

**BLAIRSTOWN TOWNSHIP COMMITTEE
ANNUAL REORGANIZATION MEETING
JANUARY 5, 2009 – 6:00 PM
MUNICIPAL BUILDING**

A G E N D A

OPENING – Call to Order; Roll Call

INVOCATION – Rev. David Harvey of the First Presbyterian Church

FLAG SALUTE

SUNSHINE STATEMENT to be read by Clerk Pizzaia

Notice of this meeting has been sent to three newspapers of general circulation in the Township of Blairstown in which notice of the date, time, place and general agenda were set forth in accordance with the Open Public Meetings Act.

DETERMINATION OF THE WARREN COUNTY BOARD OF CANVASSERS

Clerk Pizzaia to administer Oaths of Office

Elected Official – Stephen J. Lance
Administer Oath of Office to Mr. Lance

Elected Official – Salvatore P. Lascari
Administer Oath of Office to Mr. Lascari

NOMINATION FOR MAYOR FOR THE YEAR 2009

Accept nomination – Roll Call vote
Oath of Office to Mayor

MAYOR CHAIRS REMAINDER OF THE MEETING

NOMINATION FOR DEPUTY MAYOR FOR THE YEAR 2009

Accept nomination – Roll Call vote
Oath of Office to Deputy Mayor

RESOLUTIONS: (Committee may adopt all as one consent agenda unit, ask to have certain ones pulled for discussion and vote on the remainder, or decide to vote on each resolution separately)

- R.2009-01 Various One Year Appointments – Compensated
- R.2009-02 Various Appointments – Non-compensated
- R.2009-03 Cancel Water Utility Balances under \$5.00
- R.2009-04 Appointing Local Emergency Planning Committee Members
- R.2009-05 Fixing the Rate of Interest to be Charged on Delinquent Taxes and Authorize Tax Collector to hold Annual Tax Sale
- R.2009-06 Complying with Open Public Meetings Act
- R.2009-07 Designating Authorized Signatures
- R.2009-08 Authorizing Investment of Idle Funds and Fund Transfers
- R.2009-09 Adopting a Cash Management Plan
- R.2009-10 Contracting for Professional Services without Competitive Bidding in Accordance with the Local Public Contract Law

- R.2009-11 Contracting for Professional Services without Competitive Bidding in Accordance with the Local Public Contract Law – Municipal Accountant (Auditor)
- R.2009-12 Designating Official Newspapers
- R.2009-13 Canceling Certain Real Estate Property Tax Balances
- R.2009-14 Authorizing Tax Assessor and Township Attorney to Handle Roll Back Taxes Complaints
- R.2009-15 Instituting a Fee for Duplicate Tax Sale Certificates
- R.2009-16 Fixing the Rate of Interest to be Charged on Delinquent Water Accounts

Motion by _____, 2nd _____ Roll Call

FROM THE COMMITTEE

FROM THE PUBLIC

ADJOURNMENT – Motion to adjourn at ____pm on motion of _____, 2nd _____

RESOLUTION NO. 2009 – 001

Various One Year Appointments – Compensated

WHEREAS, it is necessary to appoint various persons to fill the numerous positions of authority in the Township of Blairstown for the year 2009.

NOW, THEREFORE, BE IT RESOLVED on this Fifth day of January 2009 by the Mayor and Township Committee of the Township of Blairstown, that the following appointments be made for the following offices, with the terms being until December 31, 2009:

Assessment Search Officer	Phyllis Pizzaia
Office Manager	Phyllis Pizzaia
Registrar	Phyllis Pizzaia
Deputy Clerk/Assistant Office Manager	Marion Spriggs
Deputy Registrar	Marion Spriggs
Alternate Registrar	Patricia Williams
Part-time Office Assistant	Rita Bernstein
Treasurer	Barbara Emery
Assistant Treasurer	Michaeline Wozniak
Administrative Assistant/Receptionist/Cashier	Patricia Williams
Tax Search Officer	Rita Kelley
Deputy Tax Collector	Dawn Gallant
Recreation Director	Patricia M. Sagan
Code Enforcement Officer	David Diehl
Flood Plain Administrator; 9-1-1 Coordinator	David Diehl
Driveway Inspector	Norton B. Rodman, P.E.
Director, OEM	Jeffrey Jablon
Deputy Coordinator/OEM	Robert DePuy
Deputy Coordinator/OEM	Stephen Losey
Administrative Assistant/OEM	Dawn Gallant
Municipal Housing Liaison	Theresa Tamburro
Animal Control Officer/Animal Cruelty Inv.	Alan DeCarolis
Clean Communities Coordinator	Maureen DeSimone
Recycling Coordinator	Maureen DeSimone
Chief Blairstown Hose Co. #1	Michael Sullivan
Assistant Chief Blairstown Hose Co. #1	Darren Occhiuzzo
Secretary Blairstown Hose Co. #1	Mark Diana
Treasurer Blairstown Hose Co. #1	David Weber
Custodians for Fire Department	Stuart Kise
	Scott Bedell
Matrons	Margaret McGinley
	Misty Mott
	Lorie Schoemer
Crossing Guards	Arlene Hendershot
	Fernya Klindt
Technical Assistant/Construction Office	Margaret McGinley

