

THE TOWNSHIP COMMITTEE
OF THE TOWNSHIP OF BORDENTOWN

REORGANIZATION MEETING
JANUARY 2, 2021
11:00 A.M.



TOWNSHIP COMMITTEE
STEPHEN BENOWITZ
EUGENE FUZY
ERIC HOLLIDAY
JAMES KOSTOPLIS
ANEKA MILLER

The 2021 Reorganization Meeting is being held exclusively by remote means due to the declared public health emergency.
The Zoom platform will be used to conduct the meeting.

Meeting Access information

Join Zoom Meeting

<https://us02web.zoom.us/j/86954260759?pwd=YUVxbFRPYTVNNFpiVFVoK3ZOmdDdz09>

Meeting ID: 869 5426 0759

Passcode: 203231

One tap mobile

+16468769923,,86954260759#,,,,,0#,,203231# US (New York)

+13017158592,,86954260759#,,,,,0#,,203231# US (Washington D.C)

Dial by your location

+1 646 876 9923 US (New York)

1. The REORGANIZATION MEETING of the Township Committee of the Township of Bordentown for the year 2021 is called to order by Maria Santucci Carrington, Township Clerk
2. INVOCATION by Deacon Thomas Shea of Mary, Mother of the Church in Bordentown City
3. SALUTE TO THE FLAG
4. MOMENT OF SILENCE
5. ROLL CALL by Township Clerk and DECLARATION OF A QUORUM
6. OPEN PUBLIC MEETING ANNOUNCEMENT by Township Clerk

This meeting is called pursuant to the provision of the Open Public Meeting Act. On December 10, 2020, a notice of this meeting was sent to the Burlington County Times and The Times, posted on the Township website and posted on the bulletin boards and in the lobby of the Municipal Building. The notices have remained continuously posted as required under the statute. In addition, a copy of this notice has been available to the public from the Office of the Township Clerk.

7. CERTIFICATE OF ELECTION

James Kostoplis was duly elected to the Township Committee for a new three-year term expiring December 31, 2023.

Administration of Oath of Office by Senator Troy Singleton

8. CERTIFICATE OF ELECTION

Aneka Miller was duly elected to the Township Committee for a three-year term expiring December 31, 2023.

Administration of Oath of Office by Senator Troy Singleton

9. NOMINATION FOR MAYOR: Motion, second and roll call

Administration of Oath of Office by Senator Troy Singleton

Passing of the Mayor's Gavel

10. NOMINATION FOR DEPUTY MAYOR: Motion, second and roll call

Administration of Oath of Office by Senator Troy Singleton

11. NOMINATION AND APPOINTMENT OF TOWNSHIP ATTORNEY: Eileen Fahey, Esquire

12. ANNOUNCEMENTS BY MAYOR:

ASSIGNMENT OF DEPARTMENTAL LIAISONS FOR 2021

STEPHEN BENOWITZ

- Office of Township Administrator
- Office of Township Clerk
- Professional Staff
- Municipal Court
- Office of the Chief Financial Officer
 - Treasurer
 - Tax Collector
 - Tax Assessor
- Senior Citizens Affairs
- Class I Member of Planning Board

ERIC HOLLIDAY

- Police Department
- Office of Emergency Management
- Veterans Advisory Committee
- Class III Member of Planning Board
- Affordable Housing Committee
- Office of Community Development
- Parks and Recreation/Youth Sports Oversight

EUGENE FUZY

- Department of Public Works
- IT and Website Oversight/Social Media
- Environmental Commission
- Special Events
- United States Census Bureau

JAMES KOSTOPLIS

- Animal Control
- Fire Districts
- Emergency Medical Services
- Cable Television Oversight
- Construction Office/Code Enforcement

ANEKA MILLER

- County Open Space Committee
- Board of Education
- NJ Turnpike Authority
- Utilities: Bordentown Sewerage Authority/Bordentown City Water Department

APPOINTMENT OF MEMBERS TO ENVIRONMENTAL COMMISSION

In accordance with N.J.S.A. 40:56A-1 *et seq.* and Section 2.96.020 of the Bordentown Township Municipal Code, the Mayor hereby makes the following appointments to the Environmental Commission:

3-year term through December 31, 2023	William Grayson
Student Representative for 2021	Jessica Wilson
Student Representative for 2021	Calvin Leung

In accordance with N.J.S.A. 40:56 A-1, *et seq.* and Section 2.96.020 of the Bordentown Township Municipal Code, the Mayor hereby appoints Roger Plew as Chairman to the Environmental Commission.

APPOINTMENT OF PLANNING BOARD MEMBERS

In accordance with N.J.S.A. 40:55D-23 and Section 25.704 of the Bordentown Township Municipal Code which established the Planning Board, the Mayor shall serve as the Class I member of the Planning Board. The Mayor is authorized to appoint Class II and Class IV members of the Planning Board; therefore, the Mayor hereby makes the following appointments to the Planning Board:

Class II Member – 3 Year Term Expiring 12/31/23:	William Grayson
Class IV Member – 4 Year Term Expiring 12/31/24:	George Chidley
Class IV Member – 4 Year Term Expiring 12/31/24:	Erica Bowyer
Class IV Member (Alt. #1) – 2 Year Term Expiring 12/31/22:	Linda Schiano

APPOINTMENT OF OFFICE OF EMERGENCY MANAGEMENT COORDINATOR

In accordance with N.J.S.A. Appendix A:9-40.1, the Mayor shall appoint a Municipal Emergency Management (“OEM”) Coordinator from among the residents of the community for a three-year term; therefore, the Mayor hereby appoints:

Peter Appelmann

as the Office of Emergency Management Coordinator for a three-year term expiring December 31, 2023.

13. CONSENT AGENDA: The Mayor will ask someone to move Resolutions #2021-1 through Resolution #2021-27.

RESOLUTION #2021-1

ADOPTING TEMPORARY BUDGET FOR 2021

BE IT RESOLVED by the Township Committee of the Township of Bordentown that, in accordance with N.J.S.A. 40A:4-19, the Temporary Budget for General Operations totaling approximately 26.25 percent of the operating appropriations of the 2020 budget excluding appropriations for capital improvements and debt service is hereby adopted.

