

RESOLUTION

**AUTHORIZING THE ADOPTION OF THE CASH MANAGEMENT PLAN
FOR THE YEAR 2021**

WHEREAS, the State of New Jersey Local Fiscal Affairs Law, N.J.S.A. 40A:5, et seq. requires that municipalities adopt a Cash Management Plan which is designed to assure, to the extent practical, investment of local funds in interest bearing accounts and other permitted investments; and

WHEREAS, the Cash Management Plan must include:

1. The designation of a public depository or depositories.
2. The authorization for investments as permitted by various applicable laws.
3. The annual submission of the Cash Management Plan to the governing body, which must be approved by a majority vote.
4. An annual audit of the Cash Management Plan.
5. That when an investment is in bonds which mature in more than one year, a determination that the maturity approximates the prospective time when such funds are needed.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Clinton that the attached Cash Management Plan is hereby adopted for the year 2021.

**Cash Management Plan
2021**

TABLE OF CONTENTS

- I. Statement of Purpose
- II. Identification of Funds and Accounts to be covered by the Plan
- III. Designation of Officials Authorized to Make Deposits and Investments
- IV. Designation of Depositories
- V. Deposit of Funds
- VI. Investment Instruments and Procedures
- VII. Safekeeping, Custody payment and Acknowledgment of Receipt of Plan
- VIII. Disbursement of Funds
- IX. Petty Cash Funds
- X. Change Funds
- XI. Bonding
- XII. Compliance
- XIII. Reporting Requirements
- XIV. Term of Plan

I. STATEMENT OF PURPOSE

This Cash Management Plan (the "Plan") is prepared pursuant to the provisions of N.J.S. A.40A: 5-14 in order to set forth the basis for the deposits and investment of certain public funds of the Township of Clinton, pending the use of such funds for the intended purposes. The plan is intended to assure that all public funds identified herein are deposited in interest bearing Deposits or otherwise invested in Permitted Investments hereinafter referred to. The intent of the Plan is to provide that the decisions made regarding the Deposits and the Permitted Investments will be done to ensure the safety, the liquidity (regarding its availability for the intended purposes), and the maximum investment return within such limits. The Plan is intended to ensure

that any Deposit or Permitted Investment matures within the time period that approximates the prospective need for the funds deposited or invested so that there is not a risk to the market value of such Deposits or Permitted Investments.

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

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

- 1. Current Fund
 - a. Current Fund Operating
 - b. Payroll
 - c. Lien Redemption
- 2. Other Trust funds:
 - a. Developers Escrow
 - b. Recreation Trust
 - c. Performance Guarantee
 - d. Unemployment
 - e. Payroll Agency
 - f. Open Space
 - g. Animal Control
 - h. Other Trust Fund
- 3. General Capital Fund
- 4. COAH

B. It is understood that this Plan is not intended to cover certain funds and accounts of the Township of Clinton, Specifically:

- 1. Deferred Compensation
- 2. Municipal Court
 - a. Fines Account
 - b. Bail Accounts

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

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

IV. DESIGNATION OF DEPOSITORIES

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

INVESTORS SAVINGS
UNITY BANK
NORTHFIELD BANK
NJ CASH MANAGEMENT FUND
NJARM

All depositories must conform to the Government Unit Deposit Protection Act (GUDPA) and shall provide a Notification of Eligibility from the State of New Jersey, Department of Banking, on a semi-annual basis. In addition, designated depositories shall maintain maximum FDIC or FSLIC coverage of all Township funds on deposit.

V. DEPOSIT OF FUNDS

All funds shall be deposited within forty-eight (48) hours of receipt, in accordance with N.J.S.A. 40A: 5-15, into appropriate fund operating accounts. Non-interest-bearing operating and capital accounts shall be regularly monitored for the availability of funds for investment. Trust accounts shall be maintained in accordance with Federal and State statutes, regulating such funds. Payroll, Developers' Escrow, Performance Bond deposits and other agency funds, which represent funds of individuals and other organizations held by the Township shall be deposited in regular interest-bearing checking accounts, unless applicable State statutes direct otherwise.

Where compensating balances are required by any designated depository to offset the cost of services provided an agreement between the Township and the depository shall be executed, specifying the charge for each service and the balance required to offset each charge. Said agreement shall be reviewed on an annual basis.

