

TOWNSHIP OF STILLWATER
TOWNSHIP COMMITTEE
JANUARY 3, 2012
RE-ORGANIZATION MEETING

The meeting was called to order at 6 p.m. by Acting Municipal Clerk Lynda Knott. Ms. Knott stated that this meeting has been duly published and posted in full compliance with the Open Public Meeting Act of the State of New Jersey. Advanced notice was given to the New Jersey Herald and by posting said notice in public places.

Ms. Knott led the public in the salute to the American Flag.

At this time, Pastor Florence of the First Presbyterian Church of Stillwater provided an invocation.

Jeffrey M. Parrott, Sussex County Clerk, announced that at the last general election, Ms. Lisa Chamblings and Mrs. Anita Straway were duly elected as Township Committeewomen. Ms. Chamblings for a three-year term expiring December 31, 2014 and Mrs. Straway to fill a one-year unexpired term expiring on December 31, 2012. Mr. Parrott administered the Oath of Office to Mrs. Straway and Ms. Chamblings and congratulated both. Mr. Parrott thanked and wished all a Happy and Healthy New Year.

Roll Call indicated the following members present: Ms. Chamblings, Mr. Fisher, Mr. Gross, Mrs. Straway, Mr. Scott.

Election of Mayor/Chairperson:

A **motion** was made by Mr. Fisher, seconded by Ms. Chamblings to elect Mr. Scott as Mayor. Seeing there were no other nominations, Mr. Scott accepted the nomination of Mayor of Stillwater Township for 2012 and was sworn in.

Roll Call Vote: Ms. Chamblings, yes, Mr. Fisher, yes, Mr. Gross, yes, Mrs. Straway, no, Mr. Scott, yes

At this point, the meeting was turned over to Mayor Scott.

Election of Deputy Mayor:

A **motion** was made by Mayor Scott, seconded by Mr. Gross to elect Mr. Fisher as Deputy Mayor. Seeing there were no other nominations, Mr. Fisher accepted the nomination as Deputy Mayor for Stillwater Township for 2012 and was sworn in.

Roll Call Vote: Ms. Chamblings, yes, Mr. Fisher, yes, Mr. Gross, yes, Mrs. Straway, yes, Mr. Scott, yes

CONSENT AGENDA:

ALL MATTERS LISTED BELOW ARE CONSIDERED ROUTINE IN NATURE AND WILL BE ENACTED BY ONE MOTION. THERE WILL BE NO SEPARATE DISCUSSION OF THE ITEMS. IF ANY DISCUSSION IS DESIRED, THAT PARTICULAR ITEM WILL BE REMOVED FROM THE CONSENT AGENDA AND WILL BE CONSIDERED SEPERATELY ON THE REGULAR AGENDA.

Resolutions

2012-01 Adopting Schedule of 2012 Meetings

2012-02 Designating the Official Newspapers

2012-03 Authorizing Awards of Non-Fair and Open Contracts for Professional Services

2012-04 Authorizing the Cancellation of Tax Overpayment or Delinquent Amounts

2012-05 Fixing the Rate of Interest

2012-06 Temporary Budget

2012-07 Establishing Mileage Reimbursement

2012-08 Adopting Cash Management Plan

2012-09 Authorizing Signature on Checks

2012-10 Adopting Holiday Schedule

2012-11 Authorizing purchases through Morris County Co-op

2012-12 Approving Mayor's Appointment of Township Officers with Committee Concurrence

2012-13 Approving Appointments of Boards and Commissions with Committee Concurrence

2012-14 Appointing Tax Assessor and Attorney to Represent Township before County Tax Board

- 2012-15 Striking the 2012 tax rate for funding Open Space Trust Fund**
- 2012-16 Authorizing the CFO to sell Bond Anticipation Notes and Bonds**
- 2012-17 Authorizing the CFO or Tax Collector to impose service charge for checks returned**
- 2012-18 Authorizing Award of Contract for Professional Services – Municipal Auditor**

Mr. Gross made a **motion** to approve the Consent Agenda, seconded by Mr. Fisher
 At this time, Ms. Chamblings asked for the following resolutions to be pulled from the Consent Agenda,
2012-3, 2012-8, 2012-12, 2012-13, 2012-14, 2012-15 and the motion was amended.