		2021 Temporary Budget
General Administration	S & W	\$ 33,600.00
	O / E	\$ 24,412.50
Mayor & Committee	S & W	\$ 18,768.75
	O / E	\$ 551.25
Clerk	S & W	\$ 34,387.50
	O / E	\$ 4,620.00
Financial Administration	S & W	\$ 57,225.00
	O / E	\$ 15,356.25
Audit	O / E	\$ 9,660.00
Document Scanning	O/E	\$ 10,500.00
Collection of Taxes	O / E	\$ 1,995.00
Tax Assessment	S & W	\$ 11,681.25
	O / E	\$ 13,321.88
Legal Services	O / E	\$ 59,062.50
Engineer Services	O / E	\$ 7,875.00
Planning/Zoning Board	O / E	\$ 1,312.50
Community Development	S/W	\$ 21,918.75
	O/E	\$ 5,315.63
UCC/CD	S& W	\$ 85,509.38
	O / E	\$ 12,048.75
Municipal Court	S & W	\$ 73,500.00
	O / E	\$ 7,907.81
Municipal Prosecutor	O / E	\$ 7,481.25
Public Defender	O / E	\$ 6,300.00
Public Safety - Police Dept	S & W	\$ 695,625.00
	O / E	\$ 39,348.75
Public Safety - Emergency Mgt	S & W	\$ 2,756.25
	O / E	\$ 2,362.50
Streets Roads	S & W	\$ 198,187.50
	O / E	\$ 32,441.06
Solid Waste - Contractual	Contractual	\$ 91,875.00
Buildings & Grounds	O / E	\$ 11,235.00
Vehicle Maintenance	O / E	\$ 33,206.25
Environmental Health Services	O / E	\$ 656.25
Celebrate Events	O / E	\$ 9,318.75
Senior Services and Programs	O/E	\$ 2,625.00
Condo -MAACS	O / E	\$ 34,125.00
Traffic Sig/ Ctrl Dev	O / E	\$ 78.75
Electricity	O / E	\$ 16,406.25

		2021 Temporary Budget
Street Lighting	O / E	\$ 59,062.50
Sewerage	O / E	\$ 1,312.50
Telecomm	O / E	\$ 18,375.00
Water	O / E	\$ 1,706.25
Gas (natural)	O / E	\$ 6,562.50
Gasoline	O / E	\$ 31,500.00
Landfill/Solid Waste	O / E	\$ 106,312.50
Liability Insurance	O / E	\$ 34,185.64
Work Comp Insurance	O / E	\$ 72,237.64
Employee Health Reimbursement	O / E	\$ (59,062.50)
Employee Group Insurance	O / E	\$ 262,500.00
Health Benefits Waiver	O / E	\$ 21,000.00
Cert Comp Insp	O/E	\$ 5,381.25
FIRE DISTRICTS PAYMENTS	O / E	\$ 790.65
TOTAL OPERATIONS WITHIN CAPS		\$ 2,256,422.18
Deferred Charges CAPS		
Pr/Yr Bills	O/E	\$ -
Statutory Expenditures CAPS		\$ -
Social Security (OAST)	O/E	\$ 105,000.00
PFRS		\$ 778,194.00
PERS		\$ 249,354.00
DCRP Contribution		\$ 1,344.00
Disability/Unemployment Insurance		\$ -
TOTAL GEN APPROP WITHIN CAPS		\$ 3,390,314.18
Operations Excluded CAPS:		
Tax Appeals	O/E	
Int Tax Appeals	O/E	\$ -
Recycling Tax Approp	O/E	\$ -
Public Safety EMS Services	S & W	\$ 89,840.63
	O / E	\$ 24,937.50
Shared Service Agreements:		\$ -
Solid Waste Collection -BRSD	O/E	\$ -
Chesterfield Shared Court		\$ 31,500.00
SSRO - BRSD -	S & W	\$ 13,125.00
TOTAL OPERATIONS EXCLUDED CAPS		\$ 159,403.13
Public / Private Programs Offset by Revenues:		
Clean Comm Program	O / E	
NJDOT WARD AVE	O / E	
PEDESTRIAN SAFETY GRANT	O / E	
BURLCO CDBG BARRIER RAMPS	O / E	
ST NJ DDEF	O / E	
Body Armor	O / E	
Recycling Tonnage	O / E	
NJ DOT DUNNS MILLS CONNECTOR ROAD	O / E	
ALCOHOL EDUCATION AND REHAB FUND	O / E	

		2021 Temporary Budget
BURLCO PARK GRANTS 2020	O / E	
DRIVE SOBER OR GET PULLED OVER	O / E	
Matching Funds for Grants:		
Mun Alliance	CITY	
	TWP	
TOTAL PUBLIC / PRIVATE PROGRAMS		\$ -
Total Operations Excluded CAPS		\$ 159,403.13
Def Charges Excluded CAPS		
Capital Improvement Fund	O/E	
Total Deferred Charges Excluded CAPS		\$ -
Judgments & Settlements	O/E	
Total General Appropriations		\$ 3,549,717.30

RESOLUTION #2021-2

ADOPTING TEMPORARY BUDGET FOR 2021 DEBT SERVICE

WHEREAS, N.J.S.A. 40A:4-19 provides authority for appropriating in a temporary resolution the permanent debt service requirements for the coming fiscal year providing that such resolution is not made earlier than the last ten days of the preceding fiscal year; and

WHEREAS, the date of this resolution is subsequent to that date; and

WHEREAS, principal and interest will be due on various dates from January 1, 2021 to December 31, 2021, inclusive, on sundry bonds issued and outstanding;

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Bordentown, in the County of Burlington, State of New Jersey, that the following appropriations be made to cover the period from January 1, 2021 to December 31, 2021 inclusive:

Payment of Bonds	\$ 133,177.78
Interest on Bonds	\$ 1,260,000.00
Payment of Notes	\$ 548,106.28
TOTAL	\$ 1,941,284.06

RESOLUTION #2021-3

RESOLUTION FIXING INTEREST RATES AND PENALTIES ON DELINQUENT TAXES AND MUNICIPAL CHARGES AND FIXING ADDITIONAL SUMS TO BE PAID TO THE HOLDER OF A TAX TITLE UPON REDEMPTION

BE IT RESOLVED by the Township Committee of the Township of Bordentown the following:

1. The Tax Collector shall compute and charge interest as allowed by law on all taxes and municipal charges that may become delinquent on a given parcel of property covering any number of quarters or years. Municipal charges subject to interest shall include local improvement assessments and the carrying charge on local improvement assessment accounts.
2. No interest shall be charged on any installment of taxes which is paid in full on or before the tenth calendar day after such installment is due. No interest shall be charged on the first installment payment of a local improvement assessment which is paid in full on or before the thirtieth day after such installment is due. Taxes and local improvement assessments remaining unpaid after the aforesaid periods shall bear interest from the dates on which payment is due, plus penalties, if applicable.
3. Interest at the rate of eight percent per annum shall be charged on the first \$1,500.00 of the delinquency, as described in Paragraph 1, above, and at the rate of 18 percent on any amount in excess of \$1,500.00. Interest shall run from the due date to the date on which payment is received.
4. In addition to interest, the Tax Collector shall compute and charge a penalty of six percent to any taxpayer whose delinquency as described in Paragraph 1 above exceeds \$10,000.00 and remains unpaid after December 31 of the year in which it exceeds \$10,000.00. The penalty shall be computed on the entire amount of the delinquency and shall run from the date such delinquency exceeded \$10,000.00 to the date on which payment is received.
5. When any unpaid taxes or other municipal lien has been enforced by sale of the property as provided by the Tax Sale Law, N.J.S.A. 54:5-1 et seq., the holder of the tax title, including but not limited to Bordentown Township, upon redemption of the property, shall be entitled to receive additional sums as provided by law and this resolution, as follows: When the total of the taxes, interest and costs shall exceed \$200.00, the holder of the tax title may collect an additional sum equal to two percent of the amount paid for the tax title; when such total shall exceed \$5,000.00, such additional sum shall equal four percent of such amount paid; and when such total shall exceed \$10,000.00, such additional sum shall equal six percent of such amount paid. This paragraph shall apply to all existing tax sale certificates held by Bordentown Township on and after March 29, 1991.
6. The provisions of this resolution are effective as of the current fiscal year beginning January 1, 2021.

