

RESOLUTION 2020-1

**CONFIRMING APPOINTMENT OF TOWNSHIP PROFESSIONALS
PURSUANT TO N.J.S.A. 40A:11-5**

WHEREAS, there exists a need for specialized professional services for various services provided to Colts Neck Township; and

WHEREAS, appointments in this regard can be made without the need of competitive bidding and public advertising pursuant to N.J.S.A. 40A:11-5; and

WHEREAS, proposed contracts for said services for the year 2020 are on file and available for public inspection in the office of the Township Clerk; and

WHEREAS, appointments in this regard and contracts with all professionals so named by this resolution are contingent upon and will not be executed unless and until all provisions of N.J.S.A. 19:44A-20.8 are fully complied with; and

WHEREAS, funds for said services will be provided in the 2020 Municipal Budget;

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of Colts Neck Township that it hereby appoints the following for the year 2020:

1. Christopher Adams, Adams, Buchan & Palo, Public Defender;
2. Associate Humane Society, Animal Control;
3. Meghan Bennett, Esq., GluckWalrath, LLP, Alternate Bond Counsel;
4. Meghan Bennett, Esq., GluckWalrath, LLP, Township Attorney;
5. John Cantalupo, Archer & Greiner, P.C., Bond Counsel
6. Mario J. Delano, Campbell, Foley, Delano & Adams, LLC, Conflict/Alternate Prosecutor
7. Glenn R. Gerken, P.E., P.P., T&M Associates, Township Engineer;
8. Matthey Giacobbe, Cleary, Giacobbe, Alfieri, Jacobs, LLC, Labor Counsel
9. Ronald L. Israel, Chiesa, Shahinian & Giantomasi, Special Counsel, Affordable Housing
10. Dominick Manco, Dominick M. Manco, Attorney at Law, LLC, Special Counsel, Affordable Housing
11. Elizabeth McManus, Kyle & McManus, Planner Affordable Housing
12. Brian J. Molloy, Wilentz, Goldman & Spiter, P.A., US Navel Weapons Stating EARLE
13. David Pulchalski, Newfields Companies, LLC, Consultant, Affordable Housing
14. Raymond Sarinelli, Jr., CPA, RMA, PSA, NISIVOCCIA, LLP, Auditor;
15. Michael Steib, Michael B. Steib, P.A., Zoning Board Counsel
16. Michael Steib, Michael B. Steib, P.A., Special Counsel
17. Michael Steib, Michael B. Steib, P.A., Planning Board Counsel
18. Thomas T. Andrew, Thomas Planning Associates, LLC, Consultant, Affordable Housing
19. Valley Medical Group (VMG), Valley Health Systems, Random Drug/Alcohol Testing
20. Anthony J. Vecchio, Law Office of Anthony J. Vecchio, LLC, Prosecutor
21. Visiting Nurse Association, Home Health Services
22. Kevin P. Wigenton, Wigenton Law Firm, Conflict Public Defender
23. Valley Health Medical Group – Random Drug/Alcohol Testing

BE IT FURTHER RESOLVED that a copy of this Resolution be published in full in the News Transcript; and

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to the following:

1. All professionals so appointed; and
2. John Antonides, Chief Financial Officer.

I, Trina Lindsey, do hereby certify the foregoing to be a true and accurate copy of a Resolution passed by the Township Committee of Colts Neck Township during the Reorganization meeting held on the 4th day of January 2020.

Trina Lindsey, Municipal Clerk

| RECORD OF VOTE | | | | | | |
|---|---|---|-----|----|----|----|
| Committeeman | M | S | Yes | No | NV | Ab |
| Mayor Rizzuto | | | | | | |
| Deputy Mayor Viola | | | | | | |
| Bartolomeo | | | | | | |
| Fitzpatrick | | | | | | |
| Orgo | | | | | | |
| M - Moved S - Seconded X - indicates vote NV - Not Voting Ab - Absent | | | | | | |

RESOLUTION 2020-2

**CONFIRMING APPOINTMENTS OF
PLANNING BOARD MEMBERS**

BE IT RESOLVED by the Township Committee of Colts Neck Township that pursuant to Chapter 102 of the Code of Colts Neck Township that the following appointments are confirmed to the Planning Board:

| | |
|-----------------------------------|-----------------------|
| CLASS I- MICHAEL VIOLA | TERM EXPIRES 12/31/20 |
| CLASS II – LOUIS BADER | TERM EXPIRES 12/31/20 |
| CLASS III – J.P. BARTOLOMEO | TERM EXPIRES 12/31/20 |
| CLASS IV – DAVID KOSTKA ENV. COM. | TERM EXPIRES 12/31/22 |
| ALTERNATE 1 – VITO VIOLA | TERM EXPIRES 12/31/21 |

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to the following:

1. All members listed above;
2. Timothy Anfuso, P.P., Township Planner; and
3. Colts Neck Planning Board.

I, Trina Lindsey, do hereby certify the foregoing to be a true and accurate copy of a Resolution passed by the Township Committee of Colts Neck Township during the Reorganization meeting held on the 4th day of January 2020.

