

January 3, 2019

The Township Committee met on the above date with the Township Clerk, Caryn M. Hoyer calling the meeting to order at 7:00 PM. The meeting opened with the flag salute and a moment of silence.

The Open Public Meetings Act statement was read and compliance noted.

Oath of Office

The Honorable Balvir Singh administered the Oath of office to Committeeman Shreekant Dhopte.

Roll call was taken showing present: Committeemen Shreekant Dhopte and Jeremy Liedtka and Committeewomen Andrea Katz, Denise Koetas-Dale and Rita Romeu. Also present Township Administrator/Chief Kyle Wilson and Municipal Clerk Caryn M. Hoyer.

Ms. Hoyer asked for comments from the public, matters appearing on the agenda only. Mr. Liedtka made a motion to open to public seconded by Ms. Koetas-Dale.

Agnes Marsala – Cromwell Drive – Stated she would like to maintain the leadership on the Township Committee. It is really strong and she would hate to see any changes.

Patty Caruso - Upper Freehold – She thanked the Township Committee for their continued fight against the SRL. She appreciates Rita's hard work as well as the Township Committee.

Jane Frantz - Bordentown City - He thanked the Township Committee for helping fight against the pipeline and complimented Ms. Romeu on keeping the pipeline out.

Jane Kovotch - Upper Freehold - thanked Ms. Romeu and the Township Committee on the fight against the pipeline.

Jay Shah - 11 Thorn Lane - thanked Ms. Romeu on her hard work.

Ms. Hoyer asked for nomination for the office of Mayor. Mr. Liedtka nominated Rita Romeu seconded by Ms. Koetas-Dale. Mr. Dhopte nominated Andrea Katz. There was not second. A roll call was taken Mr. Liedtka, Ms. Koetas-Dale and Ms. Romeu were all yes. Mr. Dhopte and Ms. Katz were opposed.

The Clerk administered the oath of office to Rita Romeu as Mayor.

Mayor Romeu asked for nominations for Deputy Mayor. Committeeman Jeremy Liedtka nominated Ms. Koetas-Dale seconded by Mayor Romeu. All were in favor
The Clerk administered Oath of Office to Denise Koetas-Dale as Deputy Mayor.

The Clerk administered the oath of office to Denise Koetas-Dale as Deputy Mayor.

Reorganization Resolutions

Mr. Liedtka made a motion seconded by Ms. Koetas-Dale to approve Resolutions 2019-1-1 through 2019-1-7. All were in favor.

**TOWNSHIP OF CHESTERFIELD
RESOLUTION 2019-1-1**

**RESOLUTION ESTABLISHING MEETING DATES OF THE
TOWNSHIP COMMITTEE FOR THE YEAR 2019**

BE IT RESOLVED by the Township Committee of the Township of Chesterfield in the County of Burlington and State of New Jersey that during the year 2019 the regular monthly meetings of the Chesterfield Township Committee will be held the second and fourth Thursdays of each month, unless otherwise indicated, at the hour of 7:00 PM at the Municipal Building, 295 Bordentown-Chesterfield Road in Chesterfield Township. Formal action may be taken on any matters within the purview of the Committee and any meeting may be cancelled if found to be unnecessary, with the proper notification. The scheduled meeting dates for 2019 are:

January 24	May 9	September 26
February 14	May 23	October 10
February 28	June 13	October 24
March 14	June 27	November 14
March 28	July 25	December 12
April 11	August 22	December 30
April 25		

2020 REORGANIZATION JANUARY 2, 2020

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**TOWNSHIP OF CHESTERFIELD  
RESOLUTION 2019-1-2**

**RESOLUTION ESTABLISHING 2019 MEETING DATES  
FOR THE BOARD OF HEALTH**

**BE IT RESOLVED** by the Township Committee of the Township of Chesterfield in the County of Burlington and State of New Jersey that during the year 2019, the Chesterfield Township Board of Health will meet on the second Thursday of each month, with the exception of July, August and September which is the fourth Thursday, as business necessitates, during the regular meeting of the Chesterfield Township Committee at the Municipal Building, 295 Bordentown-Chesterfield Road in Chesterfield Township. The 2019 scheduled meeting dates are:

February 14  
March 14  
April 11  
May 9  
June 13

July 25  
August 22  
September 26  
October 10  
November 14  
December 12

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**TOWNSHIP OF CHESTERFIELD
RESOLUTION 2019-1-3**

**RESOLUTION AUTHORIZING HOLIDAY SCHEDULE FOR
NON-UNION EMPLOYEES OF CHESTERFIELD TOWNSHIP**

BE IT RESOLVED by the Township Committee of the Township of Chesterfield in the County of Burlington and State of New Jersey that the following holiday schedule will be observed by non-union employees of Chesterfield Township and the Municipal Building will be closed to the public on these days:

Tuesday	January 1	New Year's Day
Monday	January 21	Martin Luther King Jr. Day
Monday	February 18	President's Day
Friday	April 19	Good Friday
Monday	May 27	Memorial Day
Thursday	July 4	Independence Day
Monday	September 2	Labor Day
Monday	October 14	Columbus Day
Monday	November 11	Veterans Day
Thursday	November 28	Thanksgiving
Friday	November 29	Day after Thanksgiving
Wednesday	December 25	Christmas Day
Thursday	December 26	Day After Christmas

BE IT FURTHER RESOLVED that each full time employee is entitled to his or her birthday as an additional holiday.

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**TOWNSHIP OF CHESTERFIELD  
RESOLUTION 2019-1-4**

**RESOLUTION DESIGNATING OFFICIAL NEWSPAPERS  
OF THE TOWNSHIP OF CHESTERFIELD FOR THE YEAR 2019**

**BE IT RESOLVED** by the Township Committee of the Township of Chesterfield in the County of Burlington and State of New Jersey that the Burlington County Times be designated as the official newspaper of the Township of Chesterfield for the year 2019.

**BE IT FURTHER RESOLVED** that the Trenton Times is hereby designated as the alternate newspaper of the Township of Chesterfield for the year 2019.

**BE IT FURTHER RESOLVED** that the bulletin board in the Chesterfield Township Municipal Building at 295 Bordentown-Chesterfield Road in Chesterfield Township and the Township official website at [www.chesterfieldtpnj.gov](http://www.chesterfieldtpnj.gov) are hereby designated as the place where all official notices are to be posted.

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**TOWNSHIP OF CHESTERFIELD
RESOLUTION 2019-1-5**

**RESOLUTION ESTABLISHING RATE OF INTEREST FOR
DELINQUENT TAXES AND FEE FOR DUPLICATE TAX BILLS**

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 nonpayment 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 a 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 Township Committee of the Township of Chesterfield in the County of Burlington 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 the due date and 18% per annum on any amount of taxes in excess of \$1,500.00 becoming delinquent after the due date and if a delinquency is in excess of \$10,000.00 and remains in arrears beyond December 31, an additional penalty of 6% shall be charged against the delinquency.
2. Effective January 1, 2019, there will be a ten (10) day grace period on quarterly tax payments made by cash, check or money order. When the 10th falls on a weekend or holiday, the grace period will be extended to the next business day.
3. Any payments not made in accordance with paragraph 2 of this Resolution shall be charged interest from the due date as set forth in paragraph 1 of this Resolution.

4. This Resolution shall be published in its entirety one (1) time in the official newspaper of the Township.
5. A certified copy of this Resolution shall be provided by the Township Clerk to the Tax Collector, Attorney and Auditor for the Township of Chesterfield.

BE IT FURTHER RESOLVED that there will be a \$5.00 charge for each duplicate tax bill that must be prepared for the year 2019.