VI. INVESTMENT INSTRUMENTS AND PROCEDURE

- A. Except as otherwise specifically provided for herein, the Designated Official is hereby authorized to invest the public funds covered by this Plan, to the extent not otherwise held in Deposits, in the following Permitted Investments:
1. Bonds or other obligations of the United States of America or obligations guaranteed by the United States of America.
 2. Government money market mutual funds.
 3. Any obligation that a federal agency or a federal instrumentality has issued in accordance with an act of Congress, which security has a maturity date not greater than 397 days from the date of purchase, provided that such obligation bears a fixed rate of interest not dependent on any index or other external factor.
 4. Bonds or other obligations of the Local Unit or bonds or other obligations of school districts

- of which the Local Unit is a part or within which the School district is located.
5. Bonds or other obligations, having a maturity date not more than 397 days from the date of purchase, approved by the Division of Investment of the Department of the Treasury for investment by Local Units.
 6. Local government investment pools.
 7. Deposits with the State of New Jersey Cash Management Fund established pursuant to section 1 of P.L. 1977, c.281 (C.52: 18A-90.4); or
 8. Agreements for the repurchase of fully collateralized securities if:
 - a. The underlying securities are permitted investments pursuant to paragraphs (1) and (3) of this subsection "A."
 - b. The custody of collateral is transferred to a third party.
 - c. The maturity of the agreement is not more than 30 days.
 - d. The underlying securities are purchased through a public depository as defined in section 1 of P.L. 1970, c.236 (C.17:9-41); ND
 - e. A master repurchase agreement providing for the custody and security of collateral is executed.

For purposes of the above language, the terms "government money market mutual fund" and Local government investment pool" shall have the following definitions:

Government Money Market Mutual Fund. An Investment Company or investment trusts:

- a. Which is registered with the Securities and Exchange Commission under the "Investment Company Act of 1940," 15 U.S.C. sec. 80a-1, et seq., and operated in accordance with 17 C.F.R. sec. 270.2a-7.
- b. The portfolio of which is limited to U.S. Government securities that meet the definition of any eligible security pursuant to 17 C.F.R. sec 270.2a-7 and repurchase agreements that are collateralized by such U.S. Government securities: and
- c. Which has:
- d. Attained the highest ranking or the highest letter and numerical rating of a nationally recognized statistical rating organization; or
- e. investing in U.S. Government securities for at least the most recent past 60 Months and with assets under management in excess of \$500 million.

Local Government Investment Pool. An investment pool:

- a. Which is managed in accordance with 17 C.F.R. sec. 270.2a.7;
- b. Which is rated in the highest category by a nationally recognized statistical rating organization; which is limited to U.S. Government securities that meet the definition of an eligible security pursuant to 17 C. F.R. sec. 270.2a-7 and repurchase agreements that are collateralized by U.S. Government securities;

- c. Which is in compliance with rules adopted pursuant to the “Administrative Procedure Act,” P.L. 1968, c.410 (c.52: 14B-1 et seq.) by the Local Finance Board of the Division of Local Government Services in the Department of Community Affairs, which rules shall provide for disclosure and reporting requirements, and other provisions deemed necessary by the board to provide for the safety, liquidity and yield of the investments;
- d. Which does not permit investments in instruments that: are subject to high price volatility with changing market conditions; cannot reasonably be expected, at the time of interest rate adjustment, to have a market value that approximates their par value; or utilize an index that does not support a stable net asset value; and
- e. which purchases and redeems investments directly from the issuer, government money market mutual fund, or the State of New Jersey Cash Management Fund, or through the use of a national or State bank, located within this State, or through a broker-dealer which, at the time of purchase or redemption, has been registered continuously for a period of at least two years pursuant to section 9 of P.L. 1967 c.9 (C.49:3-56) and has at least \$25 million in capital stock (or equivalent capitalization if not a corporation), surplus reserves for contingencies and undivided profits, or through a securities dealer who makes primary markets in U.S. Government securities and reports daily to the Federal Reserve Bank of New York its position in and borrowing on such U.S. Government securities.

B. Notwithstanding the above authorization, the monies on hand in the following funds and accounts shall be further limited as to maturities, specific investments or otherwise as follows:

VII. SAFEKEEPING CUSTODY PAYMENT AND ACKNOWLEDGMENT OF RECEIPT OF PLAN.

To the extent that any Deposit or Permitted Investment involves a document or security which is not physically held by the Township, then such instrument or security shall be covered by a custodial agreement with an independent third party, which shall be a bank or financial institution in the State of New Jersey. Such institution shall provide for the designation of such investments in the name of the Township to assure that there is no unauthorized use of the funds or the Permitted Investments that involve securities shall be executed by a “delivery versus payment” method to ensure that such Permitted Investments are either received by the Township or by a third-party custodian prior to or upon the release of the Township’s funds.

To assure that all parties with whom the Township deals either by way of Deposits or Permitted Investments are aware of the authority and the limits set forth in this Plan, all such parties shall be supplied with a copy of this Plan in writing and all such parties shall acknowledge the receipt of that Plan in writing, a copy of which shall acknowledge the receipt of that Plan in writing, a copy of which shall be on file with the Designated Official(s).