Trina Lindsey, Municipal Clerk

| RECORD OF VOTE | | | | | | |
|---|---|---|-----|----|----|----|
| Committeeman | M | S | Yes | No | NV | Ab |
| Mayor Rizzuto | | | | | | |
| Deputy Mayor Viola | | | | | | |
| Bartolomeo | | | | | | |
| Fitzpatrick | | | | | | |
| Orgo | | | | | | |
| M - Moved S - Seconded X - indicates vote NV - Not Voting Ab - Absent | | | | | | |

RESOLUTION 2020-3

**CONFIRMING APPOINTMENTS OF
BOARD OF ADJUSTMENT MEMBERS**

BE IT RESOLVED by the Township Committee of Colts Neck Township that pursuant to Chapter 102 of the Code of Colts Neck Township that the following appointments are confirmed to the Board of Adjustment:

| | |
|------------------------------|-----------------------|
| KRIS LUKOWITZ | TERM EXPIRES 12/31/23 |
| STEVE DNISTRAN | TERM EXPIRES 12/31/23 |
| JUSTINE BUZZETTA | TERM EXPIRES 12/31/20 |
| ALTERNATE 1 – DINO NICOLETTA | TERM EXPIRES 12/31/21 |
| ALTERNATE 2 – ROBERT MAHONEY | TERM EXPIRES 12/31/20 |

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to the following:

1. All members listed above;
2. Timothy Anfuso, P.P., Township Planner; and
3. Colts Neck Board of Adjustment

I, Trina Lindsey, do hereby certify the foregoing to be a true and accurate copy of a Resolution passed by the Township Committee of Colts Neck Township during the Reorganization meeting held on the 4th day of January 2020.

Trina Lindsey, Municipal Clerk

| RECORD OF VOTE | | | | | | |
|---|---|---|-----|----|----|----|
| Committeeman | M | S | Yes | No | NV | Ab |
| Mayor Rizzuto | | | | | | |
| Deputy Mayor Viola | | | | | | |
| Bartolomeo | | | | | | |
| Fitzpatrick | | | | | | |
| Orgo | | | | | | |
| M - Moved S - Seconded X - indicates vote NV - Not Voting Ab - Absent | | | | | | |

RESOLUTION 2020-4

**CONFIRMING APPOINTMENTS
TO THE
BOARD OF HEALTH**

BE IT RESOLVED by the Township Committee of Colts Neck Township that pursuant to Chapter 31 of the Code of Colts Neck Township that the following appointments are confirmed to the Colts Neck Board of Health:

ALTERNATE 1 – LINDA STAGLIANO

TERM EXPIRES 12/31/20

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to the following:

1. Linda Stagliano;
2. Thomas Frank, Health Officer; and
3. Colts Neck Board of Health.

I, Trina Lindsey, do hereby certify the foregoing to be a true and accurate copy of a Resolution passed by the Township Committee of Colts Neck Township during the Reorganization meeting held on the 4th day of January 2020

Trina Lindsey, Municipal Clerk

| RECORD OF VOTE | | | | | | |
|---|---|---|-----|----|----|----|
| Committeeman | M | S | Yes | No | NV | Ab |
| Mayor Rizzuto | | | | | | |
| Deputy Mayor Viola | | | | | | |
| Bartolomeo | | | | | | |
| Fitzpatrick | | | | | | |
| Orgo | | | | | | |
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RESOLUTION 2020-5

**CONFIRMING APPOINTMENTS
TO THE
SHADE TREE COMMISSION**

BE IT RESOLVED by the Township Committee of Colts Neck Township that pursuant to Chapter 62 of the Code of Colts Neck Township that the following appointments are confirmed to the Colts Neck Shade Tree Commission:

EILEEN STIVALA
ALTERNATE 2 – ANN SHERWOOD

TERM EXPIRES 12/31/24
TERM EXPIRES 12/31/24

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to the following:

1. All members so appointed above; and
2. Colts Neck Shade Tree Commission

I, Trina Lindsey, do hereby certify the foregoing to be a true and accurate copy of a Resolution passed by the Township Committee of Colts Neck Township during the Reorganization meeting held on the 4th day of January 2020

Trina Lindsey, Municipal Clerk

| RECORD OF VOTE | | | | | | |
|---|---|---|-----|----|----|----|
| Committeeman | M | S | Yes | No | NV | Ab |
| Mayor Rizzuto | | | | | | |
| Deputy Mayor Viola | | | | | | |
| Bartolomeo | | | | | | |
| Fitzpatrick | | | | | | |
| Orgo | | | | | | |
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RESOLUTION 2020-6

**CONFIRMING APPOINTMENTS
TO THE
ENVIRONMENTAL COMMISSION**

BE IT RESOLVED by the Township Committee of Colts Neck Township that pursuant to Chapter 24 of the Code of Colts Neck Township that the following appointments are confirmed to the Colts Neck Environmental Commission:

DAVID KOSTKA
THOMAS E. HENNESSY, JR.

TERM EXPIRES 12/31/22
TERM EXPIRES 12/31/22

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to the following:

1. All members so appointed above; and
2. Colts Neck Environmental Commission

I, Trina Lindsey, do hereby certify the foregoing to be a true and accurate copy of a Resolution passed by the Township Committee of Colts Neck Township during the Reorganization meeting held on the 4th day of January 2020

Trina Lindsey, Municipal Clerk

| RECORD OF VOTE | | | | | | |
|---|---|---|-----|----|----|----|
| Committeeman | M | S | Yes | No | NV | Ab |
| Mayor Rizzuto | | | | | | |
| Deputy Mayor Viola | | | | | | |
| Bartolomeo | | | | | | |
| Fitzpatrick | | | | | | |
| Orgo | | | | | | |
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RESOLUTION 2020-7

**CONFIRMING APPOINTMENTS TO
THE RECREATION COMMITTEE**

BE IT RESOLVED by the Township Committee of Colts Neck Township that pursuant to Chapter 57 of the Code of Colts Neck Township that the following appointments are confirmed to the Recreation Committee:

JOHN KILLICK
JACLYN KRONSTEDT

TERM EXPIRES 12/31/21
TERM EXPIRES 12/31/22

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to the following:

1. All members so appointed;
2. Thomas E. Hennessy, Jr., Director, Recreation and Parks; and
3. Recreation Committee

I, Trina Lindsey, do hereby certify the foregoing to be a true and accurate copy of a Resolution passed by the Township Committee of Colts Neck Township during the Reorganization meeting held on the 4th day of January 2020

Trina Lindsey, Municipal Clerk

| RECORD OF VOTE | | | | | | |
|---|---|---|-----|----|----|----|
| Committeeman | M | S | Yes | No | NV | Ab |
| Mayor Rizzuto | | | | | | |
| Deputy Mayor Viola | | | | | | |
| Bartolomeo | | | | | | |
| Fitzpatrick | | | | | | |
| Orgo | | | | | | |
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RESOLUTION 2020-8

**CONFIRMING APPOINTMENTS
TO THE
FARMLAND AND OPEN SPACE COMMITTEE**

BE IT RESOLVED by the Township Committee of Colts Neck Township that pursuant to Chapter 26 of the Code of Colts Neck Township that the following appointments are confirmed to the Farmland and Open Space Committee:

| | |
|---------------------------|-----------------------|
| KEVIN WALSH | TERM EXPIRES 12/31/22 |
| ABBEY FEILER | TERM EXPIRES 12/31/22 |
| THOMAS MORIN | TERM EXPIRES 12/31/22 |
| ALTERNATE 1 – MARY PAHIRA | TERM EXPIRES 12/31/21 |

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to the following:

1. All members so appointed; and
2. Farmland and Open Space Committee.

I, Trina Lindsey, do hereby certify the foregoing to be a true and accurate copy of a Resolution passed by the Township Committee of Colts Neck Township during the Reorganization meeting held on the 4th day of January 2020

Trina Lindsey, Municipal Clerk

| RECORD OF VOTE | | | | | | |
|---|---|---|-----|----|----|----|
| Committeeman | M | S | Yes | No | NV | Ab |
| Mayor Rizzuto | | | | | | |
| Deputy Mayor Viola | | | | | | |
| Bartolomeo | | | | | | |
| Fitzpatrick | | | | | | |
| Orgo | | | | | | |
| M - Moved S - Seconded X - indicates vote NV - Not Voting Ab - Absent | | | | | | |

RESOLUTION 2020-9

**CONFIRMING APPOINTMENTS
TO THE
ARCHITECTURAL REVIEW COMMITTEE**

BE IT RESOLVED by the Township Committee of Colts Neck Township that pursuant to Chapter 2 of the Code of Colts Neck Township that the following appointments are confirmed to the Architectural Review Committee:

CHRISTINE VISCI

TERM EXPIRES 12/31/22

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to the following:

1. Members so appointed; and
2. Architectural Review Committee.

I, Trina Lindsey, do hereby certify the foregoing to be a true and accurate copy of a Resolution passed by the Township Committee of Colts Neck Township during the Reorganization meeting held on the 4th day of January 2020

Trina Lindsey, Municipal Clerk

| RECORD OF VOTE | | | | | | |
|---|---|---|-----|----|----|----|
| Committeeman | M | S | Yes | No | NV | Ab |
| Mayor Rizzuto | | | | | | |
| Deputy Mayor Viola | | | | | | |
| Bartolomeo | | | | | | |
| Fitzpatrick | | | | | | |
| Orgo | | | | | | |
| M - Moved S - Seconded X - indicates vote NV - Not Voting Ab - Absent | | | | | | |

RESOLUTION 2020-10

**CONFIRMING APPOINTMENTS
TO THE
ECONOMIC DEVELOPMENT COMMITTEE**

BE IT RESOLVED by the Township Committee of Colts Neck Township that pursuant to Chapter 20 of the Code of Colts Neck Township that the following appointments are confirmed to the Economic Development Committee:

SEAT 3 – LISA ALDRIDGE
SEAT 4 – DON NORKUS

TERM EXPIRES 12/31/22
TERM EXPIRES 12/31/22

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to the following:

1. Members so appointed; and
2. Economic Development Committee

I, Trina Lindsey, do hereby certify the foregoing to be a true and accurate copy of a Resolution passed by the Township Committee of Colts Neck Township during the Reorganization meeting held on the 4th day of January 2020

Trina Lindsey, Municipal Clerk

| RECORD OF VOTE | | | | | | |
|---|---|---|-----|----|----|----|
| Committeeman | M | S | Yes | No | NV | Ab |
| Mayor Rizzuto | | | | | | |
| Deputy Mayor Viola | | | | | | |
| Bartolomeo | | | | | | |
| Fitzpatrick | | | | | | |
| Orgo | | | | | | |
| M - Moved S - Seconded X - indicates vote NV - Not Voting Ab - Absent | | | | | | |

RESOLUTION 2020-11

**CONFIRMING APPOINTMENTS
TO
THE HISTORICAL PRESERVATION COMMITTEE**

BE IT RESOLVED by the Township Committee of Colts Neck Township that pursuant to Chapter 32 of the Code of Colts Neck Township that the following appointments be and are confirmed to the Historical Preservation Committee:

| | |
|------------------|-----------------------|
| PATRICIA EASTMAN | TERM EXPIRES 12/31/22 |
| MAGGIE OSMULSKI | TERM EXPIRES 12/31/22 |
| JANINE PINUELO | TERM EXPIRES 12/31/22 |
| JOANNA CONNELLY | TERM EXPIRES 12/31/22 |
| JAMES SCHATZLE | TERM EXPIRES 12/31/22 |

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to the following:

1. All member so appointed; and
2. Historical Preservation Committee.

I, Trina Lindsey, do hereby certify the foregoing to be a true and accurate copy of a Resolution passed by the Township Committee of Colts Neck Township during the Reorganization meeting held on the 4th day of January 2020

