

**SHAMONG TOWNSHIP
TOWNSHIP COMMITTEE MEETING
January 3, 2017 – 7:00 PM**

CALL TO ORDER

SUNSHINE STATEMENT:

PLEDGE OF ALLEGIANCE

Swearing in of Timothy Gimbel and Michael DiCroce as Committee Member for a three year term ending December 31, 2019

ROLL CALL: _____ Cooney _____ DiCroce _____ Gimbel _____ Gray _____ Mozitis

2017 Shamong Township Mayor Appointment for a one year term

2017 Shamong Township Deputy Mayor Appointment for a one year term

Swearing in of Mayor & Deputy Mayor

1. RESOLUTIONS:

- a. **2017R-1** Annual Meeting Schedule.
- b. **2017R-2** Authorization of Newspapers for Publication of Legal Notices.
- c. **2017R-3** Authorizing the Award of a Fair & Open Contract for Professional Services –Raymond, Coleman, Heinold, Norman LLP as Township Solicitor – Certification of funds attached.
- d. **2017R-4** Authorizing the Award of a Fair & Open Contract for Professional Services – Dante Guzzi Engineering Associates, LLC as Township Engineer – Certification of funds attached
- e. **2017R-5** Authorizing the Award of a Fair & Open Contract for Professional Services – Inverso & Stewart, LLC as Township Auditor – Certification of funds attached.
- f. **2017R-6** Establishment of Tax Assessor’s Responsibilities.
- g. **2017R-7** Establishing Grace Period for Payment of Taxes and Setting the Rate of Interest on Delinquent Taxes.
- h. **2017R-8** Designating the Official Depository of Funds and Escrows for the Township of Shamong.
- i. **2017R-9** Providing the budget be read by title only at the time of the public hearing
- j. **2017R-10** Awarding the Contract with Pogue, Inc. for Coordination of Alcohol and Drug Testing.

- k. **2017R-11** Appointment of T.C. Irons as Risk Management Consultant for the year ending December 31, 2017.
- l. **2017R-12** Appointing a Contact Person for the Employment Practices Liability Attorney Consultation Service.
- m. **2017-13** Appointing Susan Onorato as Claims Coordinator and Barbara Valenzano as Assistant Coordinator to the Burlington County Joint Insurance Fund.
- n. **2017R-14** Appointing David Matchett as Fund Commissioner to the Burlington County Municipal Joint Insurance.
- o. **2017R-15** Adopting a form required to be used for the filing of notices of tort claim against the Township of Shamong
- p. **2017R-16** Accepting the Burlington County Municipal Joint Insurance Fund Safety & Compliance Program
- q. **2017R-17** Accepting and adopting the Burlington County Municipal Joint Insurance Fund's transitional Duty Program.
- r. **2017R-18** Civil Rights Policy with respect to all officials, appointees, employees, prospective employees, volunteers, independent contractors and members of the public that come into contact with Municipal employees, officials and volunteers.

2. **Resolution 2017R-19** Authorizing the Establishment of a Temporary Budget for 2017.

3. Motion to appointment the following positions for 2017.

- | | |
|--|---------------------|
| a. Township Administrator | Susan Onorato |
| b. Secretary Bd. of Health | Susan Onorato |
| c. Clean Community Coordinator | Susan Onorato |
| d. Public Agency Compliance Officer | Susan Onorato |
| e. Municipal Search | Susan Onorato |
| | Barbara Valenzano |
| f. Sub. Div. Approval Search | Susan Onorato |
| | Barbara Valenzano |
| g. Safety Coordinator for JIF | Susan Onorato |
| h. Deputy Safety Coordinator for JIF | Barbara Valenzano |
| i. Wellness Coordinator for JIF | Susan Onorato |
| j. Deputy Wellness Coordinator for JIF | Barbara Valenzano |
| k. Deputy Township Clerk | Barbara Valenzano |
| l. Registrar of Vital Statistics | Susan Onorato |
| m. Deputy Registrar of Vital Statistics | Barbara Valenzano |
| n. Alternate Registrar of Vital Statistics | Patricia Coucoules |
| o. Deputy Tax Collector | Joan Schefferdecker |
| p. Tax Search | Kathryn Taylor |

- q. Assistant Tax Assessor Kathryn Taylor
- r. Assistant CFO Patricia Coucoules
- s. Technical Assistant Patricia Coucoules
- t. Zoning Officer Charles Schmidt
- u. Part-time temporary Equipment Operator
Michael Abrams, Ronald Abrams, Jr., Ronald Abrams, Sr., Michael Agemian, Michael Dealy, Jonathan Miller, Stephen Miller, Michael Welsh & Richard Woodhull
- v. Dental Plan Agent William Westrol
- w. Land Planning Consultant Dante Guzzi Engineering and Addison Bradley
- x. Workmen's Compensation Doctor Virtua hospitals & urgent care centers
- y. OEM Coordinator John Lyons
- z. OEM Deputy Coordinator William Carrig
Joseph Reinhart

3. Joint Land Use Board Committee Appointment (1 yr. term): Term Expires
- | | |
|--|----------|
| Mayor, Class I _____ | 12/31/17 |
| Township Committee member, Class III _____ | 12/31/17 |