Roll Call Vote: Ms. Chamblings, yes, Mr. Fisher, yes, Mr. Gross, yes, Mrs. Straway, yes, Mr. Scott, yes

RESOLUTION 2012-001

**RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF STILLWATER ADOPTING
 SCHEDULE OF 2012 MEETINGS**

WHEREAS, by the Township Committee of the Township of Stillwater, that regular public meeting dates of the Township Committee of the Township of Stillwater for the year 2012 shall be held on the first and third Tuesday of each and every month.

Workshop meetings will be held on the second and fourth Tuesday, as needed. Meetings will begin with Executive Session at 6:00 p.m. followed by Regular Session which will include the public portion(s) unless otherwise noted, and will commence at 7:00 p.m.

Workshop meetings will commence at 5:00 p.m., and include the provision that action may be taken.

BE IT FURTHER RESOLVED, that Regular meetings and Workshop meetings shall be held at the Municipal Building of the Township of Stillwater, 964 Stillwater Road, Middleville, New Jersey; and

BE IT FURTHER RESOLVED that the following is a list of the dates of the Township Committee meetings in accordance with the terms of this Resolution:

REGULAR MEETINGS

- January 3 & 17
- February 7 & 21
- March 6 & 20
- April 3 & 17
- May 1 & 15
- June 12 & 19
- July 3 & 17
- August 7 & 21
- September 4 & 18
- October 2 & 16
- November 13 & 27
- December 4 & 18
- January 2 & 15, 2013

WORKSHOP MEETINGS

- January 10 & 24
- February 14 & 28
- March 13 & 27
- April 10 & 24
- May 8 & 22
- June 26
- July 10 & 24
- August 14 & 28
- September 11 & 25
- October 9 & 23
- November 20
- December 11
- January 8 & 22, 2013

RESOLUTION 2012-002

**RESOLUTION DESIGNATING THE OFFICIAL
 NEWSPAPERS FOR THE TOWNSHIP OF STILLWATER**

BE IT RESOLVED by the Township Committee of the Township of Stillwater, in the County of Sussex and State of New Jersey that the New Jersey Herald, the Sunday Herald, and/or the Star Ledger are hereby designated as the official newspapers for legal publications of the Township of Stillwater for the year 2012.

BE IT FURTHER RESOLVED that the bulletin board in the lobby of the Town Hall is hereby designated as the place where all official notices are to be posted.

RESOLUTION 2012-004

**RESOLUTION AUTHORIZING THE CANCELLATION
 OF TAX OVERPAYMENT OR DELINQUENT AMOUNTS
 TOWNSHIP OF STILLWATER**

WHEREAS, N.J.S.A. 40A:50-17.1 allows for the cancellation of property tax overpayments or delinquent amounts, in amounts less than \$10.00; and

WHEREAS, the governing body may authorize a municipal employee chosen by said body to process, without further action on their part, any cancellation of property tax overpayments or delinquencies (except those representing a full quarter or more of taxes) of less than \$10.00.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Committee of the Township of Stillwater, County of Sussex, State of New Jersey that we hereby authorize the Tax Collector to cancel said tax amounts as deemed necessary.

BE IT FURTHER RESOLVED that a certified copy of this Resolution is forwarded to the Tax Collector and the Township Auditor.

