

**MINUTES  
TOWNSHIP COMMITTEE  
REORGANIZATION MEETING  
JANUARY 4, 2018**

Committeeman Curt Ritter called the Reorganization Meeting of the Township Committee of the Township of Chatham to order at 7:30 P.M.

**Adequate Notice** of this meeting of the Township Committee was given as required by the Open Public Meetings Act as follows: Notice was given to both *The Chatham Courier* and the *Morris County Daily Record* on January 6, 2017; notice was posted on the bulletin board in the main hallway of the Municipal Building on January 6, 2017; and notice was filed with the Township Clerk on January 6, 2017.

Committeeman Ritter led the flag salute.

**Invocation**

Monsignor Mahoney from Corpus Christi Church gave the invocation.

**Oath of Office**

Karen Swartz and Michael Kelly were sworn in as Township Committee Members for three-year terms. The Township Clerk administered the oaths.

**Roll Call**

Answering present to the roll call were Committeeman Selen, Committeeman Kelly, Committeewoman Swartz, Committeeman Sullivan and Committeeman Ritter.

**Selection of Mayor**

**RESOLUTION 2018-001  
RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF  
CHATHAM SELECTING MAYOR FOR 2018**

**BE IT RESOLVED** by the Township Committee of the Township of Chatham that Curt Ritter is hereby selected as Mayor of the Township of Chatham for the year 2018.

Committeewoman Swartz nominated Committeeman Ritter to serve as Mayor for 2018. Committeeman Sullivan seconded the nomination.

**Roll call:** Committeeman Selen, Aye; Committeeman Kelly, Aye; Committeewoman Swartz, Aye; Committeeman Sullivan, Aye; Committeeman Ritter, Aye.

The Oath of Office for Mayor Ritter was administered by the Township Clerk.

**Selection of Deputy Mayor**

**RESOLUTION 2018-002  
RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF  
CHATHAM SELECTING DEPUTY MAYOR FOR 2018**

**BE IT RESOLVED** by the Township Committee of the Township of Chatham that Karen M. Swartz is hereby selected as Deputy Mayor of the Township of Chatham for the year 2018.

Committeeman Selen nominated Committeewoman Swartz to serve as Deputy Mayor for 2018. Mayor Ritter seconded the nomination.

**Roll call:** Committeeman Selen, Aye; Committeeman Kelly, Aye; Committeewoman Swartz, Aye; Committeeman Sullivan, Aye; Mayor Ritter, Aye.

The Oath of Office for Deputy Mayor Swartz was administered by the Township Clerk.

**Mayor's Statement**

Mayor Ritter said that due to weather conditions, he will give a more extended statement at the next meeting, so that attendees at tonight's meeting can get home safely. He said that he is honored to serve another year as Mayor of Chatham Township.

Mayor Ritter acknowledged the recent passing of Retired Chief of Police Robert H. Scherer on December 24, 2017. Chief Scherer was a Vietnam Veteran, having served in the US Army. He joined the Chatham Township Police Department in 1965, retiring in 1991.

**Consent Agenda**

**RESOLUTION 2018-003  
RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF CHATHAM  
ADOPTING RULES AND ORDER OF BUSINESS OF THE TOWNSHIP COMMITTEE**

**BE IT RESOLVED BY THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF CHATHAM, COUNTY OF MORRIS, STATE OF NEW JERSEY,** that the following Rules and Order of Business of the Township Committee are hereby adopted:

**RULES AND ORDER OF BUSINESS  
OF THE TOWNSHIP COMMITTEE**

**ARTICLE I.**

**Robert's Rules of Order Newly Revised.**

The deliberations of the Township Committee shall be governed by Robert's Rules of Order Newly Revised.

**ARTICLE II.**

**Meetings.**

Section 1. The Mayor shall preside at all meetings of the Township Committee. In the absence of the Mayor, the Deputy Mayor shall perform all the duties of the Mayor. The Mayor shall on all occasions preserve order and shall cause the arrest or removal of all persons who interrupt the proceedings of the Township Committee.

Section 2. The Mayor shall decide all questions of order subject to appeal to the Township Committee.

Section 3. Each member of the Township Committee, including the Mayor, shall have the right to make and second motions and nominations and to vote thereon.

Section 4. Regular meetings shall be held as scheduled at the annual organization meeting each year or as rescheduled by resolution adopted at a regular meeting.

Section 5. Special meetings shall be held as provided by Code of the Township of Chatham and applicable State law. Upon the filing of a proper call for a Special meeting, the Township Clerk shall give at least two (2) business days' notice thereof with a copy of the call to all members of the Township Committee by delivery to each member personally or to each member's residence. Copies of the notice shall be promptly released to the news media and posted in a prominent place in the Township Hall.

Section 6. Regular and Special meetings of the Township Committee shall be open to the public. A portion of all meetings shall be set aside for citizens to address the Township Committee on any matter of interest.

Section 7. All items of business on a consent agenda will be delivered to each member of the Township Committee at least 2 days prior to the meeting at which it is to be considered, unless circumstances do not permit advance delivery.

Section 8. No new business will be considered after 11 PM. This rule may be waived by an affirmative vote of a majority of the Township Committee Members then present. In all instances Township Committee meetings will adjourn no later than 12 AM (midnight).

Section 9. All Township Committee meetings will be conducted in accordance with the requirements of the Open Public Meetings Act. (N.J.S.A. 10:4-6 et seq.)

**ARTICLE III.**

**Order of Business.**

Section 1. The following shall be the normal order of business of all Regular meetings of the Township Committee:

1. Meeting called to order.
2. Open Public Meetings Act announcement.
3. Salute to flag.
4. Roll Call.
5. Review and acceptance of agenda.
6. Special Recognition/Awards.
7. Reports.
8. Hearing of citizens.
9. Public Hearing and final adoption of ordinances.
10. Introduction of ordinances.
11. Adoption of resolutions.
12. Miscellaneous business.
13. Hearing of Citizens (Time Permitting)
14. Closed session resolution; if applicable.
15. Adjournment.

Section 2. The final agenda shall be adopted as amended, if need be, by vote of the Township Committee at the start of each meeting.

Section 3. Hearing of the citizens will be limited to 30 minutes. Citizens will be restricted to discuss only those topics not subject of a public hearing. Each speaker will be limited to three minutes. These time limits may be extended at the discretion of the Mayor.

Section 4. Sub-Committee chairpersons and liaisons will provide short update reports to the Township Committee during the report section of meetings.

Section 5. The Chief of Police, Public Works Manager, Recreation Director and Township Administrator shall report on a quarterly basis to the Township Committee, during the report section of meetings.

#### **ARTICLE IV.**

##### **Committees and Boards.**

Section 1. The Township Committee hereby creates four Standing Committees, each consisting of two (2) members of the Township Committee as follows:

1. Public Safety/Emergency Management
2. Administration/Finance
3. Public Works/Sewer Utilities
4. Communications

Note: The Township Administrator shall supervise all departments, attend all meetings of the Standing Committees and implement the policies adopted by the Township Committee. The Standing Committees are not authorized to exert any administrative control over the departments assigned.

Section 2. Except as otherwise required by State statute and the Code of the Township of Chatham, the Mayor shall appoint members to the various Township boards with the approval of the Township Committee.

Section 3. The Township Committee may appoint advisory committees for special purposes composed of no more than 2 Members of Township Committee and such other Administrative staff members and members of the general public as it deems necessary and appropriate.

Section 4. At the time of creation of an advisory committee, the Township Committee shall establish the duration of the advisory committee. No advisory committee shall take a position on behalf of the Township Committee without the Township Committee's approval.

Section 5 . A member of the Township Committee, appointed by the Committee, shall serve as liaison to the following Boards, Commissions and Community Groups and other Entities:

- Mayor's Wellness Campaign
- Board of Education
- Environmental Commission
- Senior Citizens Center/Senior Club of the Chathams
- Municipal Alliance Committee
- Chamber of Commerce
- Fire and Rescue
- Historical Society
- Public Utilities

Section 6. A member(s) of the Township Committee, appointed by the Committee, shall serve as a member of the following Boards and Committees:

- Joint Recreation Advisory Committee
- Joint Municipal Court Committee (2 members)
- The Board of Health
- The Board of Trustees of the Joint Library of the Chathams (Mayor or Mayor's designee)
- Open Space Committee
- Joint Community Garden

## **ARTICLE V.**

### **Ordinances.**

Section 1. All proposed ordinances, supplements to and amendments of ordinances shall be presented in writing at a regular meeting, except in those instances when the Township Committee decides to act on an ordinance at a special meeting.

Section 2. Every ordinance duly passed by the Township Committee shall be recorded by the Township Clerk in the Township Ordinance Book, with a proper index. Each ordinance entered in the Ordinance Book shall be compared with the original and shall not be entered unless it is identical in content with such original. The Township Clerk shall enter at the foot of the ordinance the date it was passed and the number and page of the Minute Book containing the minutes of the meeting at which it was passed. Each ordinance entered in the Ordinance Book shall be signed by the Mayor or Deputy Mayor and the Township Clerk.

Section 3. The Township Ordinance Book is hereby established as the original permanent record of the Ordinances of the Township.

Section 4. All ordinances shall be introduced, considered, read, heard, adopted and published in accordance with applicable law and inserted in the correct place in the Code of the Township of Chatham.

## **ARTICLE VI.**

### **Filings.**

Section 1. The Township Committee shall file with the Township Clerk all ordinances, resolutions, reports, petitions, correspondence and other papers considered by or presented to the Township Committee.

## **ARTICLE VII.**

### **Minutes.**

Section 1. The Township Clerk shall keep minutes of all Township Committee meetings as provided by law.

Section 2. Draft minutes for all meetings shall be delivered to the Township Committee Members no later than the Friday preceding the next regular meeting. Such minutes shall be clearly marked as a draft minutes.

Section 3. Minutes will be filed into the minute book and released to the public only by the Township Clerk and only after approval by the Township Committee.

Section 4. All open sessions of the regular and special meetings may be recorded.

Section 5. The recordings, if made, will be kept by the Township Clerk as required by law.

Section 6. The recordings will be made available to the public at the Township Clerk's office only after the related minutes have been approved by the Township Committee.

Section 7. The approved minutes shall become the official record of the meeting.

## **Article VIII.**

### **Code of Conduct.**

Section 1. No member of the Township Committee, including the Mayor, can conduct business for, or on behalf of, the Township without express, specific approval of the Township Committee. This includes all correspondence, written or otherwise, negotiations, and the like.

Section 2. It is the responsibility of each Committee member to disclose to the Township Attorney any personal or private interest, directly or otherwise, in any question or measure proposed or pending before the Township Committee. The Township Attorney will determine whether a conflict of interest exists.

Section 3. A member of the Township Committee who has a conflict of interest on a particular matter shall neither vote on nor take part in discussion of same.

Section 4. A member of the Township Committee shall not use or disseminate confidential information acquired by or available to them for personal gain or for personal, non-Township business related reasons. Any member who is aware of a breach of confidentiality, is expected to bring forth that information to the appropriate officials in a timely manner.

**ARTICLE IX.**

**Township Administrator.**

Section 1. The Township Administrator shall be the Chief Administrative Officer of the Township, shall supervise all Departments, perform the duties of Township Administrator as specified in the Code of the Township and shall be responsible to the Township Committee for the proper and efficient administration of Township affairs. The Township Administrator shall prepare the annual budget

Section 2. The Township Administrator shall make reports to the Township Committee as requested. The municipal budget shall be prepared by the Township Administrator and presented to the Township Committee at a public meeting in January or such time as fixed by the State Division of Local Government Services.

Section 3. It is intended that the Township Committee shall act in all matters as a body. Members of the Township Committee shall not seek individually to influence the official acts of the Township Administrator or any other officer or to interfere in any way with the performance by such officers of their duties.

**RESOLUTION 2018-004**

**RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF CHATHAM DESIGNATING COMMITTEE ASSIGNMENTS AND LIAISONS**

**BE IT RESOLVED** by the Township Committee of the Township of Chatham that Township

Committee assignments be made as follows:

**Name of Standing Committee**

**Committee members**

Public Safety/Emergency Management  
Administration/ Finance  
Public Works/Sewer Utilities  
Communication (Television/Website)

Curt Ritter and Karen Swartz  
Curt Ritter and Karen Swartz  
Michael Kelly and Tayfun Selen  
Curt Ritter and Kevin Sullivan

**Name of Advisory Committee/Board**

**Committee members**

Joint Recreation Advisory Committee  
Joint Library Board of Trustees  
Board of Health  
Open Space Committee  
Joint Municipal Court  
Community Garden  
The Colony Pool Club

Kevin Sullivan  
Kevin Sullivan  
Tayfun Selen  
Michael Kelly  
Kevin Sullivan and Tayfun Selen  
Michael Kelly  
Curt Ritter

**Planning Board**

Class I Member  
Class III Member

Kevin Sullivan  
Karen Swartz

**Liaisons**

Mayor's Wellness Committee  
Environmental Commission  
Senior Services  
Board of Education  
Municipal Alliance  
Chamber of Commerce  
Fire and Rescue  
Historical Society  
Public Utilities Liaison

Curt Ritter  
Karen Swartz  
Karen Swartz  
Tayfun Selen  
Michael Kelly  
Karen Swartz  
Curt Ritter  
Kevin Sullivan  
Karen Swartz

**Special Project Liaisons**

Rolling Knolls Landfill

Curt Ritter

**RESOLUTION 2018-005**

**RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF CHATHAM AND  
MAYOR'S APPOINTMENTS FILLING VARIOUS BOARD AND COMMITTEE VACANCIES  
FOR SPECIFIC TERMS**

**BE IT RESOLVED** by the Township Committee of the Township of Chatham that the following board and committee appointments be made:

**Planning Board: Mayor's Appointments**

- |    |           |                  |                           |
|----|-----------|------------------|---------------------------|
| 1. | Class I   | Kevin Sullivan   | (2018) – Mayor's Designee |
| 2. | Class II  | Thomas Ciccarone | (2018)                    |
| 3. | Class III | Karen Swartz     | (2018)                    |
| 4. | Class IV  | Don Travisano    | (2018) – CTEC Liaison     |
| 5. | Class IV  | Glen Nelson      | (2021)                    |
| 7. | Alt. 2    | Jude Tarasca     | (2019)                    |

**Zoning Board of Adjustment**

- |    |                    |        |
|----|--------------------|--------|
| 1. | Anthony Vivona     | (2021) |
| 2. | William Styple     | (2021) |
| 3. | Dennis Newman      | (2021) |
| 4. | David Fitt (Alt 2) | (2019) |

**Board of Health**

- |    |                    |        |
|----|--------------------|--------|
| 1. | Lucille Plantemoli | (2020) |
| 2. | Lorie Gardner      | (2020) |

**Environmental Commission**

- |    |                |        |
|----|----------------|--------|
| 1. | Dot Stillinger | (2020) |
|----|----------------|--------|

**Community Garden**

- |    |                     |        |
|----|---------------------|--------|
| 1. | Elin Krhoun         | (2018) |
| 2. | Nancy Tagle         | (2018) |
| 3. | Mary Beth Valentino | (2018) |
| 4. | Sabino Losco        | (2018) |

**Open Space Committee**

- |    |                             |        |
|----|-----------------------------|--------|
| 1. | Joseph Basralian (Chairman) | (2018) |
| 2. | Abigail Maddi               | (2018) |
| 3. | Nina Benton                 | (2018) |
| 4. | Sharon Tether               | (2018) |
| 5. | Chrissie Dugan              | (2018) |

**Recreation Committee**

- |    |           |        |
|----|-----------|--------|
| 1. | Tom Claps | (2020) |
|----|-----------|--------|

**Colony Pool Advisory Committee**

- |    |                |        |
|----|----------------|--------|
| 1. | John Simonetti | (2018) |
| 2. | John C. Tunny  | (2018) |
| 3. | Carol Murray   | (2018) |

**RESOLUTION 2018-006**

**RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF CHATHAM IN  
THE COUNTY OF MORRIS, NEW JERSEY, ESTABLISHING REGULAR MEETING  
SCHEDULE FOR THE TOWNSHIP COMMITTEE DURING 2018**

**WHEREAS**, the "Open Public Meetings Act," N.J.S.A. 10:4-6 et seq. requires that public bodies provide adequate notice of meetings.

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Chatham, County of Morris, New Jersey, as follows:

1. During the calendar year 2018, meetings will be held by the Township Committee to discuss or act upon public business at 7:30 p.m. (unless otherwise noted), prevailing time, at the Municipal Building, 58 Meyersville Road, Chatham Township on the following dates:

January 18  
February 8  
February 22  
March 8  
March 22  
April 12  
April 26  
May 10  
May 31  
June 7  
June 28  
July 19  
August 16  
September 13  
September 27  
October 11  
October 25  
November 8  
December 13  
January 3, 2019

2. Certified copies of this Resolution shall be:
  - a) Mailed to the Chatham Courier;
  - b) Mailed to the Morris County Daily Record;
  - c) Filed with the Clerk of the Township of Chatham;
  - d) Posted on the bulletin board in the main hallway of the Municipal Building; and
  - e) Mailed to any person requesting notice of meetings to N.J.S.A. 10:4-19 who has paid the required fee thereof.
3. All of the foregoing shall be accomplished within seven (7) days of adoption of this Resolution pursuant to N.J.S.A. 10:4-18.

**RESOLUTION 2018-007**  
**RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF CHATHAM, IN THE COUNTY OF MORRIS, NEW JERSEY, WITH RESPECT TO RATE OF INTEREST ON DELINQUENT TAXES**

**BE IT RESOLVED** by the Township Committee of the Township of Chatham in the County of Morris, New Jersey, that

1. The rate of interest to be charged by the Tax Collector on delinquent taxes on the first \$1,500.00 is hereby fixed at the rate of eight (8) percent per annum, to remain in force until January 1, 2019.
2. The rate of interest to be charged by the Tax Collector on delinquent taxes in excess of \$1,500.00 is hereby fixed at the rate of eighteen percent (18%) per annum, to remain in force until January 1, 2019.
3. Notwithstanding the provisions of this resolution, no interest shall be charged if payment of any installment is made within the tenth calendar day following the date upon which the same became payable.
4. A certified copy of this resolution shall be forwarded to the Tax Collector for his information and guidance.

**RESOLUTION 2018-008**  
**RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF CHATHAM IN THE COUNTY OF MORRIS, NEW JERSEY, WITH RESPECT TO RATE OF INTEREST ON DELINQUENT SEWER SERVICE CHARGES**

**BE IT RESOLVED** by the Township Committee of the Township of Chatham in the County of Morris, New Jersey, that:

1. The rate of interest to be charged by the Tax Collector on delinquent sewer service charges on the first \$1,500.00 is hereby fixed at the rate of eight (8) percent per annum, to remain in force until January 1, 2019.
2. The rate of interest to be charged by the Tax Collector on delinquent sewer service charges in excess of \$1,500.00 is hereby fixed at the rate of eighteen percent (18%) per annum, to remain in force until January 1, 2019.
3. A certified copy of this resolution shall be forwarded to the Sewer Accounts Clerk and the Township Auditor.

**RESOLUTION 2018-009**

**RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF CHATHAM IN THE COUNTY OF MORRIS, NEW JERSEY, WITH RESPECT TO TAX SEARCHES AND ASSESSMENT SEARCHES**

**BE IT RESOLVED** by the Township Committee of the Township of Chatham, Morris County, New Jersey, that

1. The Tax Collector of the Township of Chatham is hereby designated as the official to make examination of the Township record as to unpaid tax liens and to certify the results thereof pursuant to N.J.S.A. 54:5-11.
2. The Township Clerk is hereby designated as the official to make and issue certificates as to liability for assessment for municipal improvements pursuant to N.J.S.A. 54:5-18.1 et seq.
3. The Township Clerk is hereby designated as the official to make and issue certificates as to approval of subdivision of land pursuant to N.J.S.A. 40:55D-56.

**RESOLUTION 2018-010**

**RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF CHATHAM IN THE COUNTY OF MORRIS, NEW JERSEY, WITH RESPECT TO DEPOSITORIES FOR TOWNSHIP FUNDS**

**BE IT RESOLVED** by the Township Committee of the Township of Chatham, Morris County, New Jersey, that:

1. TD Bank N.A., Chatham, New Jersey and State of New Jersey Cash Management Fund, Jersey City, are hereby designated as depositories for Township Funds; and
2. Warrants for the withdrawal of funds from the above-mentioned depository be signed by the two members of the Township Committee serving on the standing Finance Committee and the Chief Financial Officer.
3. A certified copy of this resolution shall be forwarded to TD Bank N.A. and State of New Jersey Cash Management Fund.

**RESOLUTION 2018-011**

**RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF CHATHAM IN THE COUNTY OF MORRIS, NEW JERSEY, DESIGNATING OFFICIAL NEWSPAPERS AND FIXING CHARGES FOR NOTICES OF PUBLIC MEETINGS OF SAID TOWNSHIP COMMITTEE DURING 2018**

**WHEREAS**, the "Open Public Meetings Act," N.J.S.A. 10:4-6 et seq., requires that notification be given of meetings of public bodies as herein defined and in the manner therein set forth.

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Chatham, County of Morris, New Jersey, as follows:

1. The Chatham Courier and the Morris County Daily Record are hereby designated for the calendar year 2018 as the newspapers to receive notice of meetings of the Township Committee required by any and all sections of the Open Public Meeting Act, it appearing that these newspapers are most likely to inform the local public of such meetings.
2. The public place for the posting of notices of the meetings of the Township Committee for the calendar year 2018 shall be the bulletin board in the main hallway of the Township Hall.
3. The fee to be paid by any person requesting that notices of meetings of the Township Committee during that calendar year 2018 be mailed to such persons as specified in N.J.S.A. 10:4-19 shall be equivalent to the actual costs of mailing said notices, provided, however, that no charge shall be made to any newspaper requesting the mailing of notices to its business office.
4. A certified copy of this Resolution shall be mailed by the Township Clerk to the Chatham Courier and the Morris County Daily Record, and a certified copy shall be filed with the Clerk of the Township of Chatham.

**RESOLUTION 2018-012**

**RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF CHATHAM IN THE COUNTY OF MORRIS, NEW JERSEY, DESIGNATING THE OFFICIAL NEWSPAPERS FOR THE PUBLICATION OF LEGAL NOTICES OF THE TOWNSHIP**

**BE IT RESOLVED** by the Township Committee of the Township of Chatham in the County of Morris, New Jersey, that pursuant to N.J.S. 40:53-1, the Chatham Courier and the Morris County Daily Record are hereby designated as the official newspapers for the publications of all notices required by law to be published by the Township on and after January 1, 2018.

**BE IT FURTHER RESOLVED** that a copy of this resolution shall be published in the Chatham Courier and in the Morris County Daily Record on January 11 and January 18, 2018, and a certified copy of this resolution shall be forwarded to the Township Planning Board, Board of Adjustment, Board of Health, and any other Board or Body which shall have the occasion to publish a legal notice.

**RESOLUTION 2018-013**

**RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR PROFESSIONAL LEGAL SERVICES WITH ALBERT E. CRUZ OF DiFRANCESCO, BATEMAN, KUNZMAN, DAVIS, LEHRER & FLAUM, P.C. FOR 2018**

**WHEREAS**, the Township of Chatham has a need to acquire professional legal services as a non-fair and open contract 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 contract will exceed \$17,500, not to exceed \$100,000; and,

**WHEREAS**, the anticipated term of this contract is 1 year; and

**WHEREAS**, DiFrancesco, Bateman, Kunzman, Davis, Lehrer & Flaum, P.C. has completed and submitted a Business Entity Disclosure Certification which certifies that DiFrancesco, Bateman, Kunzman, Davis, Lehrer & Flaum, P.C. has not made any reportable contributions to a political or candidate committee in the Township of Chatham in the previous one year, and that the contract will prohibit the DiFrancesco, Bateman, Kunzman, Davis, Lehrer & Flaum, P.C. from making any reportable contributions through the term of the contract; and

**WHEREAS**, the Chief Financial Officer has determined that sufficient funds are or will be available upon adoption of the budget for year 2018; and

**NOW THEREFORE, BE IT RESOLVED** that the Township of Chatham authorizes the Mayor and Clerk to enter into a contract with Albert E. Cruz of DiFrancesco, Bateman, Kunzman, Davis, Lehrer & Flaum, P.C. as described herein; and,

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

**BE IT FURTHER RESOLVED** that this contract is awarded without formal competitive bidding as a "Professional Service" in accordance with N.J. S.A. 40A: 11-5 (1) (a) of the Local Public Contracts Law because the services required are those of a recognized profession for which bid specifications are not appropriate or required; and

**BE IT FURTHER RESOLVED** that a copy of this resolution as well as the Contract shall be placed on file with the Clerk of the Township of Chatham; and

**BE IT FURTHER RESOLVED** that a notice of this resolution shall be printed as provided by law in the Chatham Courier.

**RESOLUTION 2018-014**

**RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR MUNICIPAL ENGINEERING SERVICES WITH JOHN K. RUSCHKE OF MOTT MacDONALD FOR 2018**

**WHEREAS**, the Township of Chatham has a need to acquire the services of a Municipal Engineer as a non-fair and open contract 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 contract will exceed \$17,500, not to exceed \$100,000; and,

**WHEREAS**, the anticipated term of this contract is 1 year; and

**WHEREAS**, Mott MacDonald has completed and submitted a Business Entity Disclosure Certification which certifies that Hatch Mott MacDonald has not made any reportable contributions to a political or candidate committee in the Township of Chatham in the previous one year, and that the contract will prohibit the Mott MacDonald from making any reportable contributions through the term of the contract; and

**WHEREAS**, the Chief Financial Officer has determined that sufficient funds are or will be available upon adoption of the budget for year 2018; and

**NOW THEREFORE, BE IT RESOLVED** that the Township of Chatham hereby appoints John K. Ruschke as Township Engineer and authorizes the Mayor and Clerk to enter into a contract with Mott MacDonald as described herein; and,

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

**BE IT FURTHER RESOLVED** that this contract is awarded without formal competitive bidding as a “Professional Service” in accordance with N.J. S.A. 40A: 11-5 (1) (a) of the Local Public Contracts Law because the services required are those of a recognized profession for which bid specifications are not appropriate or required; and

**BE IT FURTHER RESOLVED** that a copy of this resolution as well as the Contract shall be placed on file with the Clerk of the Township of Chatham; and

**BE IT FURTHER RESOLVED** that a notice of this resolution shall be printed as provided by law in the Chatham Courier.

#### **RESOLUTION 2018-015**

### **A RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF CHATHAM, COUNTY OF MORRIS, STATE OF NEW JERSEY AWARDED A PROFESSIONAL SERVICES CONTRACT FOR LABOR COUNSEL.**

**WHEREAS**, the Township of Chatham is in need of the services of a professional labor attorney to assist with legal advice relating to general employment law related issues which may include reviewing and revising existing documents and providing training on employment related issues as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and,

**WHEREAS**, the Township Administrator has recommended the appointment of the firm Nukk-Freeman & Cerra, P.C. to provide the services listed above.

**WHEREAS**, the Chief Financial Officer has determined and certified in writing that the value of the contract will exceed \$17,500, not to exceed \$20,000; and,

**WHEREAS**, Nukk-Freeman & Cerra, P.C. has completed and submitted a Business Entity Disclosure Certification which certifies that Nukk-Freeman & Cerra, P.C. has not made any reportable contributions to a political or candidate committee in the Township of Chatham in the previous one year, and that the contract will prohibit the Nukk-Freeman & Cerra, P.C. from making any reportable contributions through the term of the contract; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Chatham, County of Morris, State of New Jersey that a professional service contract is hereby awarded to Nukk-Freeman & Cerra, P.C. in accordance with a proposal submitted and on file in the Office of the Township Clerk.

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

**BE IT FURTHER RESOLVED** that this contract is awarded without formal competitive bidding as a “Professional Service” in accordance with N.J. S.A. 40A: 11-5 (1) (a) of the Local Public Contracts Law because the services required are those of a recognized profession for which bid specifications are not appropriate or required; and

**BE IT FURTHER RESOLVED** that a copy of this resolution as well as the Contract shall be placed on file with the Clerk of the Township of Chatham; and

**BE IT FURTHER RESOLVED** that a notice of this resolution shall be printed as provided by law in the Chatham Courier.

#### **RESOLUTION 2018-016**

### **RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR SPECIALIZED LEGAL SERVICES FROM BOND COUNSEL**

**WHEREAS**, the Township of Chatham has a need to acquire specialized legal services in connection with the authorization and the issuance of bonds or notes of the Township as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and,

**WHEREAS**, the anticipated term of this contract is 1 year; and

**WHEREAS**, the Chief Financial Officer has determined and certified in writing that the value of the contract will exceed \$17,500, not to exceed \$20,000; and,

**WHEREAS**, Rogut McCarthy LLC has completed and submitted a Business Entity Disclosure Certification which certifies that Rogut McCarthy LLC has not made any reportable contributions to a political or candidate committee in the Township of Chatham in the previous one year, and that the contract will prohibit Rogut McCarthy LLC from making any reportable contributions through the term of the contract; and

**WHEREAS**, the Chief Financial Officer has determined that sufficient funds are or will be available upon adoption of the budget for year 2018; and

**NOW THEREFORE, BE IT RESOLVED** that the Township of Chatham authorizes the Mayor and Clerk to enter into a contract for specialized legal services in connection with the authorization and the issuance of bonds or notes of the Township with Rogut McCarthy LLC as described herein; and,

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

**BE IT FURTHER RESOLVED** that this contract is awarded without formal competitive bidding as a “Professional Service” in accordance with N.J. S.A. 40A: 11-5 (1) (a) of the Local Public Contracts Law because the services required are those of a recognized profession for which bid specifications are not appropriate or required; and

**BE IT FURTHER RESOLVED** that a copy of this resolution as well as the Contract shall be placed on file with the Clerk of the Township of Chatham; and

**BE IT FURTHER RESOLVED** that a notice of this resolution shall be printed as provided by law in the Chatham Courier.

**RESOLUTION 2018-017**

**RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF CHATHAM,  
COUNTY OF MORRIS, STATE OF NEW JERSEY, APPOINTING A MUNICIPAL  
PROSECUTOR AND ALTERNATE MUNICIPAL PROSECUTOR**

**WHEREAS**, the Township Committee is required to appoint a municipal prosecutor; and

**WHEREAS**, the Township Committee is required, pursuant to N.J.S.A. 2B:25-4a, to appoint a alternate municipal prosecutors to serve in the absence of the municipal prosecutor;

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Chatham, County of Morris, State of New Jersey that Matthew Dorsi, Esq., is hereby appointed as municipal prosecutor, and Nicholas Pompelio, Esq., is hereby appointed as alternate municipal prosecutor to serve in the absence of the municipal prosecutor.

**RESOLUTION 2018-018**

**RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF CHATHAM  
APPOINTING ARTHUR A. LINFANTE OF VALUE RESEARCH GROUP, LLC AS A REAL  
ESTATE APPRAISER FOR THE TOWNSHIP OF CHATHAM FOR 2018**

**WHEREAS**, the Township of Chatham occasionally has a need to acquire real estate appraisal and consulting services in connection with tax appeals; and,

**WHEREAS**, the term of this contract is 1 year; and

**WHEREAS**, the Chief Financial Officer has determined that sufficient funds are or will be available upon adoption of the budget for year 2018; and

**NOW THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Chatham appoints Arthur A. Linfante of Value Research Group, LLC as a Real Estate Appraiser and Consultant for the Township of Chatham for 2018.

**RESOLUTION 2018-019**

**RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF CHATHAM,  
COUNTY OF MORRIS, STATE OF NEW JERSEY APPOINTING DEPUTY RECORDS  
CUSTODIANS**

**WHEREAS**, because the Open Public Records Act, N.J.S.A. 47:1A-1, et seq., has designated the Township Clerk as the custodian of all municipal records and has imposed additional obligations for responding to requests for such records, it has become necessary to appoint deputy records custodians to assist in complying with responses to records requests;

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Chatham, County of Morris, State of New Jersey, as follows:

1. The Police Department Secretary is hereby appointed as the deputy records custodian for Police Department records.
2. The Tax Collector is hereby appointed deputy records custodian for tax collection records.
3. The Assistant Tax Assessor is hereby appointed deputy records custodian for tax assessment records.
4. The Technical Assistant to the Construction Official is hereby appointed deputy records custodian for construction and land use records.
5. The designated deputy records custodians shall report to the Township Clerk all requests for records and shall follow any instructions given by the Clerk regarding the handling of such records.

**RESOLUTION 2018-020**

**RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF CHATHAM  
AUTHORIZING ANNUAL EMPLOYEE APPOINTMENTS FOR 2018**

**BE IT RESOLVED** by the Township Committee of the Township of Chatham that the following appointments be made effective January 1, 2018:

Tax Assessor  
Assistant Tax Assessor  
Recycling Coordinator  
Accounting Clerk  
Planning/Zoning Board Manager  
Assistant Tax and Utility Collector  
Administrative Secretary, Police Department  
Administrative Assistant, Police Department

Glen Sherman  
Brett Trout  
Christie Tragno  
Erin Ihnken  
Meg Smith  
Ann Libretti  
Susan Marotta  
Scott Baumann

Assistant Treasurer/HR Assistant/Escrow Clerk  
 Fire Official/Prevention Inspector  
 Electrical Subcode Official  
 Fire Subcode Official  
 Plumbing Subcode Official  
 Construction Official/ Building Subcode Official  
 Construction Office Control Person  
 Construction Office Assistant  
 Administrative Assistant Public Works  
 Government Access TV/Community Bulletin Board Manager  
 Collector of Dog & Cat License Fees  
 Deputy Zoning Officers

Kathy Buckley  
 M. Christopher Shay  
 Eric Delizio  
 Dennis Bettler  
 Chris Gibbons  
 Gregory Impink  
 Meg Smith  
 Jeanne O’Gara  
 Christie Tragno  
 Tom Salvas  
 Gregory LaConte  
 Gregory Impink  
 Thomas Ciccarone  
 John Ruschke  
 Robert Krickus  
 Carmela D’Amelio  
 Peter Iossa Jr.  
 Robert Hathaway  
 Rich Crater

Crossing Guards

**RESOLUTION 2018-021**  
**RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF CHATHAM,**  
**COUNTY OF MORRIS, STATE OF NEW JERSEY APPOINTING A RISK MANAGEMENT**  
**CONSULTANT**

**WHEREAS**, the Township of Chatham has resolved to join the Morris County Municipal Joint Insurance Fund, following a detailed analysis; and

**WHEREAS**, the bylaws of said funds require that each Governing Body appoint a RISK MANAGEMENT CONSULTANT to perform various professional services as detailed in the bylaws; and

**WHEREAS**, the Board of Fund Commissioners established a fee equal to 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**, the judgmental nature of the Risk Management Consultant’s duties renders comparative bidding impractical;

**NOW THEREFORE**, be it resolved that the Township of Chatham does hereby appoint David J. Sgalia of Anthony S. Cupo Insurance Agency as its Risk Management Consultant in accordance with the Fund’s bylaws; and

**BE IT FURTHER** resolved that the governing Body is hereby authorized and directed to execute the Risk Management Consultant’s Agreement annexed hereto and to cause a notice of this decision to be published according to N.J.S.A. 40A:11-5(1)(a)(i).

**RESOLUTION 2018-022**  
**RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF CHATHAM**  
**APPOINTING MEMBERS OF LOCAL EMERGENCY PLANNING COMMITTEE**

**BE IT RESOLVED**, by the Township Committee of the Township of Chatham, County of Morris, State of New Jersey that the following individuals be appointed to the Local Emergency Planning Committee for a term ending December 31, 2018:

Kevin Sullivan	Coordinator
Lt. Tom Miller	Deputy Coordinator
Albert E. Cruz	Attorney
Thomas E. Ciccarone	Township Administrator
Chief	Green Village Volunteer Fire Department
Chief	Chatham Township Volunteer Fire Department
Richard Young	Manager Department of Public Works
Captain	Chatham Emergency Squad
Michael Fitzpatrick	Health Officer
Christy Hodde	Red Cross Administrator
Superintendent	School District of the Chathams
	RACES-radio Official
Tom Salvas	Video Producer Governmental Access Channels

**RESOLUTION 2018-023**  
**RESOLUTION OF THE TOWNSHIP OF CHATHAM, COUNTY OF MORRIS, STATE OF NEW**  
**JERSEY DESIGNATING INSURANCE FUND COMMISSIONER**

**WHEREAS**, the Township of Chatham is a member of the Morris County Municipal Joint Insurance Fund, and

**WHEREAS**, it is necessary to designate a Township Official to serve as a Fund Commissioner to represent the Township at meetings of the Fund;

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Chatham, County of Morris, State of New Jersey, as follows:

Township Administrator, Thomas E. Ciccarone, is hereby designated to serve as the Township's Fund Commissioner in the Morris County Municipal Joint Insurance Fund.

Administrative Assistant/Chief Financial Officer, Debra A. King, is hereby designated to serve as the Alternate Township's Fund Commissioner.

**RESOLUTION 2018-024**  
**RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF CHATHAM IN**  
**THE COUNTY OF MORRIS, NEW JERSEY, ESTABLISHING TEMPORARY BUDGET**  
**APPROPRIATION FOR 2018**

**WHEREAS**, N.J.S.A. 40A:5-19 Local Budget Act provides that (where any contracts, commitments or payments are to be made prior to the final adoption of the 2018 budget) temporary appropriations be made for the purposes and amounts required in the manner and time therein provided;

**WHEREAS**, the date of this resolution is within the first thirty days of 2018, and

**WHEREAS**, the total appropriations in the 2017 Budget, less appropriations made for capital improvement fund, debt service, and relief of the poor (public assistance) are as follows:

General	\$ 12,326,398.00
Sewer No. 1	\$ 1,746,001.00
Sewer No. 2	\$ 506,292.00

**WHEREAS**, 26.25% of the total appropriations in the 2017 Budget less appropriations for capital improvement fund debt service and relief of the poor (public assistance) in the said 2017 Budget is as follows:

General	\$ 3,235,679.00
Sewer No. 1	\$ 458,325.00
Sewer No. 2	\$ 132,902.00

**NOW THEREFORE BE IT RESOLVED** by the Township Committee of the Township of Chatham, County of Morris, that the following temporary appropriations be made and that a certified copy of this resolution be transmitted to the Chief Financial Officer for his records.

General Administration	
Salaries and Wages	\$ 58,000.00
Other Expenses	15,000.00
Mayor and Twp. Committee	
Salaries and Wages	
Other Expenses	\$250.00
Municipal Clerk	
Salaries and Wages	\$23,000.00
Other Expenses	\$5,000.00
Financial Administration	
Salaries and Wages	\$ 23,000.00
Other Expenses	250.00
Computerized Data Processing	
Salaries and Wages	\$9,200.00
Other Expenses	500.00
Assessment of Taxes	
Salaries and Wages	\$24,000.00
Other Expenses	\$1,500.00
Collection of Taxes	
Salaries and Wages	\$18,500.00
Other Expenses	2,500.00

Legal Services and Costs	
Other Expenses	40,000.00
Engineering Services and Costs	
Other Expenses	\$ 40,000.00
Public Building and Grounds	
Salaries and Wages	\$165,000.00
Other Expenses	28,000.00
Planning Board	
Salaries and Wages	\$1,600.00
Other Expenses	9,000.00
Board of Adjustment	
Salaries and Wages	\$1,600.00
Other Expenses	5,000.00
Insurance	
Liability	118,000.00
Worker's Compensation	83,200.00
Group Insurance Plan	525,000.00
Public Safety	
Fire	
Other Expenses	\$ 55,000.00
Aid to Volunteer Fire Co.	26,250.00
Police	
Salaries and Wages	\$670,000.00
Other Expenses	40,000.00
Police Dispatch / 911	
Other Expenses	60,000.00
First Aid Organization – Contribution	2,500.00
Emergency Management Services	
Salaries and Wages	\$ 1,000.00
Other Expenses	100.00
Road Repairs and Maintenance	
Salaries and Wages	\$162,000.00
Other Expenses	60,000.00
Tree Protection	\$100.00
Environmental Commission	\$500.00
Solid Waste Collection	
Salaries and Wages	\$52,000.00
Other Expenses	56,000.00
Vehicle Maintenance	
Other Expenses	\$ 30,000.00
Board of Health	
Salaries and Wages	\$1,350.00
Other Expenses	34,000.00
Animal Control Service	
Other Expenses	\$500.00
Recreation Services and Programs	

Salaries and Wages	\$ 0
Other Expenses	25,000.00
Colony Pool	
Salaries and Wages	
Other Expenses	35,000.00
Maintenance of Parks	
Other Expenses	\$100.00
Celebration of Public Event, Anniversary or Holiday	\$750.00
Code Enforcement and Administration	
Salaries and Wages	\$88,000.00
Other Expenses	5,000.00
Utilities:	
Electricity	\$30,000.00
Street Lighting	13,000.00
Telephone	15,000.00
Water	7,600.00
Natural Gas	11,000.00
Gasoline	25,000.00
DCRP	1,200.00
Social Security System (O.A.S.I.)	\$58,000.00
Municipal Court	
Other Expenses	22,000.00
Maintenance of Joint Free Public Library	\$275,000.00
Affordable Housing	
Other Expenses	1,600.000
LOSAP	\$ 17,325.00
Sub-total	<b>\$3,078,975.00</b>
Debt Service	
Payment of Bond Principal	495,000.00
Payment of Bond Interest	50,250.00

**Water Pollution Control - Sewer Utility No. 1**

Salaries and Wages	\$140,000.00
Other Expenses	300,000.00
Social Security	<u>10,000.00</u>
Sub-Total	<b>\$ 450,000.00</b>
Capital Outlay	\$ 10,000.00
Sub-total	<b>\$460,000.00</b>
Debt Service	
Payment of Bond Principal (Wastewater Loan)	78,643.83
Payment of Bond Interest (Wastewater Loan)	31,593.76

**Water Pollution Control - Sewer Utility No. 2**

Salaries and Wages	\$30,000.00
Other Expenses	84,500.00
Social Security	<u>2,000.00</u>
Sub-total	<b>\$116,500.00</b>

Capital Outlay	\$ 5,000.00
Sub-total	<b>\$121,500.00</b>

Payment of Bond Principal  
 Payment of Bond Interest  
 Payment of Bond Principal (Wastewater Loan)  
 Payment of Bond Interest (Wastewater Loan)

**RESOLUTION 2018-025  
 RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF CHATHAM  
 DESIGNATING PUBLIC AGENCY COMPLIANCE OFFICIAL**

**BE IT RESOLVED** by the Township Committee of the Township of Chatham in accordance with N.J.A.C. 17: 27-3.5, "Designation of Public Agency Compliance Official", Gregory J. LaConte is hereby appointed the Public Agency Compliance Official.

**RESOLUTION 2018-026  
 RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF CHATHAM  
 APPOINTING MEMBERS TO THE MUNICIPAL ALLIANCE COMMITTEE**

**BE IT RESOLVED** by the Township Committee of the Township of Chatham that the following be appointed to the Municipal Alliance Committee of the Chathams for the year 2018.

Kelly Loofbourrow	MACC Coordinator
Vince Fiorito	MACC Co-Chair
Mary Anne (Psomi) Jackloski-Psomas	MACC Co-Chair and Youth Interfaith Representative
Detective David Gallo	Chatham Township Juvenile Detective
Jean Earle	ECLC Representative
Lisa Lattarulo	CHS SAC Representative
Alex Emir	CMS SAC Representative
Cindy Weiner	LAF Representative
Daniella Jernick, LCSW	Project Community Pride Representative
Kara Kelly	CHS PTO Representative
Dora Tartaglia	CHS PTO Representative
Melissa Thomas	CMS PTO Representative
Laura Riso	CMS/CHS Parent
Selene Mahr	LAF PTO Parent Representative
Catherine Marino	Past Coordinator
Jane Devlin	PR Representative/Community Member
Allison Bardon	Madison Chatham Coalition Coordinator
Carol Nauta	Recreation Coordinator
Pam Mansfield	Senior Center Director
Donna Brown	Community Representative
Stacey Ewald	Special Programs Coordinator/Community Member
Michael Kelly	Township of Chatham Committee Representative

**RESOLUTION 20188-027  
 A RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF CHATHAM,  
 COUNTY OF MORRIS, STATE OF NEW JERSEY APPROVING A CASH MANAGEMENT  
 PLAN**

**WHEREAS**, N.J.S.A. 40A:5-14 mandates that the Governing Body shall, by Resolution passed by a majority of the membership thereof, approve a Cash Management Plan.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Chatham as follows:

1. The attached Cash Management Plan will guide the investment of idle funds of the Township of Chatham.
2. The attached Cash Management Plan includes a policy Statement to guide its implementation.
3. The Chief Financial Officer will administer the plan.
4. The Plan is subject to annual audit; and

**BE IT FURTHER RESOLVED** that a certified copy of this resolution with Cash Management Plan attached shall be forwarded to the following:

- A. The Chief Financial Officer of the Township.
- B. The Township Auditor.
- C. All appropriate depositories

This Resolution shall take effect immediately.

**RESOLUTION 2018-028**  
**RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF CHATHAM**  
**AUTHORIZING SERVICE CHARGES FOR RETURNED CHECKS**

**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 a tax 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 Chatham, County of Morris, State of New Jersey, that the Tax Collector 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 2018; and

**BE IT FURTHER RESOLVED**, that the Tax Collector 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 Township Treasurer, Tax Collector and Township Auditor.

**RESOLUTION 2018-029**  
**RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF CHATHAM,**  
**COUNTY OF MORRIS, STATE OF NEW JERSEY DESIGNATING PHOENIX ADVISORS AS**  
**CONTINUING DISCLOSURE AGENT AND INDEPENDENT REGISTERED MUNICIPAL**  
**ADVISOR**

**WHEREAS**, the Township of Chatham has received Continuing Disclosure Agent and Independent Registered Municipal Advisor services from Phoenix Advisors LLC; and

**WHEREAS**, the terms of appointment are renewable each year; and

**WHEREAS**, Phoenix Advisors, LLC has submitted the proposal annexed hereto for the continuation of said services;

**NOW THEREFORE, BE IT RESOLVED** that the Township of Chatham does hereby Phoenix Advisors, LLC as Continuing Disclosure Agent and Independent Registered Municipal Advisor.

**RESOLUTION 2018-030**  
**RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF CHATHAM,**  
**COUNTY OF MORRIS, STATE OF NEW JERSEY REGARDING SIGNATURES ON**  
**TOWNSHIP CHECKS**

**BE IT RESOLVED** that TD Bank, N.A., is designated as a depository of Township funds, which may be withdrawn on checks, drafts, advices of debit, notes or other orders for the payment of monies (including electronic orders) bearing the signature of, or as otherwise authorized by, any one (1) of the following officers, employees, or agents of the Township of Chatham:

<u>Title</u>	<u>Name</u>
Treasurer, Chief Financial Officer	Debra A. King
Finance Committee Member	Curt Ritter
Finance Committee Member	Karen Swartz

**BE IT FURTHER RESOLVED**, the agents whose names appear above, are hereby authorized to open and maintain a deposit account or accounts of the Township of Chatham with TD Bank, N.A., subject to the terms and conditions of the Business Deposit Account Agreement, as it may be amended from time to time (the "Account Agreement").

**BE IT FURTHER RESOLVED**, that TD Bank, N.A. is hereby directed to accept and pay without further inquiry any item or payment order drawn against any of the Township of Chatham's accounts with TD Bank, N.A. bearing the signature of or as otherwise authorized by any such Agents even though drawn or endorsed to the order of any Agent signing or tendered by such Agent for cashing - or in payment of the individual obligation of such Agent or for deposit to the Agent's personal account, and TD Bank, N.A. shall not be required or be under any obligation to inquire as to the circumstances of the issue or use of any item signed, or payment order authorized, in accordance with the resolutions contained herein or the application or disposition of such item or payment order or the proceeds of the item or payment order.

**BE IT FURTHER RESOLVED**, that any one of such Agents is authorized to endorse all checks, drafts, notes and other items payable to or owned by the Township of Chatham for deposit with TD Bank, N.A. or for collection or discount by TD Bank, N.A., and to accept drafts and other items payable at TD Bank, N.A..

**BE IT FURTHER RESOLVED**, that the above named agents are authorized and empowered to execute such other agreements, including, but not limited to. special depository agreements and arrangements regarding the manner, conditions or purposes for which funds, checks or items of the Governmental Entity may be deposited, collected, or withdrawn and to perform such other acts as they deem reasonably necessary to carry out the provisions of these resolutions.

**BE IT FURTHER RESOLVED**, that the authority hereby conferred upon the above named Agents shall be and remains in full force and effect until written notice of the revocation thereof shall have been delivered to and received by TD Bank, N.A. at the location where an account of the Township of Chatham is maintained and Financial Institution has had a reasonable period of time to act upon such notice.

**BE IT FURTHER RESOLVED**, TD Bank, N.A. shall be authorized to honor and charge the Township of Chatham for such checks, drafts, or other orders, regardless of by whom or by what means the actual or purported facsimile signature thereon may have been affixed thereto, if such signature resembles the facsimile signature duly certified to or filed with TD Bank, N.A. by the Township Clerk. Further, TD Bank, N.A. shall be indemnified and saved harmless from any claims, demands, expenses, loss or damage resulting from or growing out of honoring the facsimile signature duly certified to or on file with TD Bank, N.A.

#### **RESOLUTION 2018-031**

### **RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF CHATHAM AUTHORIZING PAYMENT OF BILLS, PAYROLLS, SCHOOL TAXES AND COUNTY TAXES**

**BE IT RESOLVED** that bills in the total amount of \$1,809,608.13 be paid.

#### **RESOLUTION 2018-032**

### **RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF CHATHAM APPROVING MINUTES OF MEETINGS**

**BE IT RESOLVED** that the Township Committee of the Township of Chatham acknowledges receipt of and approves the minutes of the Township Committee meeting held on December 14, 2017.

#### **RESOLUTION 2018-033**

### **RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF CHATHAM CERTIFYING COMPLIANCE WITH THE UNITED STATES EQUAL EMPLOYMENT OPPORTUNITY COMMISSION'S "Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964"**

**WHEREAS**, N.J.S.A. 40A:4-5 as amended by P.L. 2017, c.183 requires the governing body of each municipality and county to certify that their local unit's hiring practices comply with the United States Equal Employment Opportunity Commission's "Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964," *as amended*, 42 U.S.C. § 2000e *et seq.*, (April 25, 2012) before submitting its approved annual budget to the Division of Local Government Services in the New Jersey Department of Community Affairs; and

**WHEREAS**, the members of the Township Committee have familiarized themselves with the contents of the above-referenced enforcement guidance and with their local unit's hiring practices as they pertain to the consideration of an individual's criminal history, as evidenced by the group affidavit form of the governing body attached hereto.

**NOW, THEREFORE BE IT RESOLVED**, that the Township Committee of the Township of Chatham, hereby states that it has complied with N.J.S.A. 40A:4-5, as amended by P.L. 2017, c.183, by certifying that the local unit's hiring practices comply with the above-referenced enforcement guidance and hereby directs the Township Clerk to cause to be maintained and available for inspection a certified copy of this resolution and the required affidavit to show evidence of said compliance.

#### **RESOLUTION 2018-034**

### **RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF CHATHAM APPOINTING EMERGENCY MANAGEMENT COORDINATOR**

**BE IT RESOLVED**, by the Township Committee of the Township of Chatham, County of Morris, State of New Jersey that Kevin Sullivan be appointed as Emergency Management Coordinator to fill a term ending December 31, 2020.

Committeeman Kelly noted that the Bill List includes a payment for the purchase of an open space property at the corner of River Road and Southern Boulevard.

Mayor Ritter pointed out that volunteers are being appointed to serve on various boards and committees, and he thanked the volunteers for their service. He also said that there are four proposed meeting dates for which he has a scheduling conflict. The May and June meeting schedule were adjusted. The August and November meeting schedule may be adjusted at a later time.

Deputy Mayor Swartz moved to approve the Consent Agenda. Committeeman Selen seconded the motion.

**Roll call:** Committeeman Selen, Aye; Committeeman Kelly, Aye; Committeeman Sullivan, Aye; Deputy Mayor Swartz, Aye; Mayor Ritter, Aye.

**Hearing of Citizens/Petitions**

Mayor Ritter opened the Hearing of Citizens.  
Seeing nobody coming forward to comment, Mayor Ritter closed the Hearing of Citizens.

**Closing Prayer**

Monsignor Mahoney from Corpus Christi Church gave the closing prayer.

Deputy Mayor Swartz moved to adjourn at 7:52 PM. Committeeman Selen seconded the motion, which carried unanimously.

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Gregory J. LaConte  
Municipal Clerk