

**GREEN TOWNSHIP COMMITTEE
DECEMBER 1, 2014**

CALL TO ORDER

The December 1, 2014, meeting of the Green Township Committee was called to order at 7:06 p.m.

PLEDGE OF ALLEGIANCE

ADEQUATE NOTICE: Mrs. Peralta read the statement of adequate notice.

ROLL CALL: Present: Mr. Conkling, Mrs. Phillips, Mr. Chirip, Mr. Kurzeja, and Mr. Reinbold

Also present: Mrs. Linda Peralta, Clerk/Administrator; Mr. Richard Stein, Township Attorney; Mrs. Patty DeClesis, Deputy Clerk; and Mr. Watson Perigo, Municipal Department Head

EXECUTIVE SESSION:

Mr. Stein read Resolution ES2014-16 to enter into executive session to discuss contract negotiations.

Mr. Chirip made a motion at 7:08 p.m. for the Committee to enter into Executive Session

Seconded: Mrs. Phillips

Discussion: None

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

The Committee returned from Executive Session at 7:29 p.m.

Presentation by Mr. Wayne Dietz, Risk Manager, Skyland's Risk Management, Inc. - Mr. Dietz presented Ethics in the Workplace (Presentation and questions are attached to and made part of these minutes).

DISCUSSIONS:

- a. **Mr. John Tremper Maintenance Hangar Lease** – Mr. Stein prepared a draft lease agreement for the maintenance garage at Trinca Airport. The agreement states that the lessee will pay all of the utility charges and the Township will have the right of entry. The Committee briefly discussed the agreement and the responsibility of issuing NOTAMs. After discussion the Committee agreed that as part of his obligation Mr. Tremper will issue NOTAMs to the FAA based on his professional opinion of the field conditions and at the Township administration's request. The Committee agreed with the monthly fee of \$145.00 plus utilities.

Motion: Mr. Chirip

Seconded: Mr. Reinbold

Discussion: None

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

CONSENT AGENDA:

- a. **Resolution 2014-166 – Revise the Township's Unemployment Compensation From Payments in Lieu of Contributions "Reimbursement Billing" to Payment of Contributions**
- b. **Resolution 2014-167 – Authorize Suburban Consulting Engineers, Inc. to Prepare Boundary Survey for the Lot That Contains the Tranquility Post Office**
- c. **Resolution 2014-168 – Appoint Risk Management Consultant**
- d. **Resolution 2014-169 – Membership to Statewide Insurance Fund (01/01/2015 to 01/01/2018)**

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- e. Resolution 2014-170 – Blue Light Permit for Colin Kellaher, Patrick Murphy and Dennis Walker
- f. Resolution 2014-171 – Tax Refund – Corelogic Real Estate Tax Service
- g. Minutes ready for approval – November 10, 2014, regular and executive sessions

Motion: Mrs. Phillips
 Seconded: Mr. Reinbold
 Discussion: None

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

OLD BUSINESS:

- a. Ordinance 2014-13 – Capital Ordinance Appropriating the Sum of \$120,000.00 for the Purchase of a New Loader (Public Hearing)

Mayor Conkling opened the meeting for public comments. There being no public comments, Mr. Chirip motioned to close public hearing and adopt the Ordinance.

Seconded: Mrs. Phillips
 Discussion: None

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

- b. Ordinance 2014-14 – Repealing Article XII of Chapter 2 of the Municipal Code Terminating the Joint Municipal Court and Establishing the Municipal Court of the Township of Green (Public Hearing)

Mayor Conkling opened the meeting for public comments. There being no public comments, Mrs. Phillips motioned to close public hearing and adopt the Ordinance.

Seconded: Mr. Chirip
 Discussion: None

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

NEW BUSINESS: None

CORRESPONDENCE: Mrs. Peralta noted the following items for action:

- The Sussex County Sheriff's Department has invited the Mayor to attend a meeting on December 2, 2014, at 6:00 p.m. regarding the new Sussex County 911 Communications Center. The Center will be opening on December 11, 2014. Final coordination efforts will ensure a safe transition. There will be a dedicated alarm response call in number for Green Township. Residents will need to reprogram their home alarm systems with this new number. Mrs. Peralta was planning to use the Swift 911 system to send out a notification to Green Township residents. Mrs. Phillips also suggested reaching out to the NJ Herald to publish an article communicating the information.
- Confirmation of approval to have the property on Mackerley Road appraised for \$2,600.00. The Township is interested in purchasing the property as open space.

Motion: Mrs. Phillips

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Seconded: Mr. Chirip
Discussion: None

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

MATTERS FROM THE GOVERNING BODY: Mr. Chirip stated a resident on Pequest Road is interested in farmland preservation.

Mrs. Phillips had a chance to look at the fields at EverGreen Park. There is a section of the smaller soccer field that is not being used. The raised portion of this section contains the septic bed. Mrs. Phillips thought the lower portion of this section could be raised and leveled so that the unused section can be used as a playing area. Mrs. Peralta stated this could be part of maintenance plan. Mayor Conkling stated the Committee will look into and discuss further.

Mayor Conkling will not be at the next two Committee meetings including the reorganization meeting in January 2015. Mayor Conkling reviewed the 2014 projects.

MATTERS FROM THE TOWNSHIP CLERK/ADMINISTRATOR: Mrs. Peralta noted the following:

- Green Emergency Operations Plan will expire on April 5, 2015. The new OEM Coordinator will need to review with the Sheriff's Office. Mr. Stein spoke with the attorney for Frelinghuysen. Mr. Stein reviewed the intent of Green Township is that Mr. Ken Lang be named as Deputy OEM for Frelinghuysen and named as Green Township's OEM under the shared services agreement. Frelinghuysen will revise the agreement.
- Confirm approval of appraisal of the property on Mackerley Road for the potential open space purchase.

