

JANUARY 5, 2016

The annual reorganization meeting of the Hope Township Committee convened at 6:00 P.M. at the Hope Township Community Center with the following members present: George Beatty, John Koonz, and Timothy McDonough. Also present was the Municipal Clerk, Mary Pat Quinn. Lt. Governor Kim Guadagno was present to participate in the administration of the oaths of office.

Under the provisions of the "Open Public Meetings Act", adequate notice of the meeting had been provided by publishing notice in The Express Times and by posting notices in the Hope Post Office and on the Township bulletin boards all on December 17, 2015.

OATH OF OFFICE – NEW COMMITTEEMAN, TIMOTHY C. MCDONOUGH

Timothy C. McDonough was sworn in to office as a Township Committee member for a three year term by Lt. Governor Guadagno with his wife, Maria McDonough, and his daughter, Lacey McDonough DiTondo assisting.

APPOINTMENT OF MAYOR FOR 2016/ OATH OF OFFICE

A motion was made Koonz, seconded by Beatty to appoint Timothy C. McDonough as the Mayor for 2016. Committee polled: Beatty-yes; Koonz-yes; McDonough-yes. Lt. Governor Guadagno administered the oath of office to McDonough with Maria McDonough and Lacey McDonough DiTondo assisting.

APPOINTMENT OF DEPUTY MAYOR FOR 2016/ OATH OF OFFICE

A motion was made by Koonz, seconded by McDonough to appoint George H. Beatty as the Deputy Mayor for 2016. Committee polled: Beatty-yes; Koonz-yes; McDonough-yes. Lt. Governor Guadagno administered the oath of office to Beatty with Logan Fazio, a student of Hope Township School, assisting.

COMMENTS BY LT. GOVERNOR KIM GUADAGNO

Lt. Governor Guadagno thanked the governing body for inviting her to the reorganization. She recognized the families of the elected officials and thanked them for supporting their spouses.

NEW BUSINESS

Introduce Ordinance #16-01, Establish CAP Bank

The following Ordinance was introduced and passed first reading on a motion made by Koonz, seconded by Beatty. Committee polled: Beatty-yes; Koonz-yes; McDonough-yes.

CALENDAR YEAR 2016
ORDINANCE TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION LIMITS AND TO ESTABLISH A CAP
BANK- ORDINANCE #16-01
(N.J.S.A. 40A: 4-45.14)

WHEREAS, the Local Government Cap Law, N.J.S. 40A: 4-45.1 et seq., provides that in the preparation of its annual budget, a municipality shall limit any increase in said budget up to 0% unless authorized by ordinance to increase it to 3.5% over the previous year's final appropriations, subject to certain exceptions; and,

WHEREAS, N.J.S.A. 40A: 4-45.15a provides that a municipality may, when authorized by ordinance, appropriate the difference between the amount of its actual final appropriation and the 3.5% percentage rate as an exception to its final appropriations in either of the next two succeeding years; and,

WHEREAS, the Township Committee of the Township of Hope in the County of Warren finds it advisable and necessary to increase its CY 2016 budget by up to 3.5% over the previous year's final appropriations, in the interest of promoting the health, safety and welfare of the citizens; and,

WHEREAS, the Hope Township Committee hereby determines that a 3.5% increase in the budget for said year, amounting to \$ 31,178.81 in excess of the increase in final appropriations otherwise permitted by the Local Government Cap Law, is advisable and necessary; and,

WHEREAS the Hope Township Committee hereby determines that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years.

NOW THEREFORE BE IT ORDAINED, by the Township Committee of the Township of Hope, in the County of Warren, a majority of the full authorized membership of this governing body affirmatively concurring, that, in the CY 2016 budget year, the final appropriations of the Township of Hope shall, in accordance with this ordinance and N.J.S.A. 40A: 4-45.14, be increased by 3.5%, amounting to \$31,178.81, and that the CY 2016 municipal budget for the Township of Hope be approved and adopted in accordance with this ordinance; and,

BE IT FURTHER ORDAINED, that any that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years; and,

BE IT FURTHER ORDAINED, that a certified copy of this ordinance as introduced be filed with the Director of the Division of Local Government Services within 5 days of introduction; and,

BE IT FURTHER ORDAINED, that a certified copy of this ordinance upon adoption, with the recorded vote included thereon, be filed with said Director within 5 days after such adoption.