VIII. DISBURSEMENT OF FUNDS

All funds shall be disbursed as authorized and directed by the Township Council. The Chief Financial Officer shall, at the beginning of the year, present to the Township Council a schedule of debt service principal and interest payments and when available, a schedule of School Tax payments for the upcoming year. Upon approval of the schedules of payments by the Township Council, the Chief Financial Officer shall then have the authority to make the following disbursements:

- School Taxes
- County Taxes
- Open Space Taxes
- Interfunds
- Purchase of Investments
- Debt Service
- Payroll - Salaries and Wages
- Health Benefits for Employees & Retirees
- Pension payments
- Postage
- Petty Cash Reimbursements
- Utility bills

IX. PETTY CASH FUND

Reimbursements for expenditures through the Petty Cash Fund shall be made within the limits approved by the Director of the Division of Local Government Services. The Petty Cash Fund shall be maintained in accordance with N.J.S.A. 40A: 5-21. Petty Cash Funds shall be maintained in the following amounts:

Finance Dept	\$ 250
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X. CHANGE FUNDS

Change funds have been established by past resolutions of the governing body to provide change to taxpayers making payments to the following departments:

Tax Office	\$ 100
Municipal Court	\$ 100
Township Clerk/ Animal Control License Official	\$ 50
Recreation	\$ 30

XI. BONDING

The following officials shall be covered by individual or blanket surety bonds; said surety bonds to be examined by the independent auditor to insure their proper execution:

- Chief Financial Officer
- Tax Collector
- Court Administrator
- Staff members of the Department of Finance and Tax Collection not covered by separate surety

bonds shall be covered by a Public Employee's Faithful Performance Bond.

XII. COMPLIANCE

The Cash Management Plan of the Township of Clinton shall be subject to the approval of the Township Attorney, and shall be subject to the annual audit conducted pursuant to N.J.S.A. 40A: 5-4.

As stated in N.J.S.A. 40A:5-14, the official(s) charged with the custody of Township funds shall deposit them as instructed by this Cash Management Plan, and shall thereafter be relieved of any liability or loss due to the insolvency or closing of any designated depository.

If at any time, this Cash Management Plan conflicts with any regulation of the State of New Jersey, or and department thereof, the applicable State regulations shall apply.

XIII. REPORTING REQUIREMENTS.

By the tenth day of each month during which this Plan is in effect, the Designated Official(s) referred to in Section III hereof shall supply to the Mayor and Administrator of the Township a written report of any permitted investments made pursuant to this Plan, which shall include, at a minimum, the following information:

- A. The Name of any institution holding funds of the Township as a permitted investment.
- B. The amount of investments purchased or sold during the immediately preceding month.
- C. The class or type of investment purchased.
- D. The book value of such investments
- E. The earned income on such permitted investment. To the extent that such amounts are actually earned at maturity, this report shall provide an accrual of such earnings during the immediately preceding month.
- F. The fees incurred to undertake such permitted investments.
- G. The market value of all permitted investments as of the end of the immediately preceding month.
- H. All other information which may be deemed reasonable from time to time by the governing body of the Township.

XIV. TERM OF PLAN.

This Plan shall be in effect from January 1, 2021 to December 31, 2021. Attached to this Plan is a resolution of the governing body of the Township of Clinton approving this Plan for such a time period. The Plan may be amended from time to time. To the extent that any amendment is adopted by the Committee, the Designated Official (s) is directed to supply copies of the amendments to all of the parties who otherwise have received the copy of the originally approved Plan. The amendment shall be acknowledged in writing in the same manner as the original Plan was so acknowledged.

ATTEST:

Carla Conner, Township Clerk

Brian Mullay, Mayor

Adopted: January 6, 2021

RESOLUTION

AUTHORIZING SIGNATURES ON TOWNSHIP CHECKS

WHEREAS, all disbursements shall be by bank check signed by the Mayor and counter signed by the Treasurer.

NOW, THEREFORE, BE IT RESOLVED, the Township Administrator and Township Clerk are also authorized to sign on all accounts listed below:

Current Account, Escrow Account, Capital Account, Unemployment Compensation Account, Recreation Commission Trust Account, Neighborhood Preservation Balanced Housing Program, Payroll Account, Payroll Agency Account, Performance Guarantee Account, Open Space Account, Assessment Trust Account, COAH Account, Animal Control, P-G Investment Account, Credit Card Clearing Account, Twp Trust Account and Grant Account.

BE IT FURTHER RESOLVED, that signatures noted below are required for the accounts designated:

Tax Redemption Account

Clinton Twp Municipal Court
General Acct.
Bail Acct.