Motion: Mr. Chirip
Seconded: Mrs. Phillips
Discussion: None

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

- Draft final shared services agreement between the Town of Newton and Green Township for the consolidation of their municipal courts. The Committee discussed the cost of transportation of prisoners. Transportation will be done by the Newton Police Department at a cost of \$100.00 per officer. Any new cases received after December 12 will go to the Newton court. In the event special sessions are required, Green Township will be billed separately. Mr. Stein dictated Resolution 2014-172 Authorizing Green Township to Enter into an Interlocal Services Agreement for the Consolidation of the Municipal Courts.

Mrs. Phillips motioned to authorize the shared services agreement.

Seconded: Mr. Chirip
Discussion: None

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

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- Trinca Airport - Grinnell will demolish the Quonset hut beginning December 2, 2014. Yannuzzi removed duct work and installed a new wall, and removed the classroom. The next step is to install a door on the new wall and board up the holes where duct work was going through. They are concerned about the two windows that are now on the outside of the building. The windows are in terrible condition and are not secure. Yannuzzi offered to board up the windows however they must pay the prevailing wage of \$1,500.00. Mr. Perigo mentioned there is also an issue with the metal roof. There is a separation from the metal roof that needs to have a soffit installed. After a brief discussion, the DPW will repair the soffit/roof and will board up the windows. Mr. Perigo also mentioned the concrete slab remains where the classroom had been. He will direct the contractor to leave the slab.
- Mrs. Peralta spoke with the FEMA representative. The State is in the process of reviewing and will submit a Request for Information.
- Mrs. Jennifer Assante, leader of the CERT team, has asked for recognition for the members who have completed their training. Mrs. Peralta will have certificates and resolutions of recognition prepared for the reorganization meeting. Mrs. Assante also asked to purchase backpacks equipped with a hard hat, flashlight, and other equipment for each member. The backpacks are estimated to cost \$500.00 to \$600.00. Mrs. Peralta asked the Committee to think about for the next meeting. Mayor Conkling thanked Mrs. Assante,

MATTERS FROM THE TOWNSHIP ATTORNEY: None

MATTERS FROM THE MUNICIPAL DEPARTMENT HEAD: None

PUBLIC COMMENTS AND/OR QUESTIONS: None

ADJOURNMENT:

Mr. Chirip motioned to adjourn at 9:08 p.m.

Seconded: Mr. Kurzeja

Discussion: None

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

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



Linda Peralta, RMC
Clerk/Administrator

12/15/2014
Date Approved

Ethics in the Workplace

Presented by

Wayne F. Dietz

Skyland's Risk Management, Inc.

Guidelines for Managing Ethics in the Workplace

- 1. Managing ethics is a process.
- 2. The bottom line of an ethics program is achieving appropriate behaviors.
- 3. Best way to handle ethical dilemmas = avoid their occurrence in the first place.

Employee Ethics Policy

Standards help employees avoid the appearance of unethical behavior (checklists).

These codes of ethics are designed to prevent conflicts between an employee's private interests and public responsibilities.

Applies to all relationships at work
Management – client / customer
Management – employee
Employee – employer, co-worker, customer

Conflicts of Interest

- **Partiality / Nepotism:**
May not formally or informally participate in the decision to hire or promote a member of their immediate family.
- **Personal Relationships:**
Must disclose personal relationships, so that actions can be taken to minimize or remove any potential conflict of interest.
- **Fiscal Integrity:**
Employees should consider responsibilities to the town, the granting agency and the public at large when incurring costs.
Falsifying records or giving inaccurate or incomplete information violates municipal policy and may be illegal.

Supervisor's Role

If your Supervisor determines your Impartiality IS likely to be questioned:

- Assign responsibilities to someone else;
 Perception = Reality
 Be aware of appearance problems;
 they can be complex

Receiving Gifts

Local Government Ethics Law, N.J.S.A.
40A:9-22.1

A public employee or municipal official cannot accept a gift or gratuity if:

- The circumstances surrounding receiving the gift could be interpreted to show that the gift was given "to tempt the official to depart from sworn public duty"
- Person can violate the law, even if not "dishonest"
- The question is whether there is a "potential for conflict"

Code of Ethics for Officers and Employees of Municipalities and Counties

- A broadly worded statute
- The officer / employee must decide for himself
- Was a gift given to influence him in public duties

Local Finance Board

Governs conduct of officers and employees regarding ethics law

Code of Ethics prohibits officers, employees and members of their immediate family from:

- Soliciting gifts, favors, loans, etc.
- Receiving gifts, favors, loans, etc.
- Based on an understanding that the gift, etc. was given or offered for the purpose of influencing him directly or indirectly in the discharge of his official duties

Complaint Procedure

- Someone files a written complaint alleging employee's action violated the Code of Ethics
- Local Finance Board Investigates the complaint
- Local Finance Board decides whether the complaint is:
 - Within its jurisdiction or
 - Frivolous

Frivolous Complaint

- If outside jurisdiction / frivolous
- Board writes a decision regarding this conclusion
- Sends decision to person complaining
- Sends decision to officer / employee

If Board Decides Complaint is Not Frivolous

Not a determination complaint is valid -- just not frivolous and within the Board's jurisdiction

- Board notifies the accused employee / officer
- Board's staff conducts an investigation
- Accused can present a statement or other information within 30 days
- Board obtains additional information for other persons with relevant information

Conclusion of Investigation

- Board's staff presents results and information to the Board
- Board may direct complainant or accused to appear before the Board
- Accused may request to appear, but not required unless the Board directs.
- If the Board concludes no violation of Ethics Law, Board issues a notice of dismissal
 - Sends to the accused
 - Sends to complainant

If Violation Found

- If two-thirds vote by Board finds violation
- Board issues notice of violation to accused
- Within 30 days accused may request an administrative hearing to contest finding
- Must file request in Board's Office
- If not timely filed, the order deemed final
- If no hearing request or not timely filed, then order deemed final.