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**TOWNSHIP OF CHESTERFIELD  
RESOLUTION 2019-1-6**

**RESOLUTION DESIGNATING OFFICIAL DEPOSITORIES  
FOR THE TOWNSHIP OF CHESTERFIELD**

**BE IT HEREBY RESOLVED** by the Township Committee of the Township of Chesterfield in the County of Burlington and State of New Jersey that First Bank, Beneficial Bank and the NJ Cash Management Fund are hereby designated as depository for all general monies of the Township of Chesterfield during the 2019 calendar year; and

**BE IT FURTHER RESOLVED** that all warrants or checks for the disbursement of money shall be made by any two (2) of the Township Committee members and by either the Treasurer, Tax Collector or Municipal Clerk. All wire transfers shall be initiated by the Treasurer and approved by the Municipal Clerk; and

**BE IT FURTHER RESOLVED** that said banks be and are hereby authorized to make payments from the funds on deposit with them upon and according to signed checks, drafts, notes and / or acceptances of the Township of Chesterfield pursuant to the list of accounts and authorized signatures.

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**TOWNSHIP OF CHESTERFIELD
RESOLUTION 2019-1-7**

CASH MANAGEMENT PLAN

WHEREAS, *N.J.S.A. 40A:5-14* requires that each local unit annually adopt a cash management plan; and

WHEREAS, it is desired by the Township Committee of the Township of Chesterfield to comply with said statute;

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Chesterfield in the County of Burlington and State of New Jersey that the attached Cash Management Plan for the year ending December 31, 2019 be approved.

**CASH MANAGEMENT PLAN
TOWNSHIP OF CHESTERFIELD
COUNTY OF BURLINGTON, NEW JERSEY**

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 ("Deposits") and investments ("Permitted Investments") of certain public funds of the Township of Chesterfield 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 with regard to the Deposits and the Permitted Investments will be done to insure the safety, the liquidity (regarding its availability for the intended purposes), and the maximum investment return within such limits. The Plan is intended to insure 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

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

Current Fund	Dog Funds	Payroll
Trust Funds	Sewer Fund	
Capital Funds	Unemployment	

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

The Treasurer of the Township of Chesterfield 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 Chesterfield are directed to supply all depositories or any other parties with whom the Deposits or Permitted Investments are made a written copy of the Plan which shall be acknowledged in writing by such parties and a copy of such acknowledgement 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:

Beneficial Bank
First Bank
New Jersey Cash Management Fund

All such depositories shall acknowledge in writing receipts of this Plan by sending copy of such acknowledgements to the Designated Official(s) referred to in Section III above.

V. AUTHORIZED INVESTMENTS

- 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 of 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)
- b. Any investment instruments in which the security is not physically held by the local unit shall be covered by a third party custodial agreement which shall provide for the designation of such investments in the name of the local unit and prevent unauthorized use of such investments.
- c. Purchase of investment securities shall be executed by the "delivery versus payment" method to ensure that securities are either received by the local unit or a third party custodian prior to or upon the release of the local unit's fund.
- d. Any investment not purchased and redeemed directly from the issuer, government money market mutual fund, local government investment pool, of the State of New Jersey Cash Management Fund, shall be purchased and redeemed 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, c93(C49:3-56) 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 make 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.

VI. SAFEKEEPING CUSTODY PAYMENT AND ACKNOWLEDGEMENT 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 of Chesterfield, 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 of Chesterfield to assure that there is no unauthorized use of the funds or the Permitted Investments or Deposits. Purchase of any Permitted Investments that involve securities shall be executed by a "delivery versus payment" method to insure that such Permitted Investments are either received by the Township of Chesterfield or by a third party custodian prior to or upon the release of the Township of Chesterfield's funds.

To assure that all parties with whom the Township of Chesterfield 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 be on file with the Designated Official(s).

VII. REPORTING REQUIREMENTS

On the first 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 governing body of the Township of Chesterfield a written report of any Deposits or 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 of Chesterfield as a Deposit or a Permitted Investment.
- b. The amount of securities or Deposits purchased or sold during the immediately preceding month.
- c. The class or type of securities purchased or Deposits made.
- d. The book value of such Deposits or Permitted Investments.
- e. The earned income on such Deposits or Permitted Investments. 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 Deposits or Permitted Investments.
- g. The market value of all Deposits or 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 Township Committee of the Township of Chesterfield.

VIII. TERM OF PLAN

This plan shall be in effect from January 1, 2019 to December 31, 2019. Attached to the Plan is a resolution of the Township Committee of the Township of Chesterfield approving this Plan for such period of time. The Plan may be amended from time to time. To the extent that any amendment is adopted by the Township Committee, the Designated Officials are directed to supply copies of the amendments to all of the parties who otherwise have received the copy of the originally approved Plan, which amendment shall be acknowledged in writing in the same manner as the original Plan was so acknowledged.

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Mr. Liedtka made a motion seconded by Ms. Koetas-Dale to approve Resolutions 2019-1-8. Mayor Romeu, Mr. Liedtka and Ms. Koetas-Dale were in favor. Mr. Dhopte and Ms. Katz were opposed.

### TOWNSHIP OF CHESTERFIELD RESOLUTION 2019-1-8

#### RESOLUTION APPOINTING TOWNSHIP SOLICITOR FOR THE YEAR 2019

**WHEREAS**, there exists in the Township of Chesterfield a need for a Township Solicitor to perform necessary, professional services for the Township; and

**WHEREAS**, funds are available for this purpose; and

**WHEREAS**, the Local Public Contracts Law *N.J.S.A. 40A:11-1 et. seq.* requires that the Resolution authorizing the award of contracts for “professional services” without competitive bids and the contract itself must be available for public inspection; and

**WHEREAS**, notwithstanding the aforementioned exemption for competitive bidding, the Township Committee requested qualifications and proposals for said position and has awarded this contract under a “fair and open process” pursuant to *N.J.S.A. 19:44A-20.4 et. seq.*; and

**WHEREAS**, proposals were publicly advertised, requested and received on November 20, 2018 for review and consideration of the 2019 appointment; and

**WHEREAS**, four (4) proposal were received for the position of Township Solicitor;

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Chesterfield in the County of Burlington and State of New Jersey assembled in Reorganization Session this 3rd day of January 2019 that John C. Gillespie, Esquire of the firm Parker McCay P.A. of Mount Laurel, New Jersey be and is hereby appointed as Township Solicitor for the Township of Chesterfield for a period of one (1) year, said

appointment to expire on December 31, 2019 or the appointment of a qualified replacement, whichever shall occur later; and

**BE IT FURTHER RESOLVED** that the Mayor and Clerk are authorized to execute any contract or further documentation required to effectuate such appointment; and

**BE IT FINALLY RESOLVED** that the required Notice of Contract Award shall be published in the Burlington County Times, designated as the official newspaper of the Township of Chesterfield, as required by law within ten (10) days of passage of this Resolution and a copy of the contract shall be maintained in the office of the Township Clerk and available for inspection during regular business hours.

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Mr. Dhopte made a motion seconded by Ms. Katz to approve Resolutions 2019-1-9 through 2019-1-16. All were in favor.