RESOLUTION #2021-4

RESOLUTION AUTHORIZING TAX COLLECTOR TO PROCESS PROPERTY TAX REFUND AND CANCELLATION OF REFUND OR DELINQUENCY OF LESS THAN TEN DOLLARS (\$10.00)

WHEREAS, a resolution is required to authorize the Tax Collector to process property tax refunds and cancellation of refunds or delinquencies less than \$10.00; and

WHEREAS, this request is reasonable and appropriate under all of the circumstances.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Bordentown, in the County of Burlington, State of New Jersey that the Bordentown Township Committee hereby authorizes the services of the Tax Collector to process tax refunds, cancellations of refunds and delinquencies of less than \$10.00.

BE IT FURTHER RESOLVED that this resolution shall cover all cancellations for Calendar Year 2021.

RESOLUTION #2021-5

ESTABLISHING A CHARGE FOR RETURNED CHECKS

WHEREAS, the various departments of Township government accept personal or business checks as legal tender when payments to the Township are required; and

WHEREAS, at various times checks deposited by the Township are returned when there are insufficient funds in the account or accounts maintained by the maker of the check with the result that additional accounting and time is required by Township employees to rectify the deficit resulting from the returned or protested check, and further resulting in additional costs to the Township.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Bordentown that it does hereby establish a service charge in the amount of \$25.00 for each check received and deposited by the Township that is returned due to insufficient funds determined by the Township's depository at the time the checks are returned; and

BE IT FURTHER RESOLVED that said service charge shall be assessed by all Township officials and employees authorized to receive payments against the maker of each returned check in addition to reimbursement to the Township of the amount of the returned check and any other charges that may be applicable resulting from the status of the check being returned.

RESOLUTION #2021-6

RESOLUTION AUTHORIZING THE CHIEF FINANCIAL OFFICER TO WIRE TRANSFER FUNDS FOR INVESTMENT AND PAYMENT OF CAPITAL DEBT AND SCHOOL, COUNTY, AND SPECIAL DISTRICT TAXES AND TO DISBURSE FUNDS FOR THE PAYMENT OF STATUTORY EXPENSES

BE IT RESOLVED by the Township Committee of the Township of Bordentown that the Chief Financial Officer of the Township of Bordentown is hereby authorized to:

1. Wire transfer funds for investment and payment of capital debt and School, County and Special District Taxes, as they become available, provided that all investments and payments are reported to the Township Committee and
2. Disburse funds for payment of statutory expenses as they become due provided that such disbursements are reported to the Township Committee.

RESOLUTION #2021-7

ADOPTING A CASH MANAGEMENT PLAN

BE IT RESOLVED by the Township Committee of the Township of Bordentown that it does hereby adopt the attached Cash Management Plan which is made a part of this resolution.

TOWNSHIP OF BORDENTOWN
2021
CASH MANAGEMENT PLAN

This plan is established to comply with the requirements of N.J.S.A. 40A:5-14 *et seq.* and to provide a guide to municipal officials and employees in carrying out their duties concerning the receipt and disbursement of all funds of the Township of Bordentown.

The following requirements shall be adhered to:

A. The depositories for Township Funds shall be as follows:

Bank of America
TD Bank

B. The following persons are hereby authorized to sign checks for all accounts requiring three signatures on behalf of the Township of Bordentown, each check to contain one signature from each category:

1. Mayor
Deputy Mayor
2. Administrator Michael Theokas
Clerk Maria Carrington
3. Chief Financial Officer Jeffrey Elsasser
Treasurer Kittina Wallrath

C. The following person is hereby authorized to sign payroll checks:

Chief Financial Officer Jeffrey Elsasser

D. All municipal funds received by any official or employee shall be either deposited within 48 hours to an interest-bearing account in the name of the Township of Bordentown, or shall be turned over to the Chief Financial Officer within 48 hours of receipt.

E. All departments of the municipality shall accept currency and coin, check and money order. Those departments with approved programs may also accept on-line credit and debit payments.

F. All revenues received by the Chief Financial Officer shall be deposited to interest bearing accounts in the legal depositories and/or invested in investments permitted by N.J.S.A. 40A:5-15 *et seq.* and other statutory allowable investments.

G. The following funds shall not be required to be maintained in interest bearing accounts:

1. Change funds
2. Petty cash funds
3. Payroll funds
4. Trust funds, except where deposit in an interest-bearing account is required by law.

5. Checking accounts established for the express purpose of paying bills approved by the governing body. The balances in these funds shall be kept at the minimum amount required for the orderly operation of the account.
 6. Compensating balances maintained for the purpose of obtaining specific services from financial institutions.
- H. The Tax Collector, Township Clerk, Municipal Court Administrator, Deputy Municipal Court Administrator, Municipal Court Judge, Director of the Department of Community Development, Technical Assistant to the Construction Official and the Chief of Police Department shall deposit all funds to an interest-bearing remittance account. Any funds collected during the month not previously turned over, shall be remitted to the Chief Financial Officer no later than the tenth day of the following month. Said Township Officials shall be authorized to sign checks on such accounts.
- I. No municipal funds shall be disbursed by the Chief Financial Officer prior to approval of the Township Committee except for:
1. Debt service payments
 2. Investments
 3. Payroll turnovers to agencies
 4. Discount vouchers
 5. Developer's/Builder's Trust payments
 6. Payments pursuant to contracts previously approved by the Township Committee
 7. Payments deemed to be urgent by the Mayor or Deputy Mayor

Debt service payments, discount vouchers and Developer's/Builder's Trust payments, payments pursuant to contracts previously approved by the Township Committee, payments deemed to be urgent by the Mayor or Deputy Mayor must be ratified after payment by the Township Committee.

It shall be the responsibility of the Chief Financial Officer and/or Director of Finance to analyze the cash flow and to invest funds in accordance with investments permitted by N.J.S.A. 40A:5-15 et seq. and other statutory allowable investments so as to maximize interest earnings. The Chief Financial Officer shall determine which type of legal investment will best serve the needs of the municipality and is authorized to place the funds in any such legal investment, unless otherwise restricted by the governing body.

The Chief Financial Officer and/or Director of Finance shall report monthly all investment transactions as required by N.J.S.A. 40A:5-15.2 to the Township Committee.

