

**S-1**

**A.** Meeting called to order and salute to flag called by Evelyn Grandi.

**B.** INVOCATION – Given by Father Mark Devlin.

**C.** Statement - Open Public Meetings Act read by Evelyn Grandi.

In Compliance with the “Open Public Meetings Act” of the State of New Jersey, adequate notice of this meeting of the Township Committee was provided in the following manner:

- (A) On December 8, 2014, advance written notice of this meeting was posted at:  
1766 Union Avenue, Hazlet, New Jersey
- (B) On December 8, 2014, advance written notice of this meeting was forwarded to  
The Independent.
- (C) On December 10, 2014, advance written notice of this meeting was published in  
the Asbury Park Press.
- (D) On December 8, 2014, copies of advance written notice of this meeting were  
mailed to all persons who requested and paid for such notices on or before  
January 1, 2014.

FIRE EXITS are located in the directions I am indicating:

Farther down at the end of the room down the stairs, directly out the front door.

To my right is the door, make a right down the hallway which leads to the stairs and directly out the rear of the building.

If you are alerted for fire, please move in a calm and orderly manner to the nearest exit. Thank you.

**S-2**

**ANNOUNCEMENT**

A. Susan Kiley - Township Committee (Full Term)

Oath administered by Senator Kyrillos

**S-3**

**ROLL CALL**

**PRESENT**

**ABSENT**

Committeeman Scott Aagre

  X  

\_\_\_\_\_

Committeeman James DiNardo

  X  

\_\_\_\_\_

Committeewoman Susan Kiley

  X  

\_\_\_\_\_

Committeewoman Barbara Ronchetti

  X  

\_\_\_\_\_

Committeeman Michael Sachs

  X  

\_\_\_\_\_

4. R-1 Appointment of Temporary Chairman. Scott Aagre
5. S-4 Citizens Hearing. No one spoke
6. R-2 Appointment of Permanent Chairman (MAYOR). Michael Sachs
7. S-5 Mayor's Address.
8. R-3 Appointment of Deputy Chairman (DEPUTY MAYOR). Scott Aagre
9. S-6 Presentation of a plaque to Joseph Belasco.
10. R-4 Appointment of Township Attorney. James Gorman
11. R-5 Appointment of Labor Attorney. Matthew Giacobbe, firm of Cleary, Giacobbe, Alfieri & Jacobs.
12. R-6 Appointment of Township Auditor. Robert Allison, firm of Holman, Frenia, Allison.
13. R-7 Appointment of Bond Counsel. Firm of Archer Greiner
14. R-8 Appointment of Township Planner. Maser Consulting, P.A.
15. R-9 Appointment of Consulting Engineer. Robert Bucco, firm of Najarian Associates
16. R-10 Appointment of Improvement Search Officer. Evelyn Grandi
17. R-11 Confirming appointments of Township Fire Chief, First and Second Assistants.  
Robert Cullen, Jr. as Fire Chief of Hazlet Township  
Frank Wood as First Assistant Fire Chief  
Joseph Schroeck as Second Assistant Fire Chief
18. R-12 Appointments to the Land Use Board.

#### LAND USE BOARD APPOINTMENTS

APPOINTMENTS TO THE LAND USE BOARD, MICHAEL SACHS, CLASS I, SCOTT NICHOLS, CLASS II, SCOTT AAGRE, CLASS III, JOHN BYRNE AND FRANK VIGNOLA  
CLASS IV

BE IT RESOLVED by the Township Committee of Hazlet Township that the following people are hereby appointed to the Land Use Board.

Class I (Mayor) – Michael Sachs.  
(one year term) expiring on 12/31/15.

Class II – Scott Nichols.  
Public Official – (one year term) expiring on 12/31/15.

Class III – Scott Aagre.  
Member of the Governing Body – (one year term) expiring on 12/31/15.

Class IV - Regular Members – Four year terms.

John Byrne – for a four year term beginning on 1/1/15 and ending on 12/31/18.

