

SPRINGFIELD TOWNSHIP
REORGANIZATINO MEETING AGENDA
WEDNESDAY, JANUARY 2, 2013
6:00 PM

1. Meeting called to order by the Mayor
2. Reading of the Sunshine Notice
3. Salute to the Flag
4. Administration of Oath of Office-Elected Council Members:
 - David Frank
 - John Hlubik
5. Roll Call: Mr. Frank, Mr. Hlubik, Mr. Marinello, Mr. McDaniel, Mr. Sobotka
6. Nominations for Mayor
7. Administration of Oath of Office to the Mayor
8. Nominations for Deputy Mayor
9. Administration of Oath of Office to the Mayor
10. Resolution 2013-01-01 – Resolution Authorizing Change to Full Time Status of Police Officer
11. Administration of Oath of Office to Officer William Kerr by Township Clerk
12. Resolutions:
 - No. 2013-01-02 – A Resolution of the Springfield Township Council Making Certain Appointments of Township Officials and Boards
 - No. 2013-01-03 – A Resolution of the Springfield Township Council Providing for the Appointment of Professional Staff
 - No. 2013-01-04 – A Resolution of the Springfield Township Council For a Temporary Budget
 - No. 2013-01-05 – A Resolution of the Springfield Township Council Listing Legal Holidays
 - No. 2013-01-06 – A Resolution of the Springfield Township Council Providing For the Cancellation of Small Balances by the Tax Collector's Office
 - No. 2013-01-07 – A Resolution of the Springfield Township Council Appointing Fund Commissioners to Burlington County Municipal Joint Insurance Fund
 - No. 2013-01-08 – A Resolution of the Springfield Township Council Appointing A Risk Management consultant to the Burlington County Joint Insurance Fund
 - No. 2013-01-09 – A Resolution for the Springfield Township Council Providing For a Cash Management Plan
 - No. 2013-01-10 – A Resolution Authorizing the Tax Assessor of the Township of Springfield to file Appeals, Omitted and Added Assessment Appeals and Rollback Complaints with the Burlington County Board of Taxation
 - No. 2013-01-11 – A Resolution Authorizing Renewal of the Term of An Interlocal Services Agreement with Bordentown, Chesterfield, North Hanover and Mansfield Townships Concerning Extra Duty Assignment of Police Officers
 - No. 2013-01-12 – A Resolution of the Springfield Township Council Providing For the Designation of Authorized Depositories, Official Newspapers, Meeting Times, and Other Procedural Requirements
 - No. 2013-01-13 – A Resolution of the Township of Springfield Adopting a Form Required to be Used for the Filing of Notices of Tort Claim

Against the Township of Springfield in Accordance with the Provisions
of the New Jersey Tort Claims Act, N.J.S.A. 59:8-6

13. Public Comment
14. Council members Comments
15. Adjournment

SPRINGFIELD TOWNSHIP COUNCIL
REORGANIZATION MEETING
JANUARY 2, 2013

The reorganization meeting of the Springfield Township Council was called to order by Township Clerk. The Clerk read the Sunshine Notice:

"Public notice of this meeting pursuant to the Open Public Meetings Act has been given by the Springfield Township Council in the following manner on January 4, 2012:

- a. Posting written notice on the official bulletin board at the Municipal Building, Jobstown NJ
- b. Transmitting written notice to the Register News and to the Burlington County Times
- c. Filing written notice with the Clerk of Springfield Township
- d. Mailing written notice to each person who has requested copies of the regular meeting schedule and who has prepaid any charges fixed for such services."

The Clerk led the Salute to the Flag.

Township Clerk, Patricia Clayton, administered the Oath of Office to David Frank and John Hlubik.

The Township Clerk asked for nominations for Mayor. Mr. Frank made a motion to nominate Mr. McDaniel. The nomination was seconded by Mr. Hlubik. All were in favor of Mr. McDaniel serving as Mayor. Motion carried.

Township Clerk, Patricia Clayton, administered the Oath of Office to Mayor Denis McDaniel.

Mayor McDaniel asked for nominations for Deputy Mayor. Mr. Hlubik made a motion to nominate Mr. Sobotka. The nomination was seconded by Marinello. All were in favor of Mr. Sobotka serving as Deputy Mayor. Motion carried.