Tax Collector
Township Clerk
Court Administrator

ATTEST:

Carla Conner, Township Clerk

Brian Mullay, Mayor

Adopted: January 6, 2021

**TOWNSHIP OF CLINTON
RESOLUTION
TEMPORARY BUDGET FOR 2021**

WHEREAS, N.J.S.A. 40A:4-19 allows for a municipality to adopt a temporary budget within the first 30 days of its budget year when contracts, commitments or payments need to be made prior to the adoption of the regular budget, and

WHEREAS, the total appropriations of the previous year's budget exclusive of appropriations for debt service, capital improvements and public assistance totals \$10,436,149.41, and

WHEREAS, the maximum allowable amount of the temporary budget is 26.25% of the allowable appropriations for a total of \$2,739,489.22,

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Township of Clinton in the County of Hunterdon, State of New Jersey, that the 2021 Temporary Budget shall be as follows:

<u>Department</u>	<u>Type</u>	<u>Amount</u>
Mayor & Council	S&W	\$4,200.00
	O/E	\$ 4,000.00
Administration	S&W	\$35,000.00
	O/E	\$7,000.00
Municipal Clerk	S&W	\$20,000.00
	O/E	\$13,000.00
Elections	O/E	\$2,000.00
Information Technology	O/E	\$7,000.00
Financial Administration	S&W	\$30,000.00
	O/E	\$24,000.00
Collection of Taxes	S&W	\$20,000.00
	O/E	\$3,500.00
Assessment of Taxes	S&W	\$25,000.00
	O/E	\$4,000.00
Legal Services	O/E	\$50,000.00
Engineering Services	O/E	\$15,000.00
Open Space Committee	O/E	\$100.00
Environmental Committee	O/E	\$100.00
Historic Commission	O/E	\$100.00
Planning Board	S&W	\$18,000.00
	O/E	\$5,000.00
Zoning Board	S&W	\$3,000.00
	O/E	\$400.00
Board of Adjustment	O/E	\$1,000.00
Uniform Construction Code	S&W	\$70,000.00
	O/E	\$15,000.00
Other Insurance	O/E	\$300,000.00

Group Insurance

O/E

\$325,000.00

Police Department	S&W	\$800,000.00
	O/E	\$25,000.00
Division of Fire Safety	O/E	\$20,000.00
Fire Hydrants	O/E	\$28,000.00
Fire Prevention	S&W	30,000.00
	O/E	\$2,500.00
Prosecutor	S&W	\$15,000.00
Streets & Roads	S&E	\$250,000.00
	O/E	\$50,000.00
Buildings and Grounds	O/E	\$30,000.00
Vehicle Maintenance	O/E	\$25,000.00
Board of Health	O/E	5,000.00
Recreation Department	S&W	\$25,000.00
	O/E	\$12,000.00
Municipal Court	S&W	\$75,000.00
	O/E	\$8,000.00
Electric	O/E	\$17,000.00
Street Lighting	O/E	\$5,000.00
Telephone	O/E	\$18,000.00
Water	O/E	\$1,000.00
Natural Gas	O/E	\$7,000.00
Sewer Services	O/E	\$2,000.00
Gasoline	O/E	\$35,000.00
Social Security	O/E	\$150,000.00
TOTAL		<u>\$2,636,900.00</u>

DEBT SERVICE

Note Principal		\$150,000.00
Bond Principal	O/E	2,060,000.00
Bond Interest	O/E	\$377,100.00
Note Interest	O/E	\$124,000.00
		<u>\$2,711,100.00</u>

ATTEST:

Carla Conner, Township Clerk

Brian Mullay, Mayor

Adopted: January 6, 2021

RESOLUTION

SETTING THE DELINQUENT TAX INTEREST RATE AND CANCELING TAXES UNDER \$10.00

WHEREAS, N.J. Revised Statutes 54:4-67 implies that affirmative action is required on the part of the governing body in fixing the rate of interest on delinquent taxes.

THEREFORE, BE IT RESOLVED by the Township Council of the Township of Clinton, that the interest rate on delinquent taxes shall be 8% per annum of the first \$1,500 and 18% per annum on any amount in excess of \$1,500 for the year 2021 and no interest shall be charged if payment of any installment is made within the 10th calendar day following the day upon which same became payable.

BE IT FURTHER RESOLVED, in accordance with N.J.S.A. 54:4-67 the governing body may also fix a penalty to be charged to a taxpayer with a delinquency in excess of \$10,000.00 who fails to pay that delinquency prior to the end of the calendar year and that such penalty shall not exceed 6% of the amount of the delinquency.

