

# REORGANIZATION MEETING AGENDA

Wednesday, January 1, 2020

REORGANIZATION MEETING  
REGULAR MEETING  
MAYOR AND BOARD OF ALDERMEN

TOWN OF BOONTON  
100 WASHINGTON STREET  
BOONTON, NEW JERSEY 07005

**All cell phones must be silenced or turned off**

## **CALL MEETING TO ORDER**

The meeting will be called to order at 1:00 P.M.

## **SALUTE TO THE FLAG**

The Mayor and Board of Aldermen will salute to the flag

## **ADEQUATE NOTICE**

Pursuant to the requirements of R.S. 10:4-10, the clerk is directed to enter into the minutes of this meeting an accurate statement to the effect that:

1. Notice of the meeting was posted at Town Hall on December 25, 2019 and this agenda was posted on December 30, 2019.
2. Notice of the meeting was published in the Citizen of Morris County and the Daily Record Newspapers on December 25, 2019 and a copy of this agenda was forwarded to each of the Town's official newspapers on December 30, 2019.

## **BOONTON ANNOUNCEMENT**

The Town of Boonton urges all residents to sign up for "Nixle" notifications on their phones and electronic devices. This is a free service to ensure that valuable information is forwarded to everybody related to road closures, weather reports, etc. – [www.boonton.org](http://www.boonton.org).

## **OATH OF ALLEGIANCE**

The following members of the governing body will be sworn in:

<b>1<sup>st</sup> Ward Alderman</b>	Mr. Edward W. Robillard, III
<b>2<sup>nd</sup> Ward Aldermen</b>	Ms. Edina Renfro-Michel
<b>3<sup>rd</sup> Ward Alderman</b>	Joseph E. Bock, Jr.
<b>4<sup>th</sup> Ward Alderman</b>	Michael J. Wade
<b>Mayor</b>	Richard J. Corcoran, III

## **ROLL CALL**

Position	Name	Present	Absent
<b>1<sup>st</sup> Ward Alderman</b>	Mr. Edward Robillard		
<b>1<sup>st</sup> Ward Alderman</b>	Mr. Cyril Wekilsky		
<b>2<sup>nd</sup> Ward Alderwoman</b>	Dr. Edina Renfro-Michel		
<b>2<sup>nd</sup> Ward Alderwoman</b>	Ms. Marie DeVenezia		
<b>3<sup>rd</sup> Ward Alderman</b>	Mr. Joseph Fenske		
<b>3<sup>rd</sup> Ward Alderman</b>	Mr. Joseph Bock		
<b>4<sup>th</sup> Ward Alderman</b>	Mr. Michael Cardillo		
<b>4<sup>th</sup> Ward Alderman</b>	Mr. Michael Wade		
<b>Mayor</b>	Mr. Richard Corcoran		
<b>Town Attorney</b>	Mr. Fred Semrau		
<b>Administrator</b>	Mr. Neil Henry		
<b>Town Clerk</b>	Ms. Cynthia Oravits		

## **MAYOR'S ADDRESS**

## **CORRESPONDENCE**

1. Letter of Resignation received from BPD Dispatcher, Heather Meece, effective January 3, 2019.

**MAYOR'S APPOINTMENTS FOR BOARD OF ALDERMEN AND PUBLIC OFFICIALS**

COMMITTEE	CHAIR	ALDERMAN	ALDERMAN
Economic Development	Joe Fenske	Marie DeVenezia	Joe Bock
Finance & Personnel	Mike Cardillo	Joe Bock	Ed Robillard
Grants	Edina Renfro-Michel	Joe Fenske	Mike Wade
Ordinance & Codification	Cy Wekilsky	Marie DeVenezia	Mike Wade
Police & Parking	Michael Wade	Ed Robillard	Mike Cardillo
Public Works	Edina Renfro-Michel	Cy Wekilsky	Ed Robillard
COMMISSIONS, BOARDS, ETC.	LIAISON		
Board of Education	Joe Bock		
Board of Health	Joe Bock		
Boonton Holmes Library	Joe Fenske		
Boonton Main Street	Marie DeVenezia		
Fire Commissioner	Cy Wekilsky		
Historic Preservation Commission	Michael Wade		
Housing Authority	Richard Corcoran		
Kiwanis Board	Mike Wade		
Morris County Bd. of Chosen Freeholders	Richard Corcoran		
Planning Board	Richard Corcoran & Marie DeVenezia		
Trails	Edina Renfro-Michel		

**MAYOR'S APPOINTMENTS OF COMMITTEES & COMMISSIONS**

Name	Term	Expiration Date
<b>BOARD OF HEALTH</b>		
Caroline Hollinghurst	2	12/31/21
Joyce Huebsch	2	12/31/21
Vacant	2	12/31/21
Kelli Ann Shiels, Alternate	1	12/31/20
Patrick DeMare, MD, Alternate	1	12/31/20
Joe Bock	Liaison	
<b>BOONTON HOLMES PUBLIC LIBRARY</b>		
Jane Plaisted	5	12/31/24
Joe Fenske	Liaison	
<b>HOUSING AUTHORITY</b>		
Mildred Ariemma	5	12/31/24
James Plaisted	5	12/31/24
Daniel Piccioni	5	12/31/24
Richard Corcoran	Liaison	
<b>LOCAL EMERGENCY PLANNING COUNCIL</b>		
David Mayhood, Police Chief	2	12/31/21
David Kaplan, Fire Chief	2	12/31/21
Peter Herbert, OEM Coordinator	2	12/31/21
Bob Ezzi, Deputy OEM Coordinator	2	12/31/21
Mike Gulla, Deputy OEM Coordinator	2	12/31/21
TBD Kiwanis, Deputy OEM Coordinator	2	12/31/21
Scott Bednar, Deputy OEM Coordinator	2	12/31/21
Peter Tabbot, Health Department		
Robert Presuto, Schools Superintendent	2	12/31/21
Neil Henry, Town Administrator	2	12/31/21
<b>PLANNING BOARD</b>		
Richard Corcoran, Class I	4	12/31/24
TBD, Class II	1	12/31/20
Marie DeVenezia, Class III	1	12/31/20
Adam Brewer, Class IV	4	12/31/23
Mark Wrobel, Class IV	4	12/31/23
<b>OPEN SPACE TRUST FUND LIAISON</b>		
Elliott Ruga		

**BOARD PRESIDENT NOMINATIONS**

**RESOLUTION 20-01**

**RESOLUTION TO APPOINT BOARD PRESIDENT**

**BE IT RESOLVED** by the Mayor and Board of Aldermen of the Town of Boonton, New Jersey, that \_\_\_\_\_ be and is hereby appointed Board President for the Year 2020.