Township Clerk, Patricia Clayton, administered the Oath of Office to Deputy Mayor Peter Sobotka.

RESOLUTIONS

Mr. Sobotka made a motion to approve Resolution No. 2013-01-01. Mr. McDaniel stated that it is a crazy world out there and this is a good opportunity to acknowledge the good work that the Police Department does. On behalf of the town and Council he also expressed gratitude for the work they perform. Mr. Frank seconded the motion to approve Resolution No. 2013-01-01. All were in favor. Motion carried. Mr. Sobotka stated that a process was established by Council for hiring and promotions within the police department and that all

new hires could some day become the Chief of Police so they wanted to ensure all new hires are good ones.

RESOLUTION 2013-01-01

RESOLUTION AUTHORIZING CHANGE TO FULL TIME STATUS OF POLICE OFFICER

WHEREAS, the Township Council has received a proposal and recommendation from the Chief of Police to move a fully certified part-time officer, namely William Kerr, to full time status; and

WHEREAS, such a full time position exists and there is adequate provision in the police budget for compensation of the officer at full time status; and

WHEREAS, pursuant to township ordinance it is the duty of the Chief to prescribe the duties and assignments of police officers in the Springfield Township Police Department; and

WHEREAS, nevertheless, the Township Council is designated by ordinance as the "appropriate authority" under N.J.S.A. 40A:14-118 *et seq.*; and

WHEREAS, the Council needs to approve the proposal and recommendation of the Chief in order for it to be implemented;

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Springfield that the status of Officer William Kerr be changed from part-time to full time at an annual salary of \$38,738.00 pursuant to police department budgets, rules and regulations.

AND BE IT FURTHER RESOLVED, that the Chief of Police is hereby authorized to take such actions as may be necessary to implement the purpose and intent of this Resolution.

Township Clerk, Patricia Clayton, administered the Oath of Office to Officer William Kerr.

Mr. Sobotka made a motion seconded by Mr. Frank to approve Resolution No. 2013-01-02. All were in favor. Motion carried

RESOLUTION 2013-01-02

A RESOLUTION OF THE SPRINGFIELD TOWNSHIP COUNCIL MAKING CERTAIN APPOINTMENTS

OF TOWNSHIP OFFICIALS AND BOARDS

WHEREAS, the effective operation of the government of Springfield Township requires that various appointments be made:

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of Springfield Township assembled in public session this 2nd day of January 2013, as follows:

1. The following are hereby appointed as members of the Planning Board in the classes and for the terms designated:
 - a. Anthony Marinello as the Class I member of the Planning Board for a term expiring 12-31-15
 - b. Bernard Dunn as the Class II member of the Planning Board for a term expiring 12-31-2013
 - c. John Hlubik as the Class III member of the Planning Board for a term expiring 12-31-2013
 - d. Stephen Makuka as a Class IV member of the Planning Board for a term expiring 12-31-2016
 - e. William Pettit as Alternate Member No. 1 of the Planning Board for a term expiring 12-31-2014

2. The following are hereby appointed as members of the Zoning Board of Adjustment:
 - a. John Kapsimalis is hereby appointed as a member of the Zoning Board of Adjustment for a term expiring 12-31-2016
 - b. Robert Bowen is hereby appointed as a member of the Zoning Board of Adjustment for a term expiring 12-31-2016

3. Patricia A. Clayton is hereby appointed Municipal Improvement Search Officer, Land Use Administrator and Dog Registrar for a term expiring 12-31-2013

4. J. Paul Keller is hereby appointed Public Agency Compliance Officer for a term expiring 12-31-2013

5. Pamela Zoltanski is hereby appointed Deputy Clerk for a term expiring 12-31-2013

6. Pamela Zoltanski is hereby appointed Deputy Registrar of Vital Statistics for a term expiring 12-31-2013

7. Danielle Lippincott is hereby appointed Tax Search Officer for a term expiring 12-31-2013.

8. Bernard Dunn is hereby appointed as Zoning Officer for a term expiring 12-31-2013.

9. The following individuals are appointed as members of the Recreation Committee for a one (1) year term to expire December 31, 2012: Gregory Bogle, Dana Eglinton, Dave Lebak, Sandy Verner, Sherry Preisig, Thomas Stevenson, Peter Hughes, Paul Rosenwinkle and Peter Sobotka (Alternate).