Trina Lindsey, Municipal Clerk

| RECORD OF VOTE | | | | | | |
|---|---|---|-----|----|----|----|
| Committeeman | M | S | Yes | No | NV | Ab |
| Mayor Rizzuto | | | | | | |
| Deputy Mayor Viola | | | | | | |
| Bartolomeo | | | | | | |
| Fitzpatrick | | | | | | |
| Orgo | | | | | | |
| M - Moved S - Seconded X - indicates vote NV - Not Voting Ab - Absent | | | | | | |

RESOLUTION 2020-12

**CONFIRMING APPOINTMENT
TO THE
LOCAL EMERGENCY PLANNING COMMITTEE**

BE IT RESOLVED by the Township Committee of Colts Neck Township that pursuant to Chapter 38 of the Code of Colts Neck Township that the following appointment be and is confirmed to the Local Emergency Planning Committee:

MICHAEL ROMANO
ERIC DEITRICH

TERM EXPIRES 12/31/22
TERM EXPIRES 12/31/22

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to the following:

1. Members above so appointed; and
2. Local Emergency Planning Committee.

I, Trina Lindsey, do hereby certify the foregoing to be a true and accurate copy of a Resolution passed by the Township Committee of Colts Neck Township during the Reorganization meeting held on the 4th day of January 2020

Trina Lindsey, Municipal Clerk

| RECORD OF VOTE | | | | | | |
|---|---|---|-----|----|----|----|
| Committeeman | M | S | Yes | No | NV | Ab |
| Mayor Rizzuto | | | | | | |
| Deputy Mayor Viola | | | | | | |
| Bartolomeo | | | | | | |
| Fitzpatrick | | | | | | |
| Orgo | | | | | | |
| M - Moved S - Seconded X - indicates vote NV - Not Voting Ab - Absent | | | | | | |

RESOLUTION 2020-13

CONFIRMING DESIGNATION OF MUNICIPAL DEPOSITORIES

WHEREAS, Title 17:9-9 and N.J.S.A. 40A:5-14 provide for the designation of depositories for municipal funds by resolution of the Governing Body.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of Colts Neck Township that the following banks be designated for deposit of Township funds:

- Amboy Bank
- The Bank of America
- Investors Bank
- Kearny Bank
- Manasquan Bank
- Ocean First Bank
- PNC Bank
- Sovereign Bank
- State Street Bank & Trust Company, State of NJ Cash Management Fund
- TD Bank
- Two River Community Bank
- Valley National Bank
- Wells Fargo Bank

I, Trina Lindsey, do hereby certify the foregoing to be a true and accurate copy of a Resolution passed by the Township Committee of Colts Neck Township during the Reorganization meeting held on the 4th day of January 2020

Trina Lindsey, Municipal Clerk

| RECORD OF VOTE | | | | | | |
|---|---|---|-----|----|----|----|
| Committeeman | M | S | Yes | No | NV | Ab |
| Mayor Rizzuto | | | | | | |
| Deputy Mayor Viola | | | | | | |
| Bartolomeo | | | | | | |
| Fitzpatrick | | | | | | |
| Orgo | | | | | | |
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RESOLUTION 2020-14

ADOPTION OF A TEMPORARY BUDGET FOR 2020

WHEREAS, N.J.S.A. 40A:4-19 provides that every Municipality must make temporary appropriations during the period January 1 to adoption of the budget sufficient to cover commitments made during the period January 1 to the date of adoption of the 2020 Budget, and

NOW THEREFORE BE IT AND IT IS HEREBY RESOLVED that the following list of appropriations shall constitute the 2020 Temporary Budget for the Township of Colts Neck, Monmouth County, New Jersey.

| <u>Current Fund</u> | <u>2020 TEMPORARY BUDGET</u> |
|---|--------------------------------------|
| Administrative and Executive: | |
| Salaries and Wages | \$ 46,000.00 |
| Other Expenses | 20,000.00 |
| Mayor and Committee: | |
| Salaries and Wages | 1,750.00 |
| Municipal Clerk: | |
| Salaries and Wages | 30,000.00 |
| Elections: | |
| Other Expenses | 200.00 |
| Financial Administration(Treasury): | |
| Salaries and Wages | 25,000.00 |
| Other Expenses | 25,000.00 |
| Audit Services: | |
| Other Expenses | 7,500.00 |
| Revenue Administration(Tax Collection): | |
| Salaries and Wages | 35,000.00 |
| Other Expenses | 2,500.00 |
| Tax Assessment Administration: | |
| Salaries and Wages | 9,000.00 |
| Other Expenses | 3,000.00 |
| Legal Services: | |
| Other Expenses | 75,000.00 |
| Engineering Services: | |
| Other Expenses | 4,000.00 |
| Farmland/Open Space Commission: | |
| Salaries and Wages | 200.00 |
| Other Expenses | 500.00 |
| Historic Preservation: | |
| Salaries and Wages | 200.00 |
| Other Expenses | 500.00 |
| Planning Board: | |
| Salaries and Wages | 40,000.00 |
| Other Expenses | 3,000.00 |
| Architectural Review: | |
| Salaries and Wages | 200.00 |
| Zoning Board of Adjustment: | |
| Salaries and Wages | 400.00 |
| Other Expenses | 1,500.00 |
| Code Enforcement Official: | |
| Salaries and Wages | 12,500.00 |
| Other Expenses | 1,000.00 |
| Insurance: | |
| Liability Insurance | 150,000.00 |