Administrative Hearing

- Can be conducted by Local Finance Board
- Board can transfer to the OAL as a "contested case"
- If transferred to OAL, Board reviews the initial decision by OAL and renders a final decision
- A finding that a violation was committed requires a two-thirds vote by the Board

Penalties

Fines: \$100 - \$500

- Removal – possibility
- Suspension – possibility
- Demotion – possibility
- Other disciplinary action – possibility

Penalties

Cont'd.

- If employee may be subjected to criminal prosecution, the Board must report its findings to County Prosecutor
- If other legal proceedings are necessary, the Board must report its findings to the State Attorney General
- Attorney General's office is taking active approach

Advisory Opinions

- Employee / officer can ask the Board for an opinion if concerned about future activities
- Advisory opinions generally not made public
- If two-thirds of the Board wants opinion public, then opinion is public
- Even if public, the name of the officer / employee generally not disclosed
- Cannot ask for opinion for conduct which has already occurred
- Must request opinion on future conduct

Financial Disclosure Forms

- Local government officials must complete the forms yearly
- List all sources of income, earned or unearned exceeding \$2,000
- List all gifts with a total value exceeding \$400 from a single source

Comparison to State Employee Restrictions

- State restrictions are stronger
- Not binding on municipal employees / officers, but are instructive
- State officers / employees and their immediate family may not accept "any gift, favor, service or other thing of value related in any way to the State's official's public duties"
- If officer / employee is given a gift, he must immediately report it to the agency's Ethics Liaison Officer

State's Ethics Code Zero Tolerance

Small Exception:

- Unsolicited gifts, benefits of trivial or nominal value
- Must not create an impression of conflict of interest or violation of public trust
- If vendor offers the same gifts, favors, services to member of the general public
- Can receive gifts from co-workers as long as not excessive or inappropriate for business environment

State's Guidelines Provide Examples

Unsolicited Nominal Gifts Offered to Public:

- Pocket or wall calendars
 - Where is calendar displayed
 - Does use of the calendar create an impression of an endorsement of the company
- Hats, coffee mugs, mouse pads
 - How is the product used by the officer / employee

Example

cont'd

- Municipal employees cannot accept:
Any gift or gratuity greater than \$25 from a member of the public or from a person or entity, etc. which has or may seek to have a business relationship with the Borough
- Employees must report to their administrator every gift received.
- Administrator must track the gifts

Example

cont'd

- Municipality created a fund to cover expenses of elected / appointed officials:
 - Attendance at community or charitable events
 - Where official is representing the municipality
 - If event is over \$100, personnel committee must approve it

Ethics Liaison Officer's Decision

If Ethics officer determined gift cannot be accepted:

- Gift must be returned
- A note should be given to donor
- Note should thank the individual and advise that ethics rule prohibit acceptance of gifts
- If the gift is perishable, item can be donated to charity

Plain Language Guide to Executive Ethics

- State Ethics Commission created this Guide
- Can Look at www.nj.gov/ethics to see the guide
- Guide sets forth FAQ
- Gives Examples

More Stringent Municipal Ordinances

Some municipalities have drafted more stringent limitations on gifts, etc.

One municipality prohibits elected or appointed officers from accepting:

Any type of gift, etc. of any value from a member of the public or from a person or entity, etc. which has or may seek to have a business relationship with the Borough or has or may have an application before the Mayor and Council or any Board or Committee of the Borough

State Criminal Violations

N.J.S.A. 2C:27-2 Provides that a person is guilty of Bribery if he Solicits, Accepts or Agrees to accept from another:

- A. Any benefit as consideration for a decision, opinion, recommendation, vote or exercise of discretion of a public servant, party official or voter on any public issue or in any public election; or
- B. Any benefit as consideration for a decision, vote recommendation of exercise of official discretion in a judicial or administrative proceeding; or

State Criminal Violations

cont'd

- C. Any benefit as consideration for a violation of an official duty of a public servant or party official; or
- D. Any benefit as consideration for the performance of official duties

State Crimes

cont'd

N.J.S.A. 2C:27-10 provides in part:

a public servant commits a crime if as a public servant he solicits, accepts or agrees to accept any benefit, to influence the performance of an official duty or to commit a violation of an official duty

N.J.S.A. 2C:30-2 – Official Misconduct

• A public servant is guilty of official misconduct when, with purpose to obtain benefit for himself or another or to injure or to deprive another of benefit:

- A) He commits an act relating to his office but constituting an unauthorized exercise of his official functions, knowing that such act is unauthorized or he is committing such act in an unauthorized manner; or
- B) He knowingly refrains from performing a duty which is imposed upon him by law or is clearly inherent in the nature of his office.

Official Misconduct...cont'd

• Official misconduct is a crime in the second degree. If the benefit obtained or sought to be obtained, or of which another is deprived or sought to be deprived, is of value of \$200.00 or less, the offense of official misconduct is a crime of the third degree.

Federal Crimes Recent Municipal Officials

- Mail fraud
- Extortion
- Numerous officials charged with:
Knowingly and willfully attempting to obstruct, delay, and affect interstate commerce by extortion under color of official right, by soliciting and accepting corrupt payments that were paid by another, with that person's consent, in exchange for defendant's and others' official influence in violation of Title 18, United States Code, Section 1951 (a) and 2.

Charged with accepting payments in exchange for supporting a company's efforts to be approved by Boards.

Outside Employment and Activities

You may not engage in outside employment or any other outside activity that conflicts with your official duties.