RESOLUTION 2012-005
RESOLUTION FIXING THE RATE OF INTEREST
TOWNSHIP OF STILLWATER

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 late payment of taxes provided by; and

WHEREAS, N.J.S.A. 54:4-67 permits the fixing of said rate of 8% per annum of the first \$1,500.00 of the 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 Stillwater as follows:

1. The Tax Collector is hereby authorized and directed to charge 8% per annum on the first \$1,500.00 and 18% in excess of \$1,500.00 of taxes or assessments becoming delinquent after due date.
2. There will be a ten (10) day grace period of quarterly tax payments made by cash, check or money order for 2010 pursuant to past municipal practice.
3. Pursuant to the authority contained in N.J.S.A. 54:4-99, interest and penalties on any past due and owing and presently delinquent from the residents of the Township of Stillwater who qualify for the Senior/Disability/Surviving Spouse Deductions under N.J.S.A. 54:4-8.41 and 54:4-8.41A be and the same are hereby waived (with the exception of those that go to lien at a tax sale).

BE IT FURTHER RESOLVED, that in addition to the interest provided above, on all delinquencies in excess of \$10,000.00 and which are not paid prior to the end of the calendar year, the Tax Collector shall also collect a penalty of six (6) percent of the amount of the total delinquency in excess of \$10,000.00.

RESOLUTION 2012-006
TEMPORARY BUDGET
TOWNSHIP OF STILLWATER

WHEREAS, 40A:4-19 Local Budget Act provides that where any contracts, commitments or payments are to be made prior to the final adoption of the 2012 Budget, temporary appropriations be made for the purpose and amounts required in the manner and time therein provided; and

WHEREAS, the date of this resolution is within the first thirty days of 2012; and

WHEREAS, total appropriations in the 2011 Budget, less appropriation made for capital improvement fund, debt service and relief of the poor (public assistance) are as follows:

Current Fund \$ 3,657,450.00

WHEREAS, 26.25 percent of the total appropriations in the 2011 Budget less appropriations for capital improvement fund, debt service and relief of the poor (public assistance) in the said 2011 Budget is as follows:

Current Fund \$ 960,079.75

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Stillwater, County of Sussex that the 2012 Temporary Budget be adopted and that a certified copy be transmitted to the Chief Financial Officer for her records.

RESOLUTION 2012-007
RESOLUTION ESTABLISHING MILEAGE REIMBURSEMENT
FOR 2012 FOR TOWNSHIP OF STILLWATER

BE IT RESOLVED that it is hereby established that the mileage reimbursement rate for the commencement of calendar year 2012 shall be 55.5 cents per mile.

RESOLUTION 2012-009
RESOLUTION AUTHORIZING SIGNATURES ON CHECKS
TOWNSHIP OF STILLWATER

BE IT RESOLVED by the Township Committee of the Township of Stillwater, County of Sussex, New Jersey that the following Township Officials are hereby authorized to sign checks or withdrawal slips for the Stillwater Township General Account where a combination of three principal signatures are required:

Mayor or Deputy Mayor and
Chief Financial Officer and
Municipal Clerk or Deputy Clerk if one is appointed

BE IT FURTHER RESOLVED that the following Township Officials are hereby authorized to sign checks or withdrawals slips for the Stillwater Township Payroll Account where a combination of two principal signatures are required:

Mayor or Deputy Mayor and
Chief Financial Officer and
Municipal Clerk or Deputy Clerk if one is appointed

BE IT FURTHER RESOLVED that signature cards with the signatures of the persons authorized to sign be forwarded to the designated depositories.

RESOLUTION 2012-010
2012 HOLIDAY SCHEDULE
FOR STILLWATER TOWNSHIP

BE IT RESOLVED by the Township Committee of the Township of Stillwater that the 2012 Holiday Schedule be adopted as listed below:

New Year's Day	January 1, 2012
Martin Luther King Jr. Day	January 16, 2012
President's Day	February 20, 2012
Good Friday	April 6, 2012
Memorial Day	May 28, 2012
Independence Day	July 4, 2012
Labor Day	September 3, 2012
Columbus Day	October 8, 2012
Election Day	November 6, 2012
Veteran's Day	November 11, 2012
Thanksgiving Day	November 22, 2012
Day after Thanksgiving	November 23, 2012
Christmas Day	December 25, 2012
New Year's Day (2013)	January 1, 2013

There being no further business, Mr. Gross moved to adjourn the meeting at 11:05 p.m., seconded by Mr. Fisher. In a voice vote, all agreed.

