

MINUTES OF THE MINE HILL TOWNSHIP COUNCIL
REGULAR MEETING – JANUARY 5, 2012

Council President Kristine Kanzenbach called to order the regular meeting of the Mine Hill Township Council at 7:30 pm and led those present in the Pledge of Allegiance.

OPEN PUBLIC MEETINGS NOTICE

Ms. Kanzenbach announced that adequate notice for this meeting had been given as required by law.

ROLL CALL: Present – Mr. Bloom; Mr. Coranato; Ms. Kanzenbach; Mr. Pepperman; Mr. Willis*
Absent –
Also Present – Mr. Morris, Mayor; Mr. Thompson, Township Administrator; Mr. Oostdyk (present from the beginning of the meeting through the Planning Board appointments)/ Mr. Bucco (present from the Environmental Commission appointments through the end of the meeting), Township Attorney; Ms. Macchia, Township Clerk
Public Present – Approximately 6

*It is noted that Mr. Willis took his oath of office privately in the Municipal Clerk's office on Tuesday, January 3, 2012.

OATHS OF OFFICE OF THE MINE HILL FIRE DEPARTMENT AND FIRST AID SQUAD

Mr. Morris administered the oath of office to the officers of the Mine Hill Fire Department and Mine Hill First Aid Squad.

APPOINTMENT OF MUNICIPAL PROFESSIONALS

Resolution 004-12 – Appointment of Municipal Auditor

Mr. Anthony Ardito of Ardito & Company, LLP, was invited to present his proposal to the Council and answer the Council's questions. Ms. Kathi Mantell of Nisivoccia, LLP, was also invited back to speak and answer additional questions.

A motion was made by Mr. Coranato and seconded by Mr. Pepperman to adopt a resolution appointing Nisivoccia, LLP, as Municipal Auditor. The roll was called and the resolution failed by the following vote:

Ayes: Mr. Coranato; Mr. Pepperman
Nays: Mr. Bloom; Mr. Willis; Ms. Kanzenbach
Absent: none
Abstentions: none

A motion was made by Ms. Kanzenbach and seconded by Mr. Bloom to adopt a resolution appointing Ardito & Company as Municipal Auditor. The roll was called and the resolution was approved by the following vote:

Ayes: Mr. Bloom; Mr. Willis; Ms. Kanzenbach
Nays: Mr. Coranato; Mr. Pepperman
Absent: none
Abstentions: none

WHEREAS, the Township of Mine Hill has a need to obtain the services of Municipal Auditor and has determined to award this contract as a professional service without obtaining competitive bids or quotations pursuant to the provisions of *N.J.S.A. 19:44A-20.5*; and

WHEREAS, the Township has determined and certified in writing that the value of the service will exceed \$17,500.00; and

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

WHEREAS, Ardito & Company, LLP, has submitted a proposal indicating that s/he will provide the services of Municipal Auditor subject to the terms and conditions set forth in the attached proposal; and

WHEREAS, Ardito & Company, LLP, has completed and submitted a Business Entity Disclosure Certification which certifies that s/he has not made any reportable contributions to a political or candidate committee in the Township of Mine Hill for the previous one year, and that the contract will prohibit him/her from making any reportable contributions through the term of the contract; and

WHEREAS, the Local Public Contracts Law *N.J.S.A. 40A:11-1 et seq.* requires that the resolution authorizing the award of contracts for "Professional Services" without competitive bids and the contract itself must be available for public inspection; and

WHEREAS, the Chief Financial Officer has certified that the funds are available for this contract.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Mine Hill, in the County of Morris and State of New Jersey, that the Township of Mine Hill hereby appoints Ardito & Company, LLP, as Municipal Auditor and authorizes the execution of a contract with Ardito & Company, LLP, in accordance with the terms and conditions set forth herein; and

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

BE IT FINALLY RESOLVED a notice of this action shall be printed once in the legal newspaper of the Township of Mine Hill as required by law.

This Resolution shall take effect immediately.