Frank Vignola – for a four year term beginning on 1/1/15 and ending on 12/31/18.

19. R-13 Standing Committees and Appointments.

#### 2015 STANDING COMMITTEES

BE IT RESOLVED by the Township Committee of Hazlet Township that the standing committees for the year 2015 will be as follows:

- A. Department of Public Works (Including streets, sewerage water, public buildings and sidewalks.)
- B. Public Safety Liaisons
- C. Insurance
- D. Library
- E. Environmental Commission
- F. Finance and Central Purchasing
- G. Recreation Commission
- H. Sewer Utility
- I. Board of Education
- J. Personnel Committee
- K. Hazlet PTO's Liaison
- L. Swim Club
- M. Open Space
- N. Construction
- O. Economic Development
- P. Land Use Board

APPOINTMENTS TO BE AS FOLLOWS:

A. Department of Public Works

B. Liaison to:

Sachs, Co-Chairman  
Aagre, Co-Chairman

- (1) Fire Department- Sachs
- (2) First Aid- DiNardo & Sachs
- (3) Office of Emergency Management- Sachs
- (4) Police- Sachs & Aagre

C. Insurance

Kiley, Co-Chairwoman  
Ronchetti, Co-Chairwoman

D. Library Commission

Ronchetti, Co-Chairwoman  
Kiley, Co-Chairwoman

E. Environmental Commission

Aagre, Co-Chairman  
Kiley, Co-Chairwoman

F. Finance and Central Purchasing

Kiley, Co-Chairwoman  
Sachs, Co-Chairman

G. Recreation Commission

Sachs, Co-Chairman  
Kiley, Co-Chairwoman

H. Sewer Utility

Sachs, Co-Chairman  
Aagre, Co-Chairman

I. Board of Education

Aagre, Chairman

J. Personnel Committee

Sachs, Chairman

K. Hazlet PTO's Liaison

Kiley, Chairwoman

L. Swim Club

Sachs, Co-Chairman  
Kiley, Co-Chairwoman

M. Open Space

Kiley, Chairwoman

N. Construction

Aagre, Chairman

O. Economic Development

Kiley, Co-Chairwoman  
Sachs, Co-Chairman

P. Land Use Board

Sachs, Co-Chairman  
Aagre, Co-Chairman

20. R-14 Township Meeting Schedule.

2015 TOWNSHIP COMMITTEE MEETING DATES

BE IT RESOLVED by the Township Committee of Hazlet Township that this Committee will hold workshop meetings, at which time formal action may be taken, and closed executive session, at the Hazlet Township Municipal Building, 1766 Union Avenue, Hazlet, New Jersey on the following dates at 7 P.M.

January 20, 2015; February 3, 2015, February 17, 2015 and February 24, 2015; March 3, 2015, March 17, 2015 and March 24, 2015; April 7, 2015, April 21, 2015 and April 28, 2015; May 5, 2015, May 19, 2015 and May 26, 2015; June 1, 2015, June 16, 2015 and June 23, 2015; July 7, 2015; July 21, 2015 and July 28, 2015; August 4, 2015; August 18, 2015 and August 25, 2015; September 1, 2015, September 15, 2015 and September 29, 2015; October 6, 2015, October 20, 2015 and October 27, 2015; November 2, 2015 and November 16, 2015 and November 24, 2015; December 1, 2015 and December 15, 2015 and December 29, 2015.

BE IT FURTHER RESOLVED by the Township Committee of Hazlet Township that this Committee will hold regular meetings, at which time formal action may be taken, at the Hazlet Township Municipal Building, 1766 Union Avenue, Hazlet, New Jersey on the following dates at 8 P.M.

January 20, 2015; February 3, 2015 and February 17, 2015; March 3, 2015 and March 17, 2015; April 7, 2015 and April 21, 2015; May 5, 2015 and May 19, 2015; June 1, 2015 and June 16, 2015; July 7, 2015 and July 21, 2015; August 4, 2015 and August 18, 2015; September 1, 2015 and September 15, 2015; October 6, 2015 and October 20, 2015; November 2, 2015 and November 16, 2015; December 1, 2015 and December 15, 2015.