BE IT FURTHER RESOLVED, in any case where the taxes are not paid during the respective extended periods, the full interest rate from the due date shall apply; and

BE IT RESOLVED, P.L. 1979, Chapter 82, as amended by PL 1996, Chapter 113 (C.40A:9-154.1) allows the governing body of a municipality to authorize the Township Tax Collector to process the refund and/or cancel property taxes less than \$10.00 without further action of the governing body.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Township of Clinton, County of Hunterdon, State of New Jersey, that the Township of Clinton Tax Collector is hereby authorized to process refunds and delinquencies as permitted by P.L. 1979, Chapter 82, as amended by PL 1996, Chapter 113 (C.40A:9-154.1)

ATTEST:

Carla Conner, Township Clerk

Brian Mullay, Mayor

Adopted: January 6, 2021

RESOLUTION

TO AUTHORIZE THE TAX COLLECTOR TO HOLD TAX SALE

BE IT RESOLVED, by the Mayor and Council of the Township of Clinton that the Tax Collector is authorized to conduct a tax sale for all prior years' delinquent taxes pursuant to New Jersey Law Chapter 99.

ATTEST:

Carla Conner, Township Clerk

Brain Mullay, Mayor

Adopted: January 6, 2021

RESOLUTION

AUTHORIZING THE SPECIAL TAX COUNSEL TO FILE TAX APPEALS

WHEREAS, the Hunterdon County Board of Taxation has been advised by the Attorney General's Office that the Municipal or Tax Attorney should file tax appeals in behalf of the municipality; and

WHEREAS, the Hunterdon County Board of Taxation will no longer accept tax appeals from Municipal Tax Assessors as was permitted in the past provided a resolution was adopted.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council that the Township Tax Counsel is authorized to file tax appeals, and settlement stipulations on behalf of the Township of Clinton pursuant to this resolution.

BE IT FURTHER RESOLVED, that a certified copy of this resolution be forwarded to the Hunterdon County Board of Taxation with advice copies to the Township Attorney and the Tax Assessor.

ATTEST:

Carla Conner, Township Clerk

Brian Mullay, Mayor

Adopted: January 6, 2021

RESOLUTION

AUTHORIZING THE TAX ASSESSOR TO FILE CORRECTIVE APPEALS

WHEREAS, Mr. Jeff Ward serves as Tax Assessor for the Township of Clinton; and

WHEREAS, Mr. Ward is authorized to process corrective appeals, sign stipulations to assessment appeals and process farmland rollback petitions on behalf of the Township of Clinton.

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Council of the Township of Clinton, County of Hunterdon, State of New Jersey as follows:

1. Mr. Ward is authorized to perform the tasks outlined above.
2. A copy of this resolution shall be sent to the Hunterdon County Board of Taxation.

ATTEST:

Carla Conner, Township Clerk

Brian Mullay, Mayor

Adopted: January 6, 2021

RESOLUTION

APPOINTING THE PUBLIC AGENCY COMPLIANCE OFFICER

WHEREAS, the New Jersey Department of the Treasury requires municipalities to designate a Public Agency Compliance Officer; and

WHEREAS, the Administrator, Vita Mekovetz is most qualified to serve in this capacity.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Township of Clinton, County of Hunterdon, State of New Jersey that Vita Mekovetz is appointed Public Agency Compliance Officer.

ATTEST:

Carla Conner, Township Clerk

Brian Mullay, Mayor

Adopted: January 6, 2021

RESOLUTION

SETTING FEES FOR MEETING NOTICES AND DESIGNATING THE OFFICIAL NEWSPAPERS

BE IT RESOLVED, Sec. 14 of the Open Public Meetings Act, Chapter 231 P.L. 1975 permits the public body to fix a reasonable sum to be charged to persons who request that notice of meeting as required under the Act be mailed to them individually; and said sum is to cover the costs of providing such notices and said section further permits the public body to provide such notices free of charge to news media who so request.

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Clinton, County of Hunterdon, State of New Jersey, as follows:

Each person requesting an individual notice be mailed to him shall pay according to State Statute for copies of such notices, as required under the act.

Requests for such individual notice made by news media shall be granted without cost.

1. The sum herein designated is subject to change upon the adoption of superseding resolution by this public body; and

BE IT RESOLVED, Sec. 3d of the Open Public Meetings Act requires that said notice of meeting's be submitted to two (2) newspapers, one (1) of which shall be the official newspaper; and, the Township Council of the Township of Clinton has determined that the Hunterdon Review, Courier News, the Hunterdon County Democrat, and the Star Ledger have the greatest likelihood of informing the public within the jurisdictional boundaries of Clinton Township of such meetings:

BE IT FURTHER RESOLVED, by the Township Council of the Township of Clinton that the Hunterdon County Democrat is hereby designated as the official weekly newspaper of this body during 2022, as required by Sec. 13 and 3d(2) of the Open Public Meetings Act.