**TOWNSHIP OF CHESTERFIELD
RESOLUTION 2019-1-9**

RESOLUTION APPOINTING TOWNSHIP ENGINEER FOR THE YEAR 2019

WHEREAS, there exists in the Township of Chesterfield a need for a Township Engineer to perform necessary, professional services for the Township; and

WHEREAS, funds are available for this purpose; and

WHEREAS, the Local Public Contracts Law N.J.S.A. 40A:11-1 et. seq. requires that the Resolution authorizing the award of contracts for “professional services” without competitive bids and the contract itself must be available for public inspection; and

WHEREAS, notwithstanding the aforementioned exemption for competitive bidding, the Township Committee requested qualifications and proposals for said position and has awarded this contract under a “fair and open process” pursuant to N.J.S.A. 19:44A-20.4 et. seq.; and

WHEREAS, proposals were publicly advertised, requested and received on November 20, 2018 for review and consideration of the 2019 appointment; and

WHEREAS, three (3) proposals were received for the position of Township Engineer;

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Chesterfield in the County of Burlington and State of New Jersey assembled in Reorganization Session this 3rd day of January 2019 that Joseph R. Hirsh of Environmental Resolutions Inc. of Mount Laurel, New Jersey be and is hereby appointed as Township Engineer for the Township of Chesterfield for a period of one (1) year, said appointment to expire on December 31, 2019 or the appointment of a qualified replacement, whichever shall occur later; and

BE IT FURTHER RESOLVED that the Mayor and Clerk are authorized to execute any contract or further documentation required to effectuate such appointment; and

BE IT FINALLY RESOLVED that the required Notice of Contract Award shall be published in the Burlington County Times, designated as the official newspaper of the Township of Chesterfield, as required by law within ten (10) days of passage of this Resolution and a copy of the contract shall be maintained in the office of the Township Clerk and available for inspection during regular business hours.



**TOWNSHIP OF CHESTERFIELD
RESOLUTION 2019-1-10**

RESOLUTION APPOINTING TOWNSHIP AUDITOR FOR THE YEAR 2019

WHEREAS, there exists in the Township of Chesterfield a need for a Township Auditor to perform necessary, professional services for the Township; and

WHEREAS, funds are available for this purpose; and

WHEREAS, the Local Public Contracts Law *N.J.S.A. 40A:11-1 et. seq.* requires that the Resolution authorizing the award of contracts for “professional services” without competitive bids and the contract itself must be available for public inspection; and

WHEREAS, notwithstanding the aforementioned exemption for competitive bidding, the Township Committee requested qualifications and proposals for said position and has awarded this contract under a “fair and open process” pursuant to *N.J.S.A. 19:44A-20.4 et. seq.* and

WHEREAS, proposals were publicly advertised, requested and received on November 20, 2018 for review and consideration of the 2019 appointment; and

WHEREAS, five (5) proposals were received for the position of Township Auditor;

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Chesterfield in the County of Burlington and State of New Jersey assembled in Reorganization Session this 3rd day of January 2019 that Robert Marrone of the firm Bowman & Company be and is hereby appointed as Township Auditor for the Township of Chesterfield for a period of one (1) year, said appointment to expire on December 31, 2019 or the appointment of a qualified replacement, whichever shall occur later; and

BE IT FURTHER RESOLVED that the Mayor and Clerk are authorized to execute any contract or further documentation required to effectuate such appointment; and

BE IT FINALLY RESOLVED that the required Notice of Contract Award shall be published in the Burlington County Times, designated as the official newspaper of the Township of Chesterfield, as required by law within ten (10) days of passage of this

Resolution and a copy of the contract shall be maintained in the office of the Township Clerk and available for inspection during regular business hours.

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**TOWNSHIP OF CHESTERFIELD  
RESOLUTION 2019-1-11**

**RESOLUTION APPOINTING TOWNSHIP BOND COUNSEL FOR THE YEAR 2019**

**WHEREAS**, there exists in the Township of Chesterfield a need for a Township Bond Counsel to perform necessary, professional services for the Township; and

**WHEREAS**, funds are available for this purpose; and

**WHEREAS**, the Local Public Contracts Law *N.J.S.A. 40A:11-1 et. seq.* requires that the Resolution authorizing the award of contracts for “professional services” without competitive bids and the contract itself must be available for public inspection; and

**WHEREAS**, notwithstanding the aforementioned exemption for competitive bidding, the Township Committee requested qualifications and proposals for said position and has awarded this contract under a “fair and open process” pursuant to *N.J.S.A. 19:44A-20.4 et. seq.* and

**WHEREAS**, proposals were publicly advertised, requested and received on November 20, 2018 for review and consideration of the 2019 appointment; and

**WHEREAS**, four (4) proposal were received for the position of Township Bond Counsel;

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Chesterfield in the County of Burlington and State of New Jersey assembled in Reorganization Session this 3<sup>rd</sup> day of January 2019 that the firm Wilentz, Goldman & Spitzer, P.A. of Woodbridge, New Jersey be and is hereby appointed as Township Bond Counsel for the Township of Chesterfield for a period of one (1) year, said appointment to expire on December 31, 2019 or the appointment of a qualified replacement, whichever shall occur later; and

**BE IT FURTHER RESOLVED** that the Mayor and Clerk are authorized to execute any contract or further documentation required to effectuate such appointment; and

**BE IT FINALLY RESOLVED** that the required Notice of Contract Award shall be published in the Burlington County Times, designated as the official newspaper of the Township of Chesterfield, as required by law within ten (10) days of passage of this Resolution and a copy of the contract shall be maintained in the office of the Township Clerk and available for inspection during regular business hours.

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**TOWNSHIP OF CHESTERFIELD
RESOLUTION 2019-1-12**

RESOLUTION APPOINTING TOWNSHIP LABOR ATTORNEY FOR THE YEAR 2019

WHEREAS, there exists in the Township of Chesterfield a need for a Labor Attorney to perform necessary, professional services for the Township relating to labor issues; and

WHEREAS, funds are available for this purpose; and

WHEREAS, the Local Public Contracts Law *N.J.S.A. 40A:11-1 et. seq.* requires that the Resolution authorizing the award of contracts for “professional services” without competitive bids and the contract itself must be available for public inspection; and

WHEREAS, notwithstanding the aforementioned exemption for competitive bidding, the Township Committee requested qualifications and proposals for said position and has awarded this contract under a “fair and open process” pursuant to *N.J.S.A. 19:44A-20.4 et. seq.* and

WHEREAS, proposals were publicly advertised, requested and received on November 20, 2018 for review and consideration of the 2019 appointment; and

WHEREAS, six (6) proposals were received for the position of Township Labor Attorney;

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Chesterfield in the County of Burlington and State of New Jersey assembled in Reorganization Session this 3rd day of January 2019 that Mark Tabakin, Esquire of the firm Weiner Law Group of Red Bank, New Jersey be and is hereby appointed as Labor Attorney for the Township of Chesterfield for a period of one (1) year, said appointment to expire on December 31, 2019 or the appointment of a qualified replacement, whichever shall occur later; and

BE IT FURTHER RESOLVED that the Mayor and Clerk are authorized to execute any contract or further documentation required to effectuate such appointment; and

BE IT FINALLY RESOLVED that the required Notice of Contract Award shall be published in the Burlington County Times, designated as the official newspaper of the Township of Chesterfield, as required by law within ten (10) days of passage of this Resolution and a copy of the contract shall be maintained in the office of the Township Clerk and available for inspection during regular business hours.