| | |
|--|------------|
| Other Insurance Premiums | 200,000.00 |
| Workers Compensation Insurance | 150,000.00 |
| Police Department: | |
| Salaries and Wages | 600,000.00 |
| Other Expenses | 25,000.00 |
| Office of Emergency Management: | |
| Other Expenses | 200.00 |
| Aid to Volunteer Fire Companies | 36,000.00 |
| First Aid Organization-Contribution | 7,500.00 |
| Fire Department: | |
| Other Expenses | 10,000.00 |
| Fire Prevention Bureau: | |
| Salaries and Wages | 5,000.00 |
| Other Expenses | 500.00 |
| Streets and Road Maintenance: | |
| Salaries and Wages | 100,000.00 |
| Other Expenses | 25,000.00 |
| Snow Removal: | |
| Salaries and Wages | 5,000.00 |
| Other Expenses | 100,000.00 |
| Shade Tree Commission: | |
| Salaries and Wages | 250.00 |
| Other Expenses | 1,000.00 |
| Recycling: | |
| Salaries and Wages | 2,000.00 |
| Other Expenses | 75,000.00 |
| Buildings and Grounds: | |
| Salaries and Wages | 500.00 |
| Other Expenses | 25,000.00 |
| Public Health Services(Board of Health): | |
| Salaries and Wages | 33,000.00 |
| Other Expenses | 5,000.00 |
| Environmental Commission: | |
| Salaries and Wages | 200.00 |
| Other Expenses | 25.00 |
| Animal Control Services: | |
| Other Expenses | 4,000.00 |
| Recreation Services and Programs: | |
| Salaries and Wages | 30,000.00 |
| Other Expenses | 25,000.00 |
| Maintenance of Parks: | |
| Other Expenses | 3,500.00 |
| Electricity | 9,000.00 |
| Street Lighting | 3,000.00 |
| Telephone | 10,000.00 |
| Fuel Oil/Natural Gas | 10,000.00 |
| Gasoline | 25,000.00 |
| Social Security System | 90,000.00 |
| Municipal Court: | |
| Salaries and Wages | 27,500.00 |
| Other Expenses | 2,000.00 |
| Aid to Library: | |
| Other Expenses | 5,000.00 |
| Payment of BAN's | 336,399.12 |

\$ 2,480,524.12

I, Trina Lindsey, do hereby certify the foregoing to be a true and accurate copy of a Resolution passed by the Township Committee of Colts Neck Township during the Reorganization meeting held on the 4th day of January 2020.

Trina Lindsey, Municipal Clerk

| RECORD OF VOTE | | | | | |
|---|-----|-----|----|----|----|
| Committeeman | M S | Yes | No | NV | Ab |
| Mayor Rizzuto | | | | | |
| Deputy Mayor Viola | | | | | |
| Bartolomeo | | | | | |
| Fitzpatrick | | | | | |
| Orgo | | | | | |
| M - Moved S - Seconded X - Indicates Vote NV - Not Voting Ab - Absent | | | | | |

RESOLUTION 2020-15

**AUTHORIZING ESTABLISHMENT OF
FEES, PENALTIES AND INTEREST RATES FOR 2020**

BE IT RESOLVED that upon the recommendations of the Township Tax Collector:

1. Taxes shall be collected quarterly on February 1, May 1, August 1 and November 1, 2020.
2. There shall be a ten (10) day grace period on the quarterly taxes, after which unpaid taxes will be charged interest back to the due date.
3. Interest shall be charged and calculated at the rate of eight (8) % per annum on the first \$1,500.00 of the delinquency, and eighteen (18) % per annum on any amount in excess of \$1,500.00 to be calculated from the date the tax is payable until the date the actual payment is received.
4. There shall be a six (6) % penalty for a delinquency over \$10,000.00 if not paid prior to the end of the calendar year. Delinquency is defined to mean the sum of all taxes and municipal charges due on a given parcel of property covering any number of quarters.
5. Redemption fee for Tax Sale Certificates, as follows:

Two (2) % on certificates \$200.00 to \$4,999.99.
Four (4) % on certificates \$5,000.00 to \$9,999.99.
Six (6) % on certificates over \$10,000.00.
6. A service charge of \$20.00 will be charged for each returned check used to make any payment to the Township of Colts Neck for insufficient funds.
7. A fee of \$5.00 will be charged for the first duplicate copy of the tax bill requested by a mortgage servicing organization and a fee of \$25.00 will be charged to each subsequent duplicate copy of the same bill in the same tax year.
8. All tax sale certificate redemption amounts shall be obtained from the Tax Collector. In addition, a \$25.00 fee will be charged for each additional request after the second, for a redemption calculation.
9. A fee of \$100.00 will be charged for the issuance of a Duplicate Tax Sale Certificate.

I, Trina Lindsey, do hereby certify the foregoing to be a true and accurate copy of a Resolution passed by the Township Committee of Colts Neck Township during the Reorganization meeting held on the 4th day of January 2020

Trina Lindsey, Municipal Clerk

| RECORD OF VOTE | | | | | | |
|---|---|---|-----|----|----|----|
| Committeeman | M | S | Yes | No | NV | Ab |
| Mayor Rizzuto | | | | | | |
| Deputy Mayor Viola | | | | | | |
| Bartolomeo | | | | | | |
| Fitzpatrick | | | | | | |
| Orgo | | | | | | |
| M - Moved S - Seconded X - indicates vote NV - Not Voting Ab - Absent | | | | | | |

RESOLUTION 2020-16

**AUTHORIZING PRE-PAYMENT
OF CERTAIN ITEMS**

WHEREAS, Colts Neck Township has budgeted funds for 2020 for payment of utilities, payroll, debt service, governmental fees, and insurance, and for the printing and mailing costs of the Township; and

WHEREAS, the payment of these items frequently arrives out of time for placement on the next available bills list, and in several months of the year the Governing Body does not meet for a period of one month, thereby inadvertently placing these bills and mailings in arrears because of the schedule of meetings.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of Colts Neck Township that the Chief Financial Officer be and is hereby authorized to make pre-payment of the following fixed items prior to the same appearing on the Township Committee meeting bills list, such funds to be taken from the pre-budgeted amount for each such expense for 2020:

1. Utilities (electric, gas, water, sewer, cable and telephone);
2. Payroll;
3. Debt services, as evidenced by pre-existing bonds and notes;
4. Health, dental and other insurance premiums;
5. Federal, state, county fees and taxes; and
6. Postage for tax bills, newsletters, and other Township mailings.