The following Resolutions #16-01 through #16-12 were approved in one motion made by Koonz, seconded by Beatty. Committee polled: Beatty-yes; Koonz-yes; McDonough-yes.

Resolution #16-01, Cash Management Plan

RESOLUTION #16-01

WHEREAS, P.L. 1983, chapter 8, Local fiscal Affairs Law, N.J.S. 40A:5-2 was amended to require that each municipality designate a Cash Management Plan for the deposit of local unit's monies.

BE IT RESOLVED, that the following Cash Management Plan be adopted by the Township of Hope:

A. Designation of Official Depositories:

1. The following financial institutions are designated official depositories:

First Hope Bank and Fulton Bank
Any other banking institutions with offices in Warren County

under the direction of the Chief Financial Officer.

2. Designated Official Depositories are required to submit to the Chief Financial Officer of the Township of Hope, a copy of the State of New Jersey, Department of Banking, Governmental Unit Deposit Protection Act notification of eligibility which must be filed semi-annually in the Department of Banking as of June 30 and December 31 each year.

3. Designated Official Depositories are required to submit to the Chief Financial Officer a copy of the institution's "Annual Report" on an annual basis.

B. Deposit of Funds

All funds shall be deposited within forty-eight (48) hours of receipt in accordance with State statute.

1. Operating funds shall be deposited into an interest bearing account to maximize interest earnings.

2. Trust funds may be deposited into interest bearing accounts. Non-interest bearing accounts should be regularly monitored for availability of funds for investment except where either State, Federal laws or local ordinance prohibit the earning of interest on such funds.

C. Designation of Allowable Investment Instruments:

The Township may permit deposits and investments in such depositories as permitted in Section 4 of P.L. 1970 Chapter 236 (C17:9-44).

D. Definition of Acceptable Collateral and Protection of Township Assets.

1. All designated depositories must conform to all applicable State statutes concerning depositories of public funds.

2. All depositories shall obtain the highest amount possible F.D.I.C. and/or F.S.L.I.C. coverage of all Township assets (Demand and Certificate of Deposit).

3. Collateral will be required for all deposits and investments of the Township, except for those in the State Cash Management Fund, collateral must have a market value of not less than 100% of all deposits and investments.

E. Reporting Procedures

The Chief Financial Officer shall prepare for the Township Committee the following investment reports:

1. Monthly reporting: A listing of all investments as part of the Chief Financial Officer's monthly report.

2. The Chief Financial Officer shall prepare a schedule of outstanding investments for the independent auditors as of December 31 each year and at other times as required by the auditors.

F. Maximum Maturity Policy:

Investments shall be limited to a maturity not to exceed one year on all operating funds unless a longer maturity is permitted within provisions of regulations promulgated by either the Federal or State governments.

G. Investment Procedures:

Bids for Certificates of Deposit will be solicited of all designated depositories only if the amount is \$100,000.00 or greater.

Telephone bids will be solicited of designated depositories by the Chief Financial Officer or his designated staff member.

The depository shall specify the principal amount of the investment bid on interest rate and number of days used to calculate the interest to be paid upon maturity.

Interest paid shall be from the date the bid was awarded to the day of maturity.

All bidders may request the results of the bid after the bid is formally awarded.

A check or wire transfer of funds will be made available to the winning bidder the same business day the bid is awarded.

Each quotation shall be documented to record the date and time of quote, the parties in the discussion, the instrument(s), maturities and rates. A bid form of the Township may be used.