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**TOWNSHIP OF CHESTERFIELD  
RESOLUTION 2019-1-13**

**RESOLUTION APPOINTING TOWNSHIP SPECIAL COUNSEL  
ENVIRONMENTAL ISSUES FOR THE YEAR 2019**

**WHEREAS**, there exists in the Township of Chesterfield a need for a Special Counsel to perform necessary, professional services for the Township relating to environmental issues; and

**WHEREAS**, funds are available for this purpose; and

**WHEREAS**, the Local Public Contracts Law *N.J.S.A. 40A:11-1 et. seq.* requires that the Resolution authorizing the award of contracts for “professional services” without competitive bids and the contract itself must be available for public inspection; and

**WHEREAS**, notwithstanding the aforementioned exemption for competitive bidding, the Township Committee requested qualifications and proposals for said position and has awarded this contract under a “fair and open process” pursuant to *N.J.S.A. 19:44A-20.4 et. seq.* and

**WHEREAS**, proposals were publicly advertised, requested and received on November 20, 2018 for review and consideration of the 2019 appointment; and

**WHEREAS**, two (2) proposals were received for the position of Township Special Counsel / Environmental Issues;

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Chesterfield in the County of Burlington and State of New Jersey assembled in Reorganization Session this 3<sup>rd</sup> day of January 2019 that Steven E. Luttrell, Esquire of the firm Parker McCay of Mount Laurel, New Jersey be and is hereby appointed as Township Special Counsel for the Township of Chesterfield for a period of one (1) year, said appointment to expire on December 31, 2019 or the appointment of a qualified replacement, whichever shall occur later; and

**BE IT FURTHER RESOLVED** that the Mayor and Clerk are authorized to execute any contract or further documentation required to effectuate such appointment; and

**BE IT FINALLY RESOLVED** that the required Notice of Contract Award shall be published in the Burlington County Times, designated as the official newspaper of the Township of Chesterfield, as required by law within ten (10) days of passage of this Resolution and a copy of the contract shall be maintained in the office of the Township Clerk and available for inspection during regular business hours.

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**TOWNSHIP OF CHESTERFIELD
RESOLUTION 2019-1-14**

**RESOLUTION APPOINTING RISK MANAGEMENT CONSULTANT FOR THE
BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND**

WHEREAS, the Township Committee of the Township of Chesterfield has resolved to join the Burlington County Municipal Joint Insurance Fund, a self-insurance pooling fund, following a detailed analysis; and

WHEREAS, the Bylaws of said Fund permit each municipality to appoint a Risk Management Consultant to perform various professional services as detailed in the Bylaws; and

WHEREAS, the Bylaws indicate a fee not to exceed six percent (6%) of the Municipal Assessment, which expenditure represents reasonable compensation for the services required and was included in the cost considered by the Township Committee; and

WHEREAS, the Local Public Contracts Law *N.J.S.A. 40A:11-1 et. seq.* requires that the Resolution authorizing the award of contracts for “professional services” without competitive bids and the contract itself must be available for public inspection; and

WHEREAS, notwithstanding the aforementioned exemption for competitive bidding, the Township Committee requested qualifications and proposals for said position and has awarded this contract under a “fair and open process” pursuant to *N.J.S.A. 19:44A-20.4 et. seq.* and

WHEREAS, two (2) proposal were received for the position of Risk Management Consultant;

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Chesterfield in the County of Burlington and State of New Jersey assembled in Reorganization Session this 3rd day of January 2019 that Stephen E. Walsh of EJA / Capacity Insurance in Bordentown, NJ is hereby appointed to serve as Risk Management Consultant for the Township of Chesterfield for a period of one (1) year, said appointment to expire on December 31, 2019 or the appointment of a qualified replacement, whichever shall occur later; and

BE IT FURTHER RESOLVED that the Mayor and Clerk are hereby authorized and directed to execute the Consultant’s Agreement annexed hereto to effectuate such appointment; and

BE IT FINALLY RESOLVED that the required Notice of Contract Award shall be published in the Burlington County Times, designated as the official newspaper of the Township of Chesterfield, as required by law within ten (10) days of passage of this Resolution and a copy of the contract shall be maintained in the office of the Township Clerk and available for inspection during regular business hours.

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**RISK MANAGEMENT CONSULTANT AGREEMENT  
BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND**

This Agreement, entered into this 3rd day of January, between the Township of Chesterfield (hereinafter referred to as the "Municipality") and EJA/Capacity Insurance Agency LLC, a Corporation of the State of New Jersey, and Steven E. Walsh, CIC, the responsible agent, having their principal office located at 217 Route 130, Bordentown, NJ 08505 (hereinafter referred to as the "Consultant").

**WHEREAS**, the Consultant has offered the services to the Municipality as the Professional Risk Management Consultant as required in the Bylaws of the Burlington County Municipal Joint Insurance Fund; and

**WHEREAS**, the Municipality desires to contract for these professional services pursuant to the resolution adopted by the Township Committee of the Municipality at a meeting held on January 3, 2019;

**NOW THEREFORE**, the parties in consideration of the mutual promises and covenants set forth in this Agreement, agree as follows:

1. For and in consideration of the compensation set forth in Paragraph 3 of this Agreement, the Consultant hereby agrees to provide Professional Risk Management services to the Municipality as follows:
  - A) The Consultant shall assist the Municipality in identifying its insurable exposures and shall recommend professional methods to reduce, assume or transfer the risk of loss.
  - B) The Consultant shall assist the Municipality in understanding and selecting the various types of coverage available from the Burlington County Municipal Joint Insurance Fund.
  - C) The Consultant shall review with the Municipality any additional types of coverage that the Consultant believes the Municipality should purchase that are not available from the Fund. The Consultant shall purchase and bind any additional types of coverage authorized by the Municipality.
  - D) The Consultant shall assist the Municipality in the preparation of applications, statements of values and other documents requested by the Fund. However, this Agreement does not include any appraisal work by the Consultant.
  - E) The Consultant shall review the Municipality's annual assessment as prepared by the Fund, and shall assist the Municipality in the preparation of its annual insurance budget.
  - F) The Consultant shall review the loss and engineering reports for the Municipality, and shall assist the Safety Committee in its loss containment objectives within the Municipality.



- G) The Consultant shall attend and actively participate in the Municipality's Safety Committee activities and meetings, and shall present information to the Safety Committee on Safety related topics.
- H) The Consultant shall attend the Municipality's Member Accident Review Panel meetings and assist the Municipality in determining the cause of accidents. The Consultant shall suggest any remedial actions necessary to avoid future accidents.
- I) The Consultant shall assist the Municipality in determining the necessary training for each employee in each Municipal Department based upon the employee's job description and in accordance with OSHA and other governmental regulations.
- J) The Consultant shall assist the Municipality in scheduling employee training, both internal and external, including the tracking of course attendance and completion of course requirements.
- K) The Consultant shall assist the Municipality with the timely and accurate reporting of all claims, which shall include the establishment and implementation of claims reporting procedures.
- L) The Consultant shall assist, when requested by the Municipality and/or the Claims TPA, with the investigation of claims filed against the Municipality.
- M) The Consultant shall review the Municipality's loss data on a regular basis and prepare reports to the Municipality on recent losses, open claims, and loss trends.
- N) The Consultant shall review the performance of the Municipality's Claims TPA on a quarterly basis including reserving practices, adjuster claim counts, and supervisor file review.
- O) The Consultant shall assist the Municipality by reporting to the Fund changes in exposures including the deletion and addition of vehicles, equipment, and properties and the contracting of Municipal services to third parties.
- P) The Consultant shall assist the Municipality and Fund professionals in the annual renewal process including the gathering and verification of exposure data.
- Q) The Consultant shall order Certificates of Insurance from the Fund.
- R) The Consultant shall review Certificates of Insurance received by the Municipality.
- S) The Consultant shall review proposed contracts between the Municipality and organizations and contractor's to verify that the appropriate indemnification and hold harmless language is contained in the Contract and that the Certificate of Insurance Guidelines are being followed.
- T) The Consultant shall evaluate and advise the Municipality on the risk management aspects of public events being staged or sponsored by the Municipality.
- U) The Consultant shall review the annual coverage documents to verify the accuracy of the policies.