- J. This cash management plan shall be subject to annual audit by the Township's Auditor.
- K. The Chief Financial Officer and/or Director of Finance shall be responsible for the Administration of this plan.
- L. Acceptance of Donations. The Township of Bordentown may accept monetary donations and/or donations of goods or materials to be utilized for a specific purpose, as long as there is an approved dedicated line item established. Should there be no dedicated line item established, the CFO shall deposit the donations directly into the general fund of the Township of Bordentown. Prior approval of the Administrator and Chief Financial Officer shall be required prior to any

solicitation of donations. All solicitations shall be conducted in accordance with the instructions and limitations provided by the Administrator and Chief Financial Officer.

Donations made by check or money order shall be made payable to the Township of Bordentown. Receipts must be given to each donor either in the form of a "Thank You" letter or hand-written receipt. All funds collected must be turned over to the Chief Financial Officer within 48 hours of receipt along with a copy of the receipt for each donation accepted.

RESOLUTION #2021-8

RESOLUTION AUTHORIZING THE TAX ASSESSOR TO EXECUTE STIPULATIONS OF SETTLEMENT FOR APPEALS AND ROLLSBACKS

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

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

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

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

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

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

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

RESOLUTION #2021-9

AUTHORIZING THE MUNICIPAL CLERK TO EXECUTE ALL BINGO AND RAFFLE GAMES OF CHANCE APPLICATIONS THAT MEET ALL PROVISIONS PURSUANT TO STATUTE FOR THE 2021 CALENDAR YEAR

BE IT RESOLVED by the Township Committee of the Township of Bordentown that it does hereby authorize the Municipal Clerk to execute all Bingo and Raffle Games of Chance Applications pursuant to the statutory provisions of N.J.S.A. 5:8-1 et Seq. for the 2021 calendar year; and

BE IT FURTHER RESOLVED that the Municipal Clerk shall furnish the Chief of Police with a copy of each Game of Chance Application, License and Findings and Determination so that he may conduct a background check pursuant to N.J.S.A. 5:8-27; and

BE IT FURTHER RESOLVED that a certified copy of this resolution shall be forwarded to the State of New Jersey Legalized Games of Chance Control Commission.

RESOLUTION #2021-10

ADOPTING RULES AND REGULATIONS GOVERNING MEMBERS OF THE POLICE DEPARTMENT

BE IT RESOLVED by the Township Committee of the Township of Bordentown that the Rules and Regulations regulating the conduct and decorum of the members of the Police Department as promulgated by the Township Committee in accordance with Section 2.68 of the Bordentown Township Municipal Code are hereby adopted for the period January 9, 2021 through January 8, 2022; and

BE IT FURTHER RESOLVED that a copy of said Rules and Regulations shall be distributed to each member of the Police Department.

RESOLUTION #2021-11

DESIGNATING OFFICIAL NEWSPAPERS

BE IT RESOLVED that the BURLINGTON COUNTY TIMES be designated as the official newspaper of the Township of Bordentown, County of Burlington, State of New Jersey and THE TIMES as the secondary official newspaper for the year 2021.

RESOLUTION #2021-12

RESOLUTION DESIGNATING DATES AND TIMES FOR THE REGULAR MEETINGS OF THE TOWNSHIP COMMITTEE AND LOCAL BOARD OF HEALTH FOR THE CALENDAR YEAR OF 2021

WHEREAS, the Open Public Meetings Act, N.J.S.A. 10:4-6 through 10:4-21 (“the Act”) requires the adoption by a public body of a schedule for the regular meetings to be held during the calendar year; and

WHEREAS, upon adequate notice under the Act given, no further notice of meetings will be necessary, unless the schedule is revised.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee and Local Board of Health of the Township of Bordentown in the County of Burlington and State of New Jersey assembled this 2nd day of January, 2021, as follows:

1. The Township Committee hereby designates the following dates for their Regular Meetings and, unless otherwise modified by resolution in accordance with the Act, such meetings shall commence at 6:30 p.m. with a closed executive session and shall open to the public at 7:30 p.m. The meetings shall be held in the Meeting Room of the Bordentown Township Municipal Building, 1 Municipal Drive.

Monday, January 11, 2021	Monday, July 19, 2021
Monday, January 25, 2021	Monday, August 16, 2021
Monday, February 8, 2021	Monday, September 13, 2021
Monday, February 22, 2021	Monday, September 27, 2021
Monday, March 8, 2021	Tuesday, October 12, 2021
Monday, March 22, 2021	Monday, October 25, 2021
Monday, April 12, 2021	Monday, November 8, 2021
Monday, April 26, 2021	Monday, November 22, 2021
Monday, May 10, 2021	Monday, December 13, 2021
Monday, May 24, 2021	Monday, December 27, 2021
Monday, June 14, 2021	Saturday, January 8, 2022 at 11 a.m. (2022
Monday, June 28, 2021	Reorganization)

2. The Local Board of Health hereby designates the following dates for their Regular Meetings and, unless otherwise modified by resolution of these bodies, such meetings shall be held during the Township Committee regular meetings held on the same date and in the same manner and the same location as the corresponding Township Committee Meeting.

Monday, March 22, 2021
Monday, June 28, 2021
Monday, September 27, 2021
Monday, December 27, 2021

3. Meetings may be held exclusively by remote means when a declared emergency prevents a public meeting from safely being held in a physical location. If necessary, the Township will conduct remote meetings in accordance with all State requirements using Zoom or a similar platform.

4. A copy of all advance notices of Special Meetings of the Township Committee and/or the Board of Health shall, at least 48 hours in advance of said meeting, be emailed to the newspapers designated in Paragraph 5 herein, be filed with the Clerk of Bordentown Township and be posted on the bulletin boards located outside of the Clerk's office and opposite the entrance to the Meeting Room.
5. In accordance with Resolution #2021-11, the following newspapers, circulating in Bordentown Township, are hereby designated official newspapers for transmittal of all notices of the Township Committee required hereunder:

BURLINGTON COUNTY TIMES – Primary
THE TIMES - Secondary

6. Any person may request in writing that to receive a schedule for Regular Meetings of the Township Committee and/or advance written notice of Regular, Special or rescheduled meetings of the Township Committee. Upon pre-payment of the applicable fee hereinafter set forth, such schedule and/or advance notice shall be mailed to such person. All requests made pursuant to this paragraph shall terminate at midnight December 31 of the current year, subject to renewal thereafter upon filing of a new written request to the Township Committee together with pre-payment of the applicable fee. Notices requested by news media shall be mailed to representative of such media free of charge.

SCHEDULE OF MAILING FEES PER MEETING

For copy of schedule of regular meetings and revisions thereto - \$10.00

For advance written notice of particular meeting designated in the request - 10.00

For advance written notice of all regular, special or rescheduled meetings during the calendar year - \$10.00

7. Agendas of the Regular Meetings of the Township Committee on the day of the meeting will be posted to the Township Website (www.bordentowntownship.com/2021_agendas) and on the bulletin board opposite the entrance to the Meeting Room at least 48 hours before the Regular Meetings. If requested in writing, a copy of the agenda will be mailed upon payment of the applicable copy fees.
8. An emergency meeting limited to addressing matters of such urgency and importance that delay for the purpose of providing adequate notice would be likely to result in substantial harm to the public interest may be held absent compliance with the notice requirements of this resolution upon the affirmative vote of $\frac{3}{4}$ of the Township Committee members present.
9. The Township Committee may move to go into closed session for permitted reasons at any scheduled Regular Meeting whether held in person or remotely.
10. A copy of this Resolution shall be transmitted, within seven days, to the above-named newspapers and mailed to all persons who requested and paid for notice of meetings, filed in the Office of the Clerk of Bordentown Township and posted on the website and the bulletin boards located outside of the Clerk's office and opposite the entrance of the Meeting Room.