21. R-15 Order of Business.

ORDER OF BUSINESS FOR 2015

BE IT RESOLVED by the Township Committee of Hazlet Township that the order of business to be followed at all regular meetings of the Township Committee during the year 2015 shall be as follows:

1. Salute to the flag and moment of silent prayer.
2. Roll Call.
3. Approval of minutes of previous meetings.
4. Receipt of bids which have been advertised for, if any.
5. Hearing on Ordinances or any other public hearing which has been called.
6. Consideration of bids on property that have been scheduled.

7. Reports.
  8. Reading of Communications.
  9. Unfinished business.
  10. Consent Agenda.
  11. New Business.
  12. Payment of bills.
  13. Opportunity for the public to address the meeting.
  14. Adjournment.
22. R-16 Nomination & Confirmation of Appointment of Public Officer. Dennis Pino
  23. R-17 Designation of Official Newspapers. The Asbury Park Press  
Independent
  24. S-7 Appointment of Members to the Library Commission (Mayor's Appointment).

MAYOR'S APPOINTMENTS - LIBRARY COMMISSION

- |                |  |
|----------------|--|
| Chris McManus  | for a three year term commencing on 1/1/15 and ending on 12/31/17. |
| Michele Whalen | for a three year term commencing on 1/1/15 and ending on 12/31/17. |
25. S-8 Appointment of Members to the Environmental Commission (Mayor's Appointment).

MAYOR'S APPOINTMENTS - ENVIRONMENTAL COMMISSION

- |                              |   |
|------------------------------|---|
| Scott Nichols                | for a term commencing on 1/1/15 and ending on 12/31/17. |
| Barbara Lejda                | for a term commencing on 1/1/15 and ending on 12/31/17. |
| Rosemary Mazza               | for a term commencing on 1/1/15 and ending on 12/31/17. |
| Beth Christopher – Secretary |   |
26. S-9 Appointment of Members to the Open Space Advisory Council.

MAYOR'S APPOINTMENTS - OPEN SPACE ADVISORY COUNCIL

Sue Kiley for a one year term commencing on  
1/1/15 and ending on 12/31/15.

27. R-18 2015 Temporary Budget.

2015 TEMPORARY BUDGET

AUTHORIZING TEMPORARY APPROPRIATIONS AND DEBT SERVICE  
AS PER 40A:4-19

WHEREAS, N.J.S. 40A:4-19 provides that where any contract, commitment or payments are to be made prior to the final adoption of the 2015 Municipal Budget, temporary appropriations should be made for the purpose and amounts required in the manner and time therein provided, and

WHEREAS, the date of this resolution is within the first thirty (30) days of the fiscal year, and

WHEREAS, the total appropriations in the 2014 Municipal Budget, Swim Pool Utility Budget and Sewer Utility Budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance, is the sum of \$17,800,916.62, \$329,000.00 and \$3,964,764.34 respectively, and

WHEREAS, 26.25% of the total appropriations in the 2014 Municipal Budget, Swim Pool Utility Budget and Sewer Utility Budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement and public assistance in said budget is the sum of \$4,672,740.61, \$86,362.50 and \$1,040,750.64 respectively, and

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Committee of the Township of Hazlet, in the County of Monmouth, State of New Jersey, that the following appropriations be made retroactive to January 1, 2015 and a certified copy of this resolution be transmitted to the Chief Financial Officer for their records:

**TEMPORARY CURRENT FUND APPROPRIATIONS**

GENERAL GOVERNMENT:

Administrative & Executive	
Salaries and Wages	\$ 25,000.00
Other Expense	25,000.00
Mayor and Township Committee	
Salaries and Wages	4,000.00
Other Expenses	1,000.00
Municipal Clerk	
Salaries and Wages	30,000.00
Other Expense	4,000.00
Elections	
Salaries and Wages	500.00
Other Expenses	500.00
Registrar and Vital Statistics	
Other Expenses	100.00
Financial Administration	
Salaries and Wages	50,000.00
Other Expense	10,000.00
Revenue Administration	
Salaries and Wages	25,000.00
Other Expense	5,000.00

Tax Assessment Administration	
Salaries and Wages	25,000.00
Other Expense	10,000.00
Legal Services	
Other Expense	50,000.00
Engineering Services	
Other Expense	20,000.00
<b>LAND USE ADMINISTRATION:</b>	
Land Use Board	
Salaries and Wages	50,000.00
Other Expense	5,000.00
<b>INSURANCE:</b>	
Disability Insurance	25,000.00
Property/General/Environmental Liability	160,000.00
Workers Compensation	240,000.00
Employee Group Health	700,000.00
Public Officials/Employment Practices Liability	35,000.00
<b>PUBLIC SAFETY:</b>	
Police Department	
Salaries and Wages	1,300,000.00
Other Expenses	50,000.00
Police Dispatchers	
Salaries and Wages	60,000.00
Crossing Guards	
Salaries and Wages	30,000.00
Office of Emergency Management	
Other Expenses	5,000.00
Municipal Prosecutor	
Salaries and Wages	3,000.00
<b>PUBLIC WORKS:</b>	
Streets and Road Maintenance	
Salaries and Wages	150,000.00
Other Expenses	70,000.00
Snow Removal	
Salaries and Wages	25,000.00
Other Expenses	50,000.00
Recycling	
Salaries and Wages	200,000.00
Other Expenses	30,000.00
Buildings and Grounds	
Salaries and Wages	20,000.00
Other Expenses	20,000.00
Maintenance to Vehicles	
Other Expenses	100,000.00
<b>HEALTH AND HUMAN SERVICES:</b>	
Environmental Health Services	
Salaries and Wages	500.00
Other Expenses	100.00
Open Space Commission	

Salaries and Wages	500.00
Other Expenses	100.00
Animal Control Services	
Other Expenses	5,000.00
PARKS AND RECREATION:	
Recreation Services and Programs	
Salaries and Wages	10,000.00
Other Expenses	10,000.00
EDUCATION:	
Aid to Public Library	
Other Expenses	2,000.00
MUNICIPAL COURT:	
Municipal Court	
Salaries and Wages	20,000.00
Other Expenses	2,500.00
UNIFORM CONSTRUCTION CODE:	
Construction Office	
Salaries and Wages	70,000.00
Other Expenses	2,500.00
UTILITIES:	
Street Lighting	50,000.00
Electric	50,000.00
Telephone	20,000.00
Water	10,000.00
Gas (Natural or Propane)	35,000.00
Telecommunications	10,000.00
DEFERRED CHARGES AND STATUTORY EXPENDITURES:	
Social Security System (O.A.S.I.)	200,000.00
Defined Contribution Retirement Plan	1,000.00
SUB-TOTAL	4,112,300.00
MUNICIPAL DEBT SERVICE:	
Interest on Bonds	150,000.00
Monmouth County Improvement Authority	
Interest	6,130.00
Green Trust Loan Program	
Principal and Interest	7,369.00
TOTAL CURRENT FUND	
TEMPORARY APPROPRIATIONS	\$4,275,799.00

**TEMPORARY SWIM POOL UTILITY FUND APPROPRIATIONS**

OPERATING:	
Salaries and Wages	\$ 5,000.00
Other Expenses	50,000.00

STATUTORY EXPENDITURES:	
Social Security System (O.A.S.I.)	1,000.00
TOTAL SWIM POOL UTILITY FUND	
TEMPORARY APPROPRIATIONS	\$ 56,000.00