RESOLUTION NO. 2009 – 002

Various Appointments – Non-Compensated

WHEREAS, it is necessary to appoint various persons to fill various positions on various boards, committees and commissions of the Township of Blairstown, as required by the various ordinances adopted in connection therewith:

NOW, THEREFORE, BE IT RESOLVED on this Fifth day of January 2009 by the Mayor of the Township of Blairstown that the following persons be appointed to the Blairstown Planning Board for terms as set forth: Debra Waldron as a Class IV member with term expiring 12/31/2012; Dirk Hermann as a Class IV member with a term expiring 12/31/2012; Jane Santini as a Class II member for one year with a term expiring 12/31/2009; Joshua Benson as Alternate I with a term expiring 12/31/2009; Ray Snyder as Alternate II with a term expiring 12/31/2010; Richard Mach as a Class I member with a term expiring 12/31/2009; and William Seal as Class III member with a term expiring 12/31/2009.

BE IT FURTHER RESOLVED that the Township Committee appoint the following to the Blairstown Township Board of Adjustment for the terms set forth: Philip Rivera and Barbara Green appointed to 4-year terms expiring on 12/31/2012; Michael Repasky appointed as Alternate II with a term expiring 12/31/2010.

BE IT FURTHER RESOLVED that the following be appointed and/or reappointed to the Blairstown Township Environmental Commission: reappoint Wendy Finnerty, Mark Ohannesian and Richard Maihot to 3-year terms expiring 12/31/2011; appoint Al Hough to a 2-year term expiring 12/31/2010; and appoint Patrick Pergola as Alternate I for a 2-year term expiring 12/31/2010.

BE IT FURTHER RESOLVED the following be appointed/reappointed to the Recreation Committee for 3-year terms expiring 12/31/2011: Dolores Lascari, Chris D'Amato and Dave Allan.

BE IT FURTHER RESOLVED that the following be reappointed to the Open Space Committee for 3-year terms expiring 12/31/2011: Chris D'Amato and Philip Rivera.

BE IT FURTHER RESOLVED that the following be reappointed to the Historic Preservation Commission with terms expiring 12/31/2012: Robert Stiles, Marie Giuricich and Gerard Tretola.

BE IT FURTHER RESOLVED that Jan Hagen be reappointed to the Shade Tree Committee for a 3-year term expiring 12/31/2011.

BE IT FURTHER RESOLVED that Richard Mach and Jane Santini be appointed to the Local Assistance Board for a term of one year expiring 12/31/2009.

BE IT FURTHER RESOLVED that Margie Ford be reappointed as Municipal Coordinator on Aging.

BE IT FURTHER RESOLVED that Doug Race and Robert DeBlock be reappointed as members of the Agricultural Advisory Committee for a term of one year expiring December 31, 2009.

BE IT FURTHER RESOLVED that Richard Mach be appointed as Blairstown Township's representative to the County Solid Waste Advisory Committee for a term of one year expiring December 31, 2009.

BE IT FURTHER RESOLVED that Barbara Emery shall serve as Public Agency Compliance Officer and Affirmative Action Officer.

BE IT FURTHER RESOLVED that Barbara Emery shall serve as Fund Commissioner and Phyllis Pizzaia shall serve as Alternate Fund Commissioner.