- V) The Consultant shall respond to questions regarding coverage from the Municipality's officials.
  - W) The Consultant shall actively attend and participate on the Fund Subcommittees as authorized by the Fund Bylaws.
  - X) The Consultant shall at least twice annually, prepare and present a written report to the Governing Body of the Municipality outlining the Municipality's Insurance and Safety Program.
  - Y) The Consultant shall assist the Municipality with the settlement of claims, with the understanding that the scope of the Consultant's involvement does not include the work normally performed by a public adjuster.
  - Z) The Consultant shall perform any other services required by the Fund's Bylaws.
2. The term of this Agreement shall be for a period of **one (1) year commencing the first day of January, 2019**, or from the effective date of coverage, unless this Agreement is terminated as set forth in Paragraph 5 of this Agreement.
  3. The Fund Bylaws allow the Municipality to pay its Consultant for services rendered no more than 6% of the Municipalities gross assessment; therefore, the Municipality authorizes the Fund to pay its Consultant, as compensation for services rendered, six percent (6%). Said fee shall be paid to the Consultant within thirty (30) days of the payment of the Municipality's assessment to the Fund. The Consultant shall receive no other compensation or commission for the placement or servicing of any municipal coverage with the Fund.
  4. For any type of coverage that is authorized by the Municipality, to be purchased outside of the coverage offered by the Fund, the Consultant shall receive as his full compensation, the normal brokerage commissions paid by the insurance company. The premiums for said policies shall not be added to the Fund's assessment in computing the fee outlined in Paragraph 3 of this Agreement.
  5. Either party may cancel this Agreement at any time by notifying the other party, in writing, of their intention to terminate this Agreement. The termination shall be effective on the ninetieth day after service of the notice. The compensation provided for in Paragraph 3 shall be pro-rated to the date of termination.

ATTEST: \_\_\_\_\_

MUNICIPALITY: \_\_\_\_\_

ATTEST: \_\_\_\_\_

CONSULTANT: \_\_\_\_\_

DATE: \_\_\_\_\_

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**TOWNSHIP OF CHESTERFIELD
RESOLUTION 2019-1-15**

**RESOLUTION APPOINTING FUND COMMISSIONER FOR THE BURLINGTON COUNTY
MUNICIPAL JOINT INSURANCE FUND**

WHEREAS, the Township of Chesterfield is a member of the Burlington County Municipal Joint Insurance Fund, hereafter referred to as the "Fund"; and

WHEREAS, the Bylaws of the "Fund" require that each municipality appoint a member of the governing body or a municipal employee to serve as Fund Commissioner; and

WHEREAS, the Township Committee of the Township of Chesterfield recommends the appointment of Glenn McMahon to serve as Fund Commissioner in accordance with the "Fund" Bylaws;

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Chesterfield in the County of Burlington and State of New Jersey that Glenn McMahon is hereby appointed to serve as Fund Commissioner to the Burlington County Municipal Joint Insurance Fund for the calendar year 2019;

BE IT FURTHER RESOLVED that Caryn Hoyer be appointed to serve as Alternate Fund Commissioner for the calendar year 2019.

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**TOWNSHIP OF CHESTERFIELD  
RESOLUTION 2019-1-16**

**RESOLUTION APPOINTING CONTACT PERSON FOR THE EMPLOYMENT PRACTICES  
LIABILITY ATTORNEY CONSULTATION SERVICE OF THE BURLINGTON COUNTY  
MUNICIPAL JOINT INSURANCE FUND**

**WHEREAS**, the Township Committee of the Township of Chesterfield, hereinafter referred to as "Municipality", is a member of the Burlington County Municipal Joint Insurance Fund, hereinafter referred to as "Fund"; and

**WHEREAS**, the "Fund" has purchased Employment Practices Liability Coverage from XL Insurance Company; and

**WHEREAS**, XL Insurance has arranged for the Fund members to have access to an EPL HELPLINE service; and

**WHEREAS**, the HELPLINE will provide the following services:

- Attorneys will answer specific HR and Employment Law questions
  - Confidential and timely responses
  - Attorney client privilege
  - Via Website / E-mail
  - By telephone with written follow up response
  
- On Line Training

Managers / Supervisors  
Slides, Audio, File Downloads  
Small Chapters  
Certificates of Completion

- Additional On Line Resources
  - Question of the Month
  - Case of the Month
  - HR alerts via e-mail and posted on website
  - Federal/State news updates
  - HR posters
  - Model policies / handbook

**WHEREAS**, the FUND requires the Township of Chesterfield to designate specific managerial or supervisory individuals who will have access to the HELPLINE

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Chesterfield in the County of Burlington and State of New Jersey that Glenn McMahon is hereby appointed to serve as the Township's contact person and Caryn Hoyer to serve as the alternate contact person for the Employment Practices Liability Consultation Service.

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Ms. Koetas-Dale made a motion seconded by Ms. Katz to approve Resolutions 2019-1-17 through 2019-1-25. All were in favor.

**TOWNSHIP OF CHESTERFIELD
RESOLUTION 2019-1-17**

RESOLUTION DESIGNATING PUBLIC AGENCY COMPLIANCE OFFICER

WHEREAS, *N.J.A.C. 17:27-3.5* requires that each public agency designate an individual to serve as its Public Agency Compliance Officer; and

WHEREAS, the Compliance Officer serves as the liaison between the New Jersey Division of Contract Compliance and Equal Employment Opportunity; and

WHEREAS, the Public Agency Compliance Officer is responsible for administering contracting procedures pertaining to equal employment opportunity and has the authority to recommend changes to effectively support the implementation of the statute and its regulations; and

WHEREAS, the Chesterfield Township Committee wishes to comply with the requirements of *N.J.A.C. 17:27-3.5*;

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Chesterfield in the County of Burlington and State of New Jersey that Caryn M. Hoyer, RMC is hereby designated as Chesterfield Township's Public Agency Compliance Officer for the calendar year 2019; and

BE IT FURTHER RESOLVED that a certified copy of this Resolution will be forwarded to the New Jersey Division of Contract Compliance and Equal Opportunity as required by Statute.



**TOWNSHIP OF CHESTERFIELD
RESOLUTION 2019-1-18**

RESOLUTION APPOINTING CERTAIN TOWNSHIP EMPLOYEES

WHEREAS, in accordance with the provisions of Chapter 39 of the Code of the Township of Chesterfield, certain Township employees serve in their positions for a term of one (1) year; and

WHEREAS, those terms expired December 31, 2018; and

WHEREAS, the Township Committee desires to make appointments to those positions;

