

**GREEN TOWNSHIP COMMITTEE
JANUARY 2, 2013**

CALL TO ORDER

The January 2, 2013, reorganization meeting of the Green Township Committee was called to order at 6:06 p.m.

PLEDGE OF ALLEGIANCE

Mrs. Peralta read the statement of adequate notice.

OATH OF OFFICE:

Mr. Daniel Conkling and Mr. Steve Kurzeja were sworn in to the Township Committee by Mrs. Peralta.

ROLL CALL: Mr. Bilik, Mr. Conkling, Mr. Kurzeja and Mrs. Phillips

Also present: Clerk/Administrator, Mrs. Peralta

Absent: Mr. Chirip

NOMINATIONS FOR MAYOR FOR 2012

1. Call for Nominations: Mrs. Peralta called for nominations for Mayor
Mrs. Phillips nominated Mr. Conkling
2. Close of Nominations: There being no further nominations, Mrs. Peralta closed nominations
3. Roll Call Vote

	AYE	NAY	ABSTAIN	ABSENT
Mr. Bilik	X			
Mr. Chirip				X
Mr. Conkling	X			
Mr. Kurzeja	X			
Mrs. Phillips	X			

4. Oath of Office to Mayor – Mr. Conkling was sworn in to office by Mrs. Peralta. Congratulations Mayor Conkling!

MAYOR PRESIDING:

NOMINATIONS FOR DEPUTY MAYOR FOR 2013

1. Call for Nominations: Mayor Conkling called for nominations for Deputy Mayor
Mr. Kurzeja nominated Mrs. Phillips
2. Close of Nominations: There being no further nominations, Mayor Conkling closed nominations
3. Roll Call Vote

	AYE	NAY	ABSTAIN	ABSENT
Mr. Bilik	X			
Mr. Chirip				X
Mr. Conkling	X			
Mr. Kurzeja	X			
Mrs. Phillips	X			

4. Oath of Office to Deputy Mayor – Mrs. Phillips was sworn in to office by Mrs. Peralta. Congratulations Deputy Mayor Phillips!

LOOKING AHEAD – 2013 Mayor Conkling thanked the Committee and is honored to serve as Mayor. He has just completed his 12th year on the Committee and is now serving his 6th term as Mayor. Mayor Conkling thanked Mr. Roger Michaud for his years of service on the Township Committee and wishes him the best in his future endeavors. Looking ahead, Mayor Conkling mentioned several projects to be done this year such as new salt shed for DPW, new ambulance for First Aid Squad, new car for the township, more recreational fields and provide back-up power for municipal and DPW buildings in case of power outages. Mayor Conkling also welcomed Mr. Steve Kurzeja to the Committee.

EXECUTIVE SESSION:

Mrs. Phillips made a motion at 6:18 p.m. to enter Executive Session to interview candidates for Township Attorney.

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Seconded: Mr. Bilik
Discussion: None

	AYE	NAY	ABSTAIN	ABSENT
Mr. Bilik	X			
Mr. Chirip				X
Mr. Conkling	X			
Mr. Kurzeja	X			
Mrs. Phillips	X			

Mrs. Phillips excused herself from interviewing candidates due to conflict of interest.

The Committee returned from Executive Session at 7:31 p.m.

**ANNOUNCEMENT OF TOWNSHIP COMMITTEE ASSIGNMENTS AND
TOWNSHIP COMMITTEE BOARD/COMMISSION LIAISONS**

Mayor Conkling reviewed the Township Committee Assignments and Township Committee Boards/Commission Liaisons

Committee	Representative	Alternate
Administrator Liaison	Conkling	Phillips
Board of Education	Bilik	Kurzeja Phillips
Cable TV Representative	Bilik Kurzeja	
Construction Department	Conkling	Bilik
Court Committee	Conkling Phillips	Bilik
Emergency Services	Conkling	Bilik
Finance/Tax Departments	Chirip	Conkling
Fire Department Liaison	Chirip Conkling	Bilik
“Grapevine” Consulting Editor	Phillips	Conkling
Insurance Representatives	Phillips	Kurzeja
Personnel	Conkling Phillips	Chirip
Public Buildings and Grounds and Public Works Dept.	Chirip	Conkling
Recreation Advisory Committee	Phillips Bilik	Kurzeja
Developer’s Agreement Review	Conkling	Bilik Phillips
Planning Board Rep.	Scott Holzhauer	
Township Attorney	TBA.	
Township Engineer	John Miller, PE	
Green Township Day	Phillips Bilik	Kurzeja
Trinca Airport Committee	Bilik	Conkling