Dated: January 5, 2009

Motion:

Second:

VOTE:

RESOLUTION NO. 2009 – 003

Cancel Water Utility Balances under \$5.00

WHEREAS, the Township Committee would like to treat small unpaid water utility balances in a similar fashion to the cancellation of real estate taxes in amounts less than \$10.00;

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Blairstown, County of Warren, State of New Jersey, that small unpaid water balances of less than \$5.00 are to be cancelled at the end of each calendar year and the water utility billing clerk is authorized to do so annually.

Date: January 5, 2009

Motion:

Second:

VOTE:

RESOLUTION NO. 2009 – 004

Appointing Local Emergency Planning Committee Members for 2009

WHEREAS, under state and federal emergency planning requirements, every municipality is to appoint emergency management members; and

WHEREAS, these members are responsible for the development and maintenance of an emergency operations plan; and

WHEREAS, to ensure that the membership is kept current, it is required that municipalities adopt a resolution updating its membership;

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Blairstown, County of Warren, State of New Jersey, on this Fifth day of January 2009, that the following members have been appointed to the Local Emergency Planning Committee for 2009:

Richard Mach
Jeffrey Jablon
Robert DePuy
Dawn Gallant
Mark Saalfield
James Frick
Thomas Krisak
Brian Fogelson
Stephen Losey
Scott Durlister
Michael Sullivan
Norton B. Rodman
Jeff Geuther
Salvatore Lascari

Date: January 5, 2009
Motion:
Second:
VOTE:

RESOLUTION NO. 2009 – 005

**Resolution of the Township of Blairstown, County of Warren, State of New Jersey,
Fixing the Rate of Interest to be Charged on Delinquent Taxes and
Authorize the Tax Collector to Hold Annual Tax Sale**

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

WHEREAS, N.J.S.A. 54:4-67 has been amended to permit the fixing of said rate of 8% per annum on the first \$1,500.00 of the delinquency, and 18% per annum on any amount in excess of \$1,500.00, and allows an additional penalty of 6% 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 on this Fifth day of January 2009, by the Township Committee of the Township of Blairstown, County of Warren, State of New Jersey as follows:

1. The Tax Collector is hereby authorized and directed to charge 8% per annum on the first \$1,500.00 of taxes becoming delinquent after due date and 18% per annum on any amount of taxes in excess of \$1,500.00 becoming delinquent after due date and if a delinquency is in excess of \$10,000.00 and remains in arrears beyond December 31st, an additional penalty of 6% shall be charged against the total delinquency.
2. Effective January 1, 2009, there will be a ten (10) day grace period of quarterly tax payments made by cash, check or money order.
3. Any payments not made in accordance with paragraph two of this resolution shall be charged interest from the due date as set forth in paragraph one of this resolution.
4. A certified copy of this resolution shall be provided by the Township Clerk to the Tax Collector, Township Attorney and Township Auditor for the Township of Blairstown.

BE IT FURTHER RESOLVED by the Township Committee that the Tax Collector is hereby authorized to hold a tax sale in accordance with law.

Date: January 5, 2009
Motion:
Second:
VOTE:

RESOLUTION NO. 2009 – 006

**Complying with the Open Public Meeting Act
“Sunshine Law”**

BE IT RESOLVED by the Township Committee of the Township of Blirstown on this Fifth day of January, 2009 as follows:

1. The following schedule of meetings of the governing body of the Township of Blirstown is hereby adopted:
 - A. Second Wednesday of each month in the Municipal Building at 106 Route 94 from 7:30 PM until 10:00 PM or until business has been concluded, whichever comes first; for the public portion of the meeting. Closed session will begin at 6:30 PM on the regular Committee meeting dates. Whenever necessary, the Township Committee will adjourn to closed session after adoption of proper resolution, setting forth the purpose.
 - B. That each and every meeting shall be public for the purpose of transacting any business, either by the governing body alone, or in any joint meeting with other municipal groups, which may become necessary.
 - C. The Mayor may call a Special Meeting of the Township Committee when, in request of one member of the Township Committee addressed to the Mayor and or Municipal Clerk; and the Mayor, or in his/her absence, the Clerk, shall forthwith call such special meeting and 48 hours notice, when able, shall be provided to the official newspapers.
 - D. All meetings will be held in compliance with the rules set forth by the Township Committee.
2. The agenda for each of the foregoing meetings shall be as follows:
 - a. Call to order; roll call
 - b. Open Public Meetings Act Statement
 - c. Closed Session, if any, at 6:30 PM
 - d. Flag Salute
 - e. 7:30 pm or prevailing time meeting begins
 - f. Approval of minutes
 - g. Public Comment – up to five (5) speakers for three (3) minutes each
 - h. Ordinances
 - i. Consent Agenda for resolutions
 - j. Reports
 - k. Unfinished Business
 - l. Petitions before the Committee
 - m. Correspondence
 - n. From the Municipal Attorney
 - o. From the Municipal Clerk