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Chesterfield in the County of Burlington and State of New Jersey that the following employees are appointed to the following positions to serve at the pleasure of the Township Committee, notwithstanding the provisions for a one (1) year term:

| POSITION | EMPLOYEE | | POSITION | EMPLOYEE |
|--------------------------|-------------------|--|---------------------------|-------------------|
| Assessment Search Off | Caryn Hoyer | | Public Agency Comp Off | Caryn Hoyer |
| Building Inspector | Glenn Riccardi | | Qualified Purchasing Agnt | Wendy Wulstein |
| Custodian of Records | Caryn Hoyer | | Recreation Director | Rachel Fryc |
| Dog Registrar | Adelaide Napoleon | | Recycling Coordinator | Caryn Hoyer |
| Deputy Clerk | Rachel Fryc | | Public Works Laborer | Walter Idell |
| Deputy Tax Collector | Wendy Wulstein | | Public Works Laborer | Stephen Lancaster |
| Electrical Inspector | Alan Wilkins | | Public Works Laborer | Vincent Napoleon |
| Env. Commission Sec. | Adelaide Napoleon | | Public Works Laborer | John Cantamessa |
| Fire Sub Code/Inspector | Thomas Banyacski | | Public Works Laborer | Morris Hodson |
| Fire Inspector | Glenn Riccardi | | Substitute Inspector | Ron Gafgen |
| Housing Inspector | Glenn McMahan | | Substitute Inspector | George Conley |
| Municipal Alliance Coord | Brittney Chenosky | | Substitute Inspector | Robert Salmons |
| Part-Time Admin. Asst. | Brittney Chenosky | | Tax Search Officer | Caryn Hoyer |

| | | | | |
|-------------------------|-------------------|--|------------------------|----------------|
| Planning Bd Secretary | Adelaide Napoleon | | TDR Coordinator | Caryn Hoyer |
| Plumbing Inspector | Joe Graziano | | Tech Asst. Const. Off. | Glenn McMahon |
| Police Dept Secretary | Adelaide Napoleon | | Treasurer | Wendy Wulstein |
| Property Maint. Officer | Glenn McMahon | | Zoning Officer | Glenn McMahon |

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**RESOLUTION 2019-1-19**

**RESOLUTION DESIGNATING CLEAN COMMUNITIES COORDINATOR**

**WHEREAS**, it is the desire of the Township Committee of the Township of Chesterfield to provide a clean, litter-free environment for it's citizens; and

**WHEREAS**, the municipality of Chesterfield Township is eligible to receive an annual grant under the Clean Communities Act (*N.J.S.A. 13:1E-99.1 et. seq. as amended by P.L. 1989, C.108 and P.L. 1992, C150*) as administered by the New Jersey Department of Environmental Protection, to create or to supplement an existing letter reduction program within the municipality; and

**WHEREAS**, to be eligible for this funding, the Township Committee of the Township of Chesterfield must adopt a model program for litter control as required by *N.J.S.A. 13:1E-99.2e* and must certify that the model program has been adopted;

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Chesterfield in the County of Burlington and State of New Jersey that the Mayor and Clerk are hereby authorized to apply to the New Jersey Department of Environmental Protection and execute all documents necessary for a Clean Communities grant, and if awarded, such funding will only be used on a program of litter reduction in accordance with the grant requirements and with all other conditions of this application;

**BE IT FURTHER RESOLVED** that Rachel Fryc is hereby designated as the Clean Communities Coordinator and will be responsible for the Clean Communities Program implementation, and;

**BE IT FURTHER RESOLVED** that the Township of Chesterfield will submit to the Department of Environmental Protection an application with an action plan and a spending plan and that the model program with all its requirements is hereby adopted.

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**TOWNSHIP OF CHESTERFIELD
RESOLUTION 2019-1-20**

**RESOLUTION AUTHORIZING ASSESSOR TO FILE NECESSARY
APPEALS TO MAINTAIN ASSESSMENT ACCURACY**

WHEREAS, statutory provision is made for review and correction of errors prior to certification of an assessment list; and

WHEREAS, provision is also allowed for the discovery and correction of errors after establishment of the tax rate; and

WHEREAS, changes in property ownership at time necessitates adjustment in the veterans and / or senior citizens deduction allowed on the assessment list; and

WHEREAS, responsibility for the maintenance and correction of assessment lists rests with the local Tax Assessor subject to laws and regulations;

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Chesterfield in the County of Burlington and State of New Jersey that the Assessor fulfilling the duties and requirements of his office, be authorized to file with the Burlington County Board of Taxation such appeals as may be necessary to maintain accuracy and equality in the assessment list of the Township of Chesterfield; and

BE IT FURTHER RESOLVED that the Assessor is hereby authorized to execute Stipulations of Settlement on behalf of the Municipality for appeals and rollbacks; and

BE IT FURTHER RESOLVED that a certified copy of this Resolution accompany any appeal filed by the Assessor with the Burlington County Board of Taxation.

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**TOWNSHIP OF CHESTERFIELD  
RESOLUTION 2019-1-21**

**RESOLUTION ESTABLISHING PENALTY RATE FOR TAX TITLE LIENS**

**WHEREAS**, *R.S. 54:5-61* permits the holder of a tax title lien, upon compliance with the provisions of Section 54:5-62, shall be entitled to collect from the owner or other person having an interest in the lands an additional sum equal to two percent (2%) of the amount so paid for the tax title; and

**WHEREAS**, *R.S. 54:5-61* has been amended and relates to the amount to be charged as follows:

“When the taxes, interest and costs shall exceed the sum of \$5,000.00, such additional sum shall be equal to four percent (4%) of such amount paid; and when that sum exceeds \$10,000.00; such additional sum shall be equal to six

percent (6%) of such amount paid. This shall also apply to all existing certificates held by municipalities on the effective date of this act.”

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Chesterfield, County of Burlington and State of New Jersey as follows:

1. The Tax Collector is hereby authorized and directed to charge a two percent (2%) penalty on the amount due over \$200.00 and up to \$500.00; four percent (4%) up to \$10,000.00; and six percent (6%) in excess of \$10,000.00. This charge is applicable to all certificates held by the municipality as well as those which may be subsequently acquired by them as a result of future tax sales.
2. Further, the delinquency now is to be calculated on the sum of the taxes from year to year and not to be calculated on an individual year basis.
3. This Resolutions shall be published in its entirety in the Burlington County Times, which has been designated as the official newspaper of the Township.
4. A certified copy of this Resolution shall be provided by the Township Clerk to the Tax Collector, Township Attorney and Auditor for the Township of Chesterfield.

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**TOWNSHIP OF CHESTERFIELD
RESOLUTION 2019-1-22**

**RESOLUTION AUTHORIZING THE TAX COLLECTOR
TO CANCEL SMALL BALANCES**

WHEREAS, *N.J.S.A. 40A:5-17.1* provides that a municipality may authorize the processing of tax refunds of less than ten dollars (\$10.00) and the cancellation of tax delinquencies of less than ten dollars (\$10.00);

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Chesterfield in the County of Burlington and State of New Jersey that the Tax Collector is hereby authorized to process, without further action on the part of the Township Committee, any property tax refund of less than ten dollars (\$10.00); and

BE IT FURTHER RESOLVED that the Tax Collector is hereby authorized to process without further action on the part of the Township Committee the cancellation of any property tax delinquency of less than ten dollars (\$10.00); and

BE IT FURTHER RESOLVED that a certified copy of this Resolution be provided by the Municipal Clerk to the Tax Collector and the Treasurer.