ORDINANCES/RESOLUTIONS

Consent Agenda 1. Administration Resolutions:

- Resolution 2013-01 - Appoint Mayor
- Resolution 2013-02 - Appoint Deputy Mayor
- Resolution 2013-03 - Establish Meeting Schedule for 2013
- Resolution 2013-04 - Designate Official Newspapers
- Resolution 2013-05 - Appointment of Township Officials

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Motion: Mr. Bilik
 Seconded: Mrs. Phillips
 Discussion: Mr. Bilik asked if there are any other newspapers to use as the official newspaper. After brief discussion it was determined that the New Jersey Herald is the only Sussex County daily newspaper.

	AYE	NAY	ABSTAIN	ABSENT
Mr. Bilik	X			
Mr. Chirip				X
Mr. Kurzeja	X			
Mrs. Phillips	X			
Mr. Conkling	X			

Consent Agenda 2. Township Professional Appointments/Contracts

Resolution 2013-06 - Appointment of Township Professionals

Resolution 2013-08 - Appoint Township Attorney

Mr. Bilik made a motion to appoint Richard A. Stein, Esq. of Laddey, Clark & Ryan, LLP to Township Attorney and Ursula Leo as secondary.

Seconded: Mr. Kurzeja

Discussion: None

	AYE	NAY	ABSTAIN	ABSENT
Mr. Bilik	X			
Mr. Chirip				X
Mr. Kurzeja	X			
Mrs. Phillips			X	
Mr. Conkling	X			

Mrs. Peralta noted the change in Resolution 2013-11 will be to appoint Special Counsel, Kevin Kelly, at the rate of \$150.00 per hour as per proposal in December 2012

Resolution 2013-07 - Appoint Township Auditor

Resolution 2013-09 - Appoint Prosecuting Attorney

Resolution 2013-10 - Appoint Township Engineer

Resolution 2013-11 - Appoint ~~Public Defender~~ Special Counsel

Resolution 2013-12 - Appoint Professional Planners

Resolution 2013-13 - Appoint Bond Counsel

Resolution 2013-14 - Appoint Computer Technical Assistant

Resolution 2013-15 - Appoint Open Space Advisor

Motion: Mrs. Phillips

Seconded: Mr. Bilik

Discussion: None

	AYE	NAY	ABSTAIN	ABSENT
Mr. Bilik	X			
Mr. Chirip				X
Mr. Kurzeja	X			
Mrs. Phillips	X			
Mr. Conkling	X			

Consent Agenda 3. Board/Committee Appointments – Appointment by Committee

Resolution 2013-16 - Board of Adjustment Appointments

Resolution 2013-17 - Open Space Advisory Committee Appointments

Motion: Mrs. Phillips

Seconded: Mr. Kurzeja

Discussion: None

	AYE	NAY	ABSTAIN	ABSENT
Mr. Bilik	X			
Mr. Chirip				X

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Mr. Kurzeja	X			
Mrs. Phillips	X			
Mr. Conkling	X			

Consent Agenda 4. Board/Committee Appointments – Appointment by Mayor

Resolution 2013-18 - Environmental Committee Appointments
 Resolution 2013-19 - Recreation Advisory Committee Appointments
 Resolution 2013-20 - Planning Board Appointments
 Motion: Mrs. Phillips
 Seconded: Mr. Kurzeja
 Discussion: None

	AYE	NAY	ABSTAIN	ABSENT
Mr. Bilik	X			
Mr. Chirip				X
Mr. Kurzeja	X			
Mrs. Phillips	X			
Mr. Conkling	X			

Consent Agenda 5. Financial

Resolution 2013-21 - Fix Fees for Delinquent Taxes and/or Assessments
 Resolution 2013-22 - Authority to Sign for Expenses
 Resolution 2013-23 - Model Cash Management Plan
 Resolution 2013-24 - Authorize Temporary Appropriations (Temporary Budget)
 Resolution 2013-25 - Authorize the Finance Office to Maintain Petty Cash Fund
 Resolution 2013-26 - Self-Examination of Budget Resolution
 Resolution 2013-27 - Signature authorization Attorney and Assessor for appeals
 Motion: Mrs. Phillips
 Seconded: Mr. Bilik
 Discussion: None

	AYE	NAY	ABSTAIN	ABSENT
Mr. Bilik	X			
Mr. Chirip				X
Mr. Kurzeja	X			
Mrs. Phillips	X			
Mr. Conkling	X			

Consent Agenda 6. Emergency Management

Resolution 2013-28 - Appoint Emergency Management Defense Council
 Motion: Mr. Bilik
 Seconded: Mr. Kurzeja
 Discussion: Mr. Bilik informed the Committee that Mr. Ken Lang has been appointed Chief of the Green Township Volunteer Fire Department and Jon Dooley as the Assistant Chief for 2013.

