

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

Meeting Called to Order – 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.

Flag Salute

Invocation

Oath of Office – Member of Township Committee – Mike Kelly, Karen Swartz

Roll Call

Selection of Mayor

Nominations(s)

Roll Call(s) Resolution 2018-001

Oath of Office- Mayor

Selection of Deputy Mayor:

Nomination(s)

Roll Call(s) Resolution 2018-002

Oath of Office: Deputy Mayor

Mayor's Statement

Approval of Agenda

Consent Agenda (routine items that may be passed by a single roll call vote. Any Committee member may call for a separate discussion or vote on any item)

1. Resolution 2018-003 – Adoption of By-Laws
2. Resolution 2018-004 – Designating Township Committee Members Sub-Committee Assignments/Liaisons
3. Resolution 2018-005 – Appointment of Various Boards, Commissions and Advisory Committees
4. Resolution 2018-006 – Establishing Township Committee meeting schedule for 2018
5. Resolution 2018-007 – Interest Rate Delinquent Taxes
6. Resolution 2018-008 – Interest Rate Delinquent Sewer Charges
7. Resolution 2018-009 – Tax Searches, Assessment Searches
8. Resolution 2018-010 – Depositories Township funds
9. Resolution 2018-011 – Charges for Notice of Public Meetings
10. Resolution 2018-012 – Designating Official Newspapers
11. Resolution 2018-013 – Appointment Municipal Attorney
12. Resolution 2018-014 – Appointment Municipal Engineer
13. Resolution 2018-015 – Appointment of Labor Counsel
14. Resolution 2018-016 – Appointment Bond Counsel
15. Resolution 2018-017 – Appointing Municipal Prosecutor
16. Resolution 2018-018 – Appointing Real Estate Appraiser
17. Resolution 2018-019 – Appointing Deputy Records Custodians
18. Resolution 2018-020 – Establishing Employee Appointments
19. Resolution 2018-021 – Appointing Risk Management Consultant
20. Resolution 2018-022 – Appointing Local Emergency Planning Committee Members
21. Resolution 2018-023 – Designating Insurance Fund Commissioner

22. Resolution 2018-024 – Temporary Budget
23. Resolution 2018-025 – Designating Public Agency Compliance Official
24. Resolution 2018-026 – Appointing Members to the Municipal Alliance Committee
25. Resolution 2018-027 – Approving Cash Management Plan
26. Resolution 2018-028 – Authorizing Service Charges for Returned Checks
27. Resolution 2018-029 – Designating Continuing Disclosure Agent and Independent Registered Municipal Advisor
28. Resolution 2018-030 – Regarding Signatures on Checks
29. Resolution 2018-031 – Payment of Bills
30. Resolution 2018-032 – Approving Minutes of Meetings
31. Resolution 2018-033 – Certifying Compliance with N.J.S.A. 40A:4-5
32. Resolution 2018-034 – Appointing OEM Coordinator

Hearing of Citizens/Petitions Note: This is an opportunity for any member of the public to be heard about issues which are not topics scheduled for Public Hearings tonight. To help facilitate an orderly meeting, and to permit all to be heard, speakers are asked to limit their comments to three minutes.

Closing Prayer

Adjourn

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.

Adopted: January 4, 2018

TOWNSHIP OF CHATHAM IN
THE COUNTY OF MORRIS

Attest:

Gregory J. LaConte, Clerk

By _____, Mayor

DRAFT

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

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

Committee members

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

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

Committee members

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
Pilgrim Pipeline
Council on Affordable Housing

Curt Ritter
Tayfun Selen
Kevin Sullivan

Adopted: January 4, 2018

TOWNSHIP OF CHATHAM IN
THE COUNTY OF MORRIS

Attest:

By _____,
Mayor

Gregory J. LaConte, Clerk

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 24
June 14
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.

Adopted: January 4, 2018

TOWNSHIP OF CHATHAM IN
THE COUNTY OF MORRIS

Attest:

By _____,
Mayor

Gregory J. LaConte, Clerk

I, Gregory J. LaConte, Township Clerk of the Township of Chatham in the County of Morris, New Jersey, hereby certify the foregoing to be a true complete copy of a resolution passed by the Township Committee of the Township of Chatham at a regular meeting held on January 4, 2018.

Date Issued: _____

Gregory J. LaConte, Township Clerk

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.

Adopted: January 4, 2018

TOWNSHIP OF CHATHAM IN
THE COUNTY OF MORRIS

Attest:

By _____, Mayor

Gregory J. LaConte, Clerk

Certified To: _____

I, Gregory J. LaConte, Township Clerk of the Township of Chatham in the County of Morris, New Jersey, hereby certify the foregoing to be a true complete copy of a resolution passed by the Township Committee of the Township of Chatham at a regular meeting held on January 4, 2018.

Date Issued: _____

Gregory J. LaConte, Township Clerk

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.

Adopted: January 4, 2018

TOWNSHIP OF CHATHAM IN
THE COUNTY OF MORRIS

Attest:

By _____
_____, Mayor

Gregory J. LaConte, Clerk

I, Gregory J. LaConte, Township Clerk of the Township of Chatham in the County of Morris, New Jersey, hereby certify the foregoing to be a true complete copy of a resolution passed by the Township Committee of the Township of Chatham at a regular meeting held on January 4, 2018.

Date Issued: _____

Gregory J. LaConte, Clerk

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.

Adopted: January 4, 2018

TOWNSHIP OF CHATHAM IN
THE COUNTY OF MORRIS

Attest:

By _____, Mayor

Gregory J. LaConte, Clerk

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.

Adopted: January 4, 2018

TOWNSHIP OF CHATHAM IN
THE COUNTY OF MORRIS

Attest:

By _____
_____, Mayor

Gregory J. LaConte, Clerk

I, Gregory J. LaConte, Township Clerk of the Township of Chatham in the County of Morris, New Jersey, hereby certify the foregoing to be a true complete copy of a resolution passed by the Township Committee of the Township of Chatham at a regular meeting held on January 4, 2018.

Date Issued: _____

Gregory J. LaConte, Clerk

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.

Adopted: January 4, 2018

TOWNSHIP OF CHATHAM IN
THE COUNTY OF MORRIS

Attest:

By _____
_____, Mayor

Gregory J. LaConte, Clerk

I, Gregory J. LaConte, Township Clerk of the Township of Chatham in the County of Morris, New Jersey, hereby certify the foregoing to be a true complete copy of a resolution passed by the Township Committee of the Township of Chatham at a regular meeting held on January 4, 2018.

Date Issued: _____

Gregory J. LaConte, Township Clerk

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.

Adopted: January 4, 2018

TOWNSHIP OF CHATHAM IN
THE COUNTY OF MORRIS

Attest:

By _____, Mayor

Gregory J. LaConte, Clerk

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.

Adopted: January 4, 2018

TOWNSHIP OF CHATHAM IN
THE COUNTY OF MORRIS

Attest:

By _____,
Mayor

Gregory J. LaConte, Clerk

CERTIFICATION OF THE AVAILABILITY OF FUNDS

I herewith certify that as of January 4, 2018 sufficient funds are or will be available upon adoption of the budget for year 2018 to carry out the purpose of this resolution.

Debra A. King
Chief Financial Officer

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.

Adopted: January 4, 2018

TOWNSHIP OF CHATHAM IN
THE COUNTY OF MORRIS

Attest:

By _____,
Mayor

Gregory J. LaConte, Clerk

CERTIFICATION OF THE AVAILABILITY OF FUNDS

I herewith certify that as of January 4, 2018 sufficient funds are or will be available upon adoption of the budget for year 2018 to carry out the purpose of this resolution.

Debra A. King
Chief Financial Officer

RESOLUTION 2018-015

A RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF CHATHAM, COUNTY OF MORRIS, STATE OF NEW JERSEY AWARDING 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.

Adopted: January 4, 2018

TOWNSHIP OF CHATHAM IN
THE COUNTY OF MORRIS

Attest:

By _____,
Mayor

Gregory J. LaConte, Clerk

CERTIFICATION AS TO AVAILABILITY OF FUNDS

I herewith certify that as of January 4, 2018 sufficient funds are or will be available upon adoption of the budget for year 2018 to carry out the purpose of this resolution.

Debra A. King
Chief Financial Officer

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.

Adopted: January 4, 2018

TOWNSHIP OF CHATHAM IN
THE COUNTY OF MORRIS

Attest:

By _____,
Mayor

Gregory J. LaConte, Clerk

CERTIFICATION OF THE AVAILABILITY OF FUNDS

I herewith certify that as of January 4, 2018 sufficient funds are or will be available upon adoption of the budget for year 2018 to carry out the purpose of this resolution.

Debra A. King
Chief Financial Officer

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.

Adopted: January 4, 2018

TOWNSHIP OF CHATHAM IN
THE COUNTY OF MORRIS

Attest:

By _____,
Mayor

Gregory J. LaConte, Clerk

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.

Adopted: January 4, 2018

TOWNSHIP OF CHATHAM IN
THE COUNTY OF MORRIS

Attest:

By _____, Mayor

Gregory J. LaConte, Clerk

CERTIFICATION OF THE AVAILABILITY OF FUNDS

I herewith certify that as of January 4, 2018 sufficient funds are or will be available upon adoption of the budget for year 2018 to carry out the purpose of this resolution.

Debra A. King
Chief Financial Officer

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

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

- Adopted: January 4, 2018

By _____, Mayor

Gregory J. LaConte, Clerk

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	Glen Sherman
Assistant Tax Assessor	Brett Trout
Recycling Coordinator	Christie Tragno
Accounting Clerk	Erin Ihnken
Planning/Zoning Board Manager	Meg Smith
Assistant Tax and Utility Collector	Ann Libretti
Administrative Secretary, Police Department	Susan Marotta
Administrative Assistant, Police Department	Scott Baumann
Assistant Treasurer/HR Assistant/Escrow Clerk	Kathy Buckley
Fire Official/Prevention Inspector	M. Christopher Shay
Electrical Subcode Official	Eric Delizio
Fire Subcode Official	Dennis Bettler
Plumbing Subcode Official	Chris Gibbons
Construction Official/ Building Subcode Official	Gregory Impink
Construction Office Control Person	Meg Smith
Construction Office Assistant	Jeanne O’Gara
Administrative Assistant Public Works	Christie Tragno
Government Access TV/Community Bulletin Board Manager	Tom Salvas
Collector of Dog & Cat License Fees	Gregory LaConte
Deputy Zoning Officers	Gregory Impink
	Thomas Ciccarone
	John Ruschke
Crossing Guards	Robert Krickus
	Carmela D’Amelio
	Peter Iossa Jr.
	Robert Hathaway
	Rich Crater

Adopted: January 4, 2018

TOWNSHIP OF CHATHAM IN
THE COUNTY OF MORRIS

Attest:

By _____,
Mayor

Gregory J. LaConte, Clerk

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).

Adopted: January 4, 2018

TOWNSHIP OF CHATHAM IN
THE COUNTY OF MORRIS

Attest:

By _____
, Mayor

Gregory J. LaConte, Clerk

RISK MANAGEMENT CONSULTANT'S AGREEMENT

THIS AGREEMENT entered into this 1st day of January 2018 between the Township of Chatham (hereinafter referred to as "MUNICIPALITY") and David J. Sgalia of Anthony S. Cupo Insurance Agency (hereinafter referred to as the "CONSULTANT").

WHEREAS, the CONSULTANT has offered to the MUNICIPALITY professional risk management consulting services as required in the bylaws of the Morris County Municipal Joint Insurance Fund and the Municipal Excess Liability Joint Insurance Fund; and

WHEREAS, the MUNICIPALITY desires these professional services pursuant to the resolution adopted by the governing body of the MUNICIPALITY at a meeting held January 4, 2018; and

NOW, THEREFORE, the parties in consideration of the mutual promises and covenants set forth herein, agree as follows:

1. For and in consideration of the amount stated hereinafter, the CONSULTANT shall:
 - a. Assist the MUNICIPALITY in identifying its insurable Property & Casualty exposures and to recommend professional methods to reduce, assume or transfer the risk or loss.
 - b. Assist the MUNICIPALITY in understanding the various coverages available from the Morris County Municipal Joint Insurance Fund and the Municipal Excess Liability Joint Insurance Fund.
 - c. Review with the MUNICIPALITY any additional coverages that the CONSULTANT feels should be carried but are not available from the FUND and subject to the MUNICIPALITY's authorization, place such coverages outside the FUND.
 - d. Assist the MUNICIPALITY in the preparation of applications, statements of values, and similar documents requested by the FUND, it being understood that this Agreement does not include any appraisal work by the CONSULTANT.
 - e. Review Certificates of Insurance from contractors, vendors and professionals when requested by the MUNICIPALITY.
 - f. Review the MUNICIPALITY's assessment as prepared by the FUND and assist the MUNICIPALITY in the preparation of its annual insurance budget.
 - g. Review the loss and engineering reports and generally assist the safety committee in its loss containment objectives. Also, attend no less than one (1) municipal safety committee meeting per annum to promote the safety objectives and goals of the MUNICIPALITY and the FUND.
 - h. Assist where needed in the settlement of claims, with the understanding that the scope of the CONSULTANT's involvement does not include the work normally done by a public adjuster.
 - i. Perform any other risk management related services required by the FUND'S bylaws.
2. In exchange for the above services, the CONSULTANT shall be compensated in the following manner:
 - a. The CONSULTANT shall be paid by the MUNICIPALITY a fee as compensation for services rendered, an amount equal to six percent (6%) of the MUNICIPALITY's annual assessment as promulgated by the FUNDS. Said fee shall be paid to the CONSULTANT within thirty (30) days of payment of the MUNICIPALITY's assessment.
 - b. For any insurance coverages authorized by the MUNICIPALITY to be placed outside the FUND, the CONSULTANT shall receive as compensation the normal brokerage commissions paid by the insurance company. The premiums for said policies shall not be added to the FUND'S assessment in computing the fee outlined in 2(a).

- c. If the MUNICIPALITY shall require of the CONSULTANT extra services other than those outlined above, the CONSULTANT shall be paid by the MUNICIPALITY a fee at the rate of \$ 50.00 per hour, in addition to actual expenses incurred.
- 3. The term of this Agreement shall be one (1) year. However, this Agreement may be terminated by either party at any time by mailing to the other written notice, certified mail, return receipt, calling for termination at not less than thirty (30) days thereafter. In the event of termination of this Agreement, the CONSULTANT’S fees outlined in 2(a) above shall be prorated to date of termination.

TOWNSHIP OF CHATHAM IN
THE COUNTY OF MORRIS

Attest:

Gregory J. LaConte, Clerk

By _____
Curt Ritter, Mayor

CONSULTANT

Attest:

By _____

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

Adopted: January 4, 2018

TOWNSHIP OF CHATHAM IN
THE COUNTY OF MORRIS

Attest:

By _____,
Mayor

Gregory J. LaConte, Clerk

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.

Adopted: January 4, 2018

TOWNSHIP OF CHATHAM IN
THE COUNTY OF MORRIS

Attest:

By _____,
Mayor

Gregory J. LaConte, Clerk

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.

Adopted: January 4, 2018

TOWNSHIP OF CHATHAM IN
THE COUNTY OF MORRIS

Attest:

By _____,
Mayor

Gregory J. LaConte, Clerk

DRAFT

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.

Adopted: January 4, 2018

TOWNSHIP OF CHATHAM IN
THE COUNTY OF MORRIS

Attest:

By _____
, Mayor

Gregory J. LaConte, Clerk

I, Gregory J. LaConte, Township Clerk of the Township of Chatham in the County of Morris, New Jersey, hereby certify the foregoing to be a true complete copy of a resolution passed by the Township Committee of the Township of Chatham at a regular meeting held on January 4, 2018.

Date Issued: _____

Gregory J. LaConte, Township Clerk

**CASH MANAGEMENT PLAN
OF
THE TOWNSHIP OF CHATHAM
COUNTY OF MORRIS
NEW JERSEY**

I STATEMENT OF PURPOSE

This Cash Management Plan (the 'plan') has been prepared pursuant to the provisions of N.J.S.A. 40A:5-14 in order to set forth the basis for deposits ('deposits') and permitted investments ('investments') of certain public funds of the Township of Chatham, pending the use of such funds for the intended purposes. The plan is intended to insure that all such public funds are deposited in interest bearing accounts or permitted investments. The intent of the Plan is to provide that the decisions made with regard to the Deposits and the Permitted Investments will be made in a manner intended to insure the safety and preservation of principal value, the liquidity (regarding its availability for the intended purpose) and the maximum investment return within such limits. The plan is intended to insure that any deposit or permitted investment matures within the time period that approximates the prospective need for the funds deposited or invested so that there is not a risk to the market value of such deposits or permitted investments.

II IDENTIFICATION OF FUNDS AND ACCOUNTS TO BE COVERED BY THE PLAN

The Plan is intended to cover the deposit and or investment of the following funds and accounts of the Township of Chatham.

Current Fund
Trust Funds
General Capital Fund
Sewer Utility Fund
Sewer Utility Capital Fund
Payroll Account
Grant Funds

**III DESIGNATION OF OFFICIAL(S) OF THE TOWNSHIP OF CHATHAM
AUTHORIZED TO MAKE DEPOSITS AND INVESTMENTS UNDER THE
PLAN**

The Chief Financial Officer of the Township of Chatham shall be charged with the administration of this plan. The Chief Financial Officer shall monitor all deposits and investments for consistency with this plan. No person shall engage in an investment transaction involving Township of Chatham funds except as directed or authorized by the Chief Financial Officer. Prior to making such deposits or permitted investments, all authorized depositories or investment facilities shall be supplied with a written copy of this plan, which shall be acknowledged in writing by such parties and a copy of such acknowledgement shall be kept on file in the Office of the Chief Financial Officer of the Township of Chatham.

IV DESIGNATION OF DEPOSITORIES

TD Bank N.A. and any New Jersey financial institution certified to serve as a depository under the Governmental Unit Deposit Protection Act by the State of New Jersey Department of Banking and Insurance.

V DESIGNATION OF BROKERAGE FIRMS AND DEALERS WITH WHOM THE DESIGNATED OFFICIALS MAY DEAL

N/A

VI AUTHORIZED INVESTMENTS

A. Except as otherwise specifically provided for herein, the Designated Officials are hereby authorized to invest the public funds covered by this Plan, to the extent not otherwise held in Deposits, in the following Permitted Investments:

- (1) Bonds or other obligations of the United States of America or obligations guaranteed by the United States of America;
- (2) Government money market mutual funds;
- (3) Any obligation that a federal agency or a federal instrumentality has issued in accordance with an act of Congress, which security has a maturity date not greater than 397 days from the date of purchase, provided that such obligation bears a fixed rate of interest not dependent on any index or other external factor;
- (4) Bonds or other obligations of the Local Unit or bonds or other obligations of school districts of which the Local Unit is a part or within which the schools district is located;
- (5) Bonds or other obligations, having a maturity date not more than 397 days from the date of purchase, approved by the Division of Investment of the Department of the Treasury for investment by Local Units;
- (6) Local government investment pools;
- (7) Deposits with the State of New Jersey Cash Management Fund established pursuant to section 1 of P.L. 1977, c281 (C.52:18A-90.4) or;
- (8) Agreements for the repurchase of fully collateralized securities if:
 - (a) the underlying securities are permitted investments pursuant to paragraphs (1) and (3) of this subsection a;
 - (b) the custody of collateral is transferred to a third party;
 - (c) the maturity of the agreement is not more than 30 days;
 - (d) the underlying securities are purchased through a public depository as defined in section 1 of P.L. 1970, c.236(C.17:9-41); and
 - (e) a master repurchase agreement providing for the custody and security of collateral is executed

For the purposes of the above language, the term “local government investment pool” shall have the following definitions:

Local Government Investment Pool: An investment pool:

- (a) which is managed in accordance with 17 C.F.R., sec. 270.2a-7;
- (b) which is rated in the highest category by a nationally recognized statistical rating organization;
- (c) which is limited to U.S. Government securities that meet the definition of an eligible security pursuant to 17 C.F.R. sec. 270.2a-7 and repurchase agreements that are collateralized by such U.S. Government securities;
- (d) which is in compliance with rules adopted pursuant to the “Administrative” Procedure Act”, P.L. 1968, c.410 (c52:14B-1 et seq.) by the Local Finance Board of the Division of Local Government Services in the Department of Community Affairs, which rules shall provide for disclosure and reporting requirements, and other provisions deemed necessary by the board to provide for the safety, liquidity and yield of the investments;
- (e) which does not permit investments in instruments that: are subject to high price volatility with changing market conditions; cannot reasonably be expected, at the time of interest rate adjustment, to have a market value that approximates their par value; or utilize an index that does not support a stable net asset value; and
- (f) which purchases and redeems investments directly from the issuer, government money market mutual fund, or the State of New Jersey Cash Management Fund, or through the use of a national or State bank located within this State, or through a broker-dealer which, at the time of purchase or redemption, has been registered continuously for a period of at least two years pursuant to section 9 of P.L. 1967 c.9 (C.49:3-56) and has at least \$25 million in capital stock (or equivalent capitalization if not a corporation), surplus reserves for contingencies and undivided profits, or through a securities dealer who makes primary markets in U.S. Government securities and reports daily to the Federal Reserve Bank of New York its position in and borrowing on such U.S. Government securities.

- B. Notwithstanding the above authorization, the monies on hand in the following funds and accounts shall be further limited as to maturities, specific investments or otherwise as follows:
- Grant

VII SAFEKEEPING CUSTODY PAYMENT AND ACKNOWLEDGMENT OF RECEIPT OF PLAN

To the extent that any Deposit or Permitted Investment involves a document or security which is not physically held by the Township of Chatham, then such instrument or security shall be covered by a custodial agreement with an independent third party, which shall be a bank or financial institution, in the State of New Jersey. Such institution shall provide for the designation of such investments in the name of the Township of Chatham to assure that there is no unauthorized use of the funds or the Permitted Investments or Deposits.

To assure that all parties with whom the Township of Chatham deals either by way of Deposits or Permitted Investments are aware of the authority and the limits set forth in this Plan, all such parties shall be supplied with a copy of this Plan in writing and all such parties shall acknowledge the receipt of that plan in writing, a copy of which shall be on file with the Designated Officials.

VIII REPORTING REQUIREMENTS

Each month during which this Plan is in effect, the Designated Official referred to in Section III hereof shall supply to the Chief Financial Officer of the Township of Chatham a written report of any Deposits or Permitted Investments made pursuant to this Plan, which shall include, at a minimum, the following information:

- A. The name of any institution holding funds of the Township of Chatham as a Deposit or a Permitted Investment.
- B. The amount of securities or Deposits purchased or sold during the immediately preceding month.
- C. The class or type of securities purchased or Deposits made.
- D. The book value of such Deposits or Permitted Investments.
- E. The earned income on such Deposits or Permitted Investments. To the extent that such amounts are actually earned at maturity, this report shall provide an accrual of such earnings during the immediately preceding month.
- F. The fees incurred to undertake such Deposits or Permitted Investments.
- G. The market value of all Deposits or Permitted Investments as of the end of the immediately preceding month.
- H. All other information which may be deemed reasonable from time to time by the Chief Financial Officer of the Township of Chatham.

IX TERM OF PLAN

This Plan shall be in effect from the date of this resolution to December 31, 2018. Attached to this Plan is a Resolution of the Township Committee of the Township of Chatham approving this Plan for the stated period of time. This Plan may be amended from time to time. To the extent that any amendment is adopted by the Township Committee, the Designated Officials are directed to supply copies of the amendments to all of the parties who otherwise have received the copy of the originally approved Plan, which amendment shall be acknowledged in writing in the same manner as the original Plan was so acknowledged.

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.

Adopted: January 4, 2018

TOWNSHIP OF CHATHAM IN
THE COUNTY OF MORRIS

Attest:

By _____
Curt Ritter, Mayor

Gregory J. LaConte, Clerk

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.

Adopted: January 4, 2018

TOWNSHIP OF CHATHAM IN
THE COUNTY OF MORRIS

Attest:

By _____, Mayor

Gregory J. LaConte, Clerk

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.

Adopted: January 4, 2018

TOWNSHIP OF CHATHAM IN
THE COUNTY OF MORRIS

Attest:

By _____
Curt Ritter, Mayor

Gregory J. LaConte, Clerk

I, Gregory J. LaConte, Township Clerk of the Township of Chatham in the County of Morris, New Jersey, hereby certify the foregoing to be a true complete copy of a resolution adopted by the Township Committee of the Township of Chatham at a regular meeting held on January 4, 2018.

Date Issued: _____

Township Clerk

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.

Adopted: January 4, 2018

TOWNSHIP OF CHATHAM IN
THE COUNTY OF MORRIS

Attest:

By _____,
Mayor

Gregory J. LaConte, Clerk

DRAFT

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.

Adopted: January 4, 2018

TOWNSHIP OF CHATHAM IN
THE COUNTY OF MORRIS

Attest:

By _____,
Mayor

Gregory J. LaConte, Clerk

I, Gregory J. LaConte, Township Clerk of the Township of Chatham in the County of Morris, New Jersey, hereby certify the foregoing to be a true complete copy of a resolution adopted by the Township Committee of the Township of Chatham at a regular meeting held on January 4, 2018.

Date Issued: _____

Township Clerk

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.

Adopted: January 4, 2018

TOWNSHIP OF CHATHAM IN
THE COUNTY OF MORRIS

Attest:

Gregory J. LaConte, Clerk

By _____
, Mayor

DRAFT