10. The following individuals are appointed as members of the Agricultural Advisory Committee for a one (1) year term to expire December 31, 2013: William Bauma, Edward Boise, Paul Shinn, Edward Lovenduski, Dean Bunting, John Hlubik, Steven Walder, George Nicholson and William Pettit.
11. Harry Case is hereby appointed as Electrical Subcode Official for a term expiring 12-31-2013.
13. Tom Casey is hereby appointed as Plumbing Subcode Official for a term expiring 12-31-2013.
14. Denis McDaniel and Brian Zier are hereby appointed as a member of the Affordable Housing Board for a term expiring 12-31-2015.

Mr. Sobotka made a motion seconded by Mr. Frank to approve Resolution No. 2013-01-03. All were in favor. Motion carried.

RESOLUTION 2013-01-03

**A RESOLUTION OF THE SPRINGFIELD TOWNSHIP COUNCIL
PROVIDING FOR THE APPOINTMENT OF PROFESSIONAL STAFF**

WHEREAS, it is necessary that the Township of Springfield make certain professional staff appointments in order to provide for the effective operation of Township government; and

WHEREAS, the services to be performed are regulated by law and the persons to be appointed are practicing recognized professionals;

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Springfield, assembled in Public Session the 2nd day of January 2013, that the following are hereby appointed to the positions designated and for terms effective January 1, 2013 and ending December 31, 2013, unless otherwise specified, or when their successors have been duly appointed:

Township Planner	Carl E. Hintz, PP, AICP, ASLA Clarke, Caton, Hintz
Bond Counsel	Ronald J. Ianoale, Esq. McManimon & Scotland, L.L.C.
Registered Municipal Auditor	Kevin Frenia, C.P.A., R.M.A. Holman & Frenia, P.C.
Township Solicitor	Brian Guest, Esq. Parker McCay

BE IT FURTHER RESOLVED, that each of said appointees shall be compensated in accordance with Professional Service Agreements to be approved by Township Council.

Mr. Sobotka made a motion seconded by Mr. Frank to approve Resolution No. 2013-01-04. All were in favor. Motion carried.

RESOLUTION 2013-01-04

TEMPORARY BUDGET RESOLUTION

WHEREAS, N.J.S.A.40A:4-19 provides for the adoption of a temporary budget prior to January 30th of the current year in an amount not exceeding 26.25 percent of the previous year's appropriations less those for debt service, capital improvements and public assistance;

WHEREAS, the maximum amount allowed for the Township of Springfield, County of Burlington, for the current year is \$753,765.00;

NOW, THEREFORE, BE IT RESOLVED, that the Township Council of the Township of Springfield, County of Burlington, does hereby adopt the following temporary budget appropriations for the year 2013 according to the attached Schedule A:

Schedule A

Township of Springfield
Temporary Budget per N.J.S. 40A:4-19
2013

Current Fund

GENERAL APPROPRIATIONS

General Government

Council/Manager

Salaries and Wages \$ 7,223.00

Other Expenses \$ 2,000.00

Administrative & Executive

Other Expenses \$ 4,000.00

Township Clerk

Salaries and Wages \$ 11,950.00

Miscellaneous Other Expenses \$ 2,063.00

Financial Administration

Salaries and Wages \$ 9,105.00

Other Expenses \$ 4,000.00

Audit Services

\$ 5,500.00

Collection of Taxes

-

Salaries and Wages	\$	5,203.00
Other Expenses	\$	3,000.00
Assessment of Taxes	\$	-
Salaries and Wages	\$	3,750.00
Other Expenses	\$	1,050.00
Legal Services and Costs	\$	-
Other Expenses:	\$	-
Miscellaneous Other Expenses	\$	8,000.00
Engineering Services and Costs	\$	-
Other Expenses	\$	1,250.00
Municipal Court	\$	-
Salaries and Wages	\$	-
Other Expenses	\$	22,019.00
<u>Insurance</u>	\$	-
Worker Compensation Insurance	\$	28,423.00
Group Insurance	\$	63,000.00
Health Benefit Waivers	\$	-
Unemployment Compensation Insurance	\$	3,000.00
Other Premiums	\$	10,000.00
<u>Land Use Administration</u>	\$	-
Planning	\$	-
Salaries and Wages	\$	2,325.00
Miscellaneous Other Expenses	\$	4,700.00
Zoning Board of Adjustments	\$	-
Salaries and Wages	\$	3,750.00
Miscellaneous Other Expenses	\$	2,687.00
<u>Public Safety</u>	\$	-
Police	\$	-
Salaries and Wages	\$	135,000.00
Miscellaneous Other Expenses	\$	10,000.00
Vehicle Lease	\$	1,000.00
Office of Emergency Management		
Salaries and Wages	\$	757.00
Other Expenses	\$	25.00
Aid to Volunteer Fire Companies	\$	-
Springfield	\$	6,250.00
Juliustown	\$	6,250.00
Jacksonville	\$	6,250.00
First Aid Organization Contributions	\$	-
First Aid Contribution	\$	8,250.00
<u>Public Works</u>	\$	-
Streets/Roads	\$	-
Other Expenses	\$	35,000.00
Trash Collection	\$	-
Other Expenses	\$	22,150.00
Public Buildings and Grounds	\$	-
Other Expenses	\$	4,500.00
Vehicle Maintenance	\$	-
Other Expenses	\$	4,500.00
<u>Health and Human Services</u>	\$	-

Board of Health	\$	-
Other Expenses	\$	50.00
Animal Control	\$	-
Other Expenses	\$	25.00
<u>Parks and Recreation</u>	\$	-
Parks-Sports Program	\$	1,250.00
Parks Maintenance	\$	2,000.00
<u>Utility Expenses and Bulk Purchases</u>	\$	-
Electricity	\$	3,875.00
Street Lighting	\$	12,750.00
Telephone	\$	1,750.00
Natural Gas	\$	2,500.00
Telecommunications	\$	300.00
Gasoline	\$	11,000.00
Trash Disposal-Burl OWM-cancelled 15,000	\$	26,250.00
Recycling	\$	-
Recycling Carts	\$	1,400.00
Recycling Buckets	\$	150.00
<u>Uniform Construction Code</u>	\$	-
Appropriations Offset by Dedicated	\$	-
Revenues (N.J.A.C. 5:23-4.17)	\$	-
Construction	\$	-
Salaries and Wages	\$	15,625.00
Other Expenses	\$	592.00
County Share of PILOT	\$	536.00
		<hr/>
Total Operations		527,983.00
		<hr/>
Contribution To:		
Social Security System (O.A.S.I.)	\$	19,250.00
Defined Contribution Retirement Program	\$	500.00
		-
Public Employees Retirement System	\$	43,600.00
Police and Firemen's Retirement System of N.J.	\$	135,200.00
Federal and State Grants		-
Safe & Secure Grant:		-
Salaries and Wages	\$	20,082.00
Other Expenses	\$	6,825.00
Municipal Drug Alliance		-
		-
<u>Debt Service</u>		-
Payment of Bond Principal		240,000.00
Payment of Bond Anticipation Notes & Capital Notes		
Interest on Bonds		154,129.00
Interest on Notes		-
		<hr/>
Other Appropriations		619,586.00
		<hr/>
Total of All Appropriations	\$	1,147,569.00
		<hr/> <hr/>

Calculation for Maximum Temporary Budget

2012 Total Budget	\$ 3,326,272.00
Less:	
Capital Improvement Fund	
Debt Service	<u>454,788.00</u>
 Total Debt Service	 <u>454,788.00</u>
	2,871,484.00
	<u>26.25%</u>

Maximum Temporary Budget (Excluding Public Assistance [State Aid Agreement], Debt Service and Capital Improvement Fund)	<u><u>\$ 753,765.00</u></u>
--	-----------------------------

2013 Temporary Budget	\$ 1,147,569.00
Less:	
Capital Improvement Fund	
Debt Service	
 Total Debt Service	 <u>394,129.00</u>
	<u><u>\$ 753,440.00</u></u>

Additional Temporary Appropriations Allowed for 2013 (A minus B)	<u><u>\$ 325.00</u></u>
--	-------------------------

Mr. Frank made a motion seconded by Mr. Sobotka to approve Resolution No. 2013-01-05. Mr. McDaniel stated that he swung by the municipal building on both Christmas Eve and New Year's Eve and it appeared dead and the Manager has recommended changing the three floating holidays to fixed holidays. Mr. Frank amended his motion seconded by Mr. Sobotka to approve the resolution with the changes recommended by the Manager making Columbus Day, Christmas Eve and New Year's Eve fixed holidays. All were in favor. Motion carried.