I, Trina Lindsey, do hereby certify the foregoing to be a true and accurate copy of a Resolution passed by the Township Committee of Colts Neck Township during the Reorganization meeting held on the 4th day of January 2020.

Trina Lindsey, Municipal Clerk

| RECORD OF VOTE | | | | | | |
|---|---|---|-----|----|----|----|
| Committeeman | M | S | Yes | No | NV | Ab |
| Mayor Rizzutto | | | | | | |
| Deputy Mayor Viola | | | | | | |
| Bartolomeo | | | | | | |
| Fitzpatrick | | | | | | |
| Orgo | | | | | | |
| M - Moved S - Seconded X - indicates vote NV - Not Voting Ab - Absent | | | | | | |

RESOLUTION 2020-17

AUTHORIZING COLTS NECK TOWNSHIP CASH MANAGEMENT PLAN

WHEREAS, N.J.S.A. 40A:5-14 mandates the Governing Body shall, by resolution passed by a majority of the membership thereof, approve a Cash Management Plan;

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

1. The attached updated Cash Management Plan will guide the investment of idle cash of the Township of Colts Neck;
2. The attached updated Cash Management Plan includes a Policy Statement to guide its implementation;
3. The Chief Financial Officer will administer the Plan; and
4. The Plan is subject to annual audit.

BE IT FURTHER RESOLVED that a certified copy of the Resolution be forwarded to the following:

1. Township Chief Financial Officer;
2. Township Auditor;
3. All depositories named in Section IV of the attached updated Cash Management Plan; and
4. All dealers and brokerage firms in Section V of the attached Cash Management Plan.

I, Trina Lindsey, do hereby certify the foregoing to be a true and accurate copy of a Resolution passed by the Township Committee of Colts Neck Township during the Reorganization meeting held on the 4th day of January 2020

Trina Lindsey, Municipal Clerk

| RECORD OF VOTE | | | | | | |
|---|---|---|-----|----|----|----|
| Committeeman | M | S | Yes | No | NV | Ab |
| Mayor Rizzuto | | | | | | |
| Deputy Mayor Viola | | | | | | |
| Bartolomeo | | | | | | |
| Fitzpatrick | | | | | | |
| Orgo | | | | | | |
| M - Moved S - Seconded X - indicates vote NV - Not Voting Ab - Absent | | | | | | |

RESOLUTION 2020-18

**CONFIRMING APPOINTMENT
OF
COMMUNITY DEVELOPMENT REPRESENTATIVE
KATHLEEN CAPRISTO**

BE IT RESOLVED by the Township Committee of Colts Neck Township that it hereby appoints Ms. Kathleen Capristo as the Colts Neck Community Development Representative, with the County of Monmouth; and

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to the following:

1. Ms. Kathleen Capristo; and
2. Monmouth County Community Development Program.

I, Trina Lindsey, do hereby certify the foregoing to be a true and accurate copy of a Resolution passed by the Township Committee of Colts Neck Township during the Reorganization meeting held on the 4th day of January 2020

Trina Lindsey, Municipal Clerk

| RECORD OF VOTE | | | | | | |
|---|---|---|-----|----|----|----|
| Committeeman | M | S | Yes | No | NV | Ab |
| Mayor Rizzuto | | | | | | |
| Deputy Mayor Viola | | | | | | |
| Bartolomeo | | | | | | |
| Fitzpatrick | | | | | | |
| Orgo | | | | | | |
| M - Moved S - Seconded X - indicates vote NV - Not Voting Ab - Absent | | | | | | |

RESOLUTION 2020-19

**CONFIRMING DESIGNATION OF
PUBLIC AGENCY COMPLIANCE OFFICER
KATHLEEN CAPRISTO**

BE IT RESOLVED by the Township Committee of Colts Neck Township that it hereby designates Ms. Kathleen Capristo as the Public Agency Compliance Officer (P.A.C.O); and

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to the following:

1. Kathleen Capristo; and
2. State of New Jersey, EEO Monitoring Program.

I, Trina Lindsey, do hereby certify the foregoing to be a true and accurate copy of a Resolution passed by the Township Committee of Colts Neck Township during the Reorganization meeting held on the 4th day of January 2020

Trina Lindsey, Municipal Clerk

| RECORD OF VOTE | | | | | | |
|---|---|---|-----|----|----|----|
| Committeeman | M | S | Yes | No | NV | Ab |
| Mayor Rizzuto | | | | | | |
| Deputy Mayor Viola | | | | | | |
| Bartolomeo | | | | | | |
| Fitzpatrick | | | | | | |
| Orgo | | | | | | |
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RESOLUTION 2020-20

**CONFIRMING APPOINTMENT OF
MID JERSEY JOINT INSURANCE FUND COMMISSIONER
KATHLEEN CAPRISTO**

BE IT RESOLVED by the Township Committee of Colts Neck Township that it hereby appoints Ms. Kathleen Capristo as Commissioner of the Mid Jersey Joint Insurance Fund; and

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to the following:

1. Kathleen Capristo; and
2. Mid Jersey Joint Insurance Fund.

I, Trina Lindsey, do hereby certify the foregoing to be a true and accurate copy of a Resolution passed by the Township Committee of Colts Neck Township during the Reorganization meeting held on the 4th day of January 2020