RESOLUTION 2012-011
TOWNSHIP OF STILLWATER
COUNTY OF SUSSEX

WHEREAS, in the past, the Township of Stillwater has availed itself of the right to purchase materials, supplies, and equipment under contracts for such material, supplies and equipment entered into on behalf of the State of New Jersey by the Division of Purchase and property in the Department of Treasury pursuant to N.J.S.A. 40A:11-12 and the Cooperative Pricing Council of the County of Morris; and

WHEREAS, it is desirable from time to time to obtain materials, supplies, and equipment under Contracts for such material, supplies and equipment entered into on behalf of the State of New Jersey and the County of Morris by the said Division without the necessity of advertising for bids or in the case where no bids have been received; and

WHEREAS, it is contemplated that it will be necessary or desirable to obtain materials, supplies, and equipment under such Contract or Contracts entered into on behalf of the State of New Jersey or the County of Morris by said Division during the year.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Stillwater, County of Sussex and State of New Jersey as follows:

1. That the purchases by the Township of Stillwater through the several Municipal Departments shall be purchased under a Contract or Contracts for such material, supplies or equipment entered into on behalf of the State of New Jersey by the Division of Purchase and Property in the Department of the Treasury and the Cooperative Pricing Council of the County of Morris in those cases where it is desirable and in the best interest of the Township of Stillwater and in those cases where bids have been sought by advertisement therefore and no bids were received.
2. That a copy of this resolution be forwarded to the Chief Financial Officer, Department of Public Works of the Township of Stillwater, Municipal Auditor and any other party of interest.

RESOLUTION 2010-016
TOWNSHIP OF STILLWATER

RESOLUTION AUTHORIZING THE CHIEF FINANCIAL OFFICER TO SELL BOND ANTICIPATION NOTES AND BONDS

WHEREAS, N.J.S.A. 40A:2-28 requires that a Resolution be adopted authorizing a Financial Officer of the Township to sell Bond Anticipation Notes and Bonds;

NOW THEREFORE BE IT RESOLVED by the Township Committee of the Township of Stillwater that the Chief Financial Officer is hereby authorized to sell Bond Anticipation Notes and Bonds; and

BE IT FURTHER RESOLVED that following each sale the Chief Financial Officer shall report to the Township Committee the principal amount of the sale, interest rate, date of maturity and name of the purchaser.

RESOLUTION 2012-017

RESOLUTION OF THE TOWNSHIP OF STILLWATER AUTHORIZING THE TAX COLLECTOR OR CHIEF FINANCIAL OFFICER TO IMPOSE A SERVICE CHARGE TO AN ACCOUNT FOR WHICH A CHECK OR OTHER WRITTEN INSTRUMENT WAS RETURNED FOR INSUFFICIENT FUNDS

WHEREAS, P.L. 1990, Chapter 105, supplementing Title 40 of the New Jersey State Revised Statutes has been enacted to allow a municipality the authority to impose a service charge to be added on an account which was by check or other written instrument returned for insufficient funds; and,

WHEREAS, whenever an account is owing a municipality for property tax, municipal utility charges or special assessment, the service charge authorized by this section shall be included on whatever list of delinquent accounts is prepared for the enforcement of the lien.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Stillwater that the Tax Collector or Chief Financial Officer be authorized to charge the aforementioned fee at a rate of \$20.00 per check or other written instrument for all checks returned for insufficient funds during the year; and,

BE IT FURTHER RESOLVED, that the Tax Collector or Chief Financial Officer may require future payments to be tendered in cash or by certified or cashier's check; and,

BE IT FINALLY RESOLVED, that a certified copy of this Resolution be forwarded to the Chief Financial Officer, Tax Collector, and the Township Auditor.