Moved	Seconded	Voice Vote	
		In Favor _____	Against _____

**BOONTON FIRE DEPARTMENT APPOINTMENTS**

**RESOLUTION 20-02**

**RESOLUTION OF THE MAYOR AND BOARD OF ALDERMEN OF THE TOWN OF BOONTON ACCEPTING 2020 FIRE DEPARTMENT APPOINTMENTS**

**BE IT RESOLVED** by the Mayor and Board of Aldermen of the Town of Boonton that the following Fire Department appointments be made:

<b>POSITION</b> Chief: Deputy Chief: Battalion Chief:	<b>TERM: 1/1/20-12/31/21</b> Mr. David Kaplin Mr. Eric Joinson Mr. Anthony Cosentino
<b>MAXFIELD HOSE &amp; ENGINE Co., No. 1</b> Captain: Lieutenant: Chief Driver 303:	<b>TERM: 1/1/20-12/31/21</b> Bruce Middleton Tyler Wendt Rick Blood
<b>SOUTH BOONTON HOSE &amp; ENGINE CO. NO. 3</b> Captain: Lieutenant: Chief Driver 305:	<b>TERM: 1/1/20-12/31/21</b> Ron Rochette Shane Dencker Ed Robillard
<b>MAXFIELD HOOK &amp; LADDER CO., NO. 1</b> Captain: Lieutenant: Chief Driver 301:	<b>TERM: 1/1/20-12/31/21</b> Bob DeStafano Dan Silva Jack Steinhauser
<b>SALVAGE &amp; RESCUE CO., NO. 2</b> Captain: Lieutenant: Chief Driver 302:	<b>TERM: 1/1/20-12/31/21</b> Anthony Bucco David Francisco RJ Ryerson, Jr.
<b>HARMONY HOSE &amp; ENGINE CO. 2</b> Captain: Lieutenant: Chief Driver 304:	<b>TERM: 1/1/20-12/31/21</b> John Cosentino Jim Dodd Ed Bohon

Moved	Seconded	Voice Vote	
		In Favor _____	Against _____

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**OATH OF ALLEGIANCE**

Mayor Corcoran will administer the Oaths of Allegiance to the following Fire Department members:

- Lieutenants:** Dan Silva, David Francisco, Tyler Wendt, Jim Dodd, Shane Dencker
- Captains:** Bob DeStefano, Anthony R. Bucco, Bruce Middleton, John Cosentino, Ron Rochette
- Battalion Chief:** Anthony Cosentino
- Deputy Chief:** Eric Joinson
- Chief:** David Kaplan

**MEETING OPEN TO THE PUBLIC**

Mayor Corcoran will open this portion of the meeting to the public for comments.

**CONSENT AGENDA**

Resolutions 20-03 through 20-43 have been placed on the Consent Agenda

**RESOLUTION 20-03**

**RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR PROFESSIONAL SERVICES**

**WHEREAS**, the Town of Boonton has a need to acquire professional services as a non-fair and open contract; and

**WHEREAS**, the Chief Financial Officer has determined and certified in writing that the value of these acquisitions will exceed \$17,500.00; and

**WHEREAS**, the anticipated term of these contracts is one year; and

**WHEREAS**, the following Professionals (Contracting Entities) have submitted proposals indicating their services and they are on file in the Clerk’s office; and

**WHEREAS**, the Contracting Entities have completed and submitted their Business Entity Disclosure Certifications which certify that the Contracting Entities have not made any reportable contributions to a political or candidate

committee in the Town of Boonton in the previous one year; and that the contract will prohibit the Contracting Entity from making any reportable contributions through the term of the contract; and

**WHEREAS**, the Chief Financial Officer has certified that sufficient funds are available for the subject contracts.

**NOW THEREFORE, BE IT RESOLVED** that the Board of Aldermen of the Town of Boonton hereby authorizes the Mayor to enter into contracts with the Contracting Entities as described herein.

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

Professional Service	Name	Address
Attorney	Fred Semrau, Esq.	Dorsey & Semrau 714 Main Street Boonton, NJ
Engineer – Town & Planning Board	Joseph Vuich, PE, PP, CME	Suburban Consulting Engineers, Inc. 96 US Route 206, #101 Flanders, NJ 07836
Labor Counsel	Matthew J. Giacobbe, Esq.	Cleary Giacobbe Alfieri Jacobs, LLC 7 James Street Florham Park, NJ
Public Defender	Joseph Bell, Esq.	The Bell Law Group, PC 150 Mineral Spring Road, PO Box 220 Rockaway Township, NJ

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**RESOLUTION 20-04**  
**RESOLUTION APPOINTING ALTERNATE PROSECUTOR FOR YEAR 2020**

**BE IT RESOLVED** by the Mayor and Board of Aldermen of the Town of Boonton that Daniel Danzi, Esq. be and is hereby appointed Alternate Prosecutor for the year 2020.

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**RESOLUTION 20-05**  
**RESOLUTION APPOINTING MORRIS COUNTY MUNICIPAL JOINT INSURANCE FUND COMMISSIONER AND ALTERNATE FOR 2020**

**WHEREAS**, pursuant to the proposed bylaws of the Morris County Municipal Joint Insurance Fund, the Mayor and Board of Aldermen of the Town of Boonton, New Jersey, must appoint a Commissioner to represent the Town in the Fund, and that said appointment must be made by resolution.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Board of Aldermen of the Town of Boonton, New Jersey, that Neil Henry be and is hereby appointed Commissioner and Cynthia Oravits be and is hereby appointed Alternate Commissioner to the Morris County Municipal Joint Insurance Fund for 2020.

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**RESOLUTION 20-06**  
**RESOLUTION LISTING AUTOMOBILE AND TRUCK TOWING CONTRACTORS TO BE UTILIZED BY THE POLICE DEPARTMENT ON A ROTATING BASIS FOR 2020**

**WHEREAS**, Ordinance 5-92 adopted by the Mayor and Board of Aldermen authorized the provisions of towing services on a rotating basis;

**WHEREAS**, Code Section 4-12.3 provides that the Mayor and Board of Aldermen of the Town of Boonton, New Jersey, shall establish annually by resolution a list of automobile towing contractors and a list of truck towing contractors to be utilized by the police department on a rotating basis; and

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Board of Aldermen, upon the recommendation of the Police Department, as follows:

1. The following automobile towing contractors are to be utilized by the police department on a rotating basis through December 31, 2020 or until further resolution by the Mayor and Board of Aldermen, whichever is later:

NAME	ADDRESS
Corigliano Towing	27 Intervale Road, Boonton, NJ 07005
Boonton Service Center	240 Myrtle Avenue, Boonton, NJ 07005

2. The aforementioned automobile and truck-towing contractors are to furnish certification of insurance to the Town Clerk in accordance with the provisions of Section 4-12.6.
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**RESOLUTION 20-07**

**RESOLUTION TO APPOINT COMMUNITY DEVELOPMENT REVENUE SHARING COMMITTEE REPRESENTATIVE AND ALTERNATE FOR 2020**

**WHEREAS**, the Town of Boonton is a participant in the Morris County Community Development Program and the Community Development Revenue Sharing Committee.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Board of Aldermen of the Town of Boonton, NJ, that the following representatives to the Morris County Community Development Revenue Sharing Committee for 2020 be and are hereby appointed as indicated:

<b>Mayor's Appointee</b>	Ms. Edina Renfro-Michel
<b>Board of Aldermen's Appointee</b>	Mr. Joseph Fenske
<b>Mayor's Appointed Alternate</b>	Mr. Carl Sparano

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**RESOLUTION 20-08**

**A RESOLUTION ADOPTING A FORM REQUIRED TO BE USED FOR THE FILING OF NOTICES OF TORT CLAIMS AGAINST THE TOWN OF BOONTON IN ACCORDANCE WITH THE PROVISIONS OF THE NEW JERSEY TORT CLAIMS ACT, N.J.S.A. 59:8-6**

**WHEREAS**, the New Jersey Tort Claims Act, N.J.S.A. 59:8-6, provides that a public entity may adopt a form to be completed by claimants seeking to file a Notice of Tort Claim against the public entity; and

**WHEREAS**, the Town of Boonton is a public entity covered by the provisions of the New Jersey Tort Claims Act; and

**WHEREAS**, the Town of Boonton deems it advisable, necessary and in the public's interest to adopt the Notice of Tort Claim form available in the Town Clerk's Office.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Board of Aldermen of the Town of Boonton, New Jersey assembled in public session the 1st day of January 2020, that the Notice of Tort Claim Form for the Town of Boonton be and is hereby adopted; and

**BE IT FURTHER RESOLVED** that all persons making claims against the Town of Boonton pursuant to the New Jersey Tort Claims Act, N.J.S.A. 59:8-1, et. seq., be required to complete the form herein adopted as a condition of compliance with the notice requirement of the New Jersey Tort Claims Act.

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**RESOLUTION 20-09**

**RESOLUTION DESIGNATING OFFICIAL NEWSPAPERS OF THE TOWN OF BOONTON**

**BE IT RESOLVED** by the Mayor and Board of Aldermen of the Town of Boonton, New Jersey, the following newspapers shall serve as the "Official Newspapers" of the Town of Boonton:

<b>The Citizen of Morris County</b>	<b>Daily Record Newspaper</b>
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**RESOLUTION 20-10**

**RESOLUTION OF THE MAYOR AND BOARD OF ALDERMEN OF THE TOWN OF BOONTON APPOINTING HEARING OFFICER**

**WHEREAS**, pursuant to N.J.A.C. 4A:2-2.5(c), an employee is afforded the right to a departmental hearing when they are served with a Preliminary Notice of Disciplinary Action seeking major discipline; and

**WHEREAS**, in an effort to ensure impartial departmental hearings, the Town seeks to appoint a neutral third-party Hearing Officer; and

**WHEREAS**, the Town Administrator recommends that Edward Florio, Esq. be appointed as a Hearing Officer; and

**WHEREAS**, the Mayor and Board of Aldermen have been afforded an opportunity to read and review the the curriculum vitae of Edward Florio, Esq. of Florio, Kenny and Raval, LLP; and

**WHEREAS**, Edward Florio, Esq. shall be compensated at the rate of \$145.00 per hour for his services as Hearing Officer.

**NOW THEREFORE, BE IT RESOLVED** by the Mayor and Board of Aldermen of the Town of Boonton, County of Morris and State of New Jersey that Edward Florio, Esq. of Florio, Kenny and Raval, LLP be and is hereby appointed Hearing Officer for disciplinary actions involving major discipline; and

**BE IT FURTHER RESOLVED** that Edward Florio, Esq. shall be compensated at the rate of \$145.00 per hour of his services as Hearing Officer; and

**BE IT FURTHER RESOLVED** the Town Clerk is hereby authorized and directed to forward a certified copy of this Resolution to Edward Florio, Esq.

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**RESOLUTION 20-11**

**RESOLUTION AUTHORIZING ASSESSOR AND TOWN ATTORNEY TO EXECUTE STIPULATION OF SETTLEMENT WITH RESPECT TO TAX APPEALS**

**WHEREAS**, the Mayor and Board of Aldermen of the Town of Boonton wish to facilitate the stipulation and settlement of Tax Appeals filed before the Morris County Board of Taxation or the Tax Court of New Jersey;

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Board of Aldermen of the Town of Boonton that the Tax Assessor and the Town Attorney are hereby authorized to execute on behalf of the Town of Boonton stipulations of settlement with respect to tax appeals.

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**RESOLUTION 20-12**

**RESOLUTION AUTHORIZING THE TAX ASSESSOR AND TOWN ATTORNEY TO FILE APPEALS**

**WHEREAS**, there exists instances when errors are discovered in the Tax List of the Town of Boonton; and

**WHEREAS**, the process of correcting these errors is that of an appeal to the Morris County Board of Taxation or the New Jersey Tax Court; and

**WHEREAS**, it is the responsibility of the Tax Assessor to determine the correct and fair assessed value of every property within the Town of Boonton.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Aldermen of the Town of Boonton that the Tax Assessor and the Town Attorney are hereby authorized to file appeals to correct errors in the 2020 Town of Boonton Tax List.

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**RESOLUTION 20-13**

**RESOLUTION AUTHORIZING THE TAX ASSESSOR AND TOWN ATTORNEY TO FILE COUNTER CLAIMS**

**WHEREAS**, it is anticipated that certain taxpayers of the Town of Boonton will file tax appeals disputing their assessed valuation for the year 2020; and

**WHEREAS**, the Tax Assessor is of the opinion that said properties, in some cases, are undervalued and that the assessed value of said properties should be increased and not decreased as the taxpayer seeks; and

**WHEREAS**, a method exists in the Tax Law for the Municipality to counterclaim against the property owner to seek an increase in the assessed value; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Aldermen of the Town of Boonton, that the Tax Assessor and the Town Attorney are authorized and directed to take whatever steps necessary and appropriate to file counterclaims against the taxpayer in question seeking to raise the assessed value of said properties to the value which the Tax Assessor deems to more properly reflect the value of said property for the year 2020.

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**RESOLUTION 20-14**

**RESOLUTION APPOINTING DEPUTY TOWN CLERK FOR YEAR 2020**

**BE IT RESOLVED** by the Mayor and Board of Aldermen of the Town of Boonton, New Jersey, that Elizabeth Bonsiewicz be and is hereby appointed Deputy Town Clerk for a term expiring December 31, 2020.

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**RESOLUTION 20-15**

**RESOLUTION APPOINTING FIRE OFFICIAL FOR YEAR 2020**

**BE IT RESOLVED** by the Mayor and Board of Aldermen of the Town of Boonton that Salvatore Marino be and is hereby appointed Fire Official for the Town of Boonton for the year 2020.

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**RESOLUTION 20-16**

**RESOLUTION APPOINTING OFFICIAL ASSESSMENT SEARCHER FOR YEAR 2020**

**BE IT RESOLVED** by the Mayor and Board of Aldermen of the Town of Boonton that Cynthia Oravits be and is hereby appointed Official Assessment Searcher for the Town of Boonton for the year 2020.