H. Controls:

When possible, the internal controls should provide for a separation of the investment placement functions and the accounting activity. Controls must be designed for telephone orders, wire transfers and securities, safekeeping, only specifically designated personnel of the Department of Finance shall be allowed to conduct this part of the transactions and all activity should be subject to immediate written confirmation of the designated depository. The Chief Financial Officer shall review each day's activity.

I. Bonding:

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

Chief Financial Officer and Tax Collector

In addition, staff members of the Department of Finance not covered by a public employee's Faithful Performance Bond in the minimum of \$10,000.00.

J. Compliance:

The Cash Management Plan of the Township of Hope shall be subject to the annual audit conducted pursuant to N.J.S.A. 40a:5-4.

Resolution #16-02, Temporary Budget

Resolution #16-02

TEMPORARY BUDGET

WHEREAS, Title 40A:4-19 known as the Local Budget Law, provides that where any contracts, commitments or payments are to be made prior to the final adoption of the 2016 budget, temporary appropriations be made for the purposes and amounts required in the manner and time therein provided, and;

WHEREAS, the total appropriations in the 2015 budget, less appropriations made for the Capital Improvement Fund, Debt Service, Relief for the Poor (Public Assistance) and Deferred Charges are as follows:

General Fund: \$1,152,177.00

AND;

WHEREAS, 26.25% of the total appropriations in the 2015 budget, less the appropriations made for Capital Improvement Fund, Debt Service, Relief for the Poor (Public Assistance), and Deferred Charges are as follows,

General Fund: \$302,446.46

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hope, County of Warren that the temporary appropriations be made in the amount of \$302,446.46 for the General Fund and that a certified copy of this resolution be transmitted to the Chief Financial Officer for recordkeeping.

Resolution #16-03, Professional Service – Municipal Auditor

TOWNSHIP OF HOPE
COUNTY OF WARREN
STATE OF NEW JERSEY

RESOLUTION #16-03 AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN
CONTRACT FOR PROFESSIONAL SERVICES-MUNICIPAL AUDITOR

WHEREAS, the Township of Hope has a need to acquire a municipal Auditor as a non-fair and open contract pursuant to provisions of *N.J.S.A. 19:44A-20.5*; and,

WHEREAS, the Chief Financial Officer has determined and certified in writing that the value of the acquisition will exceed \$17,500; and

WHEREAS, the anticipated term of this contract is one year; and

WHEREAS, ARDITO & CO., LLP has submitted a proposal, indicating they will provide the auditor services for the anticipated fee of \$23,865 (including court);and

WHEREAS, ARDITO & CO., LLP has completed and submitted a Business Entity Disclosure Certification which certified that ARDITO & CO., LLP has not made any reportable contributions to a political or candidate committee in the Township of Hope in the previous one year, and that the contract will prohibit ARDITO & CO., LLP from making any reportable contributions through the term of the contract; and

WHEREAS, the required certificate for the availability of funds has been filed by the chief financial officer providing that legally appropriated balances are available to cover the amount of the contract as required by N.J.A.C. 5:30-14.5 and that fees for the aforementioned auditing and non-auditing services shall be made available by appropriate inclusion in either an annual municipal budget which includes current, revenue sharing and utility provisions, by budget amendments for Federal program spending or by inclusion in an appropriate bond ordinance.

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Hope, authorizes the Mayor and Clerk of the Township of Hope to enter into a contract with ARDITO AND CO., LLP as described herein as auditors on and in behalf of the Township of Hope for the year 2016; and

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and Determination of Value be placed on file with this resolution; and

BE IT FURTHER RESOLVED that a notice of this action shall be printed once in a legally designated publication.