- p. From the Township Committee
 - q. From the Public
 - r. Adjournment
3. A copy of this resolution shall be prominently posted by the Municipal Clerk on the bulletin board in the Municipal Building at 106 Route 94.
 4. The Municipal Clerk, upon adoption of this resolution, will mail a copy to the Express-Times, Easton, PA, the Star Ledger, Newark, NJ and to the New Jersey Herald, Newton, NJ, which are designated as the official newspapers for the Township of Blairstown, for publication of legal notices, pursuant to Section 3(d) of the Open Public Meetings Act, Chapter 231, P.L. 1975.
 5. A copy of this resolution, or any revision thereof, or any advance written notice of any regular, special or rescheduled meeting during 2008 will be mailed by regular mail to any person making written application for same, pursuant to Section 14 of the Open Public Meetings Act, Chapter 21, P.L. 1975, upon payment of \$10.00 to the Municipal Clerk. Notices of meetings requested by news media in writing shall be mailed by certified mail, return receipt requested, to said news media with charge. All requests for notices made shall terminate on December 31 of each year, but shall be subject to renewal upon a new written request.
 6. At the commencement of all regularly scheduled meetings, the Mayor will announce publicly and shall cause to be entered upon the minutes of the meeting an accurate statement, substantially as follows:

“Adequate notice of this meeting of the Blairstown Township Committee has been provided in accordance with the Open Public Meetings Act, Chapter 231, P.L. 1975”, by:

 - a. Posting a schedule of all meetings of the Blairstown Township Committee on the Bulletin Board of the Municipal Building by January 10, 2009.
 - b. By mailing a copy of this schedule of the Blairstown Township Committee from 2009 to those persons requesting same, pursuant to Section 14 of the Open Public Meetings Act, Chapter 231, P.L. 1975.
 7. The minutes of each meeting shall become public as soon as they are prepared by the Municipal Clerk. Before releasing the minutes prior to formal approval by the Township Committee, a statement is to be placed at the top of them stating: “Draft Copy – Not Adopted”.

Date: January 5, 2009
Motion:
Second:
VOTE:

RESOLUTION NO. 2009 – 007

Designating Authorized Signatures on Documents

BE IT RESOLVED on this Fifth day of January 2009 by the Township Committee of the Township of Blirstown that the Mayor and the Municipal Clerk be and are hereby authorized to execute and deliver agreements between the Township of Blirstown and any individual or corporation, either public or private; and

BE IT FURTHER RESOLVED that the Mayor, the Municipal Clerk and the Treasurer are authorized to sign checks and other drafts of the Township; and

BE IT FURTHER RESOLVED in the absence of the Mayor, the Deputy Mayor is authorized to sign documents or drafts of the corporation.

BE IT FURTHER RESOLVED that vouchers and/or purchase orders will require signatures of three Committee members, one of whom must be the Mayor or Deputy Mayor.

Date: January 5, 2009

Motion:

Second:

VOTE:

RESOLUTION 2009 – 008

Authorizing Investment of Idle Funds and Fund Transfers

WHEREAS, it is desirable that idle funds of the Township of Blirstown be invested in legal investment vehicles at all times; and

WHEREAS, it is occasionally necessary to transfer funds for the purpose of meeting current township expenses or for the purpose of effecting investment:

NOW, THEREFORE BE IT RESOVED, on this Fifth day of January 2009 by the Township Committee of the Township of Blirstown, that it does hereby authorize the Treasurer to request bids and to place orders for the investment of idle funds solely in legally authorized investment vehicles, such investments to be investing institutions; and

BE IT FURTHER RESOLVED that the Treasurer is hereby authorized to transfer funds by wire solely for the following purposes and subject to all pertinent regulations:

1. to or from Township checking or savings accounts to other Township accounts;
2. to or from Township checking or savings accounts to or from accounts specified by banks of the State of New Jersey Cash Management Funds solely for the purpose of investing for the account of the Township of Blirstown.