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**RESOLUTION 20-17**

**RESOLUTION APPOINTING OFFICIAL RECYCLING COORDINATOR FOR YEAR 2020**

**BE IT RESOLVED** by the Mayor and Board of Aldermen of the Town of Boonton that Brian Reed be and is hereby appointed Recycling Coordinator for the Town of Boonton for the year 2020.

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**RESOLUTION 20-18**

**RESOLUTION APPOINTING PUBLIC AGENCY COMPLIANCE OFFICER-AFFIRMATIVE ACTION**

**WHEREAS**, N.J.A.C. 17:27-1.1 provides that no public work contracts can be awarded nor any monies paid until the prospective contractor has agreed to contract performance which complies with an approved affirmative action program; and

**WHEREAS**, N.J.A.C. 17:27-3.5 provides that each public agency shall annually designate an officer or employee to serve as its public agency compliance officer;

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Board of Aldermen of the Town of Boonton, County of Morris, State of New Jersey, that Cynthia A. Oravits, Town Clerk, be and is hereby appointed as Public Agency Compliance Officer for a one-year term ending December 31, 2020.

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**RESOLUTION 20-19**

**RESOLUTION APPOINTING 2020 CLEAN COMMUNITIES COORDINATOR**

**BE IT RESOLVED** that the Mayor and Board of Aldermen of the Town of Boonton, New Jersey, do hereby appoint Bob Ezzi as the 2020 Clean Communities Coordinator for the Town of Boonton, effective January 1, 2020.

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**RESOLUTION 20-20**

**RESOLUTION APPOINTING QUALIFIED PURCHASING AGENT**

**WHEREAS**, N.J.S.A. 40A:11-3a permits an increase in the bid threshold if a Qualified Purchasing Agent is appointed as well as granting the authorization to negotiate and award such contracts below the bid threshold; and

**WHEREAS**, N.J.A.C. 5:34-5 et seq. establishes the criteria for qualifying as a Qualified Purchasing Agent; and

**WHEREAS**, Neil Henry, Town Administrator, possesses the designation of Qualified Purchasing Agent as issued by the Director of the Division of Local Government Services in accordance with N.J.A.C. 5:34-5 et seq.; and

**WHEREAS**, the Mayor and Board of Aldermen of the Town of Boonton desire to take advantage of the increased bid threshold; and

**NOW, THEREFORE, BE IT RESOLVED** that the Mayor and Board of Aldermen of the Town of Boonton, in the County of Morris, State of New Jersey, hereby maintains its bid threshold at \$40,000; and

**BE IT FURTHER RESOLVED** that the Mayor and Board hereby appoint Neil Henry as the Qualified Purchasing Agent to exercise the duties of the purchasing agent pursuant to N.J.S.A. 40A:11-2(30), with specific relevance to the authority, responsibility, and accountability of the purchasing activity of the contracting unit; and

**BE IT FURTHER RESOLVED** that in accordance with N.J.A.C. 5:34-5.2 the Town of Boonton Municipal Clerk is hereby authorized and directed to forward a certified copy of this resolution and a copy of Neil Henry's certificate to the Director of the Division of Local Government Services.

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**RESOLUTION 20-21**

**RESOLUTION APPOINTING 2020 SAFETY DELEGATE**

**BE IT RESOLVED** by the Mayor and Board of Aldermen of the Town of Boonton, New Jersey, that Neil Henry be and is hereby appointed as the Town of Boonton's 2020 Safety Delegate to the Morris County Joint Insurance Fund.

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**RESOLUTION 20-22**

**A RESOLUTION OF THE MAYOR AND BOARD OF ALDERMEN OF THE TOWN OF BOONTON, COUNTY OF MORRIS, STATE OF NEW JERSEY, APPOINTING CARL DULA AS CERTIFIED ANIMAL CONTROL OFFICER - 2020**

**WHEREAS**, the Town of Boonton has a need to appoint a Certified Animal Control Officer; and

**WHEREAS**, Carl Dula has been serving the Town in this capacity; and

**WHEREAS**, the governing body wishes to reappoint Carl Dula as the Town's Certified Animal Control Officer, in accordance with N.J.S.A. 4:20-15.16b.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Board of Aldermen of the Town of Boonton, County of Morris and State of New Jersey, that Carl Dula be and is hereby appointed as the Certified Animal Control Officer for the Town of Boonton for the period commencing January 1, 2020 and ending December 31, 2020; and

**BE IT FURTHER RESOLVED** that a copy of this Resolution shall be forwarded to the Town of Boonton Police Department and Finance Office for their records.

**BE IT FURTHER RESOLVED** that the Mayor and Board of Aldermen of the Town of Boonton do hereby authorize the Mayor and Town Clerk to execute a contract with Carl M. Dula to perform the duties of Certified Animal Control Officer, of the Revised General Ordinances of the Town, at a yearly rate of \$6,000.00, plus covering the Town at night at a call-out rate of \$120/call, commencing January 1, 2020 and expiring December 31, 2020.

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**RESOLUTION 20-23**

**RESOLUTION TO EXECUTE AN AGREEMENT FOR ALTERNATE ANIMAL CONTROL OFFICER DURING 2020**

**BE IT RESOLVED**, that the Mayor and Board of Aldermen of the Town of Boonton does hereby appoint Bill Karpack as Alternate Animal Control Officer for the Town of Boonton for 2020.

**BE IT FURTHER RESOLVED** that the Mayor and Board of Aldermen of the Town of Boonton do hereby authorize the Mayor and Town Clerk to execute a contract with Bill Karpack to perform the duties of Animal Control Officer, of the Revised General Ordinances of the Town, at a rate of \$120/call, as needed, commencing January 1, 2020 and expiring December 31, 2020.

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**RESOLUTION 20-24**

**RESOLUTION APPOINTING NOTARIES FOR THE YEAR 2020**

**BE IT RESOLVED** by the Mayor and Board of Aldermen of the Town of Boonton, New Jersey, that the following individuals are hereby appointed as notaries to be available to the public for the year 2020:

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Neil Henry	Nancy Koptula	Cynthia Oravits	
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**RESOLUTION 20-25**

**RESOLUTION APPOINTING MATRON FOR THE BOONTON POLICE DEPARTMENT**

**BE IT RESOLVED** by the Mayor and Board of Aldermen of the Town of Boonton, New Jersey, that Robin Barroso be and is hereby appointed as matron for the Boonton Police Department for the Year 2020 at a rate of \$25.00 per hour.

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**RESOLUTION 20-26**

**RESOLUTION SETTING PAY PERIOD**

**BE IT RESOLVED** by the Mayor and Board of Aldermen of the Town of Boonton, New Jersey, that the pay period for the fixed salaried employees of the Town of Boonton and hourly employees of the Water and Street Departments be and is hereby established as a bi-weekly pay period, beginning Saturday and ending Friday.