RESOLUTION #2021-13

ESTABLISHING LEGAL HOLIDAYS FOR THE YEAR 2021

WHEREAS, the Section 2.103.120 of the Bordentown Township Municipal Code states that the Township shall designate by resolution 12 holidays each year.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Bordentown that the following days shall be observed as Township legal holidays for the year 2021 on which the municipal offices will be closed:

Friday, January 1 – New Year’s Day
Monday, January 18 – Martin Luther King Jr. Day
Monday, February 15 – President’s Day
Monday, May 31 – Memorial Day
Thursday, June 17 – 9 AM to 12 noon *
Friday, June 18 – Juneteenth
Monday, July 5 – Independence Day (observed)
Monday, September 6 – Labor Day
Monday, October 11 – Columbus Day
Thursday, November 11 – Veteran’s Day
Thursday, November 25 – Thanksgiving Day
Friday, November 26 – Day after Thanksgiving Day
Friday, December 24 – Christmas Day Holiday
*If summer hours are in operation

BE IT FURTHER RESOLVED that in conformance with the Collective Bargaining Agreements with the Bordentown Township Police Sergeants’ Association and the Bordentown Township Police Officers’ Association, the following holidays are to be observed by the Township Police Officers with the exception of the Chief, Captain and Lieutenants of Police:

Friday, January 1 – New Year’s Day
Monday, January 18 – Martin Luther King Jr. Day
Monday, February 15 – President’s Day
Friday, April 2 – Good Friday
Sunday, April 4 – Easter
Monday, May 31 – Memorial Day
Sunday, July 4 – Independence Day
Monday, September 6 – Labor Day
Monday, October 11 – Columbus Day
Thursday, November 11 – Veteran’s Day
Thursday, November 25 – Thanksgiving Day
Saturday, December 25 – Christmas Day

RESOLUTION #2021-14

ESTABLISHING RULES OF PROCEDURE AND CONDUCT OF BUSINESS

BE IT RESOLVED by the Township Committee of the Township of Bordentown, County of Burlington, New Jersey, that Meetings of the Bordentown Township Committee shall be conducted in the following manner:

1. **Quorum.** The majority of the whole number of the members of the Township Committee shall constitute a quorum and no ordinance shall be adopted by the Township Committee without the affirmative vote by a majority of the quorum of the Township Committee.

2. **Order of Agenda.** The Township Committee agenda shall have the following order of business:
 - A. Call to order by Mayor
 - B. Roll call by Township Clerk
 - C. Resolution authorizing closed session, if necessary
 - D. Salute to the flag and moment of silence
 - E. Open public meeting announcement by Township Clerk
 - F. Correspondence
 - G. Administrative review of agenda
 - H. Township Committee review and discussion of Consent Agenda
 - I. Public Comment on Consent Agenda
 - J. Township Committee consideration of Consent Agenda
 - K. Resolutions to be considered outside of Consent Agenda
 - L. Ordinances for public hearing and adoption
 - M. Ordinances for first reading and introduction
 - N. New Business
 - O. Board of Health (quarterly)
 - P. Administrator and Staff Reports
 - Q. Township Committee Liaison Reports
 - R. Public participation
 - S. Final comments from Township Committee
 - T. Resolution to adjourn

The order of the agenda may change at the discretion of the Mayor or presiding officer.

3. **Rules of Debate.**
 - A. The Mayor shall be the presiding officer of the meeting. In the absence of the Mayor, the Deputy Mayor shall be the presiding officer. In the absence of the Mayor and Deputy Mayor, the next most senior member of the Township Committee shall be the presiding officer. The presiding officer may move, second and debate from the chair, subject only to such limitations of debate as are by these rules imposed on all members of the Township Committee and shall not be deprived on any rights or privileges of a Township Committee member by reason of acting as presiding officer.
 - B. Every member of the Township Committee or public desiring to speak shall address the chair and, upon recognition by the presiding officer, shall confine him or herself to the question under discussion.
 - C. A member of the Township Committee, once recognized, shall not be interrupted when speaking unless it be to call him or her to order, or as herein otherwise provided. If a member of the Township Committee, while speaking, is called to order, he or she shall

cease speaking until the question of order is determined. If the member is in order, he or she shall be permitted to proceed. The presiding officer may limit the length of comments made by any member of Township Committee.

- D. The presiding officer shall have the privilege of closing debate prior to a member of the Township Committee moving the adoption of an ordinance or resolution.
- E. The Clerk shall enter into the minutes a synopsis of the discussion about any question coming before the Township Committee.
- F. A member of the Township Committee may request, through the presiding officer, the privilege of having an abstract of his or her statement on any subject under consideration by the Township committee entered into the Township minutes.
- G. A motion to adjourn shall always be in order and shall be decided without debate.
- H. Any matter not covered by these by-laws or other relevant laws shall be governed by the latest edition of Robert's Rules of Order. Robert's Rules of Order shall be utilized, if necessary, by the Township Committee and shall not be invoked by members of the public.
- I. On a roll call vote, the Township Committee shall vote alphabetically with the Deputy Mayor voting second to last and presiding officer voting last. During the course of a vote on a given matter, each member of the Township Committee shall be permitted to succinctly set forth on the public record his or her position prior to casting his or her vote. In allowing these comments before a committee person votes, the presiding officer shall allow for the aforementioned comments, even if said comments will express a minority view on a given issue.
- J. A Township Committee member must announce, prior to any debate or discussion, his/her intention to abstain from voting on the subject matter to be debated or discussed. The Township Committee member must also provide the reason for the abstention. The abstention shall preclude the Township Committee member from participating in the debate or discussion of the subject matter if the abstention is due to a conflict of interest.
- K. The Township Committee will debate or discuss a subject matter once. The presiding officer shall close the debate to any repeated questions.
- L. When recognizing the members of the public wishing to speak on matter on the Township Committee agenda or items not listed on said agenda, the following procedure shall be followed: Upon recognition by the chair, a person wishing to address the Township Committee shall proceed to the floor and give his or her name and address in an audible tone of voice for the record. The presiding officer may, if necessary, because of the number of persons wishing to address the Township Committee, limit a statement to five minutes per speaker. Statements shall be addressed to the Township Committee as a body and not to any individual member of Township Committee. A member of the Township Committee shall not direct any question to a speaker addressing the Committee except through the presiding officer. All comments made during this public forum by persons from the floor or responses through the presiding officer by Township Committee shall at all times be civil and courteous. The presiding officer may, where the subject matter so requires, designate another member of the Township committee to respond on behalf of said Committee to comments made by the public on a given issue. The other members of the Township Committee, however, through the presiding officer, shall also be given an opportunity to respond.