Roll Call Vote: Ms. Chammings, yes, Mr. Fisher, yes, Mr. Gross, yes, Mrs. Straway, yes, Mayor Scott, yes

RESOLUTION 2012-018
TOWNSHIP OF STILLWATER
COUNTY OF SUSSEX

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

WHEREAS, the Township of Stillwater 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 \$27,120; 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 Stillwater 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 Stillwater, authorizes the Mayor and Clerk of the Township of Stillwater to enter into a contract with ARDITO AND CO., LLP as described herein as auditors on and in behalf of the Township of Stillwater for the year 2012; 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.

Items Pulled From the Consent Agenda: Resolutions 2012-3, 2012-8, 2012-12, 2012-13, 2012-14, 2012-15

Discussion:

Resolution 2012-03: Ms. Chamblings questioned if competitive bids would be offered for the professional services of Attorney, Engineer and Auditor. Mr. Fisher suggested a 3 month term. Attorney Cohen indicated the appointments are statutory at three years for the Engineer and one-year for the Attorney. Mrs. Straway felt the issue could be discussed further throughout the year but at this point professionals are needed at this time.

Mr. Gross made a **motion** to adopt Resolution 2012-03, Authorizing Awards of Non-Fair and Open Contracts for Professional Services for 2012, seconded by Mrs. Straway.

RESOLUTION 2012-003
**RESOLUTION AUTHORIZING THE AWARDS OF A
NON-FAIR AND OPEN CONTRACT FOR PROFESSIONAL
SERVICES FOR THE TOWNSHIP OF STILLWATER**

WHEREAS, there exists a need for the services of certain professionals to wit: Township Attorney, Township Engineer, Insurance Agent, Labor Attorney, Bond Attorney, and Auditor as non-fair and open contracts pursuant to the 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 acquisitions will exceed \$17,500; and

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

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Township of Stillwater that:

1. The Mayor and Committee are hereby authorized to engage the following professional persons:

Township Attorney:	Lawrence P. Cohen Esq. /Courter, Kobert & Cohen, PC
Township Engineer:	Michael Vreeland/Guerin & Vreeland
Insurance Agent:	George W. Morville/The Morville Agency
Labor Attorney:	Howard Vex, Esq./Courter, Kobert & Cohen, PC
Bond Attorney:	John L. Kraft, Esq.
Auditor:	Anthony Ardito/Ardito & Co.

2. The above are engaged without competitive bidding as a professional service under the provisions of the Local Public Contract Law because said services are performed by a person authorized by law to practice a recognized profession.

3. A copy of this Resolution and Professional Service Contracts are on file and available for public inspection in the Municipal Clerk's Office.

Roll Call Vote: Ms. Chamblings, no, Mr. Fisher, yes, Mr. Gross, yes, Mrs. Straway, yes, Mayor Scott, yes Ms. Chamblings stated she voted no as she was not able to look over any of the professional contracts.

Discussion:

Resolution 2012-08: Ms. Chamblings had no objection to the resolution, stating all references to "borough" should be changed to "township."

Ms. Chamblings made a **motion** to adopt Resolution 2012-08, Adopting the Cash Management Plan, seconded by Mr. Gross.

RESOLUTION 2012-008
**RESOLUTION ADOPTING CASH MANAGEMENT PLAN FOR 2012
TOWNSHIP OF STILLWATER**

BE IT RESOLVED by the Governing Body of the Township of Stillwater that they hereby adopt the Cash Management Plan for the year 2012 which is attached and made a part of this Resolution.

**CASH MANAGEMENT PLAN FOR THE TOWNSHIP OF STILLWATER,
IN THE COUNTY OF SUSSEX, 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 investment ("Permitted Investments") of certain public funds of the Township of Stillwater, 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.

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

Current Fund	General Capital Fund
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B. It is understood that, for investment purposes, this Plan is not intended to cover certain funds of the Township of Stillwater, specifically Payroll Trust Funds, General Trust Funds and Municipal Court Accounts.

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

The Chief Financial Officer (the Designated Official) and the Township Clerk of the Township of Stillwater are hereby authorized and directed to deposit and/or invest the funds referred to in the Plan.