Dated: January 5, 2009
Motion:
Second:
VOTE:

RESOLUTION NO. 2009 – 009

Cash Management Plan

BE IT RESOLVED by the Township Committee of the Township of Blirstown, County of Warren, that the Chief Financial Officer shall administer the cash management plan adopted on January 5, 2009 through compliance with N.J.S.A. 40A:5-1 et seq., prudent application of these cash management policies, which shall not conflict with the plan in any way.

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

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

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

- a. Limiting investments to the safest types of securities (indicate rating and agencies to be used).
- b. Pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisors within which an entity will do business.
- c. Diversifying the investment portfolio.

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

- a. Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity, and
- b. By investing operating funds primarily in shorter-term securities for one year.

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

1. a declining credit security could be sold early to minimize the loss of principal.
 2. a security swap would improve the quality, yield, or target duration in the portfolio.
 3. liquidity needs of the local unit require that the security be sold.
- C. **Yield** – The investment portfolio must be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of least importance compared to the safety and liquidity objectives described above. The core of investments is limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. The chief financial officer shall carefully evaluate the legality, security, and yield attributes of any investment offering above market yields.

II. Standards of Care

A. Prudence

The standard of prudence to be used by investment officials shall be the “prudent person” standard and shall be applied in the context of managing an overall portfolio in accordance with State law and this policy. Chief financial officers acting in accordance with the cash management plan and policy shall be relieved of any liability for loss of such moneys due to their solvency or closing of any depository designated by, or the decrease in value of any investment authorized by, the cash management plan.

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

B. Ethics and Conflicts of Interest

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

C. Delegation of Responsibility and Authority

Responsibility and authority to manage the cash management plan and policy is granted to the chief financial officers pursuant to N.J.S.A. 40A:5-14. No person may engage in an investment transaction except as provided under the terms of the policy and the written procedures established by the chief financial officer. The chief financial officer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

III. Safekeeping and Custody

- A. Authorized Banks for Deposit of Governmental Funds: The cash management plan shall list all authorized banks for depository of governmental funds. Only banks approved by the Department of Banking and Insurance under the Government Unit Depository Protection Act (GUDPA) can be approved depositories. See “Attachment B.”
- B. Approved Security Broker/Dealers: The cash management plan shall list any approved security broker/dealers. See “Attachment B.”
- C. Internal Controls
 - 1. The governing body shall act to provide that the agency has an internal control structure that is established, defined and maintained to ensure that the assets of the entity are protected from loss, theft or misuse. The chief financial officer shall develop written internal controls and submit them to the governing body for approval. The internal control structure shall be designed to provide reasonable assurance that the assets of the entity are protected from loss, theft or misuse. The concept of reasonable assurance recognizes that:
 - a. the cost of control should not exceed the benefits likely to be derived.
 - b. the valuation of costs and benefits of internal controls requires estimates and judgments by management.
 - 2. Internal control practices shall address the following points:
 - a. Control of collusion: Collusion is a situation where two or more employees are working in conjunction to defraud their employer.
 - b. Separation of transaction authority from accounting and record keeping: By separating the person who authorizes or performs the transaction from the people who record or otherwise account for the transaction, a separation of duties is achieved.
 - c. Custodial safekeeping: Securities purchased from any bank or dealer including appropriate collateral (as defined by N.J.S.A. 2A:9-105) shall be placed with an independent third party for custodial safekeeping.
 - d. Avoidance of physical delivery securities. Book entry securities are much easier to transfer and account for since actual delivery of a document never takes place. Delivered

securities must be properly safeguarded against loss or destruction. The potential for fraud and loss increases with physically delivered securities.

- e. Clear delegation of authority to subordinate staff members. Subordinate staff members must have a clear understanding of their authority and responsibilities to avoid improper actions. Clear delegation of authority also preserves the internal control structure that is contingent on the various staff positions and their respective responsibilities.
 - f. Written confirmation of telephone transactions for investments and wire transfer. Due to the potential for error and improprieties arising from telephone transactions, all telephone transactions should be supported by written communications and approved by the appropriate person. Written communication may be via fax if on letterhead and the safekeeping institution has a list of authorized signatures.
 - g. Development of a wire transfer agreement with the lead bank or third party custodian. This agreement should outline the various controls, security provisions, and delineate responsibilities of each party making and receiving wire transfers.
- D. Delivery vs. Payment: All trades where applicable will be executed by delivery vs. payment (DVP). This ensures that securities are deposited in the eligible financial institution prior to the release of funds. Securities will be held by a third party custodian as evidenced by safekeeping receipts.