Such activity conflicts with your official duties if it violates a statute or regulations or would require you to be disqualified from matters so central or critical to performing your duties that your ability to perform your official duties would be materially impaired.

You also may not use your public office for private gain.

Supplementation of Public Salary

You generally may not accept any compensation from a non-Public source for your Government work.

(i.e. compensation from a concerned contractor / vendor, at any time)

Outside Employment and Activities

All employees annually disclose outside employment and/or business interests. All disclosures must be forwarded to the Ethics Commission for review. Outside activities disapproved by the employee's agency may be appealed to the Commission.

Outside Employment and Activities

Conflicts Law prohibits a government employee from undertaking employment or service reasonably expected to impair objectivity and independence of judgment or creates appearance of impropriety.

Outside Employment and Activities

Prohibits a government employee from receiving compensation from a source other than the local government for a matter related to his / her official duties.

Post - Employment

Ethical restrictions apply to public officers and employees after they leave service.

Post-employment refers to non-public employment engaged in after you retire or terminate all public employment. It does not apply to you leaving one public position for another.

Post-Government

Seeking Future Employment

Employees who have direct and substantial contact with any consultants or vendors doing business with the entity must refrain from seeking employment with those firms while still in public service.

If an employee is solicited for potential employment by a firm with which he / she has direct and substantial contact, that solicitation must be disclosed immediately to the employee's management and to the department ethics liaison officer.

Conflicts of Interest

Conflicts Law prohibits a government from disclosing information not generally available to the public which he / she acquires in the course of his / her official duties.

Confidentiality

Many public records are covered by laws or policies requiring confidentiality such as:

- Medical Privacy – Health Insurance Portability and Accountability Act
- Financial / tax documents

Employees may not use or disclose municipal records or information outside of the exercise of their job responsibilities.

Outside Employment and Activities

Outside Activity Licensed or Regulated by the State

All activities requiring occupational, trade, business, or professional licenses issued by a State agency must be reported. Such licenses include but are not limited to attorney, physician, nurse, pharmacist, engineer, real estate, insurance, private detective, and teacher.

Outside Employment and Activities

Political Activity

Lobbying, legislative advocacy and other political activities must never be done on public time or with municipal resources.

Outside Employment and Activities

Use of Public Resources

Public time and resources cannot be used for outside activities.

Telephones, fax machines, e-mail, copy machines, mail service and office supplies.

Solicitations of individuals you come into contact with through public job for outside activities or business are prohibited.

Fundraising

You may not solicit or otherwise support fundraising in the workplace

When is Recusal Required?

When financial or personal interest might reasonably be expected to impair an official's objectivity and independence of judgment in the exercise of his / her official duties or create an appearance of impropriety.

Recusal

Financial or Personal Interests

(Examples)

- Includes, but is not limited to:
- Outside employment;
- A financial relationship;
- A fiduciary relationship;
- A source of income;
- A matter pertaining to a relative or cohabitant;
- A matter pertaining to a business associate or business investment;
- A leadership role in a professional or trade organization.

What Should You Do if you are Asked to Recuse Yourself?

Seek advice from the agency's counsel, the agency's ethics liaison officer, or the Ethics commission.

Oral advice should be memorialized by a writing or included in public minutes so that a record exists.

Employee Responsibilities under

DO NOT~~

- Use non-public information to benefit yourself or anyone else.
- Solicit or accept gifts from persons or parties that do business with or seek official action from DOD (unless permitted by an exception).
- Make unauthorized commitments or promises that bind the Government.
- Use Public property for unauthorized purposes.
- Take jobs or hold financial interests that conflict with your Government responsibilities.
- Take actions that give the appearance that they are illegal or unethical.

DO~~

- Place loyalty to the Constitution, the laws, and ethical principles above private gain.
- Act impartially to all groups, persons, and organizations.
- Give an honest effort in the performance of your duties.
- Protect and conserve Public property.
- Disclose waste, fraud, abuse and corruption to appropriate authorities.
- Fulfill in good faith your obligations as citizens, and pay your Federal, State, and local taxes.
- Comply with all laws providing equal opportunity to all persons, regardless of their race, color, religion, sex, national origin, age, or handicap.

No matter what the ethics issue may be, if you're not sure what to do, check with your ethics counselor in advance!

**What You Should Do If Uncertain
Whether You Can Accept a Gift**

- Contact your Local Finance Board and seek an advisory opinion
- (609) 292-0479
- Ask your Administrator

Question:

1. Municipal employees are permitted to accept gifts valued at \$25.00 or less.
 - True
 - False

Answer:

False Local Government Ethics Law does not contain a dollar limit.

Question:

2. Which of the following is not considered a gift under the Ethics Rules?
 - Cash
 - Painting a municipal employee's house
 - A Loan
 - A plaque honoring the employee for his / her contributions to the regulated community.

Answer:

A plaque honoring the employee

Question:

3. Municipal officers and employees are not permitted to accept coffee, donuts, or bagels at a meeting with an agency vendor.
 - True
 - False

Answer:

False – Coffee, donuts etc. are not considered gifts under ethics rules.

Question:

4. What should you do when you receive a gift?
- Take it home
 - Return it to the donor
 - Contact your Administrator to report the receipt of the gift and to seek advice

Answer:

Contact your Administrator and seek advice.

Question:

5. Alice is the municipal engineer. She is currently reviewing a permit application submitted by ABC Company. ABC Company has sent two World Series tickets to Alice's husband, Jack. Jack may accept the tickets because he is not a municipal employee.
- True
 - False

Answer:

False – The Ethics Law prohibits gifts to members of an employee's immediate family

Question:

6. Joe is the Secretary of the Planning Board. During the Christmas holidays, a company that Joe deals with on a regular basis sends a large fruit basket and a 10 lb. box of chocolates to the office. Joe places the fruit and candy in the office lunchroom for all employees to enjoy. Are Joe's actions appropriate under ethics rules?