ATTEST:

Carla Conner, Township Clerk

Brian Mullay, Mayor

Adopted: January 6, 2021

RESOLUTION

APPOINTING THE TOWNSHIP PROFESSIONALS FOR THE YEAR 2021 WITH NOT TO EXCEED AMOUNTS

WHEREAS, the Mayor and Council of the Township of Clinton desire to engage certain professionals for the year 2021; and

WHEREAS, those professionals consist of the following:

Township Attorney	Trishka Cecil, Esq., Mason, Griffin & Pierson, PC	\$200,000
Township Engineer	Larry Plevier, CME, PE Mott MacDonald	\$300,000
Township Auditor	Suplee Clooney	\$32,000
Township Planners	Tom Behrens, Burgis Associates	\$25,000
Special Tax Counsel	Fred Semrau, Esq., Dorsey & Semrau	\$20,000
Labor Counsel	Steve Trimboli, Knapp, Trimboli & Prusinowski, LLC	\$50,000
Bond Counsel	Matt Jessup, McManimon, Scotland & Baumann	\$20,000
Affordable Housing Attorney	Jon Drill, Stickel, Koenig, Sullivan & Drill	\$70,000

WHEREAS, the Mayor and Council have reviewed the qualifications of the above mentioned professionals and find them to be qualified to act on behalf of the Township; and

WHEREAS, all fees are delineated in the contract documents, and the Township Administrator has determined and certified in writing that the value of each of the acquisitions may not exceed the amounts above without further authorization from Mayor and Council; and

WHEREAS, the anticipated term of these contracts is one year; and

WHEREAS, the above mentioned professionals have completed and submitted a Campaign Contributions Affidavit as required by N.J.S.A.19A:44A-20.2 *et seq.* verifying they have not made any reportable contributions to a candidate or municipal committee representing the elected officials in the Township of Clinton in the previous one year, and that the contract

will prohibit the aforementioned from making any reportable contributions through the term of the contract; and

WHEREAS, all of the aforementioned Professional Services Agreements are contingent upon Township Attorney Review; and

WHEREAS, the Business Disclosure Entity Certification and the Determination of Value shall be filed with this resolution of award;

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-1 *et seq.* authorizes the award of the aforesaid contracts without public bidding as the professional services contracts; and

WHEREAS, the Chief Financial Officer has certified that sufficient funds are available for these purposes.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Council of the Township of Clinton, County of Hunterdon, State of New Jersey authorizes the execution of contracts as described herein:

1. The Mayor and Township Clerk are hereby authorized to execute the above referenced contracts.
2. A copy of this Resolution, the Certifications of Contract Value, the Campaign Contributions Affidavits, and the executed Agreements shall be placed on file in the office of the Municipal Clerk.
3. Notice of the award of these contracts shall be published in the official Township newspaper as required by law.
4. This resolution shall take effect immediately.

ATTEST:

Carla Conner, Township Clerk

Brian Mullay, Mayor

Adopted: January 6, 2021

RESOLUTION

SETTING 2021 MEETING DATES FOR TOWN COUNCIL

BE IT RESOLVED, by the Township Council of the Township of Clinton that the following is established as a schedule of regular public and work meetings of the Township Council to be held during 2021;

BE IT FURTHER RESOLVED, the virtual meetings shall commence at 7:00 P.M. using Webex until further notice. Instructions are available online at clintontwpnj.com. Once in person meetings are utilized the location shall be the Public Safety Building, 1370 Route 31 North, Annandale, NJ 08801 except as otherwise noted.

In accordance with the dictate of the Open Public Meetings Act, a copy of this resolution shall immediately:

- Be posted on the bulletin Board at the Municipal Building and shall remain posted for the year 2021.
- The following newspapers will be noticed: The Hunterdon County Democrat, the Courier News, and the Hunterdon Review.
- Filed with the Township Clerk.
- Mailed to those persons who have requested and paid the charges for copies of the schedule and revisions thereto and shall be promptly mailed to those persons who hereinafter make such request and prepay such charge.

JANUARY

6 Reorganization
27 Regular

FEBRUARY

10 Regular
24 Regular

MARCH

10 Regular
24 Regular

APRIL

14 Regular
28 Regular

MAY

12 Regular
26 Regular

JUNE

9 Regular
23 Regular

JULY

7 Regular

AUGUST

11 Regular

SEPTEMBER

8 Regular
22 Regular

OCTOBER

13 Regular
27 Regular

NOVEMBER

10 Regular

DECEMBER

1 Regular
15 Regular

The Reorganization Meeting for 2022 will take place Wednesday, January 5, at 7:00 p.m., in the Council Chambers located on the 3rd Floor of the Public Safety Building, 1370 Route 31 North, Annandale, NJ 08801.