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**RESOLUTION 20-27**

**RESOLUTION TO ESTABLISH TOWN OF BOONTON 2020 HOLIDAYS**

**BE IT RESOLVED** by the Mayor and Board of Aldermen of the Town of Boonton, New Jersey, that the following holidays be recognized for 2020:

New Year's Day	January 1
Martin Luther King, Jr. Day	January 20
Presidents' Day	February 17
Good Friday	April 10
Memorial Day	May 25
Independence Day (Friday)	July 3
Labor Day	September 7
Columbus Day	October 12
Veteran's Day	November 11
Thanksgiving	November 26
Thanksgiving Friday	November 27
Christmas Eve	December 24
Christmas Day	December 25

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**RESOLUTION 20-28**

**RESOLUTION SETTING FEES FOR DELINQUENT TAXES AND WATER/SEWER CHARGES**

**WHEREAS**, R.S. 54:4-67 permits the governing body of each municipality to fix the rate of interest to be charged for nonpayment of taxes, water/sewer or assessments subject to any abatement or discount for the late payment of taxes, water/sewer or assessments as provided by law; and

**WHEREAS**, R.S. 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 of any amount in excess of \$1,500.00;

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Board of Aldermen of the Town of Boonton, 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 the due date and 18% per annum on any amount of taxes in excess of \$1,500.00

becoming delinquent after the due date, subject to any abatement or discount for the late payment of taxes as provided by law.

2. Quarterly tax payments made by cash, check or money order shall have a ten (10) day grace period.
3. The Tax Collector is hereby authorized and directed to charge 8% per annum on the first \$1,500.00 of water charges becoming delinquent after the due date and 18% per annum on any amount in excess of \$1,500.00 becoming delinquent after the due date.
4. The Tax Collector is hereby authorized and directed to charge 8% per annum on the first \$1,500.00 of sewer charges becoming delinquent after the due date and 18% per annum on any amount in excess of \$1,500.00 becoming delinquent after the due date.
3. Any payments not made in accordance with this resolution shall be charged interest from the due date, as set forth in paragraph one of this resolution.
4. This resolution shall be published in its entirety once in the Daily Record Newspaper.

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**RESOLUTION 20-29**

**RESOLUTION AUTHORIZING EXEMPTION OF MUNICIPAL FEES FOR ALL LEGALIZED GAMES OF CHANCE APPLICATIONS FOR 2020**

**BE IT RESOLVED** that the Town of Boonton hereby waives the municipal fees for all Legalized Games of Chance applications for 2020.

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**RESOLUTION 20-30**

**RESOLUTION EXEMPTING BOONTON HOLMES LIBRARY EMPLOYEES FROM PARKING PERMIT CHARGES FOR THE YEAR 2020**

**WHEREAS**, the Town of Boonton charges a fee for parking permits, a fee typically paid by employers for their employees; and

**WHEREAS**, the Boonton Holmes Library is a municipal entity that derives most of its funding from the Town of Boonton and faces a daunting financial struggle every year to provide a service to the community;

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Board of Aldermen of the Town of Boonton, New Jersey, that the Boonton Holmes Library employees be exempt from parking permit charges for the year 2020.

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**RESOLUTION 20-31**

**RESOLUTION TO SET FEES FOR PRINTOUT OF TAX AND WATER/SEWER HISTORY, FEES FOR MISCELLANEOUS COPIES, POLICE DEPARTMENT AND MUNICIPAL COURT DISCOVERY**

**BE IT RESOLVED** by the Mayor and Board of Aldermen of the Town of Boonton, New Jersey, that the following fees be and are hereby established, as indicated:

**Fees for Printout of Tax and Water/Sewer History, Municipal Records, Court Discovery and Miscellaneous Copies**

A. Government Records.

- 1) Except as otherwise provided by law or regulation, including N.J.S.A. 47:1A-5(b), the fee assessed for the duplication of a government record embodied in the form of printed matter shall be \$0.05 per letter size page or smaller, and \$0.07 per legal size page or larger, CD's, \$1.00.
- 2) Police reports, related documents (including discovery and insurance requests) and photographs.
  - a. If requested and picked up in person: \$0.05 per page, starting with the first page.
  - b. Police accident reports, when copies are requested other than in person: \$5 for the first three pages and \$1 per page for each additional page, as established by N.J.S.A. 39:4-141.
  - c. Photographs. Copies of color photographs under eight-by-ten inches: \$2 per page; photographs larger than eight-by-ten: \$7.50, provided, however, that where a photocopy is required, then in that event, the charge will be in accordance with Subsection (a) above.
- 3) Copies of tax map pages (per sheet): \$1.
- 4) Full set of tax sheets: \$125.
- 5) List of property owners within 200 feet: \$10.

On any item that cannot be photocopied on the Town copy machine or not otherwise provided for in this schedule, the actual costs paid to the other entity shall be paid by the requestor.

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**RESOLUTION 20-32**

**RESOLUTION ESTABLISHING CHARGES FOR USE OF DPW EQUIPMENT FOR THE YEAR 2020**

**BE IT RESOLVED** by the Mayor and Board of Aldermen of the Town of Boonton, New Jersey, that the following charges for Department of Public Works equipment, in addition to any labor or material charges, be and are hereby established for calendar year 2020:

DESCRIPTION	CHARGE/HOUR	DESCRIPTION	CHARGE/HOUR
8 yd. Dump Truck w/Plow	\$ 70.00	Pickup Truck w/Plow	\$ 70.00
8 yd. Dump Truck	\$ 55.00	Pickup Truck	\$ 40.00
Backhoe	\$ 75.00	Roller	\$ 35.00
Bucket Truck	\$ 40.00	Sander – Large Truck	\$ 125.00
Chain Saw	\$ 25.00	Sander – Small Truck	\$ 50.00
Chipper	\$ 40.00	Sewer Cable Cleaner	\$ 25.00
Compressor	\$ 30.00	Stump Grinder	\$ 35.00
Gas Masonry Saw	\$ 30.00	Sweeper	\$ 60.00
Generator	\$ 30.00	Tamper	\$ 25.00
High Pressure Sewer Truck	\$ 75.00	Water Pump	\$ 20.00
Loader	\$ 85.00	Water Utility Truck w/Plow	\$ 40.00
Mason Dump w/Plow	\$ 45.00	Water Utility Truck	\$ 35.00
Mason Dump	\$ 40.00		

**RESOLUTION 20-33**

**RESOLUTION TO ESTABLISH PETTY CASH FUNDS AND CHANGE FUNDS**

**WHEREAS**, N.J.S.A. 40A:5-21 authorizes the establishment of a Petty Cash Fund; and

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Board of Aldermen of the Town of New Jersey, the following Petty Cash Funds be established:

FUND	AMOUNT	CUSTODIAN
Clerk's Office	\$ 200.00	Cynthia A. Oravits
Health Department	\$ 200.00	Nancy Koptula
Police Department	\$ 200.00	David Mayhood
Water Utility	\$ 200.00	Bob Ezzi

**BE IT FURTHER RESOLVED** that the following Change Funds be established:

FUND	AMOUNT	CUSTODIAN
Health Department	\$ 50.00	Nancy Koptula
Tax Collector	\$ 65.00	Jennifer Muscara
Water & Sewer Utility Collector	\$ 65.00	Jennifer Muscara

**BE IT FURTHER RESOLVED** that the Custodians of the Funds shall be bonded in an amount not less than \$1,000 and will maintain said funds in accordance with the laws and regulations covering its operation.