- Yes
- No

Answer :

No, Joe should contact his Administrator. If the items are perishable, the Administrator may donate them to a nonprofit agency.

Question:

7. A new Italian restaurant recently opened in the town. The restaurant sends out a flyer announcing that every Wednesday is "Police Officer Day" and all municipal police officers will receive a 20% discount. Are you permitted to accept the discount?

- Yes
- No

Answer:

No, unless this discount is available to the public or all municipal employees.

Question:

8. Mark is responsible for computer purchases. Dell Computers is sponsoring a free informational event at a local hotel to introduce its new line of computers. The event will be held from 9:00 am to 4:00 pm. Lunch is included. Under the Attendance Rules, is Mark permitted to accept the lunch?

- Yes
- No

Answer:

No, because Dell does business with the municipality and may be trying to influence Mark in the discharge of his official duties. He can attend the event.

Question:

9. Alice, the Tax Assessor, is the luncheon speaker at the Builders Association's annual conference in Atlantic City. The Association is also sponsoring a golf tournament after the luncheon. May Alice accept the lunch from the Association?

- Yes
- No

Answer:

Yes, Even though the Association may have business with the Tax Assessor's Office, because Alice is a speaker she may accept lunch.

Question:

10. Is Alice permitted to participate in the golf tournament at the expense of the Association?

- Yes
- No

Answer:

No, because golf is collateral to the event. She may participate if she pays the cost herself.

Question:

11. Keith is the Zoning Officer. He is invited to a Christmas party at the office of a law firm that represents clients before the Zoning Board. Which of the following is correct?

- Keith may attend at the expense of the law firm.
- Keith may attend, but must pay his own way.
- He must not use municipality's time
- Keith may attend, but the municipality must pay.

Answer:

Keith may attend on his own time, but must pay his own way. This is purely a social event.

The End. Thank your for your time.

**RESOLUTION 2014-166
TOWNSHIP COMMITTEE - TOWNSHIP OF GREEN
COUNTY OF SUSSEX, STATE OF NJ**

**RESOLUTION OF THE TOWNSHIP OF GREEN
REVISING THE TOWNSHIP'S UNEMPLOYMENT COMPENSATION
FROM PAYMENTS IN LIEU OF CONTRIBUTIONS "REIMBURSEMENT
BILLING" TO PAYMENT OF CONTRIBUTIONS**

WHEREAS, the Township of Green is responsible under the Unemployment Compensation Law for the payment of unemployment compensation benefits for its employees; and

WHEREAS, pursuant to the provisions of N.J.S.A. 43:21-7.3(a), the Township currently has employee unemployment compensation benefits charged to the Township's account, which are financed by payments in lieu of contributions; and

WHEREAS, the Township Committee is of the opinion that it would be in the best interests of the Township to change to an unemployment compensation system whereby the Township pays contributions for its unemployment compensation employee benefits; and

WHEREAS, the Township hereby elects to pay contributions pursuant to the provisions of N.J.S.A. 43:21-7.3(b); and

WHEREAS, the Township is required to adopt a resolution so electing to pay contributions and to so advise the Department of Labor and Workforce Development of the State of New Jersey in writing of its election to commence the payment of contributions effective January 1, 2015; and

WHEREAS, said election shall remain in effect for at least two (2) full calendar years; and

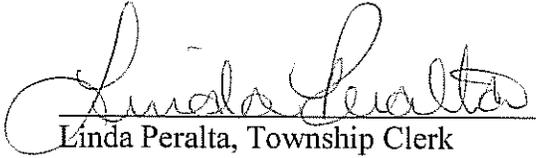
WHEREAS, the Township of Green acknowledges and it shall remain liable for payments in lieu of contributions with respect to all benefits paid based on base year wages earned in the employ the Township for a period during which it financed its benefits by payments in lieu of contributions;

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Green that the Township shall change from payments in lieu of contributions pursuant to N.J.S.A. 43:21-7.3(a) to the payment of contributions pursuant to N.J.S.A. 43:21-7.3(b), effective January 1, 2015.

BE IT FURTHER RESOLVED that the Township Clerk shall so advise the Department of the Township's election to pay contribution pursuant to N.J.S.A. 43:21-7.3(b).

Dated: December 1, 2014

I, Linda Peralta, Township Clerk of the Township of Green, County of Sussex, State of New Jersey, do hereby certify the foregoing resolution to be a true and correct copy of a Resolution adopted by the Township Committee at a meeting held on December 1, 2014.


Linda Peralta, Township Clerk

cc: Linda Padula, CFO

Record of Vote:

	AYE	NAY	ABSTAIN	ABSENT
Mr. Chirip	✓			
Mr. Kurzeja	✓			
Mrs. Phillips	1st ✓			
Mr. Reinbold	2nd ✓			
Mr. Conkling	✓			

**RESOLUTION 2014-167
TOWNSHIP COMMITTEE - TOWNSHIP OF GREEN
COUNTY OF SUSSEX, STATE OF NJ**

**RESOLUTION AUTHORIZE SUBURBAN CONSULTING ENGINEERS, INC. TO PREPARE
BOUNDARY SURVEY**

BE IT RESOLVED, that the Township Committee of the Township of Green, County of Sussex, State of New Jersey authorizes Suburban Consulting Engineers, Inc. to prepare a boundary survey for the Lot that contains the Tranquility Post Office for \$2,600.00. Suburban Consulting Engineers, Inc. will also mark the corners with pins at the rate of \$150.00 per pin.

This Resolution confirms the Township Committee's decision to authorize Suburban Consulting Engineers, Inc.