Trina Lindsey, Municipal Clerk

| RECORD OF VOTE | | | | | | |
|---|---|---|-----|----|----|----|
| Committeeman | M | S | Yes | No | NV | Ab |
| Mayor Rizzuto | | | | | | |
| Deputy Mayor Viola | | | | | | |
| Bartolomeo | | | | | | |
| Fitzpatrick | | | | | | |
| Orgo | | | | | | |
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RESOLUTION 2020-21

**CONFIRMING APPOINTMENT OF
RECYCLING COORDINATOR
JEANIE ROSETI**

BE IT RESOLVED by the Township Committee of Colts Neck Township that pursuant to Chapter 195 of the Code of Colts Neck Township that it hereby confirms the appointment of Ms. Jeanie Roseti as Recycling Coordinator, Colts Neck Township, County of Monmouth, for a one-year term, expiring on December 31, 2020; and

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to the following:

1. Ms. Jeanie Roseti;
2. Mr. John Antonides, Chief Financial Officer; and
3. Ms. Fran Metzger, Monmouth County Recycling Coordinator.

I, Trina Lindsey, do hereby certify the foregoing to be a true and accurate copy of a Resolution passed by the Township Committee of Colts Neck Township during the Reorganization meeting held on the 4th day of January 2020

Trina Lindsey, Municipal Clerk

| RECORD OF VOTE | | | | | | |
|---|---|---|-----|----|----|----|
| Committeeman | M | S | Yes | No | NV | Ab |
| Mayor Rizzuto | | | | | | |
| Deputy Mayor Viola | | | | | | |
| Bartolomeo | | | | | | |
| Fitzpatrick | | | | | | |
| Orgo | | | | | | |
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RESOLUTION 2020-22

**APPROVING USE OF
ROBERT'S RULES OF ORDER
FOR
TOWNSHIP COMMITTEE MEETINGS**

BE IT RESOLVED by the Township Committee of Colts Neck Township that it hereby approves the use of Robert's Rules of Order for the conducting of Township Committee Meetings.

I, Trina Lindsey, do hereby certify the foregoing to be a true and accurate copy of a Resolution passed by the Township Committee of Colts Neck Township during the Reorganization meeting held on the 4th day of January 2020

Trina Lindsey, Municipal Clerk

| RECORD OF VOTE | | | | | | |
|---|---|---|-----|----|----|----|
| Committeeman | M | S | Yes | No | NV | Ab |
| Mayor Rizzuto | | | | | | |
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| Bartolomeo | | | | | | |
| Fitzpatrick | | | | | | |
| Orgo | | | | | | |
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RESOLUTION 2020-23

**DESIGNATION OF
OFFICIAL TOWNSHIP NEWSPAPERS**

BE IT RESOLVED by the Township Committee of Colts Neck Township that it hereby designates The Star Ledger, Asbury Park Press, and News Transcript as the official Township newspapers.

I, Trina Lindsey, do hereby certify the foregoing to be a true and accurate copy of a Resolution passed by the Township Committee of Colts Neck Township during the Reorganization meeting held on the 4th day of January 2020

Trina Lindsey, Municipal Clerk

| RECORD OF VOTE | | | | | | |
|---|---|---|-----|----|----|----|
| Committeeman | M | S | Yes | No | NV | Ab |
| Mayor Rizzuto | | | | | | |
| Deputy Mayor Viola | | | | | | |
| Bartolomeo | | | | | | |
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| Orgo | | | | | | |
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RESOLUTION 2020-24

REQUIRING DIRECT DEPOSIT OF PAYROLL CHECKS

WHEREAS, P.L.1981, c. 385 (C.52:14-15a) was amended by the Senate and General Assembly of the State of New Jersey to provide that municipalities (along with other State entities) may provide for mandatory direct deposit of net pay for all employees on or after July 1, 2014; and

WHEREAS, the Chief Financial Officer of Colts Neck Township recommends the municipality adopt this requirement for mandatory direct deposit of net pay as it provides an increase in the productivity of the Finance department, a decrease in the cost of producing and replacing lost checks, and the elimination of the cost of delivery of checks; and

WHEREAS, the employees of the municipality shall indicate, in writing to the Chief Financial Officer, the specific banking institution(s) and designated checking account(s), savings account(s) or share account(s) to which the deposit shall be made on behalf of the employee; and

WHEREAS, the Chief Financial Officer of Colts Neck Township may determine special exceptions to this policy for paychecks for terminated employees and seasonal employees; and

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of Colts Neck Township that, effective January 1, 2020, mandatory direct deposit of net pay for all employees of Colts Neck Township shall be made to the specific banking institution(s) provided by each employee.

I, Trina Lindsey, do hereby certify the foregoing to be a true and accurate copy of a Resolution passed by the Township Committee of Colts Neck Township during the Reorganization meeting held on the 4th day of January 2020

Trina Lindsey, Municipal Clerk

| RECORD OF VOTE | | | | | | |
|---|---|---|-----|----|----|----|
| Committeeman | M | S | Yes | No | NV | Ab |
| Mayor Rizzuto | | | | | | |
| Deputy Mayor Viola | | | | | | |
| Bartolomeo | | | | | | |
| Fitzpatrick | | | | | | |
| Orgo | | | | | | |
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RESOLUTION 2020-25

**AUTHORIZING CANCELLATION OF 2020 TAX DEBIT AND CREDIT
BALANCES OF LESS THAN \$5.00**

WHEREAS, properties reflect 2020 tax and credit balances of less than \$5.00, and
WHEREAS, it is deemed unfeasible to incur the cost of collecting or refunding tax
balances of less than \$5.00.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of
Colts Neck Township that the Tax Collector, pursuant to N.J.S.A. 40A:5-17.1a, is
authorized and directed to cancel any 2020 tax and credit balances of less than \$5.00.