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:

Bank of America, N.A.	Capital One Bank, N.A.
Fulton Bank of New Jersey	HSBC Bank
JP Morgan Chase Bank, N.A.	Lakeland Bank
PNC Bank, N.A.	Sovereign Bank
TD Banknorth, N.A.	Union Center National Bank
Valley National Bank	State of N.J. Cash Management Fund

V. DEPOSIT OF FUNDS

All funds shall be deposited within 48 hours of receipt in accordance with State Statute.

- (1) Operating funds must be deposited into interest bearing accounts to maximize interest earnings.
- (2) Capital funds other than operating funds may be deposited into interest bearing accounts. Non-interest bearing accounts shall be regularly monitored for availability of funds for investment.
- (3) Trust funds may be deposited into interest bearing accounts. Non-interest bearing accounts shall be regularly monitored for availability of funds for investment except where either state or federal laws prohibit the earnings of interest on such funds.

VI. DESIGNATION OF ALLOWABLE INVESTMENT INSTRUMENTS

The Township may permit deposits and investments in depositories as permitted in P.L. 1997, Chapter 148.

VII. 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 FDIC and /or FSLIC coverage of all Township assets (Demand and Certificate of Deposit), and shall be a member of GUDPA.
- (3) Collateral will be required for all deposits and investments of the Township, except for those in the State of New Jersey Cash Management Fund. Collateral must have a market value of not less than 100 percent of all deposits and investments.

VIII. MAXIMUM MATURITY POLICY

Investments shall be limited to a maturity not to exceed 397 days on all operating funds unless a longer maturity is permitted within the provisions of regulations promulgated by either the federal or state governments.

IX. INVESTMENT PROCEDURES

- (1) Bids for Certificates of Deposit and Repurchase Agreements will be solicited from at least three designated depositories only if the amount is \$50,000 or greater.

- (2) Telephone bids will be solicited from designated depositories by the Chief Financial Officer or by his/her designated staff member.
- (3) 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.
- (4) Interest paid shall be from the date the bid was awarded to the day of maturity.
- (5) All bidders may request the results of the bid after the bid is formally awarded.
- (6) A check or wire transfer of funds will be made available to the winning bidder the same business day the bid is awarded.
- (7) 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.

X. CONTROLS

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

XI. BONDING

Surety bonds will be maintained for all personnel who have required coverage in accordance with the Township's auditors and Division of Local Government Service guidelines.

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

To the extent that any Deposit or Permitted Investment involves a document or security which is not physically held by the Township of Stillwater, 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 Stillwater 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 Stillwater or by a third party custodian prior to or upon the release of the Township's funds.

XIII. REPORTING REQUIREMENTS.

The Designated Official referred to in Section III hereof shall supply to the governing body of the Township of Stillwater, on a quarterly basis, 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 Stillwater 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.

IV. TERM OF PLAN.

This plan shall be in effect from January 1, 2012 to December 31, 2012. Attached to this Plan is a resolution of the Township of Stillwater 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 governing body, the Designated Official is 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.

XV. AUTHORIZED ACCOUNT SIGNATURES

Roll Call Vote: Ms. Chamblings, yes, Mr. Fisher, yes, Mr. Gross, yes, Mrs. Straway, yes, Mayor Scott, yes

Discussion:

Resolution 2012-12: Mayor Scott read the appointments contained in the resolution, noting "Acting" CFO should be changed to "Temporary" CFO.

Mayor Scott made a **motion** to adopt Resolution 2012-12, seconded by Mr. Gross.

Ms. Chamblings asked if a Municipal Housing Liaison was still required with the current state of COAH.

Attorney Cohen stated the position is still required although how it is administered may change. Ms.

Chamblings clarified that Mayor Scott would be assuming the position of OEM Coordinator. Mayor Scott agreed.

RESOLUTION 2012-012

**RESOLUTION APPROVING THE MAYOR'S APPOINTMENTS
OF TOWNSHIP OFFICERS WITH COMMITTEE CONCURRENCE**

BE IT RESOLVED by the Township Committee that they do hereby concur with the Mayor's appointments to Municipal Officers for the year 2012 as follows.