ATTEST:

Carla Conner, Township Clerk

Brian Mullay, Mayor

Adopted: January 6, 2021

RESOLUTION

ADOPTING REMOTE MEETING PROCEDURES

WHEREAS, Section 8 of P.L.2020, c.34 provides that whenever a public health emergency, pursuant to the *Emergency Health Powers Act*, P.L.2020, c.11 (N.J.S.A. 26:13-1, *et seq.*), and/or a state of emergency pursuant to P.L.1942, c.251 (C.App.A.9-33 *et seq.*), or a state of local disaster emergency has been declared by the Governor and is in effect, a local public body may conduct a public meeting remotely by electronic means, provided that reasonable public notice and provision for public input is made under the circumstances; and

WHEREAS, P.L.2020, c.34 also provides that the Director of the Division of Local Government Services in the Department of Community Affairs (“DLGS”) shall adopt rules and regulations concerning the conduct of remote public meetings during a public health emergency or state of emergency that are necessary to implement the provisions of the law, which shall include minimum procedures to be followed to provide reasonable public notice and allowance for public input; and

WHEREAS, DLGS promulgated emergency regulations codified as N.J.A.C. 5:39-1.1 through -1.7 that implement P.L.2020, c.34; and

WHEREAS, N.J.A.C. 5:39-1.4(h) requires local public bodies to adopt, by resolution, standard procedures and requirements for public comment made during a remote public meeting and for public comments submitted in writing ahead of a remote public meeting; and

WHEREAS, the Mayor and Council of the Township of Clinton wish to formally adopt by resolution the procedures and requirements followed in 2020 for conducting remote meetings, as set forth in Exhibit A attached hereto as the standard procedures and requirements for conducting public meetings during a declared public health emergency and/or state of emergency;

NOW THEREFORE, BE IT RESOLVED by the Mayor and Council of the Township of Clinton in Hunterdon County, New Jersey, as follows:

1. The preamble to this resolution is hereby incorporated as if restated in full.
2. The “Procedures and Requirements for the Conduct of Remote Public Meetings during a Declared Public Health Emergency and/or State of Emergency” attached hereto as Exhibit A are hereby adopted as the Mayor and Council’s standard procedures and requirements for conducting remote public meetings during a declared public health emergency and/or state of emergency.
3. This resolution shall take effect immediately.

ATTEST:

Carla Conner, Township Clerk

Brian Mullay, Mayor

Adopted: January 6, 2021

EXHIBIT A

TOWNSHIP OF CLINTON HUNTERDON COUNTY, NEW JERSEY

PROCEDURES AND REQUIREMENTS OF THE CLINTON TOWNSHIP MAYOR AND COUNCIL FOR THE CONDUCT OF REMOTE PUBLIC MEETINGS DURING A DECLARED PUBLIC HEALTH EMERGENCY AND/OR STATE OF EMERGENCY

REMOTE AND/OR HYBRID MEETINGS

During any declared public health emergency and/or state of emergency, if the Clinton Township Mayor and Council's scheduled public meeting(s) cannot be safely held in person, or if the room capacity and gathering limitations are expected to be insufficient for the public meeting, the meeting shall be conducted remotely, or via a hybrid procedure that incorporates both virtual and limited in-person attendance, subject to all social distancing requirements, by members of the public body, municipal staff and professionals, and members of the public.

All remote meetings and/or hybrid meetings will be held using Webex, or such other equivalent platform as shall enable no fewer than fifty members of the public to attend and participate at no cost using a computer, smartphone, tablet, or telephone. Instructions for accessing the meeting will be posted on the municipal website at <http://www.clintontwpnj.com> and printed on the meeting agenda.

NOTICE

Advance notice of all remote or hybrid meetings will be provided, specifying the time, date, and location of the meeting. The notice will also state the platform or method by which the meeting will be held, will provide the telephone number along with the web address or other means of accessing the meeting, and will include clear and concise instructions for how public comments can be made and where relevant documents, if any, will be made available for viewing and/or download. A copy of the notice will be posted on the municipal website at <http://www.clintontwpnj.com> and on the main entry doors of both the municipal building located at 1225 Route 31 South, Lebanon, NJ 08833, and the public safety building located at 1370 Route 31 North, Annandale, NJ 08801, viewable from the outside.

A copy of the notice, the meeting agenda (to the extent known), and all documents normally made available to the public in hard copy or print format, will be available before the meeting for viewing and/or download from the website at <http://www.clintontwpnj.com>.

MEETING CONDUCT AND PUBLIC PARTICIPATION

The procedures and requirements for making public comment, along with an explanation of the audio muting function of the platform in use during the meeting, will be posted on the municipal website, printed on the meeting agenda, and announced or summarized during the meeting.

All meeting participants will be required to keep their microphones muted until recognized or directed otherwise. If necessary, the presiding officer or meeting host will engage the meeting platform's "mute" function until the time for public comment is reached.