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**TOWNSHIP OF CHESTERFIELD  
RESOLUTION 2019-1-23**

**RESOLUTION AUTHORIZING TEMPORARY BUDGET APPROPRIATIONS**

**WHEREAS**, the Township Committee of the Township of Chesterfield will enter into contracts and commitments prior to the adoption of the 2019 operating budget; and

**WHEREAS**, *N.J.S.A. 40A:4-19* allows the governing body to make appropriations in an amount not to exceed 26.25% of the total of the appropriations made for all purposes in the budget of the preceding year;

**NOW, THEREFORE, BE IT RESOLVED** that the following temporary appropriations be made to provide for the period between the beginning of the fiscal year and the adoption of the budget:

| Department                  | Type | TEMP BUDGET   |
|-----------------------------|------|---------------|
| Administration              | S&W  | \$ 25,205.00  |
|                             | OE   | \$ 11,000.00  |
| Mayor & Council             | S&W  | \$ 9,000.00   |
|                             | OE   | \$ 800.00     |
| Clerk                       | S&W  | \$ 25,000.00  |
|                             | OE   | \$ 1,000.00   |
| Finance                     | S&W  | \$ 17,000.00  |
|                             | OE   | \$ 5,000.00   |
| Audit                       | OE   | \$ 15,000.00  |
| Tax Assessor                | S&W  | \$ 7,000.00   |
|                             | OE   | \$ 7,000.00   |
| Maint of Tax Maps           | OE   | \$ 500.00     |
| Collection of Taxes         | S&W  | \$ 10,000.00  |
|                             | OE   | \$ 3,000.00   |
| Legal                       | OE   | \$ 85,000.00  |
| Engineering                 | OE   | \$ 30,000.00  |
| Buildings & Grounds         | S&W  | \$ 1,000.00   |
|                             | OE   | \$ 10,000.00  |
| Historic Preservation Comm. | OE   | \$ 500.00     |
| Planning Board              | S&W  | \$ 3,000.00   |
|                             | OE   | \$ 12,000.00  |
| Environmental Commission    | S&W  | \$ 500.00     |
|                             | OE   | \$ 4,000.00   |
| Recycling                   | S&W  | \$ 300.00     |
|                             | OE   | \$ 4,000.00   |
| Liability Insurance         | OE   | \$ 24,000.00  |
| Workers Compensation        | OE   | \$ 56,000.00  |
| Group Health                | OE   | \$ 175,000.00 |

|                              |     |    |            |
|------------------------------|-----|----|------------|
| Police Department            | S&W | \$ | 225,000.00 |
|                              | OE  | \$ | 20,000.00  |
| New Vehicle                  | OE  | \$ | 20,000.00  |
| First Aid                    | OE  | \$ | 3,000.00   |
| Animal Control               | S&W | \$ | 250.00     |
|                              | OE  | \$ | 500.00     |
| Emergency Management         | OE  | \$ | 500.00     |
| Streets & Roads              | S&W | \$ | 130,000.00 |
|                              | OE  | \$ | 35,000.00  |
| Maintenance of Vehicles      | OE  | \$ | 20,000.00  |
| Board of Health              | S&W | \$ | 2,000.00   |
|                              | OE  | \$ | 200.00     |
| Parks & Playgrounds          | SW  | \$ | 2,000.00   |
|                              | OE  | \$ | 35,000.00  |
| Celebration of Public Events | OE  | \$ | 2,000.00   |
| Electricity                  | OE  | \$ | 20,000.00  |
| Street Lighting              | OE  | \$ | 30,000.00  |
| Telephone                    | OE  | \$ | 7,000.00   |
| Natural Gas                  | OE  | \$ | 5,000.00   |
| Water                        | OE  | \$ | 5,000.00   |
| Telecommunications           | OE  | \$ | 3,000.00   |
| Gasoline                     | OE  | \$ | 40,000.00  |
| Construction Code            | S&W | \$ | 42,000.00  |
|                              | OE  | \$ | 3,000.00   |
| Property Maintenance         | OE  | \$ | 10,000.00  |
| Social Security              | OE  | \$ | 60,000.00  |
| Ambulance - OUT OF CAP       | S&W | \$ | 35,000.00  |
| Court                        | OE  | \$ | 45,000.00  |
| Matching Funds for Grants    | OE  | \$ | 5,000.00   |

**TOTAL** \$ **1,347,255.00**

**SEWER**

|                 |    |            |
|-----------------|----|------------|
| Salary & Wage   | \$ | 25,000.00  |
| Other Expenses  | \$ | 102,932.50 |
| Bond Principal  | \$ | 40,000.00  |
| Bond Interest   | \$ | 25,000.00  |
| Social Security | \$ | 2,000.00   |

**TOTAL** \$ **194,932.50**

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**TOWNSHIP OF CHESTERFIELD
RESOLUTION 2019-1-24**

RESOLUTION AUTHORIZING CHECK PRIOR TO BILL LIST APPROVAL

WHEREAS, the Township receives received certain bills, contractual or otherwise, the holding of which, due to meeting schedules, deadlines or the like would cause financial harm to the Township; and

WHEREAS, said bills are hereby authorized to be paid upon presentation and are to include but not limited to the following:

Payroll
Insurance
State, County, School Payments
Public Utilities
Approved Grant Application Fees
Contractual Payments
Debt Service

NOW THEREFORE, BE IT RESOLVED by the Township committee of the Township of Chesterfield, County of Burlington, State of New Jersey that authorization is hereby given that the Chief Financial Officer/Treasurer is hereby authorized to pay bills on the foregoing list prior to approval of the bill list.

BE IT FURTHER RESOLVED that a certified copy of this Resolution will be forwarded to the New Jersey Division of Contract Compliance and Equal Opportunity as required by Statute.

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**TOWNSHIP OF CHESTERFIELD  
RESOLUTION 2019-1-25**

**RESOLUTION OF THE TOWNSHIP OF CHESTERFIELD  
APPROVING TOWING CONTRACTS FOR 2019-2021**

**WHEREAS**, Chapter 173 of the Code of the Township of Chesterfield establishes the criteria for selecting towing companies to perform municipal towing services; and

**WHEREAS**, applications for towing were due no later than October 1, 2018; and

**WHEREAS**, here were seven (7) applications received, all of which were completed applications; and

**WHEREAS**, a maximum of six (6) towers can be appointed; and

**WHEREAS**, after reviewing the applications and verifying the information on employees, vehicles, equipment and facilities, the Chief of Police recommends the following five (5) towers:

- (1) USA Towing
- (2) Flynn's Towing
- (3) Haines Towing
- (4) B & B Towing
- (5) Hamilton Auto Clinic

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Chesterfield that the Township Committee of Chesterfield Township hereby approves the recommendations made by the Chief of Police and the list will be updated and utilized in rotation from January 1, 2019 through December 31, 2021.

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Ms. Koetas-Dale made a motion seconded by Ms. Romeu to add Resolution 2019-1-26 to the agenda. All were in favor.

Mr. Liedtka made a motion seconded by Ms. Koetas-Dale to approve Resolution 2019-1-26. All were in favor.

**TOWNSHIP OF CHESTERFIELD
RESOLUTION 2019-1-26**

**RESOLUTION OF THE TOWNSHIP OF CHESTERFIELD
AUTHORIZING "CHANGE FUNDS" FOR THE TAX DEPARTMENT, CONSTRUCTION
DEPARTMENT, FINANCE DEPARTMENT AND
POLICE DEPARTMENT**

WHEREAS, it is necessary for the purpose of making change for cash payments for certain offices and departments; and

WHEREAS, the said Change Funds will be used for the sole purpose of making change and shall not be used for the purpose of paying bills; and

WHEREAS, such Change Funds will allow for easy separation of accounts; and

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Chesterfield that the Township Committee of Chesterfield Township hereby establishes the following change fund amounts for the following departments:

| | |
|---------------------|----------|
| Construction Office | \$100.00 |
| Finance Office | \$ 50.00 |
| Police Department | \$ 50.00 |
| Tax Office | \$100.00 |

BE IT FURTHER RESOLVED that said change fund is to be used for the sole purpose of making change and not for the purpose of paying any bills and to have a constant balance in the amount in which they are establish.

BE IT FURTHER RESOLVED that the Chief Financial Officer is hereby authorized to issue the change funds in the above amounts and shall make the appropriate adjustments for the purpose of establishing such change funds for the foregoing offices and departments.

CHESTERFIELD TOWNSHIP COMMITTEE

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**ORDINANCES FOR INTRODUCTION**

Ms. Koetas-Dale made a motion seconded by Ms. Katz introduce Ordinance 2019-1. All were in favor. Public Hearing will be on January 24, 2019.