4. Joint Land Use Board - Mayor Appointments: Term Expires
- | | |
|---|----------|
| Mayor's alternate, Class I (1yr term) Richard Orrechio | 12/31/17 |
| Township Official, Class II (1 yr. term) Susan Onorato | 12/31/17 |
| Alternate #2 BonnieLyn Schneider, Class IV (2 yr. term) | 12/31/18 |
| Member-Kathy Wigley, Class IV (4yr term) | 12/31/20 |
| Member - Vacant, Class IV (4 yr. term) | 12/31/20 |

5. Motion to make Rent Control Board Appointments:
- | | |
|--|----------|
| i. Member Tracy Holdbrook (3 year term) | 12/31/19 |
| Member Bob Clark (3 year term) | 12/31/19 |
| Alternate #1 Raymond Miller (3 yr. term) | 12/31/19 |
| ii. Park Resident No vacancies (3 year term) | |

6. Motion to make Shamong Township Recreation Advisory Committee Appointments:
- | | |
|--|----------|
| i. Township Committee Member _____ | 12/31/17 |
| ii. Resident (4 yr. term) James Sweet | 12/31/20 |
| iii. IMAA Representative(1 yr. term)Marni Mitchell | 12/31/17 |
| iv. IMAA President (1 yr. term) Kevin Waropay | 12/31/17 |

7. Mayor's Environmental Advisory Committee appointments:

John Pickens	Bruce Friedman
Patrick Keeler	Michael Countess

8. Mayor's appointment to the Pineland's Municipal Council Mayor's Designee for a 1 year term: Jay Renwick

9. Motion to appoint: Township Administrator, Township CFO, John Lyons, William Carrig, _____, Charles Burgin, Thomas Collins, Ed Moniot, Kevin Ferberow, Thomas Gerber, Steven Mitchell, Stanley Rowe, Tim Rowe, Dave Taylor, Gary Welsh and Norman Welsh as members of the Emergency Management Staff for a one year term ending 12/31/17.

10. Motion to appoint: Sean Gray, Timothy Gimbel, Michael DiCroce, Martin Mozitis, Michael Cooney, Susan Onorato, Barbara Valenzano, Stanley Rowe, William Carrig, Timothy Gerber, Ed Moniot, Timothy Rowe, and Charlie Burgin as members of the Emergency Management Council for a one year term ending 12/31/17.

11. Motion to appoint: Mayor, Susan Onorato, Norman Welsh, Ed Moniot, Dante Guzzi, Charlie Burgin, John Lyons, William Carrig as members of the Hazard Mitigation Committee for a one year term ending 12/31/17.

12. Open meeting to the public.

13. Close meeting to the public.

14. Adjourn

**SHAMONG TOWNSHIP
COMMITTEE MEETING
January 3, 2017 at 7:30 PM**

CALL TO ORDER

SUNSHINE STATEMENT:

Please be advised that proper notice of this meeting has been given in compliance with the Open Public Meetings Act. Written notice has been posted on the official bulletin board and Website of Shamong Township and published in the Burlington County Times.

PUBLIC COMMENT

ITEMS FOR DISCUSSION AND POSSIBLE OFFICIAL ACTION:

1. Approval of December 6, 2016 Regular Session and Executive Session minutes
2. Approval to purchase Registrar's Software with annual maintenance agreement for \$1,595.00 less 10% discount (\$1,435.50) from FRA Technologies. The Mayor and Township Administrator shall be authorized to expedite all related documents.
3. Motion to award contract to Edmunds & Associates for 2017 software and hardware support for \$5,363. The Mayor and Township Administrator shall be authorized to expedite all related documents.
 - a. Finance department - \$2,639
 - b. Tax Department - \$2,724
4. Motion to appoint M & R Wildlife Removal, Inc. as certified animal control officer and award their contract for these services as per the fee schedule submitted for the year ending December 31, 2017. The Mayor and Township Administrator shall be authorized to expedite all related documents.
5. Authorization for the Boy Scout Troop 47 to collect Christmas Trees as a day of service project from Township residents on a voluntary basis on January 16, 2016.
6. 2017 Budgeted salaries

RESOLUTIONS:

- 2017R-20** Authorizing Shared Service Agreement with Waterford Township for use of vehicle in UCC
- 2017R-21** Change order number 1 on the Forked Neck Road Project
- 2017R-22** Change order number 1 on the 2016 Road Program
- 2017R-23** Authorizing refund of permit fees

ORDINANCES:

2017-1 Introduction - To exceed the municipal budget appropriation limits and to establish a cap bank (N.J.S.A. 40A: 4-45.14)

2017-2 Introduction - Fixing annual salary ranges of members of the Township Committee and Certain designated officers

APPROVAL OF ATTACHED BILL LIST

REPORTS:

Township Engineer

Township Solicitor

Township Administrator

CFO report – November balances

Motion to recess from the Township Committee meeting and conduct the Board of Health meeting

BOARD OF HEALTH MEETING AGENDA:

Sunshine Statement

Burlington County Board of Health Programs:

Dog licenses

Dog Census

Rabies Clinic – March 18, 2017

Inspection Reports

Public Comment

Adjournment

RECONVENE REGULAR MEETING

PUBLIC COMMENT

ADJOURNMENT