I, Trina Lindsey, do hereby certify the
foregoing to be a true and accurate copy of a
Resolution passed by the Township
Committee of Colts Neck Township during
the Reorganization meeting held on the 4th
day of January 2020

Trina Lindsey, Municipal Clerk

| RECORD OF VOTE | | | | | | |
|---|---|---|-----|----|----|----|
| Committeeman | M | S | Yes | No | NV | Ab |
| Mayor Rizzuto | | | | | | |
| Deputy Mayor Viola | | | | | | |
| Bartolomeo | | | | | | |
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| Orgo | | | | | | |
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RESOLUTION 2020-26

PAYMENT OF CLAIMS, CLAIMANT'S SIGNATURE FOR PAYMENT

WHEREAS, NJSA 40A:5-16 requires that the governing body of any local unit shall not pay out of its monies unless

(a) the person claiming or receiving payment first presents a detailed bill of items or demand, specifying particularly how the bill or demand is made up (the Invoice), with the certification of the party claiming payment that the bill or demand is correct (the Claimant Certification).

(b) the payment carries a written or electronic certification of some officer or duly designated employee of the local unit having knowledge of the facts that the goods have been received by, or the services rendered to, the local unit (certification of the user department).

WHEREAS, NJAC 5:30-9A.6 gives local units discretion to not require claimant certification by enacting a standard policy by resolution for vendors or claimants who do not provide such certification as part of its normal course of business; and

WHEREAS, generally, vendors do NOT provide such certification as part of the normal course of business which has created unnecessary confusion and delay in processing claims for payment; and

WHEREAS, the Claimant certification cannot be waived for reimbursement of employee expenses, or for services provided exclusively and entirely by an individual; and

WHEREAS, the Chief Financial Officer has communicated internal accounting controls as follows and has determined same to be sufficient to avoid errors and fraud in the processing of claims for payment

- 1) No goods or services will be procured without a valid Purchase Order containing the signature of the Township's Purchasing Agent.
- 2) Except for contract items approved by resolution of the Township Committee of Colts Neck Township, all procurement transactions must originate by way of a requisition in the Township's Finance System. Requisitions will not be processed without a digital signature of the Department Head (or, in certain limited situations, a designee approved by the CFO)

- 3) In processing Purchase Orders from Requisitions, Purchasing staff review for
 - a. Department Head approval
 - b. Legal Compliance (Local Public Contracts Law)
 - c. Compliance with any relevant Township policy
 - d. Reasonable business purpose
- 4) Questions regarding requisitions are reviewed with user departments. As necessary, certain issues are escalated to review by the Township's Purchasing Agent.
- 5) Requisitions that exceed the Pay-to-Play threshold (\$17,500) or the bid threshold (currently \$40,000) are forwarded to the Township's Purchasing Agent for processing.
- 6) Requisitions that exceed 15% of the bid threshold (currently \$6,000) require at least 2 quotes (3 quotes are preferred). Quotes obtained by user departments are attached to the requisition (digital/scanned copy). Purchasing staff review all quotes or solicit quotes if or when needed.
- 7) Properly completed requisitions are converted to Purchase Orders by Finance Office staff.
- 8) Department Heads are actively engaged in preparing and monitoring their annual budgets. Clerical assistance is available for most departments. Regular reviews are performed to assure that activity posted to the department's budget, such as Purchase Orders, is valid, proper and authorized by the Department Head.
- 9) Claims for payment are submitted to Finance Office by each department. Invoices are reviewed to verify that work was performed as authorized and that prices are consistent with original proposals.
- 10) Invoices attached to the Purchase Order are submitted to Finance Office for payment. A responsible person with direct knowledge that the work was performed or goods received signs the Purchase Order to authorize payment.
- 11) In processing Purchase Orders (and invoices) for payment, Finance Office staff review for
 - a. Certification by responsible person attesting that services were performed or goods delivered.
 - b. Verify that payment is applied to proper contract, if applicable

- c. Verify that the invoice does NOT pre-date the Purchase Order (Legal Compliance). (from item 1 above) No goods or services will be procured without a valid Purchase Order containing the signature of the Township's Purchasing Agent.
- d. Review for proper accounting treatment (proper budget account and proper budget year).
- e. Compliance with any relevant Township's policy
- f. Reasonable business purpose

12) Questions regarding Purchase Orders / Invoices are reviewed with user departments. As necessary, certain issues are escalated to review by the CFO.

13) In preparing the annual Township Budget, the CFO reviews trends and query detail as considered necessary. All unusual items are researched.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWNSHIP COMMITTEE OF COLTS NECK TOWNSHIP, that the internal accounting controls presented above by the CFO are adopted as Township Policy for Payment of Claims

BE IT FURTHER RESOLVED that pursuant to NJAC 5:30-9A.6 the Township exercises its discretion to not require claimant certifications except as required for reimbursement of employee expenses, or for services provided exclusively and entirely by an individual

BE IT FURTHER RESOLVED that this resolution is effective upon its adoption for all claims paid subsequent to January 1, 2020.

I, Trina Lindsey, do hereby certify the foregoing to be a true and accurate copy of a Resolution passed by the Township Committee of Colts Neck Township during the Reorganization meeting held on the 4th day of January 2020.

Trina Lindsey, Municipal Clerk

| RECORD OF VOTE | | | | | | |
|---|---|---|-----|----|----|----|
| Committeeman | M | S | Yes | No | NV | Ab |
| Mayor Rizzuto | | | | | | |
| Deputy Mayor Viola | | | | | | |
| Bartolomeo | | | | | | |
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| Orgo | | | | | | |
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