Comments will be limited to three minutes per speaker and must pertain either to an item on the meeting agenda or to a governmental issue that the commenter believes may be of concern to the Township's residents. Members of the public attending the meeting via an electronic device will have the ability to "raise a hand" and contribute with voice and video during the public portions of the meeting. Anyone attending by phone will be unmuted prior to the conclusion of the public comment period and given an opportunity to speak. Once recognized by the presiding officer or designee, the individual will be asked to state his/her name and home address before speaking.

In lieu of speaking at the meeting, members of the public may submit comments or questions in advance to the Township Clerk, either via e-mail to cconner@clintontwpnj.com, or via regular mail to 1225 Route 31 South, Lebanon, NJ 08833. All written comments or questions must be received no later than 3:30 p.m. the day of the meeting. Comments received prior to the deadline will be read aloud during the public comment portion of the meeting in a manner audible to all meeting participants and the public, subject to the same three-minute time limit applicable to live comments. Each comment will be read from the beginning, until the time limit is reached. Multiple submissions by a member of the public shall be cumulatively treated as one submission for purposes of the time limit. The presiding officer at his or her discretion may pass over duplicate written comments, however, each duplicate comment will be noted for the record and its contents summarized.

Comments sent via chat or Q&A will not be accepted and will not be made part of the record or minutes.

If a member of the public becomes disruptive during the meeting, including during any public comment period, the presiding officer shall direct that the individual be muted and warn that continued disruption may result in the individual being prevented from speaking during the meeting or removed. Disruptive conduct includes sustained inappropriate behaviors such as, but not necessarily limited to, shouting, interruption and use of profanity. If after receiving an initial warning the individual continues to act in a disruptive manner, the individual will be muted and other members of the public will be allowed to provide their comments or questions. If time permits, the disruptive individual will be given an opportunity to speak after all other members of the public have made their comments. Should the person remain disruptive, the individual may be muted, kept on mute for the remainder of the meeting, or removed from the meeting altogether.

RESOLUTION

**DESIGNATING COMMISSIONER AND ALTERNATE COMMISSIONER
FOR THE SOMERSET COUNTY JOINT INSURANCE FUND FOR 2021**

WHEREAS, as a condition of membership in the Somerset County Joint Insurance Fund, it is necessary to designate a Township Official to serve as a Commissioner and Alternate Commissioner, to represent the Township of Clinton.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Township of Clinton, in the County of Hunterdon, State of New Jersey, that for the year 2021, Vita Mekovetz be designated as the Commissioner for the Township of Clinton with Carla Conner designated as Alternate Commissioner.

ATTEST:

Carla Conner, Township Clerk

Brian Mullay, Mayor

Adopted: January 6, 2021

RESOLUTION

2021 APPOINTMENTS BY MAYOR AND COUNCIL

BE IT RESOLVED, that the following appointments are made for the year 2021

<u>POSITION</u>	<u>APPOINTMENT</u>	<u>TERM/YEAR</u>
ALTERNATE MUNICIPAL JUDGE	KATY WONG TAYLOR	ONE YEAR
TOWNSHIP PROSECUTOR	KATHY ERRIKSON	ONE YEAR
ALTERNATE TWP PROSECUTOR	JORDEN RICHARDS	ONE YEAR
PUBLIC DEFENDER	SCOTT MITZNER	ONE YEAR
RECREATION COMMITTEE	DONNA HOGREBE	THREE YEARS
	DEBBIE MURAWSKI (1 ST ALT.)	THREE YEARS
RECREATION COMMITTEE CHAIR	DONNA HOGREBE	ONE YEAR
OPEN SPACE ADVISORY BOARD	MIKE AVERSA	TWO YEARS
	ANTJE DOYLE (2 ND ALT.)	TWO YEARS
ENVIRONMENTAL COMMISSION	PATRICIA BURIAK	ONE YEAR
COUNCIL MEMBER	AMY SWITLYK	ONE YEAR
<u>EMERGENCY MANAGEMENT COUNCIL</u>		
POLICE DEPARTMENT	OIC LT. DEROSA	ONE YEAR
CLINTON RESCUE SQUAD	FRANK SETNICKY	ONE YEAR
CLINTON RESCUE SQUAD	BUCKY BUCHANAN	ONE YEAR
CERT COORDINATOR	STEVE KROMMENHOEK	ONE YEAR
ANNANDALE HOSE CO	STEVEN MILNE	ONE YEAR
ANNANDALE HOSE CO	TOM LONG	ONE YEAR
TWP. ADMINISTRATOR	VITA MEKOVETZ	ONE YEAR
PUBLIC SAFETY LIAISON	MARC STRAUSS	ONE YEAR

ATTEST:

Carla Conner, Township Clerk

Brian Mullay, Mayor

Adopted: January 6, 2021