RESOLUTION 2013-01-05

**A RESOLUTION OF THE SPRINGFIELD TOWNSHIP COUNCIL
LISTING LEGAL HOLIDAY**

WHEREAS, it is the intent of the Township Council of the Township of Springfield to observe certain holidays for the year 2013; and

WHEREAS, Springfield Township Council wishes to make the municipal services more accessible to the public; and

WHEREAS, in order to make municipal services more accessible to the public Springfield Township Council will honor the following eleven holidays in which the Municipal Building will be closed:

January 1, 2013	New Year's Day
January 21, 2013	Martin Luther King
February 18, 2013	Presidents' Day
March 29, 2013	Good Friday
May 27, 2013	Memorial Day
July 4, 2013	Independence Day
September 2, 2013	Labor Day
October 14, 2013	Columbus Day
November 11, 2013	Veterans' Day
November 28, 2013	Thanksgiving Day
November 29, 2013	Day after Thanksgiving
December 24, 2013	Christmas Eve
December 25, 2013	Christmas Day
December 31, 2013	New Year's Eve

NOW THEREFORE BE IT RESOLVED, that the aforesaid list of holidays be legal holidays for Springfield Township in the year 2013; and

BE IT FURTHER RESOLVED that a copy of the holidays be posted on the Official Bulletin Board in the Municipal Building.

Mr. Frank made a motion seconded by Mr. Hlubik to approve Resolution No. 2013-01-06. All were in favor. Motion Carried.

RESOLUTION 2013-01-06

**A RESOLUTION OF THE SPRINGFIELD TOWNSHIP COUNCIL
AUTHORIZING THE TAX COLLECTOR TO CANCEL SMALL BALANCES**

WHEREAS, N.J.S.A. 40A:5-17 allows for the cancellation of property tax overpayments or delinquent amounts in the amounts of less than Ten (\$10.00) Dollars.

WHEREAS, the governing body may authorize the Tax Collector to process, without further action on their part, any cancellation of property tax overpayments or delinquencies of less than \$10.00

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of Springfield Township, County of Burlington, State of New Jersey, hereby authorize the Tax Collector to cancel said tax amounts as deemed necessary.

BE IT FURTHER RESOLVED that a certified copy of this resolution be forwarded to the Tax Collector, the Chief Financial Officer and the Municipal Auditor.

Mr. Sobotka made a motion seconded by Mr. Frank to approve Resolution No. 2013-01-07. All were in favor. Motion carried.

RESOLUTION 2013-01-07

**A RESOLUTION OF SPRINGFIELD TOWNSHIP COUNCIL
APPOINTING FUND COMMISSIONERS TO BURLINGTON COUNTY
MUNICIPAL JOINT INSURANCE FUND**

WHEREAS, the Township of Springfield is a current member of the Burlington County Municipal Joint Insurance Fund, also known as BURLCO JIF; and

WHEREAS, according to the by-laws of said fund the Township must appoint a Fund Commissioner and Alternate Commissioner to the fund.

NOW, THEREFORE, BE IT RESOLVED by the governing body of the Township of Springfield, County of Burlington and State of New Jersey, that the Township of Springfield does hereby appoint the following individuals as Commissioners to the Burlington County Joint Insurance Fund:

1. Fund Commissioner
J. Paul Keller, Manager
2. Alternate Fund Commissioner
Peter Sobotka, Councilmember

Mr. Sobotka made a motion seconded by Mr. Hlubik to approve Resolution No. 2013-01-08. Under g of the agreement it states that the fund commissioner should attend and participate in the safety meetings. Mr. Keller stated that he normally only attends if a situation occurred that would require his presence. Mr. Sobotka amended his motion to approve Resolution 2013-01-08 seconded by Mr. Marinello with a revision to the agreement changing section g to read that the Fund Commission would attend Safety meetings when requested by the Township. All were in favor. Motion carried.