COUNCIL PRESIDENT APPOINTMENTS OF THE TOWNSHIP COUNCIL

Ms. Kanzenbach made the following appointments from within the Township Committee:

Council Representatives to the Beach Committee – Mr. Coranato, Mr. Bloom
Council Community Awareness Committee – Mr. Bloom, Mr. Coranato
Council Representatives to the Recreation Committee – Ms. Kanzenbach, Mr. Coranato
Council Representatives to the Board of Education – Mr. Coranato, Mr. Bloom
Council Finance Committee – Ms. Kanzenbach, Mr. Bloom
Council Interlocal Committee – Mr. Coranato, Mr. Pepperman
Council Senior Citizen Liaisons – Mr. Coranato, Mr. Bloom
Council Representatives to the Environmental Commission – Mr. Bloom, Mr. Willis
Council Fire and First Aid Liaisons – Mr. Pepperman, Ms. Kanzenbach
Council Police Committee – Mr. Coranato, Ms. Kanzenbach
Council Representatives to the Rockaway River Watershed Cabinet – Mr. Willis, Mr. Bloom
Council Court Committee / Representatives to the Joint Court Committee – Mr. Bloom, Mr. Coranato
Council Taxi Review Committee – Mr. Coranato, Mr. Pepperman

APPOINTMENT OF OFFICIALS AND BOARDS

Planning Board

Ms. Kanzenbach made a motion to appoint Mr. Willis as the Class III Member of the Planning Board; the motion was seconded by Mr. Coranato, the roll was called, and Mr. Willis was appointed by the following vote:

Ayes: Mr. Bloom; Mr. Coranato; Mr. Pepperman; Mr. Willis; Ms. Kanzenbach
Nays: none
Absent: none
Abstentions: none

Environmental Commission

Mr. Morris asked the Council to confirm the following nominations: Carla Endly, Mary Jo Wallico, Joe Heredia; these nominations were accepted by the Council by the following vote:

Ayes: Mr. Bloom; Mr. Coranato; Ms. Kanzenbach; Mr. Pepperman
Nays: none
Absent: none
Abstentions: none

Open Space Committee

Ms. Kanzenbach made a motion to appoint Mr. Bloom to the Open Space Committee. The motion was seconded by Mr. Willis and approved by the following vote:

Ayes: Mr. Bloom; Mr. Coranato; Ms. Kanzenbach; Mr. Pepperman
Nays: none
Absent: none
Abstentions: none

Community Development Revenue Sharing Committee

Mr. Morris asked the Council to confirm the nominations of himself and Mr. Thompson to this committee. Ms. Kanzenbach additionally made a motion to appoint herself as the third representative; this motion was seconded by Mr. Bloom. All three appointments were approved by the following vote:

Ayes: Mr. Bloom; Mr. Coranato; Ms. Kanzenbach; Mr. Pepperman
Nays: none
Absent: none
Abstentions: none

Morris County League Appointments

Mr. Morris asked the Council to confirm the nominations of himself and Mr. Coranato as representatives to the Morris County League. The appointments were confirmed by the following vote:

Ayes: Mr. Bloom; Mr. Coranato; Ms. Kanzenbach; Mr. Pepperman

Nays: none

Absent: none

Abstentions: none

ORDINANCES FOR INTRODUCTION**Ordinance 02-12 – An Ordinance Fixing the Salary and Wage Ranges of Certain Officials and Employees**

A motion was made by Mr. Coranato and seconded by Mr. Bloom to introduce the ordinance. It was noted that the public hearing on this ordinance would be held at the January 19th meeting. The roll was called and the ordinance was introduced by the following vote:

Ayes: Mr. Bloom; Mr. Coranato; Mr. Pepperman; Mr. Willis; Ms. Kanzenbach

Nays: none

Absent: none

Abstentions: none

BE IT ORDAINED BY THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF MINE HILL, IN THE COUNTY OF MORRIS, NEW JERSEY AS FOLLOWS:

<u>TITLE</u>	<u>SALARY</u>
Administrator	\$ 35,000 – 75,000
Township Clerk	\$ 40,000 – 60,000
Registrar of Vital Statistics	\$ 0 – 2000
Deputy Registrar of Vital Statistics	\$ 0 – 600
Health Department Coordinator	\$ 0 – 2000
Elections Coordinator	\$ 0 – 2000
Chief Financial Officer	\$ 25,000 – 50,000
Treasurer	\$ 10,000 – 50,000
Human Resource Director	\$ 2,000 – 10,000
Tax Assessor	\$ 12,000 – 25,000
Tax Collector	\$ 25,000 – 35,000
Part-time Clerical	\$ 8.00 – 20.00 per hour
Part-time Help - Department of Public Works	\$ 8.00 – 18.00 per hour
Part-time Elevator Subcode Official	\$ 100 – 300
Part-time Building Subcode Official	\$ 10,000 – 22,000
Part-time Plumbing Subcode Official	\$ 5,000 – 12,000
Part-time Electrical Subcode Official	\$ 5,000 – 12,000
Part-time Construction Official	\$ 2,000 – 6,000
Part-time Building Subcode Official	\$ 2,000 – 6,000
Construction Technical Assistant	\$ 15,000 – 40,000
Zoning Officer	\$ 10,000 – 25,000
Part-time Fire Subcode Official	\$ 5,000 – 8,500
Part-time Fire Safety Inspector	\$ 8.00 – 25.00 per hour
Part-time Smoke Detector Inspector	\$ 30.00 per inspection
Part-time Emergency Management Coordinator	\$ 1,500 – 3,000
Part-time Construction Records Clerk	\$ 8.00 – 20.00 per hour
Administrative Clerk	\$ 15,000 – 30,000
Secretary/ Board of Adjustment	\$ 3,000 – 5,000
Recording Clerk/Planning Board	\$ 1,500 – 3,000
Administrative Clerk/Planning Board	\$ 3,000 – 6,000
Special Administrative Assistant	\$ 3,000 – 7,500
Secretary/Recreation Commission	\$ 3,000 – 7,500
Beach Director	\$ 1,000 – 7,500
Lifeguards	\$ 8.00 – 15.00 per hour
Snack Bar Employees	\$ 7.25 – 12.00 per hour
Bus/Van Drivers	\$ 8.00 – 25.00 per hour

Crossing Guards	\$ 10.00 – 25.00 per hour
Division of Water:	
Administrator	\$ 1,000 – 20,000
Licensed Water Operator	\$ 3,000 – 6,000
Water Secretary	\$ 5,000 – 7,500
Water Treasurer	\$ 7,500 – 15,000
Division of Sewer:	
Sewer Administrator	\$ 1,000 – 8,000
Sewer Allocation Officer	\$ 2,000 – 5,000
Sewer Inspector	\$ 15.00 per permit
Sewer Collector	\$ 5,000 – 8,000
Sewer Treasurer	\$ 2,000 – 6,000
Special District Division:	
Special District Administrator	\$ 1,000 – 10,000
Special District Secretary	\$12,000 – 15,000
Special District Treasurer	\$ 2,000 – 6,000

Department of Public Works Personnel (Foreman, Operator, Laborer, and Maintenance) shall be compensated in accordance with the contract negotiated and in effect between the Township of Mine Hill and the International Brotherhood of the Teamsters Local #102.

Section 2. All ranges of salaries or compensation herein above fixed shall be effective January 1, 2012. When an hourly rate is stated, payment shall be made on the basis of properly approved time sheets. All salaries shall be payable bi-weekly except for Council members, the Emergency Management Coordinator and the Elevator Subcode Official, who shall be paid quarterly.

Section 3. All Ordinances inconsistent with the Ordinance are hereby repealed.

Section 4. This Ordinance shall take effect after final passage and in accordance with law.

NON-CONSENT RESOLUTIONS

Resolution 015-11 Authorizing Transfer of Appropriations

A motion was made by Mr. Coranato and seconded by Mr. Bloom to introduce the resolution. Seeing no discussion, the roll was called and the resolution was approved by the following vote:

Ayes: Mr. Bloom; Mr. Coranato; Mr. Pepperman; Mr. Willis; Ms. Kanzenbach

Nays: none

Absent: none

Abstentions: none

WHEREAS, there were appropriated to the 2011 Reserved Operating Budget certain amounts that are not required; and

WHEREAS, other appropriation reserves are insufficient to meet current needs;

NOW THEREFORE, BE IT RESOLVED by the Township Council of the Township of Mine Hill in the County Morris that as authorized by N.J.S.A. 40A:4-58, the CFO is hereby authorized and directed to make the following transfers:

FROM:		
10519510	Zoning Board of Adjustment – OE	\$ 1,375.00
10537020	Recreation - OE	\$ 500.00
10529010	Department of Public Works – S&W	\$ 1,500.00
TO:		
10526510	Uniformed Fire Official – S&W	\$ 1,375.00
10529020	Department of Public Works- OE	\$ 2,000.00

Resolution 016-11 Authorizing Redemption of a Third Party Tax Lien – Block 1707, Lot 26

A motion was made by Mr. Coranato and seconded by Mr. Willis to introduce the resolution. Seeing no discussion, the roll was called and the resolution was approved by the following vote:

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Ayes: Mr. Bloom; Mr. Coranato; Mr. Pepperman; Mr. Willis; Ms. Kanzenbach

Nays: none

Absent: none

Abstentions: none

WHEREAS, Tax Sale Certificate #11-11, was sold to FWDSL & Associates, LP on October 4, 2011 on Block 1707, Lot 26 known as 5 Indian Falls Road; and

WHEREAS, the amount required to redeem was received by the Tax Collector on the aforementioned property.