Dated: December 1, 2014

I, Linda Peralta, Township Clerk of the Township of Green, County of Sussex, State of New Jersey, do hereby certify the foregoing resolution to be a true and correct copy of a Resolution adopted by the Township Committee at a meeting held on December 1, 2014.


Linda Peralta, Township Clerk

cc: Linda Padula, CFO

Record of Vote:

	AYE	NAY	ABSTAIN	ABSENT
Mr. Chirip	✓			
Mr. Kurzeja	✓			
Mrs. Phillips	1st ✓			
Mr. Reinbold	2nd ✓			
Mr. Conkling	✓			

**RESOLUTION 2014-168
TOWNSHIP COMMITTEE – TOWNSHIP OF GREEN
COUNTY OF SUSSEX, STATE OF NEW JERSEY**

APPOINTING RISK MANAGEMENT CONSULTANT

WHEREAS, the Township of Green, (hereinafter “Local Unit”) has joined the Statewide Insurance Fund (hereinafter “Fund”), a joint insurance fund as defined in N.J.S.A. 40A:10-36 *et seq.*; and

WHEREAS, the Bylaws require participating members to appoint a Risk Management Consultant, as those positions are defined in the Bylaws, if requested to do so by the “Fund”; and

WHEREAS, the Local Unit has complied with relevant law with regard to the appointment of a Risk management Consultant; and

WHEREAS, the “Fund” has requested its members to appoint individuals or entities to that position; and

NOW, THEREFORE, BE IT RESOLVED by the governing body of “Local Unit”, in the County of Sussex and State of New Jersey, as follows:

1. Green Township hereby appoints Skylands Risk Management Inc. its local Risk Management Consultant.
2. The Green Township Clerk/Administrator and the Risk Management Consultant are hereby authorized to execute the Risk Management Consultant’s Agreement for the year 2015 in the form attached hereto.

DATED: December 1, 2014

I, Linda Peralta, Clerk of the Township of Green, County of Sussex, do hereby certify the foregoing to be a true and correct copy of a Resolution adopted by the governing body on December 1, 2014.


Linda Peralta, Township Clerk

cc: Linda Padula, CFO

Vote on Resolution:

	FOR APPROVAL	AGAINST APPROVAL	ABSTAIN	ABSENT
Mr. Chirip	✓			
Mr. Kurzeja	✓			
Mrs. Phillips	1st ✓			
Mr. Reinbold	2nd ✓			
Mr. Conkling	✓			

**RESOLUTION 2014-169
TOWNSHIP COMMITTEE – TOWNSHIP OF GREEN
COUNTY OF SUSSEX, STATE OF NEW JERSEY**

RESOLUTION TO JOIN STATEWIDE INSURANCE FUND

WHEREAS, a number of local units have joined together to form the Statewide Insurance Fund ("FUND"), a joint insurance fund, as permitted by N.J.S.A. 40A:10-36, *et seq.*; and

WHEREAS, the Township of Green (LOCAL UNIT") has complied with relevant law with regard to the acquisition of insurance; and

WHEREAS, the statutes and regulations governing the creation and operation of joint insurance funds contain elaborate restrictions and safeguards concerning the safe and efficient administration of such funds; and

WHEREAS, the LOCAL UNIT has determined that membership in the FUND is in the best interest of the LOCAL UNIT.

WHEREAS, the LOCAL UNIT agrees to be a member of the FUND for a period of three (3) years, effective from **January 1, 2015** terminating on **January 1, 2018** at 12:01 a.m. standard time; and

WHEREAS, the LOCAL UNIT has never defaulted on claims, if self-insured, and has not been canceled for non-payment of insurance premiums for two (2) years prior to the date of this Resolution.

NOW, THEREFORE, BE IT RESOLVED that the LOCAL UNIT does hereby agree to join the Statewide Insurance Fund; and

BE IT FURTHER RESOLVED that to the extent required by law, the Local Unit shall provide notice of the Indemnity and Trust Agreement to the Office of the State Comptroller; and

BE IT FURTHER RESOLVED that the LOCAL UNIT will be afforded the following coverage(s) as marked "Yes":

	<u>YES</u>	<u>NO</u>
Workers' Compensation & Employer's Liability	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Liability, Property, Crime-Faithful Performance and Fidelity, Inland Marine, Boiler and Machinery, Comprehensive General Liability, Auto Liability, Auto Physical Damages and Professional Liability	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pollution Liability	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Umbrella	<input type="checkbox"/>	<input checked="" type="checkbox"/>

BE IT FURTHER RESOLVED that Linda Peralta, Township Clerk/Administrator, is hereby appointed as the LOCAL UNIT's Fund Commissioner and is authorized to execute the application for membership and the accompanying certification on behalf of the LOCAL UNIT;..... and

BE IT FURTHER RESOLVED that the LOCAL UNIT's Fund Commissioner is authorized and directed to execute the Indemnity and Trust Agreement and such other documents signifying the membership in the FUND as required by the FUND's Bylaws and to deliver same to the Administrator of the FUND with the express reservation that said documents shall become effective only upon the LOCAL UNIT's admissions to the FUND following approval of the FUND by the New Jersey Department of Banking and Insurance.

Member name: Green Township
 By: Nancy Whalley
 Title: Mayor

DATED: December 1, 2014

ATTEST:

I, Linda Peralta, Township Clerk of the Township of Green, County of Sussex, State of New Jersey, do hereby certify the foregoing resolution to be a true and correct copy of a Resolution adopted by the Township Committee at a meeting held on December 1, 2014.