RESOLUTION 2013-01-08

**A RESOLUTION OF THE SPRINGFIELD TOWNSHIP COUNCIL
APPOINTING A RISK MANAGEMENT CONSULTANT TO**

BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND

WHEREAS, the Governing Body of Springfield Township is a member of the Burlington County Municipal Joint Insurance Fund, a self insurance pooling fund, and;

WHEREAS, the Bylaws of said Fund allow that each municipality appoint a RISK MANAGEMENT CONSULTANT to perform various professional services as detailed in the Bylaws, and;

WHEREAS, the Bylaws indicate a fee not to exceed six percent (6%) of the Municipal Assessment which expenditure represents reasonable compensation for the services required and was included in the cost considered by the Governing Body; and

WHEREAS, N.J.S.A. 40A:11-5(1)(m), specifically exempts the hiring of insurance consultants from competitive bidding as an extraordinary unspecifiable service; and

WHEREAS, the experience, knowledge of public insurance and risk management issues judgmental nature required of a Risk Management Consultant’s are clearly an extraordinary unspecifiable service which therefore render comparative bidding impractical;

NOW, THEREFORE, BE IT RESOLVED that the Governing Body of Springfield Township does hereby appoint EJA/Capacity Insurance as its Risk Management Consultant in accordance with 40A:11-5; and

BE IT FURTHER RESOLVED that the Governing Body is hereby authorized and directed to execute the Consultant’s Agreement annexed hereto and to cause a notice of this decision to be published according to N.J.S.A. 40A:11-5(1)(a)(I).

Mr. Frank made a motion seconded by Mr. Hlubik to approve Resolution No. 2013-01-09. All were in favor. Motion carried

RESOLUTION 2013-01-09

**A RESOLUTION OF THE SPRINGFIELD TOWNSHIP COUNCIL
AUTHORIZING A CASH MANAGEMENT PLAN**

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

WHEREAS, P. O. 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:5-2 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 Springfield Township and the Treasurer shall deposit and manage its funds pursuant to this plan:

Definitions

1. Treasurer shall mean the Treasurer of Springfield Township.
2. Fiscal Year shall mean the twelve month period ending December 31st.
3. Cash Management Plan shall mean that plan as approved by resolution.

Designation of Depositories

At least once each fiscal year the governing body shall by resolution designate the depositories for Springfield 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:5-4.

Authority to Invest

The governing body shall pass a resolution at its first meeting of the fiscal year designating the Springfield Township official who shall make and be responsible for municipal deposits and investments.

Investment Instruments

The Treasurer shall invest at her discretion in any investment instrument as approved by the State of New Jersey in accordance with N.J.S.A. 40A:5-15.1.

Records and Reports

1. The Treasurer shall report all investments in accordance with N.J.S.A. 40A:5-15.2.
2. At a minimum the Treasurer shall:
 - a. Keep a record of all investments.
 - b. Keep a cash position record which reveals, on a daily basis, the status of the cash in its bank accounts.
 - c. Confirm investments with the governing body at the next regularly scheduled meetings.
 - d. Report monthly to the governing body as to the status of cash balances in bank accounts, revenue collection, interest rates and interest earned.

Cash Flow

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

4. The Treasurer shall ensure that funds are borrowed for Capital Projects in a timely fashion.

Mr. Sobotka made a motion seconded by Mr. Frank to approve Resolution No. 2013-01-10. All were in favor. Motion carried.