**TEMPORARY SEWER UTILITY FUND APPROPRIATIONS**

OPERATING:	
Salaries and Wages	\$ 75,000.00
Other Expenses	967,000.00
STATUTORY EXPENDITURES:	
Social Security System (O.A.S.I.)	6,000.00
SUB-TOTAL	1,048,000.00
DEBT SERVICE:	
Interest on Bonds	2,350.00
TOTAL SEWER UTILITY FUND	
TEMPORARY APPROPRIATIONS	\$ 1,050,350.00

28. R-19 Cash Management Plan.

2015 CASH MANAGEMENT PLAN

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

WHEREAS, P.L. 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:5-14; and,

WHEREAS, this law requires that each local unit shall adopt a Cash Management Plan,

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Township Committee of the Township of Hazlet, County of Monmouth, and State of New Jersey that the following shall constitute the Cash Management Plan for the Township of Hazlet and the Township of Hazlet shall deposit and manage funds pursuant to this plan:

**DEFINITIONS**

1. Chief Financial Officer shall mean the person appointed pursuant to Section 5 of P.L. 1988, c.110 (C.40A:9-140.10)
2. Fiscal Year shall mean the period for which a local unit adopts a budget, as required pursuant to the "Local Budget Law", N.J.S. 40A:4-1 et seq.
3. Cash Management Plan, pursuant to N.J.S.A. 40A:5-14, each local unit shall adopt a Cash Management Plan and shall deposit, or invest, or both deposit and invest its funds pursuant to that plan.

**DESIGNATION OF DEPOSITORIES**

The following Government Unit Deposit Protection Act (GUDPA) approved financial institutions are authorized depositories for deposit of funds:

BANK OF AMERICA  
PROVIDENT SAVINGS BANK  
STATE OF NEW JERSEY CASH MANAGEMENT  
SUN NATIONAL BANK, N.A.  
TD BANK, N.A.  
TWO RIVER COMMUNITY BANK  
WELLS FARGO

Designated official depositories are required to submit to the Chief Financial Officer of the Municipality a copy of the State of New Jersey, Department of Banking, Governmental Unit Deposit Protection Act notification of eligibility, which must be filed semiannually in the Department of Banking as of June 30<sup>th</sup> and December 31<sup>st</sup> of each year. Said notices must be available for annual audit.

**DEPOSIT OF FUNDS**

All funds shall be deposited within forty-eight hours of receipt to maximize interest earnings.

Operating funds shall be deposited into interest bearing accounts to maximize interest earnings. Capital and Debt Service funds may be deposited into interest bearing accounts. Trust Funds may be deposited into interest bearing accounts in accordance with the State statutes regulating the Developer's Escrow deposits. Non-interest bearing accounts should be regularly monitored for availability of funds for investment except where either State or Federal Laws prohibit the earning of interest on such funds.

**AUTHORIZING SIGNATURES ON CHECKS**

The following Township Officials are hereby authorized to sign checks for the disbursement of money, where a combination of three (3) principal signatures and facsimile signatures may be used:

Township Mayor **and**  
Township Clerk **and**  
Chief Financial Officer **or**  
Township Administrator

The signature of any of the following officials and/or employees of the Township of Hazlet recognized as an authorized signature for the disbursement or withdrawal of funds from any of the following named special dedicated accounts, established in the name of the Township of Hazlet as indicated beside each named account:

1. **Municipal Court Account** – Municipal Judge or Municipal Court Administrator and Deputy Court Administrator
2. **Bail Bond Account** – Municipal Judge or Municipal Court Administrator and Deputy Court Administrator
3. **Township Clerk's Account** – Municipal Clerk or Designee
4. **Tax Collector's Redemption (Escrow) Account** – Tax Collector or Chief Financial Officer
5. **Developer's Escrow Accounts** – Mayor, Clerk, Chief Financial Officer or Designee

**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 Chief Financial Officer shall make and be responsible for the municipal deposits and investments.

**INVESTMENT INSTRUMENTS**

The Chief Financial Officer shall invest at his/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.