 Linda Peralta, Township Clerk

cc: Linda Padula, CFO

Record of Vote:

	FOR APPROVAL	AGAINST APPROVAL	ABSTAIN	ABSENT
Mr. Chirip	✓			
Mr. Kurzeja	✓			
Mrs. Phillips	1st ✓			
Mr. Reinbold	2nd ✓			
Mr. Conkling	✓			

RESOLUTION 2014-170
TOWNSHIP COMMITTEE - TOWNSHIP OF GREEN
COUNTY OF SUSSEX, STATE OF NJ

BE IT RESOLVED THAT THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF GREEN, COUNTY OF SUSSEX AND STATE OF NEW JERSEY grants Colin Kellaher, Patrick Murphy, and Dennis Walker permission to obtain a blue light permits for the purpose of responding to emergency calls on behalf of the Green Township Volunteer Fire Department.

DATED: December 1, 2014

I, Linda Peralta, Township Clerk of the Township of Green, County of Sussex, State of New Jersey, do hereby certify the foregoing resolution to be a true and correct copy of a resolution adopted by the Township Committee at a meeting held on December 1, 2014.


Linda Peralta, Clerk/Administrator

cc: Chief Ken Lang

Record of Vote:

	AYE	NAY	ABSTAIN	ABSENT
Mr. Chirip	✓			
Mr. Kurzeja	✓			
Mrs. Phillips	1st ✓			
Mr. Reinbold	2nd ✓			
Mr. Conkling	✓			

**RESOLUTION 2014-171
TOWNSHIP COMMITTEE- TOWNSHIP OF GREEN
COUNTY OF SUSSEX, STATE OF NJ**

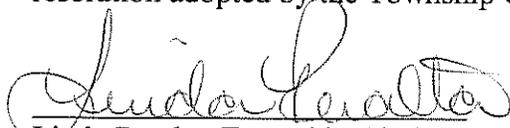
BE IT RESOLVED BY THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF GREEN IN THE COUNTY OF SUSSEX AND STATE OF NEW JERSEY that the following taxes be refunded as hereinafter set forth:

BLOCK	LOT	NAME AND REASON	AMOUNT
14	9.02	Corelogic Real Estate Tax Service Refund Department PO Box 961250 Fort Worth, TX 76161-9858	\$ 3,134.74

Refund tax overpayment on 2014 4th quarter.

DATED: December 1, 2014

I, Linda Peralta, Township Clerk of the Township of Green, County of Sussex, State of New Jersey, do hereby certify the foregoing resolution to be a true and correct copy of a resolution adopted by the Township Committee at a meeting held on December 1, 2014.


Linda Peralta, Township Clerk

Cc: Karen Ferrone, Tax Collector
Linda Padula, CMFO

Record of Vote:

	FOR APPROVAL	AGAINST APPROVAL	ABSTAIN	ABSENT
Mr. Chirip	✓			
Mr. Kurzeja	✓			
Mrs. Phillips	1st ✓			
Mr. Reinbold	2nd ✓			
Mr. Conkling	✓			

**TOWNSHIP OF GREEN
ORDINANCE 2014-13**

**CAPITAL ORDINANCE APPROPRIATING THE SUM OF \$120,000.00
FOR THE PURCHASE OF A NEW LOADER**

BE IT ORDAINED AND ENACTED by the Township Committee of the Township of Green, County of Sussex, State of New Jersey as follows:

SECTION 1: The sum of \$120,000.00 presently located in the General Capital Fund is hereby appropriated for the purchase of new equipment for the Township as follows:

New Front End Loader

TOTAL: \$120,000.00

SECTION 2: In connection with the amount authorized in Section 1 hereof, the Township makes the following determinations:

- 1) The purpose described in Section 1 hereof is not a Current Expense and is a purchase the Township of Green may lawfully make as a capital purchase.
- 2) The period of usefulness of the equipment described in Section 1 hereof is not in the limitation of said Local Bond law and according to the aggregate reasonable life thereof is five (5) years or longer.

SECTION 3: All ordinances or parts of ordinances which are inconsistent with the terms of this ordinance be and the same hereby repealed to the extent of their inconsistency.

SECTION 4: This Capital Ordinance shall take effect ten (10) days after the publication thereof after final adoption.

DATED: December 1, 2014

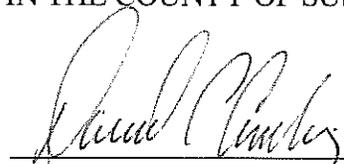
cc: Linda Padula, CFO

ATTEST:

TOWNSHIP OF GREEN
IN THE COUNTY OF SUSSEX



Linda Peralta, Clerk/Administrator



Daniel C. Conkling, Mayor

Vote on Adoption:

	FOR APPROVAL	AGAINST APPROVAL	ABSTAIN	ABSENT
Mr. Chirip	1st ✓			
Mr. Kurzeja	✓			
Mrs. Phillips	2nd ✓			
Mr. Reinbold	✓			
Mr. Conkling	✓			

INTRODUCED: 11/10/2014 ADVERTISED INTRODUCTION: 11/16/2014
PUBLIC HEARING: 12/01/2014 ADOPTED: 12/01/2014
ADVERTISED ADOPTION: 12/02/2014

**TOWNSHIP OF GREEN
ORDINANCE NO. 2014-14**

**AN ORDINANCE OF THE TOWNSHIP OF GREEN, COUNTY OF SUSSEX
STATE OF NEW JERSEY REPEALING ARTICLE XII OF CHAPTER 2 OF
THE MUNICIPAL CODE TERMINATING THE JOINT MUNICIPAL
COURT AND ESTABLISHING THE MUNICIPAL COURT OF
THE TOWNSHIP OF GREEN**

WHEREAS, the Township of Green is a member of the Joint Municipal Court of the Townships of Green, Fredon and Hampton and the Borough of Andover, pursuant to Article XII of Chapter 2 of the Code of the Township of Green; and,

WHEREAS, the Township of Green has duly served its notice to withdraw from the Joint Court as of December 31, 2014; and,

WHEREAS, the Township must establish its own Municipal Court to be effective January 1, 2015;

NOW THEREFORE, BE IT ORDAINED by the Township of Green, County of Sussex, State of New Jersey, as follows:

Section 1. - Termination of Joint Municipal Court. Article XII of Chapter 2 of the Township Code entitled "Joint Municipal Court Established" is hereby repealed in its entirety.