Political Contribution Disclosure. This contract has been awarded to Ardito & Co., LLP based on the merits and abilities of Ardito & Co., LLP to provide the goods and services as described herein. This contract was not awarded through a "fair and open" process pursuant to N.J.S.A. 19:44A-20.4 *et seq.* As such, the undersigned does hereby attest that Ardito & Co., LLP, its subsidiaries, assigns or principals controlling in excess of 10% of the company has neither made a contribution, that is reportable pursuant to the Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-8 or 19:44A-16 in the one (1) year period preceding the award of the contract that would, pursuant to P.L. 2004, c.19. affect its eligibility to perform this contract, nor will it make a reportable contribution during the term of the contract to any political party committee in the municipality if a member of that political party is serving in an elective public office of that municipality when the contract is awarded, or to any candidate committee of any person serving in an elective public office of the municipality when the contract is awarded. Exhibit "A" (Mandatory Affirmative Action Language), Exhibit "B" (Employee Information Report), Exhibit "C" (Business Registration Certificate), Exhibit "D" (Business Entity Disclosure Certification), Exhibit "E" (Political Contributions Disclosure Certification), and Exhibit F (Insurance) are attached to and made a part of this contract.

Resolution #16-04, Grace Period for Tax Payments

RESOLUTION #16-04

BE IT RESOLVED, that a grace period of ten (10) days for non-payment of taxes as per R.S. 54:4-67 is declared and that interest of 8% per annum on the first \$1,500.00 of delinquency and 18% on sums in excess of \$1,500.00 shall be charged, except that no interest shall be charged if payment of any installments is made within ten (10) days after the date upon which the same shall be payable.

BE IT FURTHER RESOLVED, that a copy of this Resolution be forwarded to the Tax Collector.

Resolution #16-05, Excess Interest on Delinquent Taxes

RESOLUTION #16-05

WHEREAS, the Governor of the State of New Jersey has signed into law a new amendment to N.J.S.A. 54:4-67 regarding charges for delinquent taxes; and

WHEREAS, the Mayor and Township Committee have heretofore established certain rates of interest for delinquent taxes to be assessed on such delinquencies; and

WHEREAS, the amendment to the aforesaid New Jersey statute now permits the Mayor and Township Committee to charge additional interest for delinquent accounts.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Township Committee that pursuant to N.J.S.A. 54:4-67, there is hereby assessed a penalty to be charged to taxpayers whose accounts with the Township of Hope are delinquent and are in excess of the sum of \$10,000.00, a sum equal to 6% of the amount of the delinquency in the payment of taxes if such taxpayer shall fail to make payment in full of the delinquency amount prior to the end of the calendar year in which such taxes shall have accrued and been assessed.

This resolution shall take effect immediately and as provided by law.

Resolution #16-06, Authorize Tax Assessor to File Appeals

RESOLUTION #16-06

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

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

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of Hope Township that the Tax Assessor of Hope Township be and is hereby authorized to file corrective appeals and stipulations with the Warren County Board of Taxation concerning those properties wherein errors were made; and

FURTHER RESOLVED, that the Tax Assessor send copies of such corrected assessments to the individuals involved.

BE IT ALSO RESOLVED, that the Township Committee of Hope Township authorizes the Tax Assessor to file rollback complaints.

A copy of this Resolution shall be forwarded to the Tax Assessor and Warren County Board of Taxation.

Resolution #16-07, Authorize Township Attorney to Sign & File Tax Appeals

RESOLUTION #16-07

BE IT RESOLVED, by the Mayor and Township Committee of the Township of Hope, County of Warren, New Jersey that the Township Attorney be authorized to sign and file appeals for stipulation on behalf of the Township.

BE IT FURTHER RESOLVED, that a copy of this Resolution be forwarded to the Township Attorney and Tax Assessor.

Resolution #16-08, 2016 Meeting Calendar

RESOLUTION #16-08

BE IT RESOLVED, by the Mayor and Township Committee of the Township of Hope, County of Warren, New Jersey that the following meeting calendar be adopted for the year 2016:

Business meetings will be held on the second Wednesday of each month beginning at 7:00 P.M. at the Hope Municipal Building, County Route 611, Hope, NJ.