**TOWNSHIP OF CHESTERFIELD  
ORDINANCE 2019-1**

**AN ORDINANCE AMENDING CHAPTER 110-106 OF THE CODE OF THE  
TOWNSHIP OF CHESTERFIELD ENTITLED "FEES"**

**BE IT ORDAINED AND ENACTED** by the Township Committee of the Township of Chesterfield, County of Burlington, State of New Jersey Section 110-106 of the Township Code entitled "Dogs" is hereby amended to read as follows:

**§ 110-106. Dogs.**

- A. Persons applying for the license and registration tags shall pay the following fees:

1. Annual License fees and renewals:	<u>Spayed</u>	<u>Non-Spayed</u>
Chesterfield Township License Fee	\$10.80	\$10.80
New Jersey Registration Fee	\$ 1.00	\$ 1.00
New Jersey Pilot Clinic Fund	\$ 0.20	\$ 0.20
New Jersey Animal Population Control Fund	\$ 0.00	\$ 3.00
TOTAL	\$12.00	\$15.00

**REPEALER, SEVERABILITY AND EFFECTIVE DATE.**

- A. Repealer. Any and all ordinances inconsistent with the terms of this Ordinance are hereby repealed to the extent of any such inconsistencies.
- B. Severability. In the event that any clause, section, paragraph or sentence of this Ordinance is deemed to be invalid or unenforceable for any reason, then the Township Committee hereby declares its intent that the balance of the Ordinance not affected by said invalidity shall remain in full force and effect to the extent that it allows the Township to meet the goals of the Ordinance.

- C. Effective Date. This Ordinance shall take effect upon proper passage in accordance with the law and shall be effective as of January 1, 2019.

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Mr. Dhopte made a motion seconded by Ms. Katz to introduce Ordinance 2019-2. All were in favor. Public Hearing will be on January 24, 2019.

**TOWNSHIP OF CHESTERFIELD
ORDINANCE 2019-2**

**AN ORDINANCE TO ESTABLISH SALARIES, WAGES AND COMPENSATION
FOR VARIOUS OFFICIALS AND EMPLOYEES OF THE
TOWNSHIP OF CHESTERFIELD**

BE IT ORDAINED that the Township Committee of the Township of Chesterfield in the County of Burlington and State of New Jersey hereby determines and establishes the salary ranges (unless otherwise specified) of compensation, salary, wages of the officials, appointees and employees of the Township of Chesterfield as follows:

| TITLE | PER ANNUM | |
|--|------------|------------|
| Board of Health Members | \$ 500 | \$ 750 |
| Building/Fire Inspector | \$ 20,000 | \$ 65,000 |
| Building/Fire Subcode | \$ 5,000 | \$ 10,000 |
| Chief Financial Officer | \$ 10,000 | \$ 20,000 |
| Chief of Police | \$ 109,000 | \$ 152,000 |
| Clean Communities Coordinator | \$ 500 | \$ 1,000 |
| Construction Clerk (TACO)/Zoning Officer | \$ 30,000 | \$ 65,000 |
| Construction Official | \$ 5,000 | \$ 20,000 |
| Deputy Township Clerk | \$ 30,000 | \$ 55,000 |
| Dog Registrar | \$ 1,500 | \$ 5,000 |
| Environmental Commission Secretary | \$ 1,200 | \$ 2,000 |
| Mentoring Program Director | \$ 1,000 | \$ 2,000 |
| Municipal Alliance Grant Coordinator | \$ 2,000 | \$ 3,000 |
| Housing Inspector | \$ 3,000 | \$ 5,000 |
| Land Use Secretary | \$ 5,000 | \$ 9,000 |
| Police Department Secretary | \$ 30,000 | \$ 45,000 |
| Principal Public Works Director | \$ 65,000 | \$ 90,000 |
| Public Works Laborer | \$ 31,000 | \$ 70,000 |
| Qualified Purchasing Agent | \$ 5,000 | \$ 10,000 |
| Recycling Coordinator | \$ 500 | \$ 1,000 |
| Recreation Director | \$ 3,000 | \$ 5,000 |
| Registrar of Vital Statistics | \$ 1,500 | \$ 2,000 |
| Sewer Maintenance Director | \$ 5,000 | \$ 15,000 |
| Tax Assessor | \$ 20,000 | \$ 30,000 |
| Tax Collector | \$ 20,000 | \$ 50,000 |
| TDR Coordinator | \$ 1,000 | \$ 4,000 |
| Township Administrator | \$ 25,000 | \$ 45,000 |

| | | |
|--------------------|-----------|-----------|
| Township Clerk | \$ 45,000 | \$ 65,000 |
| Township Committee | \$ 5,000 | \$ 7,000 |
| Treasurer | \$ 45,000 | \$ 70,000 |

| TITLE | PER HOUR | |
|--|----------|----------|
| Part-Time Employee(DPW, Police, Admin.&Seasonal) | \$ 15.00 | \$ 25.00 |
| Inspector/Subcode | \$ 36.00 | \$ 45.00 |
| Adult Mentoring Program Counselor | \$ 18.00 | \$ 25.00 |
| Jr. Mentoring Program Counselor | \$ 5.00 | \$ 7.00 |

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Ms. Koetas-Dale made a motion seconded by Mr. Dhopte introduce Ordinance 2019-3. All were in favor. Public Hearing will be on January 24, 2019.

**TOWNSHIP OF CHESTERFIELD  
ORDINANCE 2019-3**

**AN ORDINANCE MEMORIALIZING THE SALARIES ESTABLISHED  
IN THE COLLECTIVE BARGAINING AGREEMENT BETWEEN THE TOWNSHIP OF  
CHESTERFIELD AND THE CHESTERFIELD POLICE FOP LODGE 114 EFFECTIVE  
JANUARY 1, 2019 – DECEMBER 31, 2022**

**BE IT ORDAINED** that the Township Committee of the Township of Chesterfield in the County of Burlington and State of New Jersey hereby ratifies the Police Salaries in accordance with the Collective Bargaining Agreement between the Township of Chesterfield and the Chesterfield Police FOP Lodge 114 as follows:

TITLE	PER ANNUM	
Police Officer	\$ 28,000.00	\$ 101,000
Police Sergeant	\$ 99,000.00	\$ 108,000

**BE IT FURTHER ORDAINED** that all salaries are retroactive to January 1, 2019 for all persons employed by the Township as of January 1, 2019. If an employee is appointed to a position after January 1, 2019, the salary becomes effective as of that date.

**BE IT FURTHER ORDAINED** that all salaries are retroactive to January 1, 2019 for all persons employed by the Township as of January 1, 2019 and after final adoption of the 2019 Municipal Budget. If an employee is appointed to a position after January 1, 2019, the salary becomes effective as of that date.

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Township Committee Liaisons

Mayor Romeu asked that instead of assigning liaisons tonight that they discuss it first and think about it and then come back to it at the next Township meeting. Some of the items to consider are:

Do we need liaisons now that we have a Township Administrator?

If we have liaisons, 1 vs 2 per department

Consider combining public works with buildings & grounds

Mayor Romeu would like to meet individually with each of the Township Committee members.

Comments from the Public and the Committee

Ms. Koetas-Dale made a motion seconded by Ms. Katz to open the meeting to public comment

Hearing no comment, Ms. Koetas-Dale made a motion seconded by Ms. Katz to close public comment. All were in favor.

Mr. Liedtka made a motion to adjourn the meeting seconded by Ms. Katz. All were in favor. The meeting adjourned at 7:29 pm.

Respectfully submitted,

Rachel Fryc, RMC
Deputy Township Clerk