THEREFORE, BE IT RESOLVED, BY THE Mine Hill Township Council, County of Morris, and State of New Jersey, that the Treasurer shall refund \$14,489.00 for redemption of the Certificate to FWDSL & Associates, LP. This redemption amount includes the \$5,400.00 premium that was paid at the time of sale and \$9,089.00 for the tax certificate and subsequent payments.

Total \$14,489.00

FWDSL & Associates, LP
290 US Highway 22
Green Brook, NJ 08812

Resolution 017-11 Authorizing Execution of a Contract with SwiftReach Networks

A motion was made by Mr. Coranato and seconded by Mr. Bloom to introduce the resolution. Seeing no discussion, the roll was called and the resolution was approved by the following vote:

Ayes: Mr. Bloom; Mr. Coranato; Mr. Pepperman; Mr. Willis; Ms. Kanzenbach

Nays: none

Absent: none

Abstentions: none

WHEREAS, The Township Council of the Township of Mine Hill finds that it is in the best interest of the Township to purchase emergency notification services from Swiftreach Networks, Inc.; and

WHEREAS, Public bids are not required in accordance with N.J.S.A 40A:11-1 et. seq. (the “Local Public Contracts Law”) because the purchase price falls below the bid and quotation limitations; and

WHEREAS, the maximum amount of the contract is \$2,600 for a set up fee(\$250.00), an annual subscription fee (\$1,595.00) and up to \$755.00 for potential optional services; and the Township’s Chief Financial Officer has certified that the funds are available; and

WHEREAS, The Township Council wishes to authorize the execution of a “Swift 911 Emergency Notification Service Order and Agreement” for the purchase of emergency notification services.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Mine Hill, in the County of Morris and State of New Jersey that a contract is hereby awarded to Swiftreach Networks, Inc, for the purchase of emergency notification services in an amount not to exceed \$2,600.00 and;

BE IT FURTHER RESOLVED that the appropriate municipal officials are hereby authorized to execute the “Swift 911 Emergency Notification Service Order and Agreement” in the form attached hereto.

ADMINISTRATIVE AGENDA

Mr. Thompson reported that Township staff are in the process of relocating the construction office from the Civic Center into Town Hall.

Mr. Morris reported that he is in the process of reevaluating the insurance needs of the Township. He is also working on evaluating and updating technology use in Town Hall. Various other repairs and improvements to Town Hall will also be proceeding in the near future. Discussions are also underway pertaining to improvement in the finances associated with the Beach.

OLD AND NEW BUSINESS**Discussion of Township Website**

Mr. Morris discussed a proposal to have the Township website rebuilt from scratch. Some of the necessary updates will assist in the completion of the State’s “Best Practices” checklist, and the new site will be much easier to update than the current site. Mr. Bucco advised the Council about the OPRA implications of use of their personal email accounts for Township business.

Safe Routes to School

Mr. Morris updated the Council on the purchase of the equipment to go with the Safe Routes to School Grant. Discussion of the various proposals for how to spend the equipment grant money followed.

OPEN TO THE PUBLIC AND COUNCIL COMMENTS

Mr. Richard Leary of West Randolph Avenue:

Mr. Leary, after listening to the earlier conversations, noted that he believes that the Court and Police contracts (which were discussed as part of the auditors' proposal discussions) are based on sound numbers. He also noted that there are water losses and associated financial losses that need to be addressed.

ADJOURNMENT

There being no further business, a motion was made by Mr. Coranato and seconded by Mr. Pepperman to adjourn the meeting at 9:35 pm. The motion was approved by a voice vote.

Respectfully Submitted,

Amanda G. Macchia, RMC
Mine Hill Municipal Clerk

Approved on this _____ day of _____, 20____

Council President