RESOLUTION 2013-01-10

RESOLUTION AUTHORIZING THE TAX ASSESSOR OF THE TOWNSHIP OF SPRINGFIELD TO FILE APPEALS, OMITTED AND ADDED ASSESSMENT APPEALS AND ROLLBACK COMPLAINTS WITH THE BURLINGTON COUNTY BOARD OF TAXATION

WHEREAS, a statutory provision is made for review and correction of errors prior to certification of an assessment list; and

WHEREAS, provision is also allowed for the discovery and correction of errors after establishment of the tax rate; and

WHEREAS, changes in property ownership at times necessitates adjustment in the veteran's and/or senior citizens' deduction allowed on the assessment list; and

WHEREAS, responsibility for maintenance and correction of the assessment list rests with the local Tax Assessor subject to specific laws and regulations.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Springfield, County of Burlington and State of New Jersey that the Tax Assessor is hereby authorized to file with the Burlington County Board of Taxation all such appeals, including Omitted and Added Assessment Appeals, as may be necessary to maintain accuracy and equality in the assessment list of the Township of Springfield; and

BE IT FURTHER RESOLVED that the Tax Assessor is hereby authorized to file with the County of Burlington Board of Taxation Rollback Complaints; and

BE IT FURTHER RESOLVED that the Tax Assessor is hereby authorized to execute Stipulations of Settlement on behalf of the Township of Springfield; and

BE IT FINALLY RESOLVED that a certified copy of this resolution accompany any appeal filed by the Tax Assessor with the Burlington County Board of Taxation.

Mr. Sobotka made a motion seconded by Mr. Frank to approve Resolution No. 2013-01-11. All were in favor. Motion carried

RESOLUTION 2013-01-11

RESOLUTION OF THE SPRINGFIELD TOWNSHIP COUNCIL AUTHORIZING THE RENEWAL OF THE TERM OF AN INTERLOCAL SERVICES AGREEMENT WITH BORDENTOWN,

**CHESTERFIELD AND NORTH HANOVER
CONCERNING EXTRA DUTY ASSIGNMENT OF POLICE OFFICERS**

WHEREAS, the Townships of Springfield, Bordentown, Chesterfield and North Hanover are neighboring Townships in Northern Burlington County; and

WHEREAS, their Police Departments provide traffic control and other off-duty police services to third parties; and

WHEREAS, the Townships often rely upon each other for additional officers to provide such services to third parties; and

WHEREAS, the Township has entered into an Interlocal Services Agreement with the aforementioned Townships which requires annual renewal; and

WHEREAS, the Township wishes to renew the Interlocal Services Agreement in accord with its terms until December 31, 2013.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of Springfield Township, County of Burlington, State of New Jersey, that the Mayor and Clerk be and are hereby authorized and directed to notify the Townships of Bordentown, Chesterfield and North Hanover that the Council has elected to renew the agreement for the ensuing year until December 31, 2013 and provide each Township with a certified copy of this Resolution.

Mr. Frank made a motion seconded by Mr. Hlubik to approve Resolution No. 2013-01-12. All were in favor. Motion carried.

RESOLUTION 2013-01-12

**A RESOLUTION OF THE SPRINGFIELD TOWNSHIP COUNCIL
PROVIDING FOR THE DESIGNATION OF AUTHORIZED DEPOSITORS,
OFFICIAL NEWSPAPERS, MEETING TIMES
AND OTHER PROCEDURAL REQUIREMENTS**

BE IT RESOLVED, by Township Council of the Township of Springfield assembled in public session this 2nd day of January 2013 as follows:

1. Beneficial Bank, TD Bank, Bank of America, Susquehanna Bank, Wells Fargo, Sovereign Bank, 1st Constitution Bank and PNC Bank are hereby designated as the depositories for any and all funds of the Township. The custodian shall be the Township Treasurer. All disbursements shall be made by check and signed by the Mayor or the Deputy Mayor and the Manager or the Treasurer. The voucher will thereafter be presented to Township Council at its next meeting for ratification.
2. The Burlington County Times and the Register News are hereby designated as the Official Newspapers for all public notices required by law.
3. The first Thursday and the second Wednesday of each month at 7:30 PM prevailing time, at the Springfield Township Municipal Building, 2159 Jacksonville-Jobstown Road, are designated as the regular meeting dates for

the Township Council. The meeting held on the 2nd Wednesday is designated as the formal meeting of Township Council for the receipt of public comments, subject to further changes as may be determined by Council.