Title	Name	Term	Term Expires
Acting Municipal Clerk	Lynda Knott	1-year	12-31-12
Local Registrar	Lynda Knott	1-year	12-31-12
Clerk Typist	Kathy Wunder	1-year	12-31-12
Deputy Registrar	Kathy Wunder	1-year	12-31-12
Tax Collector	Gisele Boltzer	4-year	03-01-14
Temp Acting Chief Finance Officer	Dana Mooney	1-year	12-31-12
Compliance Officer (PACO)	Lynda Knott	1-year	12.31.12
Tax Assessor	Penny Holenstein *	3-year	06-30-12
Assessment Searcher	Lynda Knott	1 year	12.31.12
Tax Search Officer	Gisele Boltzer	1 year	12.31.12
Building Inspector	Chip O'Connor	1 year	12.31.12
Temporary Electrical Inspector	Greg Chontow	1 year	12.31.12
Fire Inspector	Walter VanKirk	1 year	12-31-12
Construction Technical Assistant	Rita Bernstein	1 year	12-31-12
Statewide Insurance Fund Commissioner	Lynda Knott	1-year	12-31-12
Southwest Municipal Alliance Coordinator	Anita Straway	1-year	12-31-12
Code Enforcement Officer	Arlene Fisher	1-year	12-31-12
Zoning Officer	Arlene Fisher	1-year	12-31-12
Municipal Housing Liaison	Arlene Fisher	1-year	12-31-12
Animal Control Officer	Alan DeCarolis	1-year	12-31-12
Office of Emergency Management	George Scott	1-year	12-31-12
Deputy OEM	Anthony Ashley	1-year	12-31-12
Recycling Coordinator	Keith Whitehead	1-year	12-31-12
Crossing Guards	Candala Roslan	1 year	12-31-12
Crossing Guard, Alternate	Natalie Gooding	1 year	12-31-12

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Stillwater, County of Sussex, State of New Jersey that they do hereby concur with the Mayor's appointments herein for the year 2012.

* Tenure upon appointment 7/1/12

Roll Call Vote: Ms. Chamming, yes, Mr. Fisher, yes, Mr. Gross, yes, Mrs. Straway, yes, Mayor Scott, yes

Discussion:

Resolution 2012-13: Mayor Scott reviewed the Board and Commission appointments for 2012.

RESOLUTION 2012-013

RESOLUTION OF THE TOWNSHIP OF STILLWATER APPROVING APPOINTMENTS OF TOWNSHIP BOARD AND COMMISSIONS

BE IT RESOLVED by the Township Committee that they do hereby concur with the Mayor's appointments and Committee appointments to Board and Commission Members for the year 2012 as follows:

PLANNING BOARD (Mayoral Appointment)

Name	Term	Term Expires
Catherine Feenstra – Class IV	4 years	12/31/15
George Scott, Mayor – Class I	1 year	12/31/12
Arlene Fisher – Class II	1 year	12/31/12
Lisa Chamming – Class III	1 year	12/31/12
William Morrison – Class IV	4 years	12/31/15

Mayor Scott made a **motion** to approve the following Zoning Board appointments, seconded by Mrs. Straway:

ZONING BOARD

Name	Term	Term Expires
Lee Hammond	4 years	12/31/15
George Lippencott	2 years	12/31/14

Roll Call Vote: Ms. Chamming, yes, Mr. Fisher, yes, Mr. Gross, yes, Mrs. Straway, yes, Mayor Scott, yes

Mayor Scott made a **motion** to approve the following Environmental Advisory Commission appointments, seconded by Mr. Fisher:

ENVIRONMENTAL COMMISSION

Name	Term	Term Expires
Paul Klimek	3 years	12/31/14
Ann Marie Fleck	3 years	12/31/14
Ed Szabo	3 years	12/31/14
Margaret Emmetts	3 years	12/31/14
Susan Ramberg	3 years	12/31/14
Kathy Fobes-Jacoby (Alternate #2)	2 years	12/31/13