4. **Routine Business and Expedited Action.**

- A. The following recurring items of Township business requiring action by the Township Committee are considered routine in nature: approval of minutes, approval of bills for payment, filing of reports of Township officers and filing of correspondence. The

Township Committee may designate other matters from time to time as recurring and routine.

- B. In order to expedite action and to reserve time at Township Committee meetings for discussion of more important public issues, the aforementioned items of routine business, as well as resolutions on an agenda, may henceforth be transacted by a single resolution, duly moved, seconded and approved, provided that upon request of any Township Committee member, any item shall be removed from the routine business resolution for separate consideration.
5. **Counting of Abstentions for Purposes of Determining the Outcome of Votes and Determining the Existence of a Quorum.**
 - A. The vote of a member who is present but abstains or otherwise fails to vote for or against the matter shall not be counted either in favor of the matter or against it.
 - B. Whenever a vote is taken and a member who is present abstains or otherwise fails to vote, the Clerk or the presiding officer, as the case may be, shall ask such member the reason for the abstention.
 - C. A member who is present but abstains or otherwise fails to vote shall be counted in determining whether or not there is a quorum present for such vote, unless such members has abstained or otherwise failed to vote for reasons of disqualification due to personal or financial conflict of interest, in which case such member shall not be counted in determining whether or not a quorum is present for such vote.
 6. **Sergeant at Arms.** The presiding officer may request that the Chief of Police designate a Police Officer to serve as a Sergeant at Arms at Township Committee meetings. The Sergeant of Arms shall carry out all the orders and instructions given by the presiding officer for the purpose of maintaining order and decorum at the Township committee meetings and shall escort any person who violates the order and decorum of the meeting from the Municipal Building.
 7. **Parliamentarian.** The Township Attorney shall be the parliamentarian for the Township Committee meeting in order to rule upon questions associated with compliance with these by-laws, other relevant laws and rules of order as requested by the presiding officer.
 8. **Miscellaneous.**
 - A. If a member of the Township Committee knows he or she will not be available for a Township Committee meeting, said member shall notify the Municipal Clerk at least 48 hours or as soon as practicable prior to the Township Committee meeting.
 - B. No member of the Township Committee shall discuss or disseminate any information made available to the Township Committee on a confidential basis. This shall include not disclosing any information discussed by the Township Committee during the course of the Township Committee closed or executive session.
 - C. Committee members may be polled by the Municipal Clerk or Attorney, with attorney certification of necessity, by means of "communication equipment" (telephone, e-mail, etc.) in order to achieve a consensus on an issue which cannot wait formal action on a Township Committee agenda. This practice shall be utilized only on an emergency basis and the issue on which a consensus was reached shall be placed for formal action on the next available Township Committee agenda.
 - D. All members of the Township Committee shall adhere to the Local Government Ethics Law of the State of New Jersey, N.J.S.A. 40A:9-22.1 *et seq.*, and the corresponding regulations, N.J.A.C. 5:35-1.1 *et seq.* as well as the Code of Ethics of the Bordentown Township Municipal Code in Chapter 2.52.

- E. All members of Township Committee shall adhere to the provisions of the New Jersey State Pay to Play Law, P.L. 1004, Chapter 19 (as amended by P.L. 2005, c. 51), N.J.S.A. 19:44A-20.4 *et seq.*
- F. Liaison Responsibilities between a member of the Township Committee and a department shall be to report to the Township Committee of any pertinent information or an activity of that department. Upon request, the Committee liaison shall also represent the Township Committee at any formal or informal meetings pertaining to the assigned department. The Committee liaison shall not supersede the Administrator's management of the assigned department. Liaison responsibilities do not include any disciplinary action of any employee of the Township.

ESTABLISHING REGULATIONS GOVERNING THE RECORDING OF PROCEEDINGS AT MEETINGS

BE IT RESOLVED that it does hereby establish the following procedural policy relating to the electronic recording of proceedings at meetings held or conducted by the Township Committee and other Township boards or bodies over which it may have authority to establish procedures and are vested with decision-making authority:

1. All regular and special public meetings, at which formal action is taken on matters of Township business and the work sessions shall be electronically recorded by the Clerk, secretary or other official or person responsible for preparing and maintaining the minutes or proceedings at meetings.
2. The written minutes, once approved by the Township Committee, shall be promptly available to the public. A copy of the electronic recordings may also be requested by the public under the Open Public Records Act. The minutes of the discussions held in closed session that exclude the public from attendance, as permitted by N.J.S.A. 10:4-12, shall not be made available to the public until it has been determined that disclosure will not be detrimental to the public interest and welfare.
3. In accordance with N.J.S.A. 47:1A-2, members of the public shall have the right, during regular business hours maintained by the Township, and under supervision of the custodian of the minutes of the meetings and of the electronic recordings, or a representative of the custodian:
 - (a) to make an appointment to listen to the electronically recorded proceedings of the meeting or to electronically record and make a copy of the electronically recorded proceedings of the meeting;
 - (b) to review or inspect the written minutes of the meetings except minutes not yet made public of the discussions and subject matter discussed in closed session as permitted by N.J.S.A. 10:4-12; and
 - (c) to obtain copies or photocopies of written minutes upon advance payment of the following fees in accordance with the Open Public Records Act:

Letter Size Paper (8.5" x 11").....\$.05 per page

Legal Size Paper (8.5" x 14") or larger.....\$.07 per page.

RESOLUTION ADOPTING POLICY GOVERNING THE USE OF ELECTRONIC COMMUNICATIONS BETWEEN MEMBERS OF THE TOWNSHIP COMMITTEE DISCUSSING TOWNSHIP BUSINESS

WHEREAS, on August 9, 2011, the Burlington County Prosecutor issued a Memorandum to municipal attorneys in Burlington County advising them that municipalities should adopt guidelines regarding the use of electronic communications, such as email, text messages, and other forms of electronic communications, when discussing or deliberating upon municipal business, consistent with the requirements of the New Jersey Open Public Meetings Act, N.J.S.A. 10:4-6; and

WHEREAS, in response to the Prosecutor's advice and recommendations, the Township Committee of the Township of Bordentown intends to adopt a policy constituting the guidelines governing the use of electronic communications by Township officials where the business of the municipality is included within the content of those communications.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Bordentown, in the County of Burlington, New Jersey, that the Township's guidelines governing the use of electronic communications by Township officials, when the business of the Township is intended to be discussed, are as follows:

1. E-mail communications should, as far as practicable, not include an effective majority of the members of the Township Committee, and should never include an effective majority of the Township Committee where a discussion of information related to the business of the Township is involved; and
2. Where e-mail communications do include an effective majority of the members of the Township Committee, such communications should not include any request for a response. Any e-mail communication should indicate that there should be no e-mail reply or response for communication; and
3. In the rare instance when a response to an e-mail is necessary, such response must not involve any decision-making or deliberative function of the Township Committee, or otherwise address public business as contemplated by the Open Public Meetings Act. Further, the response shall not be made to entire list of e-mail addresses, in order to avoid even the appearance of circumvention of the Act. Utilizing a third-party, such as the municipal clerk, while not changing the requirements of the Open Public Meetings Act, serves to insulate the Township Committee from an irrational accusation of violation, where the municipal clerk is used as the clearinghouse for the dissemination of the information; and
4. Rolling e-mail conversations must be avoided. A 'rolling' email occurs when one member of the Township Committee, or a third party, contacts others via e-mail individually to successively discuss or gain opinions on an item of Township business. This would also apply to other forms of electronic communication. However, communications between less than an effectively majority of the Township Committee do not violate the Act, provided that the dialogue does not become a 'rolling' discussion that ends up including an effective majority of the Township Committee; and
5. To the extent possible, e-mail communications regarding the public business of the Township Committee, when sent by Committee members, should be sent to the municipal clerk for dissemination to other members of the Township Committee, professionals, or staff.