**RESOLUTION 20-34**

**RESOLUTION TO DESIGNATE DEPOSITORIES AND CHECK SIGNATURE AUTHORIZATION**

**WHEREAS**, Revised Statutes 40A:5-14 of the State of New Jersey provide that the Governing Body of every municipality shall designate the depository or depositories wherein all public moneys and other funds of the municipality shall be kept;

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Board of Aldermen of the Town of Boonton, New Jersey that the following financial institutions be and are hereby designated as the depositories wherein all such public moneys and funds shall be deposited to the credit of the Town of Boonton and custodian shall be:

Lakeland Bank	New Jersey Cash Management Fund	Bank of America	Santander Bank	Valley National Bank
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**BE IT FURTHER RESOLVED** that all disbursements shall be made by check signed by the persons hereinafter indicated:

ACCOUNT	NAME
Payroll	Yolanda Dykes
All Others	Richard Corcoran, Mayor Yolanda Dykes, CFO Cynthia Oravits, Town Clerk

**RESOLUTION 20-35**

**RESOLUTION TO INVEST IDLE FUNDS**

**BE IT RESOLVED** by the Mayor and Board of Aldermen of the Town of Boonton, New Jersey, that the Chief Financial Officer be and is hereby authorized to invest idle Town of Boonton funds from the Water Department, Sewer Department, Current Account and Trust Account at the best rate of interest available at the time in the following institutions:

Lakeland Bank
New Jersey Cash Management Fund
Bank of America
Santander Bank
Capital One
Valley National Bank

**RESOLUTION 20-36**

**RESOLUTION AUTHORIZING A FEE FOR RETURNED CHECKS**

**BE IT RESOLVED** by the Mayor and Board of Aldermen of the Town of Boonton, New Jersey, that there shall be a charge of \$30.00 of each check returned for insufficient funds, or for any other reason, to be paid in cash to the Treasurer.

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**RESOLUTION 20-37**

**RESOLUTION AUTHORIZING THE USE OF FACSIMILE SIGNATURES FOR SPECIFIED ACCOUNTS**

**WHEREAS**, the Town of Boonton has established certain accounts at Lakeland Bank, and from time to time the use of facsimile signatures is necessary for the transfer to and from said accounts;

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Board of Aldermen of the Town of Boonton, New Jersey that the use of facsimile signatures be and is hereby authorized as follows:

<b>ACCOUNT</b>	<b>FACSIMILE SIGNATURES</b>
Payroll	Yolanda Dykes, CFO
All Others (except Court Not part of Municipal Government Operations)	Richard Corcoran, Mayor Cynthia Oravits, Town Clerk Yolanda Dykes, CFO

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**RESOLUTION 20-38**

**RESOLUTION AUTHORIZING PARTICIPATION IN COOPERATIVE PRICING COUNCILS**

**WHEREAS**, each year the Departments of the Town of Boonton realize cost savings by purchasing equipment and materials through the Morris County Cooperative Pricing Council, Help Governments Across the Country (HGAC), Educational Services Commission of new Jersey, Cranford Police Cooperative Pricing System (ID #47-CPDCPS), and Joint Powers Alliance; and

**WHEREAS**, it is the recommendation of the Town Auditor that the Mayor and Board of Aldermen adopt a resolution each year authorizing participation in the Cooperative Pricing Council;

**NOW, THEREFORE, BE IT RESOLVED** that the Mayor and Board of Aldermen of the Town of Boonton, New Jersey, do hereby authorize participation in the Morris County Cooperative Pricing Council, Help Governments Across the Country (HGAC), Educational Services Commission of New Jersey, Cranford Police Cooperative Pricing System (ID #47-CPDCPS, and Joint Powers Alliance for the year 2020.

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**RESOLUTION 20-39**

**RESOLUTION ESTABLISHING A CASH MANAGEMENT PLAN**

**WHEREAS**, it is in the best interest of the Town of Boonton to earn additional revenue through the investment and prudent management of its cash receipts; and

**WHEREAS**, P.L. 1983, Chapter 8 approved January 19, 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

**WHEREAS**, this law requires that each local unit shall adopt a cash management plan.

**NOW, THEREFORE, BE IT RESOLVED** that the following shall constitute the Cash Management Plan for the Town of Boonton and the Town of Boonton shall deposit and manage its funds pursuant to this plan:

**I. Statement Of Purpose**

This Cash Management Plan (the "Plan") is prepared pursuant to the provisions of N.J.S.A. 40A:5-14 in order to set forth the basis for the deposits ("Deposits") and investment ("Permitted Investments") of certain public funds of the Town of Boonton ("Town"), pending the use of such funds for the intended purposes. The Plan is intended to assure that all public funds identified herein are deposited in interest bearing Deposits or otherwise invested in Permitted Investments hereinafter referred to. The intent of the Plan is to provide that the decisions made with regard to the Deposits and the Permitted Investments will be done to insure the safety, the liquidity (regarding its availability for the intended purposes), and the maximum investment return within such limits. The plan is intended to ensure 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**

- A. The Plan is intended to cover the deposit and/or investment of the following funds and accounts of the Town:
  - Water Department
  - Sewer Department
  - Current Account
  - Trust Account

- B. It is understood that this Plan is not intended to cover certain funds and accounts of the Town, specifically:
- Escrow
  - P/R agency and net payroll funds
  - Court accounts

**III. Designation of Officials of The Town Authorized To Make Deposits And Investments Under The Plan**

The Chief Financial Officer of the Town, Yolanda Dykes (the "Designated Official ") are hereby authorized and directed to deposit and/or invest the funds referred to in the Plan. Prior to making any such Deposits or any Permitted Investments, such officials of the Town are directed to supply to all depositories or any other parties with whom the Deposits or permitted Investments are made a written copy of this Plan which shall be acknowledged in writing by such parties and a copy of such acknowledgment kept on file with such officials.

**IV. Designation Of Depositories**

The following banks and financial institutions are hereby designated as official depositories for the Deposit of all public funds referred to in the Plan, including any certificates of Deposit which are not otherwise invested in Permitted Investments as provided for in this Plan:

- Lakeland Bank – Lead Bank
- NJ Cash Management Fund
- Bank of America
- Santander Bank
- TD Bank
- Capital One Bank

All such depositories shall acknowledge in writing receipt of this Plan by sending a copy of such acknowledgement to the Designated Official(s) referred to in Section III above.