IV. Reporting

- A. Methods: The chief financial officers shall prepare an investment report to the governing body each month, including a succinct management summary that provides a clear picture of the status of the current investment portfolio and transactions made over the last month. This management summary will be prepared in a manner which will allow the governing body to ascertain whether investment activities during the reporting period have conformed to the investment policy. The report should be provided to the chief executive officer and the governing body. The report will include those items outlined in the cash management plan.
- B. Performance Standards: The investments portfolio will be managed in accordance with the parameters specified within the cash management plan and policy. The portfolio should obtain a market average rate of return during a market/economic environment of stable interest rates. Portfolio performance should be compared to appropriate benchmarks on a regular basis.

V. Policy

- A. Exemption: Any investment currently held that does not meet these guidelines shall be exempted from the requirements of the cash management plan. At maturity or liquidation, such monies shall be reinvested only as provided by the cash management plan and policy.

- B. Amendment: The cash management plan must be approved by the governing body, by resolution, on an annual basis, and may be amended at any time during the year to reflect changes due to changes in laws, funds or investments.

Date: January 5, 2009

Motion:

Second:

VOTE:

Finelli Consulting Engineers, Inc. Water Consultants

The services to be rendered by these professionals shall be on an on-going basis, on a need requirement as sought by the Township of Blairstown at various hourly rates.

2. This contract is awarded without competitive bidding as a “Professional Service” in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law , said professionals being licensed by the State of New Jersey and as such are duly qualified as professionals to carry out the subject services which are expressly exempt from Local Public Contracts bidding requirements.
3. These professionals shall execute an Affirmative Action Affidavit, to be completed by firms with less than 50 employees in the form prescribed by the State of New Jersey attesting to its compliance with P.L. 1975, C. 127 and the rules and regulations pursuant thereto.
4. Professionals shall submit a Business Registration Certificate.
5. Professionals shall complete documentation regarding donations to political campaigns.
6. A notice of this action shall be printed once in the official newspaper.
7. Copies of this resolution shall be forwarded to the above listed professionals, the Municipal Clerk and the Treasurer.

Dated: January 5, 2009
Motion:
Second:
VOTE:

RESOLUTION NO. 2009 – 011

**Contracting for Professional Services Without Competitive Bidding in
Accordance with the Local Public Contracts Law (N.J.S.A. 40A-11.1, et. seq.)
Municipal Auditors**

WHEREAS, there exists a need for the contracting with various professionals for professional services for the Township of Blirstown in various matters in which the Township may become involved; and

WHEREAS, the Township has provided funds for expenditures dealing with such representations and said funds have been certified as being available by the Township Treasurer; and

WHEREAS, ARDITO & CO., LLP will submit a statement of anticipated fees indicating that all such services will be rendered on the basis of actual billable hours per various hourly rates, which the Township of Blirstown deems fair and equitable for said professional services; 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, ARDITO & CO., LLP agrees to incorporate into their contracts the mandatory language of subsection 3.4(a) of the Regulations promulgated by the Treasurer pursuant to P.L. 1975, c.127, as amended and supplemented from time to time and the contractor or subcontractor agrees to comply with the terms, provisions and obligations of said subsection 3.4(a) provided that said subsection shall be applied subject to the terms of subsection 3.4(d) of said Regulations; and

WHEREAS, the parties to this contract, agree to incorporate into this contract the mandatory language of section 5.3 of the Regulations promulgated by the Treasurer, pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time, and the contractor or subcontractor agrees to comply with the terms, provisions and obligations of said section 5.3.

NOW, THEREFORE BE IT RESOLVED by the Township Committee of the Township of Blirstown, of the County of Warren, on this Fifth day of January 2009, as follows:

1. The Mayor and Clerk of the Township of Blirstown are hereby authorized and directed to execute a duplicate of this Resolution, which shall act as the authority and agreement between the Township of Blirstown and ARDITO & CO, retaining Ardito & Co., LLP as auditors on and in behalf of the Township of Blirstown for the year 2009.
2. The services to be rendered by ARDITO & CO., LLP as Auditor, shall be on an on-going basis, on a need requirement as sought by the Township of Blirstown at a rate of various hourly rates.

