	12/31/21	Bob Mackey
Open Space Member	Appointed by Committee	3	12/31/22	Jason Menegus
Open Space Member	Appointed by Committee	3	12/31/22	vacant
Open Space Member	Appointed by Committee	3	12/31/22	Nancy Bilyk
Open Space Member	Appointed by Committee	3	12/31/23	Dave Newhouse
Alternate member #1	Appointed by Committee	3	12/31/21	Beth Kabert
Alternate member #2	Appointed by Committee	3	12/31/200	vacant
Agriculture Advisory Board				
Ag Advisory Board Secretary	Appointed by the Board	1	12/31/21	Brielle Whitmore
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	12/31/23	Nevitt Duveneck
Ag Advisory Board Member	Appointed by Committee	3	12/31/23	Bob Mackey
Ag Advisory Board Member	Appointed by Committee	3	12/31/21	Jason Menegus

PUBLIC COMMENT

None.

ADJOURNMENT

Being no further business to come before the Mayor and Committee, the meeting was adjourned at 1:31PM on motion by Mrs. Collom, seconded by Mrs. Skoog and carried by unanimous favorable vote.

Respectfully Submitted,

Kathleen R. Reinalda, RMC
Township Clerk