February 10, 2016

March 9, 2016

April 13, 2016

May 11, 2016

June 8, 2016

July 13, 2016

August 10, 2016

September 14, 2016

October 12, 2016
November 9, 2016
December 14, 2016
January 11, 2017

Work meetings will be held on the fourth Wednesday of each month beginning at 7:00 P.M. at the Hope Municipal Building, County Route 611, Hope, NJ.

January 27, 2016
February 24, 2016
March 23, 2016
April 27, 2016
May 25, 2016
September 28, 2016
October 26, 2016
December 28, 2016 at 4:00 P.M. (Year End)

The 2017 reorganization meeting will be held at the Hope Community Center on Monday, January 2, 2017 at 6:00 P.M.

Resolution #16-09, Return Check Charge

RESOLUTION #16-09

WHEREAS, from time to time checks received in payment for real property taxes or other Township charges are returned by the banks as unpayable;

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of Hope Township, Warren County, New Jersey that Hope Township will charge twenty-five (\$25.00) dollars for any check payable to Hope Township that is returned for non-payment.

BE IT FURTHER RESOLVED that a copy of this Resolution be forwarded to the Tax Collector and Chief Financial Officer.

Resolution #16-10, Appointments and Township Committee Assignments

RESOLUTION #16-10

BE IT RESOLVED by the Mayor and Township Committee of the Township of Hope, County of Warren, New Jersey that the following appointments be made for the year 2016:

Mary Pat Quinn - Assessment Search Officer, Secretary to the Local Board of Health, Public Agency Compliance Officer, Treasurer, Municipal Alliance Coordinator.

Linda Gabel - Deputy Municipal Clerk, Municipal Alliance Chairperson.

Donald Whitmore -Public Works Foreman

Alfia Schemm - Secretary to the Planning Board and Zoning Board of Adjustment

Linda Gabel – Recycling Coordinator, Secretary to Environmental Commission and Historic District Commission

George Boesze – Zoning Officer/Driveway Official

Ralph Price – Electrical Inspector (under the Elect. Subcode Official), no compensation

Mary Pat Quinn – Technical Assistant to the Construction Department

Kathryn Eger - Acting Municipal Court Administrator/Violations Clerk

Mary Patricia Pfeil – Deputy Municipal Court Administrator/Violations Clerk (part-time)

Dawn Decker – Deputy Municipal Court Administrator/Violations Clerk (part-time/temporary)

Alan DeCarolis - Animal Control Officer, Animal Cruelty Investigator

Mary Pat Quinn and Linda Gabel - Dog Licensing Clerks

Richard A. Ralph, Esq. – Municipal Court Prosecutor

Glenn Hawkswell – Municipal Court Attendant

Charles Finneran – Alternate Municipal Court Attendant

Dennis Kelley – Alternate Municipal Court Attendant

Michael Novak – Alternate Municipal Court Attendant

Charles O’Connell – Alternate Municipal Public Defender

Liaison to Warren County Office on Aging-Vacancy

Karen Bartlett-Lance, Deputy Tax Collector

John Koonz - Board of Health Chairman

Patricia Whitmore – Christmas Craft Market Coordinator/Events Coordinator

Kim Tighe – Sports Director for Baseball

Bradley Bartow, Jr. – Sports Director for Soccer

Robin Keggan – Sports Director for Basketball, Recreation Commission Secretary

Liaison to Warren County Solid Waste Advisory Council – Linda Gabel (Certified Recycling Coordinator)

Official Newspaper – The Express Times, The Star Ledger, The Star Gazette

Planning Board:

Timothy C. McDonough, Class I	12/31/16
John Koonz, Class III	12/31/16
Christopher John Kruk, Class II	12/31/16
Brian LaBar, Alternate #1	12/31/17

Zoning Board of Adjustment:

Cathie LaBar, Alternate #1	12/31/17
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Agriculture Advisory Board:

Robert May	12/31/16
Richard Goodbody	12/31/16
Joshua Miller	12/31/16
(2) Vacancies	12/31/16

Advisory member: John Koonz, Township Committee Liaison

Environmental Commission:

Evan Rupff, Alternate #2	12/31/17
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Green Team:

Monica Sobon (Chairperson)	12/31/16
Ellen Benoit (Vice-Chairperson)	12/31/16
Christine Rusin	12/31/16
Cathie LaBar	12/31/16
Virginia Caballero	12/31/16
John Lucas	12/31/16
Betsy Peterson	12/31/16
Jennifer Wallace	12/31/16
Evan Rupff	12/31/16
Linda Gabel (Secretary)	12/31/16

Historic Preservation Commission:

Gerry Manger	12/31/19
Jane Guthrie	12/31/16 (replacing Julie Steven)
Emily Brown, Alternate #1	12/31/17
Vacancy – Alternate #2	12/31/16

The Township Committee finds it advantageous to have a liaison for each department, board, commission or other agency. Therefore, the following are the 2016 Township Committee assignments. Please feel free to contact your liaison as needed.

DEPARTMENT/BOARD/COMMISSION	TOWNSHIP LIAISON
Planning Board	Tim McDonough, Mayor John Koonz
Zoning Board of Adjustment	George Beatty
Environmental Commission	John Koonz
Sports Directors	George Beatty
Agriculture Advisory Board	John Koonz
Hope Board of Education	John Koonz
Hope Volunteer Fire Department	John Koonz
Blairstown Ambulance Corp	John Koonz
N.J. State Police	Tim McDonough
Over 55 Club	Tim McDonough
Help Our Preservation Effort (H.O.P.E.)	John Koonz
Hope Historical Society	John Koonz
Historic Preservation Commission	Tim McDonough
Moravian Grange	Tim McDonough
Hope Food Bank/Pantry	George Beatty
Municipal Court of North Warren at Hope	George Beatty
Department of Public Works	George Beatty

Animal Control George Beatty

Warren County Board of Chosen Freeholders George Beatty

Local Board of Health John Koonz

Resolution #16-11, Authorize Fund Drives

RESOLUTION #16-11

WHEREAS, the Hope Volunteer Fire Department and the Blairstown Ambulance Corp are the agencies that provide the residents of Hope Township with fire protection and emergency services; and

WHEREAS, both agencies need to conduct fund raisers from time to time in order to maintain the integrity and level of these vital services;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Township Committee of the Township of Hope in the County of Warren, New Jersey that the Hope Volunteer Fire Department and the Blairstown Ambulance Corps are authorized to conduct fund drives on any roadway within the Township of Hope during the calendar year 2016.

BE IT FURTHER RESOLVED, that the Municipal Clerk is hereby directed to provide a certified copy of this resolution to these agencies.

Resolution #16-12, Appoint Blairstown Ambulance Corp as Primary Ambulance Service

RESOLUTION #16-12

APPOINT BLAIRSTOWN AMBULANCE CORP AND NORTH WARREN EMERGENCY MEDICAL SERVICES AS THE PRIMARY AMBULANCE SERVICES FOR CY 2016

WHEREAS, the Township of Hope requires emergency services from time to time; and

WHEREAS, the Blairstown Ambulance Corp and North Warren Emergency Medical Services can effectively and efficiently provide emergency services for the Township of Hope;

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Township Committee of the Township of Hope in the County of Warren, New Jersey, that the Blairstown Ambulance Corp and North Warren Emergency Medical Services are hereby appointed as the primary ambulance services for Hope Township for calendar year 2016;

BE IT FURTHER RESOLVED that the Municipal Clerk is hereby directed to provide a certified copy of this action to the Office of the Blairstown Ambulance Corp and North Warren Emergency Medical Services.

Recognition of Hope Township Youth

The Township Committee recognized many Hope Township children for their academic, athletic and civic service achievements.

Public

There were no questions or comments from the public.

The meeting was adjourned at 7:00 P.M. on a motion made by Koonz, seconded by Beatty. The motion was carried.

Respectfully submitted:

Mary Pat Quinn
Municipal Clerk