3. This contract is awarded without competitive bidding as a “Professional Service” in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law because these professionals are licensed by the State of New Jersey and as such are duly qualified as professionals to carry out the subject services, which are expressly exempt from Local Public Contracts bidding requirements.
4. ARDITO & CO., LLP shall execute an Affirmative Action Affidavit, to be completed by firms with less than 50 employees in the form prescribed by the State of New Jersey attesting to its compliance with P.L.1975, c.127 and the rules and regulations pursuant thereto.
5. ARDITO & CO., LLP shall submit their Business Registration Certificate and documentation regarding contributions to political campaigns.
5. A notice of this action shall be printed once in the official newspaper.
6. Copies of this Resolution shall be forwarded to these Professionals, the Municipal Clerk and the Treasurer.

Date: January 5, 2009

Motion:

Second:

VOTE:

RESOLUTION NO. 2009 – 012

Designation of Official Newspapers

BE IT RESOLVED by the Township Committee of the Township of Blirstown, County of Warren, State of New Jersey, on this Fifth day of January 2009 that the following newspapers of general circulation in the Township of Blirstown be designated as the official newspapers for the purpose of legal advertising and notices for the Township of Blirstown in the year 2009:

New Jersey Herald, Newton, NJ

Star Ledger, Newark, NJ

Express-Times, Easton, PA

Date: January 5, 2009
Motion:
Second:
VOTE:

RESOLUTION NO. 2009 – 013

Cancellation of Certain Real Estate Property Tax Balances

WHEREAS, pursuant to N.J.S.A. 40:5-17.1 promulgated by the New Jersey State Legislature, all unpaid real estate property taxes of less than \$10.00 (ten dollars) are to be cancelled of record:

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Blirstown, County of Warren, State of New Jersey, on this Fifth day of January 2009, that the Collector of Taxes is hereby authorized and empowered, pursuant to N.J.S.A. 40:5-17.1, to cancel and remove for the tax duplicate records all unpaid real estate property taxes of less than \$10.00 (ten dollars).

Date: January 5, 2009

Motion:

Second:

VOTE:

RESOLUTION NO. 2009 – 014

**Authorization for Tax Assessor to File Corrective Appeals and Stipulations
And Authorization for Township Attorney to Work with Tax Assessor
In Defense of Tax Appeals with the Warren County Board of Taxation**

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

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

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Blairstown, County of Warren, State of New Jersey, on this Fifth day of January 2009, that the Tax Assessor is hereby authorized to file corrective appeals and stipulations with the Warren County Board of Taxation concerning those properties wherein errors were made; and

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

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

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

Date: January 5, 2009
Motion:
Second:
VOTE:

RESOLUTION NO. 2009 – 015

Collection of a Fee for Duplicate Tax Sale Certificates

WHEREAS, P.L. 1900 C.90 was amended and signed into law, allowing municipalities to issue duplicate tax sale certificates at a fee not to exceed \$100.00.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Blirstown, County of Warren, State of New Jersey, on this Fifth day of January 2009, that a fee of \$100.00 shall be collected for the issuance of a duplicate tax sale certificate.

Date: January 5, 2009

Motion:

Second:

VOTE:

RESOLUTION NO. 2009 – 016

Fixing of Rate of Interest to be Charged on Delinquent Water Accounts

WHEREAS, Ordinance 190-9(b) (4) permits the Township Committee of the Township of Blairstown to fix the rate of interest to be charged for non-payment of water bills; and

WHEREAS, N.J.S.A. 54:4-67 has been amended to permit the fixing of said rate at 8% per annum on the first \$1,500.00 of delinquency, and 18% per annum on any amount in excess of \$1,500.00.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Blairstown, County of Warren, State of New Jersey, on this Fifth day of January 2009, as follows:

1. The Utility Collector is hereby authorized and directed to charge 8% per annum on the first \$1,500.00 of the water bill becoming delinquent after due date and 18% on any amount in excess of \$1,500.00.
2. Effective January 1, 2009, there will be a ten (10) day grace period of quarterly water payments made by cash, check or money order.
3. Any payments not made in accordance with paragraph two of this resolution shall be charged interest from the due date as set forth in paragraph one of this resolution.
4. A certified copy of this resolution shall be provided by the Municipal Clerk to the Utility Collector, Municipal Attorney, and Municipal Auditor for the Township of Blairstown.

Date: January 5, 2009
Motion:
Second:
VOTE: