

# TOWNSHIP OF WANTAGE RESOLUTION

## *Approving Temporary Budget for 2011*



**WHEREAS**, N.J.S.A. 40A:4-1 et seq. deals with state regulation of local budget matters and these regulations require a temporary budget be adopted covering the first quarter of the fiscal year, and

**WHEREAS**, the total appropriations exclusive of capital improvements, debt service, deferred charges and reserve for uncollected taxes amounted to \$4,135,410 in the 2010 municipal budget,

**NOW, THEREFORE, BE IT RESOLVED**, by the governing body of the Township of Wantage, County of Sussex, State of New Jersey that the 2011 temporary budget be adopted in the amount of \$344,617.50 per month until such time as the 2011 budget is finally adopted.

**BE IT FURTHER RESOLVED**, by the governing body of the Township of Wantage, County of Sussex, State of New Jersey that the 2011 temporary Water/Sewer budget be adopted in the amount of \$10,000 per month until such time as the 2011 budget is finally adopted.

**BE IT FURTHER RESOLVED**, by the governing body of the Township of Wantage, County of Sussex, State of New Jersey that the 2011 temporary Open Space budget be adopted in the amount of \$6,079 per month until such time as the 2011 budget is finally adopted.



# TOWNSHIP OF WANTAGE RESOLUTION

## *Authorizing Official Depositories of Municipal Funds of the Township of Wantage for 2011*



BE IT RESOLVED, by the Mayor and Committee of the Township of Wantage, in the County of Sussex, New Jersey, that the following Banks be and they are hereby designated as depositories for the funds of the Township of Wantage for the calendar year 2011:

- New Jersey Cash Management Fund
- Chase Bank
- Sussex Bank
- Lakeland State Bank
- Commerce Bank

BE IT FURTHER RESOLVED, that the Chief Finance Officer of the Township of Wantage be and she is hereby authorized to invest and reinvest the Township's Funds in the above-

designated official depositories, in accordance with the statutory duties of the office of Chief Finance Officer and the Municipal Ordinances governing said duties.

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**TOWNSHIP OF WANTAGE RESOLUTION**

*Authorizing Official Municipal Signatories of the Township of Wantage for 2011*

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BE IT RESOLVED, by the Mayor and Committee of the Township of Wantage, in the County of Sussex, New Jersey, that the following Township Officials are hereby designated as those authorized to sign checks and warrants for the withdrawal of funds from the official depositories of the Township of Wantage for the year 2011:

Mayor and/or Deputy Mayor  
Administrator Clerk James Doherty  
Chief Finance Officer Michelle La Starza

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**TOWNSHIP OF WANTAGE RESOLUTION**

*Authorizing the Tax Collector to cancel of record any overpayment or underpayment of taxes and/or utilities for 2011*

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BE IT RESOLVED, by the Mayor and Committee of the Township of Wantage, in the County of Sussex, New Jersey, that the Tax Collector be and she is hereby authorized to cancel of record any overpayment or underpayment of taxes and/or utilities in the amount of \$10.00 or less for the calendar year 2011, in accordance with the provisions of N.J.S.A 40A:5-17.1.

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**TOWNSHIP OF WANTAGE RESOLUTION**

*Naming Affirmative Action P.A.C.O. for 2011*

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BE IT RESOLVED, that the Mayor and Committee of the Township of Wantage, in the County of Sussex, New Jersey, in accordance with P.L. 1975 C. 127 (N.J.A.C. 17:27), does hereby designate the Public Agency Compliance Officer of the Township of Wantage in Sussex County, New Jersey for the year 2011, to be:

James R. Doherty  
Township Administrator Clerk  
888 State Highway Route 23  
Wantage, NJ 07930  
Tel: (973) 875-7192  
Fax: (973) 875-0801



# TOWNSHIP OF WANTAGE RESOLUTION

## *Open Public Meetings Act - Resolution of Compliance*



WHEREAS, the Mayor and Committee of the Township of Wantage desire to continue to keep the public informed of its activities and comply with the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq., NOW, THEREFORE, BE IT RESOLVED,

- (A) The Mayor and Committee of the Township of Wantage, in the County of Sussex, New Jersey, hereby announce that they shall hold their regular 2011 meetings and the 2012 Organization Meeting at the Municipal Building, 888 State Highway Route 23, in the Township of Wantage at the dates and times set forth on the schedule attached hereto and made a part hereof.
- (B) The newspapers, to which all notices required by the aforesaid Act are to be sent, shall be the New Jersey Herald, and the Newark Star Ledger.
- (C) The public place at which all notices shall be posted shall be the bulletin board situated in the Wantage Municipal Building.
- (D) Any person requesting copies of any regular meeting schedule or revision and any advance written notice of any regular, special or rescheduled meeting, in accordance with the aforesaid act, shall be charged in accordance with the existing fee schedule of the Township of Wantage for each and every notice to be so mailed. No notice shall be mailed to any person unless prepayment of the aforesaid annual charge has been received. The Clerk, upon request for notice of regular and special meeting shall estimate the number of special meetings to be called, based on the previous year, and require of person(s) seeking notice, to deposit the appropriate sum with the Clerk. If said sum be expended at the rate set forth, applicants will be requested by the Township Clerk to deposit a reasonable sum for additional notices. No refunds will be made of unexpended amounts. Notwithstanding the foregoing, any notices requested by the news media shall be mailed to the news media, free of charge.
- (E) The rules of procedure by which this body operates are hereby amended to provide that at the commencement of every meeting, the presiding person shall announce publicly, and shall cause to be entered in the Minutes, a statement to the effect that adequate notice of the meeting has been provided, specifying the time, place and manner in which such notice was provided; or, if adequate notice was not provided, the nature of the urgency and importance of the matter to be discussed and the substantial harm to the public interest likely to result in the event of a delay; that the meeting will be limited to discussion of such matter of urgency and importance; the time, place and manner in which notice of the meeting was provided; and either that the need for such a meeting could not reasonably have been foreseen at the time when adequate notice could have been provided and specifying the reason why such could not have been foreseen or alternately that such need could have reasonably been foreseen at a time when adequate notice could have been provided, that such notice was not provided and the reason therefore.
- (F) The Clerk shall forthwith post a copy of this resolution and schedule included herewith upon the bulletin board of the Municipal Building and transmits copies thereof to the newspapers designated herein.



### **MAYOR AND COMMITTEE OF THE TOWNSHIP OF WANTAGE SCHEDULE OF 2011 MEETINGS AND FIRST 2012 REGULAR MEETING**

**LOCATION:** Wantage Township Municipal Building, 888 State Route 23, Wantage, New Jersey 07461

<u>DATE:</u>	<u>TYPE OF MEETING</u>	<u>TIME</u>
January 6, 2011	Organization Meeting	7:00 p.m.
	Regular Meeting	immediately
thereafter.		
January 13, 2011	Budget Work Session & Bill Payment	9:00 a.m.
January 20, 2011	Budget Work Session	9:00 a.m.
January 27, 2011	Regular Meeting	7:00 p.m.
February 10, 2011	Regular Meeting	7:00 p.m.
February 24, 2011	Regular Meeting	7:00 p.m.
March 10, 2011	Regular Meeting	7:00 p.m.
March 31, 2011	Regular Meeting	7:00 p.m.
April 14, 2011	Regular Meeting	7:00 p.m.
April 28, 2011	Regular Meeting	7:00 p.m.
May 12, 2011	Regular Meeting	7:00 p.m.
May 26, 2011	Regular Meeting	7:00 p.m.
June 9, 2011	Regular Meeting	7:00 p.m.
June 30, 2011	Regular Meeting	7:00 p.m.
July 14, 2011	Regular Meeting	7:00 p.m.
August 11, 2011	Regular Meeting	7:00 p.m.
September 8, 2011	Regular Meeting	7:00 p.m.
September 29, 2011	Regular Meeting	7:00 p.m.
October 13, 2011	Regular Meeting	7:00 p.m.
October 27, 2011	Regular Meeting	7:00 p.m.
November 10, 2011	Regular Meeting	7:00 p.m.
December 8, 2011	Regular Meeting	7:00 p.m.
Thursday, January 5, 2012	Organization Meeting	7:00 p.m.
	Regular Meeting - immediately following Organization Meeting	

# TOWNSHIP OF WANTAGE RESOLUTION

## *Fixing the Rate of Interest To Be Charged On Delinquent Taxes for 2011*



WHEREAS, N.J.S.A. 54:4-67 permits the governing body of each municipality to fix the rate of interest to be charged for non-payment of taxes or assessments subject to any abatement or discount for the late payment of taxes as provided by law; and

WHEREAS, N.J.S.A. 54:4-67 has been amended to permit the fixing of said rate of 8% per annum on the first \$1,500.00 of the delinquency and 18% per annum on any amount in excess of \$1,500.00, and allows an additional penalty of 6% to be collected against a delinquency in excess of \$10,000.00 on properties that fail to pay the delinquency prior to the end of the calendar year;

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Committee of the Township of Wantage, in the County of Sussex, New Jersey, as follows:

1. The Tax Collector is hereby authorized and directed to charge 8% per annum on the first \$1,500.00 of taxes becoming delinquent after due date and 18% per annum on any amount of taxes in excess of \$1,500.00, becoming delinquent after the due date, and if the total amount due on December 31, is in excess of \$10,000.00, an additional penalty of 6% shall be charged against the delinquency.
2. There will be a ten (10) day grace period for quarterly tax payments. However, any payments not paid within the ten day grace period will be charged interest from the due date.
3. The Tax Collector is hereby authorized to proceed in accordance with N.J.S.A. 54:4-123, "Receiver of Rents and Income from Real Property in the Municipality for Collection and Satisfaction of Delinquent Taxes", as provided by statute, for collection of delinquent taxes.
4. The Township Clerk shall provide a certified copy of this resolution to the Tax Collector, Township Attorney, and Township Auditor for the Township of Wantage.



# TOWNSHIP OF WANTAGE RESOLUTION

## *Authorizing Township Attorney and Township Tax Assessor to Represent the Township of Wantage for Tax Appeals filed for 2011*



BE IT RESOLVED, by the Mayor and Committee of the Township of Wantage, in the County of Sussex, New Jersey, that the Township Attorney Michael Garofalo, and the Township Tax Assessor Melissa Rockwell, be and they are hereby officially authorized to represent the Township of Wantage for Tax Appeals filed for 2011, for the purpose of correcting the Township of Wantage Tax List including but not limited to rollback complaints, added and omitted assessment complaints, and such other appeals as are necessary to correct the assessment for the Township of Wantage,

BE IT FURTHER RESOLVED that the Township Attorney and the Township Tax Assessor be and they are hereby designated as the agents of the Township of Wantage for the purpose of entering into and signing settlements of the foregoing matters by stipulation.

BE IT FURTHER RESOLVED, that the Township Attorney and the Township Tax Assessor shall be compensated for their services in the defense and representation of the Township, with respect to Tax Appeals filed for 2011, in accordance with the existing employment contract on file for the Township Attorney and Township Tax Assessor, respectively, in effect for calendar year 2011.



**CASH MANAGEMENT PLAN  
FOR THE  
TOWNSHIP OF WANTAGE  
SUSSEX COUNTY, NEW JERSEY**

**PURPOSE**

It is in the best interest of the Township of Wantage to earn additional revenue through the investment and prudent management of its cash receipts. Public Law 1983, Chapter 8, approved January 18, 1983, is an act concerning the Local Fiscal Affairs Law and amends N.J.S.A. 40A:5-2 and N.J.S.A. 40A:5-14, and requires that each municipality shall adopt a cash management plan.

The following shall constitute the Cash Management Plan for the Township of Wantage, which shall deposit and manage its fund pursuant to this Plan.

**DEFINITIONS**

1. **Chief Financial Officer** shall mean the Chief Financial Officer and/or Treasurer of the Township of Wantage.
2. **Fiscal year** shall mean the twelve-month period ending December thirty-one.
3. **Cash Management Plan** shall mean that plan as approved by resolution of the Mayor and Committee of the Township of Wantage, Sussex County, New Jersey.

**DESIGNATION OF DEPOSITORIES**

At least once each fiscal year at its organization meeting, the Mayor and Committee shall by resolution, designate the depositories for the Township in accordance with N.J.S.A. 40A:5-14.

**AUDIT REQUIREMENT**

The Cash Management Plan shall be subject to the annual audit conducted pursuant to N.J.S.A. 40A:5-14.

**AUTHORITY TO INVEST**

The Mayor and Committee shall designate the Township Chief Financial Officer, who shall make and be responsible for municipal deposits and investments.

**INVESTMENT INSTRUMENT**

The Chief Financial Officer shall invest at his/her discretion in any investment instruments as approved by the State of New Jersey, Department of Community Affairs, Division of Local Government Services and in accordance with N.J.S.A. 40A:5-15.1.

**RECORDS AND REPORTS**

1. The Chief Financial Officer shall report all investment in accordance with N.J.S.A. 40A:5-15.2.
2. At a minimum, the Chief Financial Officer shall:
  - A. Keep a record of all investments.
  - B. Keep a cash position record that reveals, on a daily basis, the status of the Township's cash in its bank accounts.
  - C. Report investments to the Mayor and Committee at regularly scheduled meetings of the governing body.
  - D. Report monthly to the Mayor and Committee as to the status of cash balances in bank accounts, revenue collection, interest rates and interest earned.

**CASH FLOW**

1. The Chief Financial Officer shall ensure that the Township's accounting system provides regular information concerning the Township's cash position and investment performance.
2. All moneys shall be turned over to the Chief Financial Officer and deposited in accordance with N.J.S.A. 40A:5-15.
3. The Chief financial Officer is authorized and directed to invest surplus funds of the Township as the availability of the fund permit. In addition, it shall be the responsibility of the Chief Financial Officer to minimize the possibility of idle cash by depositing the

Township's moneys in interest-bearing accounts wherever practical and in the best interest of the Township of Wantage.

**TOWNSHIP OF WANTAGE RESOLUTION**

WHEREAS, N.J.S.A. 40A:11-5 et. seq. Allows for a municipality to award a contract without public advertising for bids and bidding thereof under certain circumstances, and  
WHEREAS, the Township has a need for assistance during the course of this calendar year involving various professional services, and  
WHEREAS, the services being solicited are essential to the security of the community, and  
**WHEREAS**, the contract award for these services complies with requirements set forth by N.J.S.A.19:44A-20.4 et seq., as shown on the attached Pay to Play Compliance Statement; and  
WHEREAS, the governing body of the Township of Wantage is of the opinion that the circumstances for professional service contractual arrangements, as required by NJSA 40A:11-5(1) are satisfied in this situation,  
NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Committee of the Township of Wantage, in the County of Sussex, New Jersey, that the following contracts be and they are hereby approved without the need for public advertisement of bids and bidding thereof:

Awarded to: Michael Garofalo, of the law firm Laddey Clark & Ryan of Sparta, NJ  
Services: Township Attorney  
Duration: calendar year of 2011  
Amount: Varies based on service per fee schedule attached to contract

Awarded to: Edward McManimon, of the law firm McManimon & Scotland of Newark, NJ  
Services: Township Bond Counsel.  
Duration: calendar year of 2011.  
Amount: Varies based on service per fee schedule attached to contract

Awarded to: Harold E. Pellow of the Firm of Harold E. Pellow and Associates, of Augusta, N.J.  
Services: Township Engineer.  
Duration: calendar year of 2011.  
Amount: Varies based on service per fee schedule attached to contract

Awarded to: Thomas Ferry, of the Accounting & Auditing firm  
Ferraioli, Wielkottz, Cerullo & Cuva of Newton, N.J.  
Services: Township Auditor.  
Duration: calendar year of 2011.  
Amount: Varies based on service per fee schedule attached to contract

Awarded to: William Haggerty, of the law firm Dolan & Dolan of Newton, N.J.  
Services: Township Prosecutor.  
Duration: calendar year of 2011.  
Amount: Varies based on service per fee schedule attached to contract

Awarded to: James Sloan, Esq., of Allamuchy, N.J.  
Services: Public Defender  
Duration: calendar year of 2011.  
Amount: \$6,500 stipend

BE IT FURTHER RESOLVED, in accordance with the requirements of N.J.S.A. 40A:11-5, the Township Clerk is hereby directed to post a copy of this resolution on the bulletin board of the Township Hall, and publish a brief public notice stating the nature, duration, service and amount of the contracts herein awarded, and stating that said contract and this resolution are on file and available for public inspection in the office of the Municipal Clerk.

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Liaison for the administration of the affordable housing program for calendar year 2011, pursuant to and in accordance with the Township of Wantage's Code.