**V. Designation Of Brokerage Firms And Dealers With Whom The Designated Officials May Deal**

Brokerage firms and/or dealers and other institutions may be designated as firms with whom the Designated Official(s) of the Town referred to in this plan may deal for purposes of buying and selling securities identified in this Plan as permitted investments or otherwise providing for Deposits. All such brokerage firms and/or dealers shall acknowledge in writing receipt of this Plan by sending a copy of such acknowledgment to the Designated Official(s) referred to in Section III above.

**VI. Authorized Investments**

- A. Except as otherwise specifically provided for herein, the Designated Official is 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 (any investment contracts provided for resale arrangements with the supplier should be analyzed for legality and should be specifically authorized in the cash management plan);
- (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 school 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 investments pools;
- (7) Deposits with the State of New Jersey Cash Management Fund established pursuant to section 1 of P.L. 1977, c281 (C.52:19A-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 purposes of the above language, the terms "government money market mutual fund" and "local government investment pool" shall have the following definitions:

Government Money Market Mutual Fund. An investment company or investment trust:

- (a) which is registered with the Securities and Exchange Commission under the "Investment Company Act of 1940," 15 U.S.C. sec. 80a-1 et seq., and operated in accordance with 17 C.F.R. sec. 270.2a-7;
- (b) the portfolio of which is limited to U.S. Government securities that meet the definition of any eligible security pursuant to 17 C.F.R. sec. 270.2a-7 and repurchase agreements that are collateralized by such U.S. Government securities; and
- (c) which has:
  - (i) attained the highest rating or the highest letter and numerical rating of a nationally recognized statistical rating organization; or
  - (ii) retained an investment advisor registered or exempt from registration with the Securities and Exchange Commission pursuant to the "Investment Advisors Act of 1940," 15 U.S.C. sec. 80b-1 et seq., with experience investing in U.S. Government securities for at least the most recent past 60 months and with assets under management in excess of \$500 million.

Local Government Investment Pool. An investment pool:

- (a) which is managed in accordance with 17 C.F.R. sec. 170.2a-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 (c.52:14B-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:

Federally insured or banked

All terms maturing within one (1) year cycle

#### **VII. Safekeeping Custody Payment And Acknowledgement 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 Town, 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 Town to assure that there is no unauthorized use of the funds or the Permitted Investments or Deposits. Purchase of any Permitted Investments that involve securities shall be executed by "delivery versus payment" method to ensure that such permitted Investments are either received by the Town or by a third-party custodian prior to or upon the release of the Town's funds. To assure that all parties with whom the Town 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 Official(s).

#### **VIII. Reporting Requirements**

On the first day of each month during which this plan is in effect, the Designated Official(s) referred to in Section III hereof shall supply to the governing body of the Town 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 Town 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 in 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 governing body of the Town of Boonton.

**IX. Cash Flow**

- A. The Treasurer shall ensure that the Town's accounting system provides regular information concerning the Town's cash position and investment performance;
- B. All moneys, shall be turned over to the Treasurer and deposited in accordance with N.J.S.A. 40A:5-15;
- C. The Treasurer is authorized and directed to invest surplus funds of the Town of Boonton as the availability of the funds permit. In addition, it shall be the responsibility of the Treasurer to minimize the possibility of idle cash by depositing the Town's moneys in interest bearing accounts wherever practical and in the best interest of the Town of Boonton.

**X. Term of Plan**

This plan shall be in effect from January 1, 2020 to December 31, 2020. Attached to this plan is a resolution of the governing body of the Town approving this Plan for such period of time. The Plan may be amended from time to time. To the extent that any amendment is adopted by the Council, the Designated official is 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.

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**RESOLUTION 20-40**

**RESOLUTION CREATING EMERGENCY PROCUREMENT PROCEDURES**

**WHEREAS**, Section NJSA 40A:11-6 of the Local Public Contracts Law permits local contracting units to use emergency purchasing procedures, and pursuant to corresponding Local Public Contracts Law rules adopted by the State's Division of Local Government Services on December 4, 2000, the governing body of each contracting unit shall adopt rules to ensure that there are written procedures for determining and confirming the existence of an emergency; and

**WHEREAS**, according to NJAC 5:34-6.1(b) such rules or regulations shall include such provisions that ensure that if initially designated individuals are not available, there is a clear chain of command to ensure that there are always appropriate individuals to make such decisions; and

**WHEREAS**, when an emergency arises requiring certain purchases to be made pursuant to emergency purchasing procedures, the Mayor and Board of Aldermen of the Town of Boonton has determined that the following procedures shall apply.

**NOW THEREFORE, BE IT RESOLVED** by the Mayor and Board of Aldermen of the Town of Boonton, Morris County, State of New Jersey that the following is adopted as the emergency purchasing policy for the Town of Boonton:

**A. POLICY GOVERNING EMERGENCY PURCHASING PROCEDURES**

1. Contracts, including purchase orders, shall be entered into, and funds committed or expended for an emergency pursuant to NJSA 40A:11-6 and corresponding Rules, NJAC 5:34-6.1, subject to the following requirements:
  - a. An actual or imminent emergency must exist requiring the immediate delivery of the goods or the performance of the service(s);
  - b. The emergency must directly affect the public health, safety or welfare, and requires the immediate delivery of goods or the performance of service(s);
  - c. Emergency purchasing shall not be used for administrative convenience or for failure to plan. Sound business practices shall be used when an emergency purchase must be made.
  - d. The emergency purchasing procedures may not be used unless the need for the goods or performance of the service(s) could not have been reasonably foreseen or the needs for such goods or service(s) has arisen notwithstanding a good faith effort on the part of the Town of Boonton to plan for the purchase of any required goods or service(s);
  - e. The contract shall be of such limited duration as to meet only the immediate needs of the emergency declared;

- f. Under no circumstances shall the emergency purchasing procedure be used to enter into a multi-year contract;
- g. Any emergency condition(s) in which the estimated cost is in excess of fifty thousand dollars (\$50,000.00) shall be approved by the Mayor and Board of Aldermen.

**B. PROCEDURE FOR THE DECLARATION OF AN EMERGENCY**

1. A department head, or in their absence his/her designee, as soon as reasonably possible, shall notify the Town Administrator of the need for awarding of a contract or purchase order, the nature of the emergency, the time of its occurrence and the need for invoking the emergency provision of the law;
2. If the Town Administrator is satisfied that an emergency exists, he/she shall be authorized to award a contract or contracts for such purposes as may be necessary to respond to the emergent needs;
3. Within 48 hours of an emergency occurrence, the department head, or in their absence his/her designee, shall submit to the Town Administrator a written report (certification of Request for Emergency Purchases) providing the information referenced above;
4. In the Town Administrator’s absence, the chain of command for adherence to the requirements of 1, 2 and 3 shall be:
  - a. Chief Financial Officer
  - b. Chief of Police
  - c. Town Clerk
  - d. Town Attorney

**RESOLUTION 20-41**

**RESOLUTION TO ADOPT TEMPORARY 2020 BUDGET**

**WHEREAS**, 40A:4-19 Local Budget Act provides that (where any contracts, commitments or payments are to be made until the final adoption of the 2020 Budget) temporary appropriations be made for the purposes and amounts required in the manner and time therein provided:

**WHEREAS**, the date of this resolution is within the first thirty days of 2020; and

**WHEREAS**, the total appropriation of the 2019 Budget, less appropriations made for capital improvement fund, debt service and relief of the poor (public assistance) are as follows:

General	\$ 12,657,128
Water Utility	\$ 1,795,654
Sewer Utility	\$ 1,666,390

**WHEREAS**, 26.25% of the total appropriations in the 2019 budget is as listed above less appropriations for capital improvement fund, debt service and relief of the poor (public assistance) in the said 2019 Budget is as follows:

General	\$ 3,322,496
Water Utility	\$ 471,359.
Sewer Utility	\$ 437,427.