Section 2. - Establishment of Municipal Court. Pursuant to N.J.S.A. 2B:12-2, the Township of Green hereby establishes its single municipality Municipal Court to be known as "The Municipal Court of the Township of Green".

Section 3. - Judge of the Municipal Court. Pursuant to N.J.S.A. 2B:12-4, there shall be a Municipal Court Judge for the Municipal Court of the Township of Green

Section 4. - Administrator of the Municipal Court. Pursuant to N.J.S.A. 2B:12-10, The Municipal Court of the Township of Green shall provide for a Municipal Court Administrator, and there may be one or more Deputy Court Administrators.

Section 5. - Prosecutor for the Municipal Court. Pursuant to N.J.S.A. 2B:25-4, there shall be a Municipal Court Prosecutor of the Municipal Court of the Township of Green.

Section 6. - Public Defender for the Municipal Court. Pursuant to N.J.S.A. 2B:24-3, there shall be a Municipal Court Public Defender of the Municipal Court of the Township of Green.

Section 7. Court Personnel. There may be appointed such other necessary clerical and other personnel for the Municipal Court of the Township of Green as is necessary for the efficient operation of the Municipal Court of the Township of Green.

Section 8. Pursuant to N.J.S.A. 2B:12-1c, the Township of Green is hereby authorized to enter into an Agreement to provide for a Shared Municipal Court, in which the identity of the Municipal Court of the Township of Green shall continue and shall be expressed in the captions of orders and process.

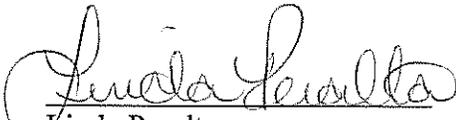
Section 9. - Qualifications, Appointment, Term, Duties. All Municipal Court Personnel provided for in this Ordinance shall have the qualifications for each respective office as required by law. All Municipal Court Personnel shall further be appointed to their respective office, shall serve for the terms prescribed and shall perform the duties of their office all as prescribed by law.

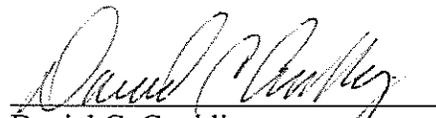
Section 10. - When Effective. This ordinance shall take effect as of January 1, 2015, after passage and publication in accordance with law.

DATED: December 1, 2014

ATTEST:

TOWNSHIP OF GREEN
IN THE COUNTY OF SUSSEX


Linda Peralta
Township Clerk


Daniel C. Conkling
Mayor, Green Township

Vote on Adoption:

	FOR APPROVAL	AGAINST APPROVAL	ABSTAIN	ABSENT
Mr. Chirip	2nd ✓			
Mr. Kurzeja	✓			
Mrs. Phillips	1st ✓			
Mr. Reinbold	✓			
Mr. Conkling	✓			

INTRODUCTION: 11/10/2014

INTRODUCTION ADVERTISED: 11/16/2014

PUBLIC HEARING: 12/01/2014

ADOPTION: 12/01/2014

ADOPTION ADVERTISED: 12/04/2014

**RESOLUTION 2014-172
TOWNSHIP COMMITTEE – TOWNSHIP OF GREEN
COUNTY OF SUSSEX, STATE OF NJ**

**RESOLUTION AUTHORIZING GREEN TOWNSHIP
TO ENTER INTO AN INTERLOCAL SERVICES AGREEMENT FOR THE
CONSOLIDATION OF THE MUNICIPAL COURTS**

WHEREAS, Title 2B of the revised statutes of the State of New Jersey requires every municipality to provide for a municipal court; and

WHEREAS, the provisions of N.J.S.A. 2B:12-1C expressly provide that two or more municipalities by ordinance or resolution may agree to provide jointly for courtrooms, chambers, equipment, supplies and employees for their municipal courts and agree to appoint the same persons as judges and administrators without establishing a joint municipal court; and

WHEREAS, the Township of Green has heretofore adopted Ordinance 2014-14 repealing Article XII of Chapter 2 of the municipal code terminating the joint municipal court and establishing the municipal court of the Township of Green; and

WHEREAS, the Town of Newton has provided a written proposal to the Township of Green to provide for a shared court pursuant to the provisions of N.J.S.A. 2B:12-1C; and

WHEREAS, the Township Committee has reviewed the proposed interlocal services agreement between the Town of Newton and Green Township and has determined that said proposal is in the best interest of the Township of Green.

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Green on this 1st day of December 2014, that the Township is hereby authorized to enter into an interlocal services agreement between the Town of Newton and Green Township for the consolidation of the municipal courts as a shared municipal court.

DATED: December 1, 2014

I, Linda Peralta, Township Clerk of the Township of Green, County of Sussex, State of New Jersey do hereby, certify that the above resolution was adopted by the Mayor and Committee of the Township of Green at a meeting of said governing body held on December 1, 2014.


Linda Peralta, Township Clerk

Vote on Resolution:

	FOR APPROVAL	AGAINST APPROVAL	ABSTAIN	ABSENT
Mr. Chirip	2nd ✓			
Mr. Kurzeja	✓			
Mrs. Phillips	1st ✓			
Mr. Reinbold	✓			
Mr. Conkling	✓			