	AYE	NAY	ABSTAIN	ABSENT
Mr. Bilik	X			
Mr. Chirip				X
Mr. Kurzeja	X			
Mrs. Phillips	X			
Mr. Conkling	X			

Consent Agenda 7. Minutes ready for approval

December 17, 2012, regular and executive session
 Motion: Mr. Bilik
 Seconded: Mrs. Phillips
 Discussion: None

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	AYE	NAY	ABSTAIN	ABSENT
Mr. Bilik	X			
Mr. Chirip				X
Mr. Kurzeja			X	
Mrs. Phillips	X			
Mr. Conkling	X			

NEW BUSINESS: None

DISCUSSIONS:

1. Greendell and Tranquility Post Offices: The Committee reviewed and discussed the leases for both the Greendell and Tranquility Post Offices. Mayor Conkling suggested renewing the 5 year lease for the Greendell Post Office based upon the Township Attorney's approval and that it is in the best interest of the town. There was discussion on the future of the post offices.

Motion: Mrs. Phillips
 Seconded: Mr. Kurzeja
 Discussion: No further discussion

	AYE	NAY	ABSTAIN	ABSENT
Mr. Bilik		X		
Mr. Chirip				X
Mr. Kurzeja	X			
Mrs. Phillips	X			
Mr. Conkling	X			

CORRESPONDENCE: None noted

MATTERS FROM THE CLERK/ADMINISTRATOR: Mrs. Peralta asked the Committee to review a draft letter notifying the Township Professionals of the Committee's new policy to RFP on a regular basis through a fair and open process. Mrs. Phillips suggested changing the letter to explain that the Township Committee will examine contracts during the 3rd quarter of each year and determine those which may be advertised. Mayor Conkling explained the process to Mr. Kurzeja. The Committee agreed to the change. Letters will be sent to the Professionals.

The Bond Ordinance cannot be introduced until the Annual Debt Statement is sent to the State, which Mrs. Padula, CFO, is currently working on. The Bond Ordinance will be introduced at the January 22, 2013, meeting.

Mrs. Peralta informed the Committee that the Township car has no brakes. Once the Bond Ordinance has been introduced and adopted, \$30,000.00 will be budgeted for a new car.

MATTERS FROM THE GOVERNING BODY: Mr. Bilik informed the Committee of a Grant Writing class being held by the League of Municipalities, March 21-22, 2013, in Mount Olive. The fee is \$450.00 and includes CEUs. There was a brief discussion on who would have the time to do grant writing. Mrs. Desiree Dunn, Secretary, Planning Board and Board of Adjustment, has experience in grant writing. Mr. Bilik will speak with Mrs. Desiree Dunn to see if she has any interest and the time to attend. Mrs. Peralta will obtain the wish list for bonds from Mrs. Padula, CFO, and forward to Mr. Bilik.

Mrs. Phillips asked about the issues with the DPW trucks. Mayor Conkling stated that Mr. Perigo, DPW Supervisor, was able to fix the problem on one of the trucks.

Mayor Conkling mentioned that residents are plowing/pushing snow into the streets. The snow then freezes creating a dangerous situation on the township roads. There is an Ordinance prohibiting residents from depositing snow or ice in the streets. Mayor Conkling also has concerns for the safety of the employees in the municipal building. It was suggested to install a glass bullet-proof door in the hallway just past the court

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window with panic buttons, a bullet proof window at the receptionist’s desk, etc. to ensure the safety of the employees. The Committee was in agreement.

MATTERS FROM THE DPW SUPERVISOR: None

PUBLIC COMMENTS/QUESTIONS: None

ADJOURNMENT:

Motion: Mr. Bilik made a motion to adjourn at 8:22 p.m.

Seconded: Mrs. Phillips

Discussion: None

	AYE	NAY	ABSTAIN	ABSENT
Mr. Bilik	X			
Mr. Chirip				X
Mr. Kurzeja	X			
Mrs. Phillips	X			
Mr. Conkling	X			

*ALL RESOLUTIONS AND ORDINANCES ARE ATTACHED TO AND MADE PART OF THESE MINUTES

Linda Peralta, RMC
Clerk/Administrator

Date Approved