RESOLUTION #2021-17

RESOLUTION SETTING POLICY FOR ELECTED OFFICIALS TO ATTEND CERTAIN TRAINING SEMINARS

WHEREAS, the Burlington County Municipal Joint Insurance Fund requires elected officials to attend certain mandatory training seminars; and

WHEREAS, the Township of Bordentown finds this recommendation to be in the best interest of the Township.

NOW, THEREFORE, BE IT RESOLVED that the Township of Bordentown establishes the following policy concerning basic education course requirements for governing body members:

Each member of the Governing Body shall complete a basic course on their responsibilities and obligations in Local Government and shall attend any mandatory training seminars as provided through the Joint Insurance Fund.

RESOLUTION #2021-18

APPOINTING CERTIFYING OFFICER, AUTHORITY REPRESENTATIVE, TREASURER, COLLECTOR OF LOCAL IMPROVEMENT ASSESSMENTS, PUBLIC AGENCY COMPLIANCE OFFICER, AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE COORDINATOR AND OTHER VARIOUS OFFICIALS

BE IT RESOLVED by the Township Committee of the Township of Bordentown that it does hereby appoint Jeffrey Elsasser as the Certifying Officer and Michael Theokas as Supervisor of the Certifying Officer in conjunction with all reports and forms filed with the NJ Division of Pensions in conjunction with the Public Employees Retirement System (PERS) and the Police and Fireman's Retirement System (PFRS); and

BE IT FURTHER RESOLVED that it does hereby appoint Michael Theokas as the official to sign all forms promulgated by the NJ Civil Service Commission on behalf of the Township Committee as the Appointing Authority; and

BE IT FURTHER RESOLVED that Cynthia Dziura be appointed as Deputy Township Clerk for the year 2021; and

BE IT FURTHER RESOLVED that Kittina Wallrath be appointed as Township Treasurer for the year 2021; and

BE IT FURTHER RESOLVED that Jacquelyn (Angel) Sauro be appointed as Confidential Aide to the Mayor for the year 2021 in conjunction with the duties as Keyboard Clerk II at no additional compensation; and

BE IT FURTHER RESOLVED that Jeffrey Elsasser be designated for the year 2021 as Collector of Local Improvement Assessments in conjunction with the duties and responsibilities required of the position of Tax Collector and at no additional compensation; and

BE IT FURTHER RESOLVED that Michael Theokas be appointed as Municipal Housing Liaison for the year 2021 in conjunction with the duties as Community Development Director at no additional compensation; and

BE IT FURTHER RESOLVED that Michael Theokas shall serve as the Public Agency Compliance Officer for the Township of Bordentown for the year 2021; and

BE IT FURTHER RESOLVED that, in accordance with Title II of the Americans with Disabilities Act (ADA), it does hereby appoint Michael Theokas as the ADA Compliance Coordinator for the year 2021; and

BE IT FURTHER RESOLVED that the following appointments for the year 2021 be and are hereby approved:

1. Official to make examination of the Township records as to unpaid taxes and other municipal liens and to certify the results thereof on official Certificates of Searches – Jeffrey Elsasser, CTC (in conjunction with duties as Tax Collector and at no additional compensation).
2. Official to make and issue certificates as to municipal improvements authorized by ordinance but not assessed – Maria Carrington, Township Clerk (in conjunction with the duties as Township Clerk and at no additional compensation).
3. Official to issue Certificates of Subdivision Approval – Michael Theokas (in conjunction with all other duties as Director of Community Development and at no additional compensation).

RESOLUTION #2021-19

APPOINTING TOWNSHIP PROFESSIONALS FOR THE YEAR 2021

WHEREAS, the Township of Bordentown published a notice for the solicitation of proposals for professional service agreements for various professionals to be appointed by the Township Committee; and

WHEREAS, the proposals were solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.4 et seq.; and

WHEREAS, the Township Committee considered criteria that included the applicant's qualifications and experience; specific ability, knowledge and experience, compensation and ethics and conflicts of interest as well as references.

NOW, THEREFORE, BE IT RESOLVED that after receiving said proposals, the Township Committee desires to award the professional service agreements for the year 2021 to the following:

Affordable Housing Administrative Agent	Heyer, Gruel & Associates, PA
Affordable Housing Special Counsel	Surenian, Edwards & Nolan, LLC
Appraiser	J.McHale & Associates, Inc.
Bond Counsel	Clark Hill PC (Michael Barnes)
Economic Development and Grants Consultant	Triad Associates
Environmental Special Counsel	Genova Burns, LLC (Bill Harrison)
Financial Advisor	Phoenix Advisors
IT Services	Jeffrey Katz Computers, LLC
Labor Counsel	Armando Riccio, LLC
Marketing and Social Media Consultant	Suasion Communications Group
Planner for Special Projects	Heyer, Gruel & Associates, PA
Prosecutor	D.G. Sarsfield, Esq.
Public Defender	Jeffrey E. Snow, Esq.
Redevelopment Special Counsel	Inglesino, Webster, Wyciskala & Taylor, LLC
Tax Counsel	Eileen K. Fahey, Esq.
Township Attorney	Eileen K. Fahey, Esq.
Township Auditor	Bowman & Company
Township Engineer	Turek Consulting, LLC
Township Planner	Spiezle Architectural Group (Jack Carman)
Webmaster	JRS Strategies, LLC

RESOLUTION #2021-20

RESOLUTION APPOINTING RISK MANAGEMENT CONSULTANT, BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND

WHEREAS, the Township Committee of the Township of Bordentown is a member of the Burlington County Municipal Joint Insurance Fund, a self-insurance pooling fund; and

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

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

WHEREAS, N.J.S.A. 40A:11-5(1)(m), specifically exempts the hiring of insurance consultants from competitive bidding as an extraordinary unspecifiable service; and

WHEREAS, the experience, knowledge of public insurance and risk management issues and judgmental nature required of a Risk Management Consultant is clearly an extraordinary unspecifiable service which therefore render competitive bidding impractical.

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Bordentown does hereby appoint CBIZ Benefits & Insurance Services, Inc. as its Risk Management Consultant in accordance with N.J.S.A. 40A:11-5; and

BE IT FURTHER RESOLVED that the Township Committee is hereby authorized and directed to execute the Consultant's Agreement and to cause a notice of this decision to be published according to N.J.S.A. 40A:11-5(1)(a)(i).

RESOLUTION #2021-21

RESOLUTION APPOINTING CBIZ BENEFITS & INSURANCE SERVICES, INC. AS THE
BROKER-OF-RECORD REGARDING SOUTHERN NEW JERSEY REGIONAL EMPLOYEE
BENEFITS FUND

WHEREAS, the Township Committee of the Township of Bordentown wishes to initiate potential cost-saving measures with regards to health benefits offered to its employees; and

WHEREAS, to make a determination of possible savings, the Township Committee of the Township of Bordentown wishes to appoint CBIZ Benefits & Insurance Services, Inc. as the Broker-of-Record for the Southern New Jersey Regional Employee Benefits Fund; and

WHEREAS, it is understood that only at such time that a cost-savings plan is structured, the final costs will include broker compensation up to the limits permitted by the Southern New Jersey Regional Health Insurance Fund.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Bordentown that it does hereby appoint CBIZ Benefits & Insurance Services, Inc. as the Broker-of-Record for the Southern New Jersey Regional Employee Benefits Fund; and

BE IT FURTHER RESOLVED that the Mayor is hereby authorized to execute a letter on behalf of the Township of Bordentown providing the proper notification to the Southern New Jersey Regional Employee Benefits Fund.

RESOLUTION #2021-22

APPOINTING CLASS III MEMBER OF PLANNING BOARD

BE IT RESOLVED by the Township Committee of the Township of Bordentown that, in accordance with N.J.S.A. 55D-23 and Section 25.704 of the Bordentown Township Municipal Code, it does hereby appoint Eric Holliday as the Class III Member of the Planning Board for the year 2021.

RESOLUTION #2021-23

APPOINTING MEMBERS TO THE VETERANS ADVISORY COMMITTEE

BE IT RESOLVED by the Township Committee of the Township of Bordentown, in the County of Burlington, New Jersey, that the following persons are hereby appointed to serve as members of the Bordentown Township Veterans Advisory Committee:

- | | |
|---|------------------|
| 3 Year Term Expiring 12/31/22: | Bryan Branson |
| 3 Year Term Expiring 12/31/22: | Randall Calderon |
| 3 Year Term Expiring 12/31/22: | Lorry Mendez |
| 2 Year Term as Alternate Expiring 12/31/21: | Joseph Carey |
| 2 Year Term as Alternate Expiring 12/31/21: | Joe Nyzio |

BE IT FURTHER RESOLVED by the Township Committee of the Township of Bordentown, County of Burlington, New Jersey, that it does hereby appoint Brian Branson as Chairman of the Veterans Advisory Committee for the year 2021.

RESOLUTION #2021-24

APPOINTING MEMBER TO THE BORDENTOWN SEWERAGE AUTHORITY

BE IT RESOLVED by the Township Committee of the Township of Bordentown, in the County of Burlington, New Jersey, that the following person is hereby appointed to serve as a member of the Bordentown Sewerage Authority for a five (5) year term effective February 1, 2021 through January 31, 2026:

LEONARD DEGROOT

BE IT FURTHER RESOLVED that a certified copy of this resolution be forwarded to the Administrative Manager of the Bordentown Sewerage Authority for filing with the Office of the Secretary of the State of New Jersey.

RESOLUTION #2021-25

RESOLUTION APPOINTING FUND COMMISSIONER AND ALTERNATE FUND
COMMISSIONER OF THE BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND

WHEREAS, the Township of Bordentown is a member of the Burlington County Municipal Joint Insurance Fund, hereinafter referred to as the “Fund”; and

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

WHEREAS, the Township Committee of the Township of Bordentown recommends the appointment of Michael Theokas, Administrator, to serve as Fund Commissioner and Jeff Elsasser as Alternate Fund Commissioner in accordance with the Fund Bylaws.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Bordentown that it does hereby appoint Michael Theokas as Fund Commissioner and Jeff Elsasser as Alternate Fund Commissioner to the Burlington County Municipal Joint Insurance Fund.

RESOLUTION #2021-26

RESOLUTION AUTHORIZING THE EXTENSION OF THE CONTRACT BETWEEN THE TOWNSHIP AND DM MEDICAL BILLINGS, INC.

WHEREAS, the Township Committee of the Township of Bordentown has determined that it is in the interest of the Township to continue the existing contract for Emergency Medical Services third party billings and collections provided by DM Medical Billings, Inc.

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Bordentown hereby authorizes the Mayor and Township Clerk to execute an extension of the existing contract with DM Medical Billings, Inc. for the period January 1, 2021 until December 31, 2021; and

BE IT FURTHER RESOLVED that the Committee hereby directs the Township Clerk to assure that any subsequent extensions of the contract with DM Medical Billings, Inc. are cycled to coincide on the calendar year basis that permits inclusion of a resolution addressing any contract extension with the annual reorganization meeting agenda conducted in January of 2021 and annually thereafter as may become appropriate; and

BE IT FINALLY RESOLVED that the Committee hereby directs the Township Clerk to distribute a fully executed version of the contract extension to DM Medical Billings, Inc. and to the Township Finance Department, and to assure the retention of the same for official Township records.

RESOLUTION #2021-27

RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF BORDENTOWN
AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH THE BORDENTOWN
TOWNSHIP FIRE DISTRICTS NO. 1 AND 2 FOR CERTIFICATE OF CONFORMITY
ENFORCEMENT FOR ALL RESIDENTIAL DWELLING UNITS

WHEREAS, Section 15.16.030 of the Bordentown Township Municipal Code states that “prior to any change in ownership or occupancy of any house, dwelling, apartment unit, boardinghouse unit, rooming house unit or premises . . . a certificate of conformity shall first be obtained”; and

WHEREAS, in accordance with Section 15.16.040 of the Bordentown Township Municipal Code, enforcement for the Certificate of Conformity shall be established and approved by resolution and agreement between the Township of Bordentown and Fire District 1 and Fire District 2; and

WHEREAS, the Township of Bordentown and the Fire Districts No. 1 and No. 2 have reached an agreement for the inspections necessary for the issuance of Certificates of Conformity for all residential dwelling units upon changes of ownership or occupancy.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Bordentown that the Mayor and Township Clerk are hereby authorized to enter into an agreement with the Bordentown Township Fire Districts No. 1 and No. 2 for the period of January 4, 2021 through January 1, 2022 for the inspection and enforcement responsibilities relating to the issuance of Certificates of Conformity for all residential dwelling units within the Township of Bordentown.

14. PUBLIC PARTICIPATION. (Motion, Second, Roll Call to open meeting for public comment)
15. Comments from members of the Township Committee
16. Comments from the Mayor
17. BENEDICTION by Deacon Thomas Shea of Mary, Mother of the Church in Bordentown City
18. ADJOURNMENT