- 4. The rate of interest to be charged for the non-payment of taxes or Added Assessments in the event that any payment or any installment is not made within the tenth (10) calendar date after the date the same shall become payable, shall be eight percent (8%) per annum on the first one thousand five hundred dollars (\$1,500) of the delinquency, and eighteen percent (18%) on any amount in excess of one thousand five hundred dollars (\$1,500) which shall be computed and charged to the principal sum due. Taxpayers with a delinquency in excess of \$10,000 who fail to pay delinquency prior to the end of the calendar year shall be charged a penalty of six percent (6%) of the delinquency.
- 5. A service charge of twenty dollars (\$20) will be added on an account which was by check or other written instrument returned for insufficient funds. The Tax Collector may require further payment to be tendered in cash or by certified or cashier's check.
- 6. A one hundred dollar (\$100) fee will be charged for a duplicate Tax Sale Certificate.
- 7. The Tax Collector is hereby authorized to discontinue the collection of interest for taxes in sums less than five dollars (\$5).
- 8. A petty cash fund in the amount of one hundred dollars (\$100) is established pursuant to R.S. 40A:5-21 for utilization by the Township Treasurer's Office. The Treasurer shall be custodian of such funds, provided that such funds shall be closed out prior to December 31, 2013, as provided by law.
- 9. Mileage reimbursement for Township Employees and Township Council to use their personal vehicles to attend to Township business shall be the amount fixed by the Internal Revenue Service for deductibility of mileage.

BE IT FURTHER RESOLVED, that copies of this Resolution be submitted to the appropriate Township officials for their information, attention and compliance

Mr. Sobotka made a motion seconded by Mr. Frank to approve Resolution No. 2013-01-13. All were in favor. Motion carried.

RESOLUTION 2013-01-13

A RESOLUTION OF THE TOWNSHIP OF SPRINGFIELD ADOPTING A FORM REQUIRED TO BE USED FOR THE FILING OF NOTICES OF TORT CLAIM AGAINST THE TOWNSHIP OF SPRINGFIELD 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 Township of Springfield is a public entity covered by the provisions of the New Jersey Tort Claims Act,, and

WHEREAS, the Township of Springfield deems it advisable, necessary and in the public interest to adopt a Notice of Tort Claim form in the form attached hereto and made a part hereof, and

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Springfield, assembled in public session this 2nd day of January, 2013, that the attached Notice of Tort Claim form be and hereby is adopted as the official Notice of Tort Claim form for the Township of Springfield, and

BE IT FURTHER RESOLVED, that all persons making claims against the Township of Springfield, 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 requirements of the New Jersey Tort Claims Act.

BE IT FURTHER RESOLVED that a certified copy shall be provided to the Administrator and Solicitor of the Burlington County Municipal Joint Insurance Fund for their information and records.

Public Comment

Hearing none, Mr. Sobotka made a motion seconded by Mr. Frank to close public comment. All were in favor. Motion carried.

Council Members Comments

Mr. Sobotka asked Council for permission for the Recreation Committee to sponsor a blood drive in the municipal building. Council agreed that this was a good idea.

Mr. Sobotka has been reading in the paper that the prices of houses in New Jersey are going up by about 4.3 percent. Mr. McDaniel asked if someone appealed their assessment and had it lowered would that go back up if market prices rise and Mr. Keller stated that only if the Township does a reassessment. Council had discussion as to whether it was a good decision to move forward with the reassessment at this time and Mr. Frank stated that whether prices continue to rise or not a reassessment brings everyone in line with the market which makes it fair for all residents not just those who appeal their assessment. He

added that it also helps with budgeting because you don't know at the time you do the budget what the outcome of the tax appeals will be.

Mr. Sobotka stated that the tax collection rate is down around 95% which will affect our budget next year. Mr. Frank noted that we collect taxes for other entities and need to reserve for those uncollected funds.

Mr. Sobotka talked to Mr. Keller and Mr. Eggleston about Mt. Pleasant Rd. and the amount of potholes and Mr. Frank had suggested in the past giving the road to the County and this may be a good time. Council agreed that we could approach the County and see if they would agree to take over the road. Mr. Frank is encouraged by the fact that Council has come together and put some funding in place to undertake some of these road projects.

Mr. Sobotka made a motion seconded by Mr. Marinello to adjourn the meeting. All were in favor. Motion carried. The meeting adjourned at 6:30 PM.

Respectfully submitted,

Patricia A. Clayton, RMC
Township Clerk