## **REPORTING PROCEDURES**

The Chief Financial Officer shall report all investments in accordance with N.J.S.A. 40A:5-15.2.

At a minimum, the Chief Financial Officer shall prepare a report that consists of the following:

- A summary of all investments made or redeemed for the month.
- A listing of any and all financial institutions holding local unit funds.
- The class or type of securities purchased of funds deposited.
- Income earned on deposits and investments.
- A listing of accounts or deposits that do not earn interest.

This document shall constitute the Cash management Plan of the Township.

## **CASH FLOW**

The Chief Financial Officer shall ensure that the Accounting System provides regular information concerning the cash position and investment performance.

All monies received by the Township, shall be turned over daily to the Tax Collector for deposit in accordance with N.J.S.A. 40A:5-15. The Tax Collector will be responsible for the preparation of a daily report listing all monies received and deposited that day to the Chief Financial Officer along with all deposit slips and pertinent documentation.

The Chief Financial Officer is authorized and directed to invest surplus funds of the Township of Hazlet as the availability of the funds permit. In addition, it shall be the responsibility of the Chief Financial Officer to minimize the possibility of idle cash by depositing the monies in interest bearing accounts wherever practical and in the best interest of the Township of Hazlet.

The Chief Financial Officer shall ensure that funds are borrowed for Capital Projects in a timely fashion.

Any official involved with the selection of depositories, investments, broker/dealers shall disclose any material business or personal relationship to the Administrator and to the Local Finance Board or Local Ethics Board as applicable.

Any official who, in the course of his or her duties, deposits or invests in accordance with this plan shall be relieved of any liability for loss.

29. R-20 Appointment of a Representative to the Municipal Excess Liability Fund Representative and Alternate.

Dennis Pino, Municipal Administrator  
Thomas O'Hara, Alternate

30. R-21 Appointment of a Representative to the Monmouth County Community Development Program and Alternate.

Dennis Pino, Municipal Administrator  
Thomas O'Hara, Alternate

31. R-22 Appointment of Members to the Hazlet Township Safety Committee.

Kenny Lind, Marilyn Colas, Scott Mura, Ken Kruk,  
Barbara Ronchetti, Dennis Pino

32. R-23 Schedule of Holidays for the year 2015.

BE IT RESOLVED by the Township Committee of Hazlet Township that the following will be a schedule of paid holidays for the daily scheduled employees of Hazlet Township for the calendar year 2015.

January 1, 2015	New Year's Day
January 19, 2015	Martin Luther King Day
February 16, 2015	Presidents Day
April 3, 2015	Good Friday
May 25, 2015	Memorial Day
July 3, 2015	Independence Day
September 7, 2015	Labor Day
October 12, 2015	Columbus Day
November 3, 2015	General Election Day
November 11, 2015	Veteran's Day
November 26 & 27, 2015	Thanksgiving and the day after
December 24 & 25, 2015	Christmas Eve and Christmas Day
December 31, 2015	New Year's Eve

33. R-24 Appointment of Representatives to the Bayshore Regional Environmental Council. William Shewan and Ron Dente

34. R-25 Payment of Bills.

35. R-26 Rejecting the RFP's for Public Defender and Prosecutor and authorizing the Clerk to re-advertise.

36. S-10 Appointment of Members to the Monmouth County Office of Aging.

APPOINTMENT OF MUNICIPAL CO-ORDINATOR AND ALTERNATE FOR THE  
MONMOUTH COUNTY OFFICE OF AGING FOR 2015, JAMES BRADY AND BILL  
LAWTON

MAYOR'S APPOINTMENTS

Municipal Coordinator to serve as liaison between Hazlet Township and the Monmouth County Office of Aging. A one year term, commencing January 1, 2015 and expiring December 31, 2015.

MUNICIPAL CO-ORDINATOR----- James Brady

ALTERNATE #1 ----- Bill Lawton

37. S-11 Motion to adjourn.

Voice Vote: Yes

Time 12:30 PM