Current Fund	Salaries & Wages	Other Expenses	TOTAL
General Administration	\$ 23,000.00	\$ 24,000.00	
Mayor & Board of Aldermen	11,500.00	0.00	
Municipal Clerk	18,000.00	5,000.00	
Financial Administration	25,000.00	5,000.00	
Audit Services	0.00	0.00	
Collection of Taxes	400.00	1,500.00	
Tax Assessment	16,000.00	5,000.00	
Legal Services	0.00	43,000.00	
Engineering Services	0.00	15,000.00	
Planning Board/Zoning	35,000.00	5,000.00	
Uniform Construction Code	42,000.00	2,500.00	
Insurance-Other Insurance Premiums	0.00	86,000.00	
Group Insurance Plans for Employees	0.00	346,171.00	
Unemployment Insurance	0.00	262.00	
Police	710,000.00	70,000.00	
Police Dispatch/911	33,000.00	0.00	
Office of Emergency Management	1,600.00	700.00	
Aid to Volunteer Fire Dept.	7,500.00	30,000.00	
First Aid Organization	0.00	10,500.00	
Municipal Prosecutor	0.00	4,200.00	
Municipal Public Defender	0.00	2,100.00	
Municipal Court – Parsippany	00	53,864.00	
Streets and Roads	221,000.00	46,000.00	
Other Public Works Functions	20,000.00	21,000.00	
Solid Waste Collection	9,200.00	98,000.00	
Buildings and Grounds	0.00	24,000.00	
Vehicle Maintenance	0.00	6,000.00	

**NOW, THEREFORE BE IT RESOLVED** by the Mayor and Board of Aldermen of the Town of Boonton, New Jersey, that the following temporary appropriations be made and that a certified copy of this resolution be transmitted to the Chief Financial Officer for her records:

Current Fund	Salaries & Wages	Other Expenses	TOTAL
Public Health Services	31,000.00	18,000.00	
Celebration of Public Events	0.00	1,800.00	
Electricity	0.00	13,000.00	
Street Lighting	0.00	22,000.00	
Telephone	0.00	18,000.00	
Natural Gas	0.00	11,000.00	
Gasoline & Diesel Fuel	0.00	21,000.00	
Telecommunications Costs	0.00	1,300.00	
Recreation	10,000.00	10,000.00	
Landfill Dumping Fees	0.00	131,000.00	
Social Security	0.00	60,000.00	
Police & Fire Retirement System	0.00	661,743.00	
Public Employees Retirement System	0.00	126,391.00	
Historical Preservation Commission	0.00	265.00	
<b>Operation – Outside Cap</b>			
Fair Share Housing	0.00	0.00	
Public Library	0.00	102,000.00	
Contribution to Main Street	0.00	6,000.00	
<b>Total Appropriations</b>	<b>\$ 1,214,200.00</b>	<b>\$ 2,108,296.00</b>	<b>\$ 3,322,496.00</b>

Water Utility Fund	Salaries & Wages	Other Expenses	TOTAL
Operating Expenses	\$168,000.00	\$291,359.00	
Social Security	0.00	12,000.00	
<b>Total Appropriations</b>	<b>\$ 168,000.00</b>	<b>\$303,359.00</b>	<b>\$ 471,359.00</b>

Sewer Utility Fund	Salaries & Wages	Other Expenses	TOTAL
Operating Expenses	168,000.00	257,427.00	
Social Security	0.00	12,000.00	
<b>Total Appropriations</b>	<b>\$ 168,000.00</b>	<b>\$269,427.00</b>	<b>\$ 437,427.00</b>

**RESOLUTION 20-42**

**RESOLUTION OF THE MAYOR AND BOARD OF ALDERMEN APPROPRIATING DEBT SERVICE REQUIREMENT**

**WHEREAS**, N.J.S.A. 40A:4-19 provides authority for appropriating in a temporary resolution the permanent debt service requirement for the coming fiscal year providing that such resolution is not made earlier than the last ten days of the preceding fiscal year; and

**WHEREAS**, the date of this resolution is subsequent to that date; and

**WHEREAS**, principal and interest will be due on various dates from January 1, 2020 to December 31, 2020 inclusive, in sundry bonds issued and outstanding.

**NOW THEREFORE, BE IT RESOLVED** that the Mayor and Board of Aldermen of the Town of Boonton, County of Morris, State of New Jersey, that the following appropriations be made to cover the period from January 1, 2020 to December 31, 2020 inclusive:

DEBT SERVICE GENERAL IMPROVEMENT	
Bond Principal	\$ 245,000.00
Interest on Bonds	\$ 19,500.00
DEBT SERVICE – WATER UTILITY	
Bond Principal	\$ 225,000.00
Interest on Bonds	\$ 91,744.43

**RESOLUTION 20-43**

**RESOLUTION OF THE MAYOR AND BOARD OF ALDERMEN OF THE TOWN OF BOONTON AUTHORIZING AN APPOINTMENT OF LABORER IN THE DEPARTMENT OF PUBLIC WORKS TO ERIC JOINSON**

**BE IT RESOLVED** by the Mayor and Board of Aldermen of the Town of Boonton, New Jersey, that Eric Joinson is hereby appointed to the position of Street Repairer, Step 1 in the Department of Public Works, effective January 6, 2020, at an hourly rate of \$32.28 in accordance with the Town of Boonton Association of Street and Water Employees agreement.

**CONSENT AGENDA VOTE**

**Resolutions 20-03 through 20-43**

Moved:	Seconded:			
	Yes	No	Absent	Abstain
Board Member				
Mr. Bock				
Mr. Cardillo				
Ms. DeVenezia				
Mr. Fenske				
Dr. Renfro-Michel				
Mr. Edward Robillard				
Mr. Michael Wade				
Mr. Cyril Wekilsky				
Mayor Richard Corcoran				

**MEETING OPEN TO THE PUBLIC**  
**Mayor Corcoran**

Mayor Corcoran will open this portion of the meeting to the public.

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**ADJOURN**

There being no further business, the meeting shall adjourn at \_\_\_\_\_ o'clock.

Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_ Voice vote Yes\_\_ No\_\_

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\_\_\_\_\_  
Cynthia A. Oravits, Town Clerk

Date Approved: \_\_\_\_\_