Roll Call Vote: Ms. Chamblings, yes, Mr. Fisher, yes, Mr. Gross, yes, Mrs. Straway, yes, Mayor Scott, yes

RECREATION COMMISSION (Mayoral Appointment)

Name	Term	Term Expires
Robert Fritsch, St.	5 years	12/31/16
Charles DeLade Jr.	5 years	12/31/16
Richard Nothstine	5 years	12/31/16
Rachael Gullette	5 years	12/31/16

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Stillwater, County of Sussex, State of New Jersey that they do hereby concur with the appointments herein for the year 2012.

Discussion:

Resolution 2012-14: Ms. Chamblings stated the Resolution no longer needed to be pulled due to the appointment of Mr. Cohen as Township Attorney.

Ms. Chamblings made a **motion** to adopt Resolution 2012-14, seconded by Mr. Fisher.

RESOLUTION 2012-014

TOWNSHIP OF STILLWATER

RESOLUTION APPOINTING TAX ASSESSOR AND MUNICIPAL ATTORNEY TO REPRESENT THE TOWNSHIP OF STILLWATER BEFORE THE COUNTY BOARD OF TAXATION FOR CALENDAR YEAR 2012

BE T RESOLVED by the Governing Body of the Township of Stillwater that the Municipal Assessor Penny Holenstein and Municipal Attorney Lawrence Cohen are hereby authorized to defend before the Sussex County Board of Taxation and the Tax Court of the State of New Jersey all contested appeals and to initiate municipal appeals to correct the Township of Stillwater tax list including but not limited to rollback complaints, added and omitted assessment complaints, and such other appeals as are necessary to correct the assessments for the Township of Stillwater; and

BE IT FURTHER RESOLVED that for calendar year 2012 the Municipal Assessor and Municipal Attorney are hereby designed as the agents of the of the Township of Stillwater for the purpose of signing settlements of the foregoing matters by stipulation.

Roll Call Vote: Ms. Chamblings, yes, Mr. Fisher, yes, Mr. Gross, yes, Mrs. Straway, yes, Mayor Scott, yes

Discussion:

Resolution 2012-15: Ms. Chamblings asked for clarification on the need to establish the tax rate amount since it was the same rate .0005 per \$100 as it was in 2011. Mr. Cohen also questioned the need for the resolution as the rate is set by ordinance. Ms. Knott indicated the Finance Office requested the resolution. Ms. Chamblings made a **motion** to adopt Resolution 2012-15, seconded by Mr. Gross.

RESOLUTION 2010-15

TOWNSHIP OF STILLWATER

A RESOLUTION TO STRIKE THE 2012 TAX RATE FOR FUNDING THE STILLWATER TOWNSHIP OPEN SPACE TRUST FUND

WHEREAS, the Township of Stillwater places a non-binding referendum on the November 8, 2015 General Election ballot regarding the creation of an Open Space Trust Fund with a concurrent tax increase to assist in the creation of such trust fund; and

WHEREAS, the Stillwater Township Committee now wishes to strike the 2012 tax rate for funding the Open Space Trust Fund.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Stillwater, County of Sussex and State of New Jersey as follows:

Section 1. The Township Tax Line Item for funding the Open Space Trust Funds shall be set at \$0.005 per \$100 of ratable for each and every taxable property located within the Township.

Section 2. A copy of this Resolution shall be forwarded to the Tax Collector and the Sussex County Tax Board.

Roll Call Vote: Ms. Chammings, yes, Mr. Fisher, yes, Mr. Gross, yes, Mrs. Straway, yes, Mayor Scott, yes

AMENDMENTS TO THE AGENDA: None

At this time, this portion of the meeting was opened to the public.

There being no members of the public wishing to speak, this portion of the meeting was closed.

There being no further business, Mr. Fisher made a **motion** to adjourn the Reorganization Meeting, seconded by Mayor Scott. In a voice vote, all were in favor.

Respectfully submitted,

Kathy Wunder